



TOWN OF MANCHESTER

PERSONNEL POLICY

Effective Date: 5/7/2024

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Town Departments and Commissions

Selectboard and Board of Sewer Commissioners

Board of Water Commissioners

Town Manager/Town Office

Human Resources/Administrative Services

Fire Department

Police Department

Finance

Parks and Recreation

Planning

Public Works

Town Clerk

Water and Sewer

Section 1: TITLE AND AUTHORITY

This Policy shall be known as the Town of Manchester Personnel Policy. It has been adopted by the Town of Manchester (hereinafter “Town”) Selectboard pursuant to 24 V.S.A. §§ 1121 and 1122.

The Selectboard reserves the right to amend any of the provisions of this Personnel Policy for any reason, at any time, with or without notice. The selectboard also retains the right to modify or amend the terms of employment at any time and for any reason, including unilaterally eliminating a position and thus terminating employment, reducing the work hours for some or all employees due to economic necessity, shortage of work, organizational efficiency, changes in departmental functions, reorganizing or reclassifying positions resulting in the elimination of a position, or for other reasons without limitation.

This Personnel Policy will be administered by the Town Manager, Selectboard and employee’s supervisors.

Section 2: PERSONS COVERED

This Personnel Policy applies to full-time and part-time employees of the Town. Except by separate written agreement or conditions of appointment, elected officers and their statutory assistants, members of Town boards and commissions, volunteers, and persons who provide the Town with services on a contract basis are not covered by this Policy. Adherence to this Policy’s provisions concerning unlawful discrimination and sexual harassment shall be a condition of Selectboard appointment of a Town official.

For purposes of this Policy, a full-time employee is an employee who works at least 40 hours per week on a regular and continuing basis. A part-time employee is an employee who works fewer than 30 hours per week on a regular and continuing basis. Seasonal employees are defined as any employee hired for a defined period of time or for a defined purpose or project. Nothing in this Personnel Policy precludes the Town from classifying an employee as both a seasonal employee and part-time employee.

Where a conflict exists between this Personnel Policy and an individual employment contract, the latter will control.

Certain sections of the Personnel Policy may apply to union employees covered by a collective bargaining agreement to the extent agreed by the union and the Town. Certain sections of the Personnel Policy may apply to seasonal employees as determined by the Town Manager. Fire Department employees are covered by the Personnel Policy, except for sections applicable only to full-time or part-time employees, and they also are not covered by sections related to schedules, benefits, or leave, except as they may meet qualifying criteria for leave. To the extent the Selectboard adopts rules related specifically to Fire Department employees, such rules shall control in the event of a conflict with this Personnel Policy.

Section 3: EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the Town to provide equal opportunity to all employees and applicants without regard to race, color, religion, ancestry, sex, sexual orientation, gender identity, age, national origin, place of birth, marital status, disability, veteran’s status, HIV status, pregnancy, health coverage status, genetic information, crime victim status, or any other category of person protected under state or federal law.

Section 4: BACKGROUND CHECKS

In most cases, the Town will conduct criminal background checks on all employment candidates and may periodically update such checks for seasonal rehires.

Section 5: PROBATIONARY PERIOD

All new employees will be required to complete a 90-day probationary period. The purpose of this probationary period is to determine whether the employee is suited for the job. The 90-day probationary period may be extended to an additional 90-day period for further evaluation, as needed. During the probationary period, an employee may be terminated at any time at the sole discretion of the Town Manager. Notwithstanding any other provision of this Policy, an employee terminated during the probationary period will have no right to prior notice nor appeal of such termination.

Section 6: CONDUCT OF EMPLOYEES

All employees are considered representatives of the Town and as such are expected to conduct themselves in a courteous, helpful, and respectful manner in all their interactions with the public, other employees, and town officials.

All employees are expected to faithfully execute the duties and responsibilities of their office to the best of their ability.

Section 7: EXPENSE REIMBURSEMENT

Travel: Employees using personal vehicles for Town business shall be paid the standard IRS rate for mileage reimbursement. The reimbursement shall include compensation for all vehicle use including fuel, maintenance, insurance, and wear and tear. Employees shall not be compensated for routine commuting costs, insurance deductibles, other insurance related costs and traffic citations. Employees are encouraged to use the Town's leased vehicle for Town business, if one is available.

Meals: The Town shall reimburse employees for meals purchased while traveling on Town business; provided that employees submit *itemized* receipts. The Town shall not reimburse employees for the purchase of alcohol. Furthermore, employees are prohibited from consuming any alcohol four (4) hours before operating a Town-owned vehicle and/or are in violation of state laws governing intoxicated or impaired driving. The Town will reimburse for gratuity up to 15% of the bill. Employees will be eligible for dinner reimbursement for travel after 6:00 p.m. Breakfast reimbursement shall be made for travel before 7:00 a.m. The Town shall reimburse for lunch when employees travel outside Bennington County. Reimbursement rates for breakfast, lunch and dinner will be reviewed and set by the Town Manager annually.

Uniforms: Full-time employees of the Department of Public Works and Water and Sewer Departments shall have uniforms supplied and cleaned by the Town and reimbursed up to \$125 each fiscal year for the acquisition of OSHA approved safety work boots.

The Town shall provide uniforms to the Chief of Police and Lieutenant, as well as reimbursement of costs for uniform cleaning, payable in increments on or around September 1 and March 1 of each year. The Town shall reimburse the Chief of Police and Lieutenant, each fiscal year, for the acquisition of work shoes.

All reimbursement requests will be submitted on an Expense Form and approved by the Town Manager.

Section 8: DRESS STANDARDS

In order to provide a professional work environment, the Town requires the following dress standards:

No employees may wear ripped, torn or stained clothing, baggy pants or shorts that fall below the waist, halter tops or tops that bare the midriff, clothing that condones illegal or inappropriate activity, clothing depicting violence, sexual acts, profanity, illegal drugs, alcohol or tobacco.

Employees, with the exception of lifeguards, may not wear tank tops or flip-flops. Town employees, with the exception of all Parks and Recreation Department employees, may not wear shorts; provided that all shorts worn by Parks and Recreation Department employees shall be modest and not overly expose legs. Lifeguards shall wear uniforms provided by the Town; other Parks and Recreation Department employees may not wear two-piece bathing suits.

The Town may require employees of the Parks and Recreation Department, Department of Public Works, Sewer and Water Departments and Police Department to wear Town-issued uniforms.

All employees of the Department of Public Works and Sewer and Water Departments shall wear OSHA approved work boots and clothing.

Section 9: CONFLICTS OF INTEREST

A conflict of interest means a direct or indirect personal or financial interest of an employee or a person or group closely tied with the employee including a close relative, household member, business associate, or employer or employee. A close relative includes a spouse, civil union partner, romantic co-habitant, parent, stepparent, grandparent, child, stepchild, grandchild, sibling, aunt or uncle, niece or nephew, parent-in-law and sibling-in-law.

Every employee of the Town shall carry out their job in a way that avoids conflicts of interest so that the public trust will be preserved. All decisions made by Town employees shall be made based on the best interests of the community at large rather than the interests of any particular individual or employee.

An employee shall not participate in any official action if the employee has a conflict of interest in the matter under consideration. An employee shall not personally, or through any member of their household, business associate, employer or employee, represent, appear for, or negotiate in a private capacity on behalf of any person or organization in a cause, proceeding, application or other matter pending before the Town.

An employee shall not use resources not available to the general public, including but not limited to Town staff time, equipment, supplies, or facilities for private gain or personal purposes, unless authorized by the Town Manager.

An employee may accept a nominal gift or gratuity in connection with an action associated with their official duties on behalf of the Town with an estimated monetary value not exceeding \$50 once per calendar year, with the understanding that employees may not directly or indirectly ask, demand, exact, solicit, accept or receive any gift, gratuity, act or promise beneficial to that individual, or another, which could influence any

action or inaction associated with their official duties on behalf of the Town, or create the appearance of impropriety in connection with any actions or inactions associated with their official duties on behalf of the Town. Nor shall any employee authorized to procure or to recommend procurement of materials, supplies or services, directly or indirectly, ask, demand, exact, solicit, seek, accept, receive or agree to receive for the employee or another person, any benefit or benefits from the person providing or soliciting the provision of such materials, supplies or services with the exception of items of a de minimis nature valued \$50 or less (such as vendor booth “freebies”). An employee may attend a hosted meal when it is provided in conjunction with a meeting directly related to the conduct of Town business or where official attendance is appropriate. An employee may accept an award publicly presented in recognition of public service.

Section 10: HOURS OF SERVICE

All employees are expected to be in attendance during regular work hours. Employees who will be absent from work are expected to notify their Supervisor in advance whenever possible. Employees who are calling in sick are expected to notify their Supervisor as soon as possible, but no later than 8 a.m. for Town Office and 6 a.m. for Highway and Water & Sewer Departments.

Regular work hours may be changed, and employees may be expected to work additional hours that may exceed forty hours in a given week, as circumstances require. All road crew employees are required to be available for work on a call-in basis, especially during the winter months. All Town employees are required to be available for work in the case of an emergency, weather-related or otherwise.

Town Office Administration

Regular work hours for persons employed at the Town hall or other Town offices shall be 8 a.m. to 4:30 p.m., Monday through Friday, with a 30-minute unpaid break for lunch and an additional 15-minute break, as needed.

Highway and Water & Sewer Departments

Regular work hours for persons employed for the Highway and Water & Sewer departments shall be 6 a.m. to 2:30 p.m., Monday through Friday with a 30-minute unpaid break for lunch and an additional 15 minute break, as needed. Saturday and Sunday - On call hours.

Parks and Recreation

Regular work hours for full-time Parks and Receptions employees will be 40 hours per week. During the summer season the schedule may be modified to accommodate seasonal programming.

Section 11: CLOSURE OF TOWN OFFICES

The Town Manager may order the delay of opening of certain Town offices, the early release of certain Town employees or the closure of certain Town offices due to weather, emergencies or other reasons deemed necessary by the Town Manager.

Full-time employees shall not be required to take time-off when Town offices are closed by the Town Manager. All other non-exempt employees shall not be paid, except at the discretion of the Town Manager.

Section 12: OUTSIDE EMPLOYMENT

The primary occupation of all full-time employees shall be with the Town. Employees may not engage in any outside business activities during their normal working hours. Employees are prohibited from undertaking outside employment that interferes with their job performance or constitutes a conflict of interest, as defined in Section 9 of this Policy.

Prior to accepting any outside employment, employees will disclose their intent to do so with their immediate supervisor or Town Manager.

Section 13: POLITICAL ACTIVITY

No employee may use their official authority for the purpose of interfering with or affecting the nomination or election of any candidate for public office, or demand or solicit from any individual direct or indirect participation in any political party, political organization, or support of any political candidate. Employees are prohibited from using Town facilities, equipment, or resources for political purposes and from pursuing political activities while working.

This Personnel Policy is not to be construed to prevent employees from becoming or continuing to be members of any political party or organization, from attending political party or organization meetings or events, or from expressing their views on political matters, so long as: 1) these views are clearly articulated as being those of the individual and not of the Town, 2) these activities do not interfere with the individual's ability to effectively perform their duties, and 3) these activities take place or are expressed during non-working hours. This Personnel Policy is not to be construed as prohibiting, restraining, or in any manner limiting an individual's right to vote with complete freedom in any election.

Section 14: NEPOTISM

The Town – in recognition of the potential for a conflict of interest to occur in the workplace– prohibits the hiring of relatives that results in supervising or evaluating that relative. In those occasions, another Department supervisor or Town Manager will need to provide immediate supervision and evaluation of that employee.

A close relative includes a spouse, civil union partner, romantic cohabitant, parent, stepparent, grandparent, child, stepchild, grandchild, sibling, aunt or uncle, niece or nephew, parent-in-law and sibling-in-law.

Section 15: DRUG AND ALCOHOL USE

The Town intends to maintain a drug-free workplace and workforce. The use of alcohol or illegal drugs and the abuse of prescription drugs are not tolerated in the workplace, except as herein stated.

As a Town employee, you are prohibited from working, or presenting yourself for work, while under the influence, or severe after effects, of illegal drugs, controlled substances, and/or alcohol. This Policy is designed to promote our goal of providing a safe, healthy and productive work environment. This Policy covers all employees, including drivers and other employees who are also subject to drug testing programs performed in accordance with Federal Department of Transportation (DOT) requirements.

It is the policy of the Town to prohibit the manufacture, distribution, transfer, display, transportation, sale, dispensation, possession, consumption, or use of illegal drugs, controlled substances, and/or alcohol by Town employees at the workplace during work hours.

For the purposes of this Policy, the term “illegal drug” includes both: (a) all state and/or federally controlled substances, including look-alike and designer drugs, and drug paraphernalia, and (b) prescription medications that have not been prescribed for current use by an authorized medical practitioner or that are being used contrary to the prescribing medical practitioner’s instructions. Controlled substances include but are not limited to the following substances: marijuana, cocaine, opiates, amphetamines, phencyclidine (PCP), barbiturates, benzodiazepine, methadone, methaqualone, and propoxyphene.

Prohibited Conduct:

The following actions are prohibited in the workplace, on municipal property, while using municipal equipment, or during any time period in which you are on municipality business:

- Possessing, consuming, or using illegal or controlled substances, as defined by federal, state, and local statutes. (Controlled substances may be taken pursuant to a properly issued prescription, provided the controlled substance is taken as, and in the amount, prescribed and so long as the medication does not adversely affect the employee’s ability to perform the essential functions of their job).
- Distributing, transferring, displaying, transporting, selling, or possessing with the intent to distribute illegal or controlled substances.
- Possessing or using drug paraphernalia except when used for legal substances and in a legally prescribed manner.
- Being under the influence of illegal or controlled substances as demonstrated by actions and/or other evidence.
- Growing and/or manufacturing any illegal drug or controlled substance.

An employee must notify their immediate supervisor and Town Manager, in writing, if they are convicted of a violation of a criminal drug statute occurring in the workplace and must do so no more than two (2) calendar days after the conviction.

The limited, responsible consumption of alcohol on or off municipality premises at a Town-sponsored business or social function is permitted, but only if it has been authorized in writing and in advance by the Chief of Police. The Town expects all attendees at such a function to behave in a professional manner and in accordance with Town policies.

The Town reserves the right to search and inspect all areas of the workplace and its premises for the purposes of maintaining a safe and healthy workplace.

The illegal use of prescription drugs is prohibited. If an employee is legally taking prescription drugs that affect the employee’s ability to safely perform any of the essential functions of their job, their supervisor or

the Town Manager will determine whether the employee should continue to perform their functions until concerns regarding safety can be addressed. Medical certification may be required.

Employees may be disciplined, up to and including termination, for violations of this Policy.

In addition to this Policy, employees who operate commercial motor vehicles (CMVs) for the Town are also subject to the provisions of the Town's CMV Drug and Alcohol Policy.

Section 16: TOBACCO USE

The Town hereby prohibits employees' use of tobacco in any form, including electronic cigarettes, in all publicly owned buildings, offices and enclosed areas, designated smoke-free areas of Town property, and in all Town vehicles.

Section 17: PERFORMANCE EVALUATIONS

Employees may be provided job performance evaluations periodically and at such times the Town deems necessary. The results of such evaluations will be discussed with the employee, by the employee's supervisor, and provided to the Town Manager and Human Resources as part of the employee's personnel file.

Section 18: PERSONNEL RECORDS

Personnel records will be maintained for each employee by Human Resources. In accordance with Vermont's Public Records Law, any employee or the employee's designated representative may inspect or copy their personnel file at a mutually agreeable time during regular office hours. The Town reserves the right to have its representative present at the time its files are examined or copied.

Section 19: USE OF TOWN EQUIPMENT

The use of Town equipment or property for personal use is strictly prohibited. Employees should have no expectation of privacy regarding anything stored in or on Town-owned property or Town-owned equipment, including but not limited to desks, filing cabinets, lockers, and vehicles. Employees should expect that such areas may be searched at any time to retrieve work-related materials or to investigate suspected violations of workplace rules.

Section 20: USE OF TOWN COMPUTER SYSTEM

For purposes of this Policy, "computer system" means all computers and devices and any related hardware, equipment, components, or software, including, but not limited to, host computers, file servers, workstation terminals, laptops, tablets, smartphones, internal or external communication networks, the world wide web (www), the Internet, commercial online services, bulletin board systems, backup systems, and the internal and external e-mail systems accessed via the Town's computer equipment.

All electronic communications regarding Town business should be, to the furthest extent possible, conducted via official Town computer systems. A Town employee should avoid conducting Town business using their personal computer, device, or account unless authorized by the Town. The Town computer system is to be used by employees for the purpose of conducting Town business. Occasional, brief, and appropriate personal use of the Town computer system is permitted, provided it is consistent with this Policy and does not interfere with an employee's job duties and responsibilities.

Employees should have no expectation of privacy or confidentiality regarding anything created, sent, or received on the Town computer system. The Town may monitor at any time its computer system without warning or any specific notice to employees, including any and all computer transactions, communications, and transmissions for any reason including, but not limited to ensuring compliance with this Policy and evaluating the use of its computer system. All files, documents, data, and other electronic messages created, received, or stored on the Town computer system are open to review and regulation by the Town and may be subject to the provisions of Vermont's Public Records Law.

Employees may not introduce software from any outside source on the Town's computer system without prior, written authorization from their supervisor. Employees may be held responsible for any damage caused by using unauthorized software or viruses they introduce into the Town computer system.

Employees who have a confidential password to access the Town's computer system should be aware that this does not mean the computer system is for personal confidential communication, nor does it suggest that the computer system is the property of that person. Confidential passwords must be provided to the Town Manager upon direction, including after suspension or dismissal from employment.

Transmission of electronic messages on the Town computer system shall be treated with the same degree of propriety, professionalism, and confidentiality as written correspondence. The following are examples of prohibited uses of the Town computer system:

- Communications that in any way may be construed by others as disruptive, offensive, abusive, discriminatory, harassing, or threatening;
- Communications of sexually explicit images or messages;
- Transmission of chain letters or solicitations for personal gain, commercial or investment ventures, religious or political causes, outside organizations, or other non-job-related solicitations during or after work hours;
- Access to Internet resources, including websites and news groups, that are inappropriate in a business setting;
- Unauthorized disclosures. Unauthorized disclosures include disclosures of non-public information, unless the disclosure is authorized by law; and the dissemination of confidential, proprietary, or privileged information.
- Any other use that may compromise the integrity of the Town and its business in any way.

Nothing in this section, nor any other section on this Personnel Policy, will be interpreted or applied in a manner that interferes with employee rights to organize, form, join, or assist labor organizations, to bargain collectively through representatives of their choosing to the extent allowed by law, or to engage in other concerted activities for the purpose of addressing the terms and conditions of employment.

Section 21: PERSONAL USE OF SOCIAL MEDIA

This section applies to employees using social media in their personal, non-official capacity. Personal or non-official use of social media means day-to-day use of social media by employees that is unrelated to their official work duties. Employees' personal or non-official use of social media may occur during work or off-

duty hours. Occasional, brief, and appropriate personal use of social media is permitted during work hours provided it is consistent with this Policy, does not interfere with an employee's job duties and responsibilities, and does not have a detrimental effect on employee productivity or the Town's operations.

Employees using social media in their personal capacity are expected to be truthful, courteous, and respectful toward supervisors, co-workers, residents, customers, and other persons or entities associated with or doing business with the Town.

When posting content or commenting on town business in their personal capacity, employees and appointed officials must use a disclaimer which establishes that their posted content or comments represent their own opinions and do not represent those of the Town. Employees must not attribute personal statements or opinions to the Town when engaging in the use of social media and if, through their identification or posts, any confusion as to whether their statements might be attributable to the Town arises, they must clarify that their posts are their own and not those of the Town.

Personal use of social media should not be tied to the Town's business and employees must not use their town email account or password in conjunction with a personal social media platform, unless needed for Admin privileges and is authorized by the Town Manager.

Personal use of social media that adversely or negatively affects or impacts the workplace is prohibited. The following is a non-exhaustive list of examples, situations, or activity when personal use of social media may adversely or negatively affect an employee's duties or the workplace:

- Name calling and personal attacks or other such demeaning behavior;
- Friendships, dating or romance between co-workers;
- Cyber-bullying, stalking, or harassment;
- Release of private or confidential data;
- Unlawful activities;
- Misuse of town social media;
- Inappropriate use of the Town's name, logo, or the employee's position or title;
- Using town-owned computer systems or equipment for extensive personal social media use; or
- Violating federal, state, or local law.

Section 22: PUBLIC RECORDS

Any written or recorded information that is produced or acquired by a Town employee in the course of Town business is a public record, subject to Vermont's Public Records Law and may be covered by the State of Vermont's retention rules and disposition schedules for municipal records. Although the Town discourages the use of personal computers, devices, or accounts to conduct Town business, the use of a personal computer, device, or account does not prevent an otherwise public record from being subject to public

inspection and copying. In the uncommon event that an employee uses their personal computer, device, or account to conduct Town business, the record created, sent, or received should be forwarded by the employee to the employee's Town computer system, or otherwise captured and retained as a Town record. All employees are required to respond in the manner prescribed by Vermont's Public Records Law regardless of where a Town public record may be stored. All employees must provide any Town public records stored in their personal computers, devices, or accounts that are responsive to a public records request.

Section 23: ELIGIBILITY FOR BENEFITS and WORKPLACE INJURY

The Town offers group insurance and other benefit programs to its eligible full-time employees. Details about those benefits, as they exist on the date of hire, are included as an attachment to this Policy.

The Town reserves the right to change insurance carriers, or to add, delete, or amend insurance or other benefit programs in its sole discretion. The Town also reserves the right to change the amount or percentage of its contribution to the cost of any group health insurance program. Employees will be provided with advance notice of any change in the contribution rate.

Employees injured while performing their duties shall promptly notify their supervisor. Employees may be covered by workers' compensation insurance if their injury arises out of and is in the course of employment. Questions should be posed to Human Resources.

Section 24: HOLIDAY LEAVE

Full and part-time employees will receive the following paid holiday leave:

- New Year's Day (January 1st)
- Martin Luther King, Jr.'s Birthday (3rd Monday in January)
- Presidents' Day (3rd Monday in February)
- Memorial Day (last Monday in May)
- Juneteenth National Freedom Day
- Independence Day (July 4th)
- Labor Day (1st Monday in September)
- Indigenous Peoples' Day (second Monday in October)
- Veterans' Day (November 11th)
- Thanksgiving Day and Friday after (4th Thursday in November)
- Christmas Day (December 25th)

Employees will receive holiday (excluding Christmas) leave pay for the number of hours in the employee's typical workday on which the holiday falls, at the employee's regular rate of pay. Part-time employees will receive prorated holiday leave pay based on the number of hours the employee is regularly scheduled to work. Holiday leave will be included in calculating overtime for that employee.

Employees will be paid two times their regular rate of pay for worked hours on Christmas.

Holidays falling on a Saturday will be observed the preceding Friday. Holidays falling on a Sunday will be observed the following Monday.

Holidays that fall during an employee's vacation leave will not be charged as vacation leave.

Section 25: VACATION LEAVE

Full-time employees will accrue vacation at the following rates:

Years of Service	Annual Accrual
0-5 years	10 days (prorated for 1 st year)
6-10 years	18 days
11-15 years	25 days
20 years	28 days

Vacation leave accrual begins on the date of hire. However, an employee may take vacation during the employee's probationary period, at the discretion of the Town Manager. Increases in the annual rate of accrual of vacation time will occur on July 1st. Vacation accrual and use shall be tracked in hours.

Full-time employees will receive vacation leave pay at the employee's regular rate of pay. Leave must be taken in a minimum of 15-minute increments.

Employees are strongly encouraged to take an annual vacation. Requests for vacation should be submitted, using the *Paid Time Off Leave Request* form, to the employee's supervisor as soon as possible but not less than 48 hours in advance of the requested time-off.

Employees are allowed to carry-over unused vacation leave to the next year, up to a maximum of 240 hours, as of June 30th each year.

Vacation leave will be included in calculating overtime for that employee.

An employee who resigns from employment with the Town will be compensated for unused, accrued vacation leave, with the exception that any employee who terminates during their probationary period will not be entitled to compensation for any accrued vacation time.

Employees will be given the opportunity to attend Town Meeting, with prior notification to their immediate supervisor.

Section 26: SICK LEAVE

Definition

For the purposes of this section of the Policy, the following definition shall apply: "eligible employee" means an employee or an elected official of the Town who: (a) is age 18 or older; (b) works an average of 18 or more hours per week during the year; and (c) is expected to work more than 20 weeks in a 12-month period. This definition includes newly-hired employees and those who are still in their probationary period of

employment. This definition does not include an individual who: (i) works on a per diem or intermittent basis; (ii) works only when he or she indicates that he or she is available to work; (iii) is under no obligation to work for the Town; and (iv) has no expectation of continuing employment with the Town.

Earned Sick Leave

Eligible full-time employees will earn 5.5 hours of paid sick leave monthly/66 hours annually. Such leave will be awarded to employees in a lump sum at the beginning of the Fiscal Year. Part-time/Seasonal that work more than 20 consecutive weeks, averaging more than 18 hours/week, will accrue 1 hour of sick time per 52 hours worked. Any accrued sick leave will be forfeited at the time of termination.

Accrual Carry Over Limit

Employees are allowed to carry over unused sick leave to the next year, up to a maximum of 320 hours, as of June 30th each year.

Incentive Payment

The Town shall pay an “attendance incentive payment,” on or around June 30 of each year, equal to fifty (\$50) dollars for each full sick day accrued but not taken during the prior fiscal year; provided that such attendance incentive payment shall not exceed \$400 for any employee.

Waiting Period

An employee may take sick leave during the employee’s probationary period.

Use of Sick Leave

Eligible employees may use paid leave in increments no smaller than fifteen minutes.

An employee may use sick leave for the purposes below:

- The employee is ill or injured.
- The employee obtains professional diagnostic, preventive, routine, or therapeutic health care.
- The employee cares for a sick or injured parent, grandparent, spouse, child, brother, sister, parent-in-law, grandchild, or foster child, including helping that individual obtain diagnostic, preventive, routine, or therapeutic health treatment, or accompanying the employee’s parent, grandparent, spouse, or parent-in-law to an appointment related to their long-term care.
- The employee is arranging for social or legal services or obtaining medical care or counseling for the employee or for the employee’s parent, grandparent, spouse, child, brother, sister, parent-in-law, grandchild, or foster child, who is a victim of domestic violence, sexual assault, or stalking or who is relocating as the result of domestic violence, sexual assault, or stalking. As used in this section, “domestic violence,” “sexual assault,” and “stalking” shall have the same meanings as in 15 V.S.A. § 1151.

- The employee cares for a parent, grandparent, spouse, child, brother, sister, parent-in-law, grandchild, or foster child, because the school or business where that individual is normally located during the employee's workday is closed for public health or safety reasons.
- The Town Manager shall have the discretion to request a medical certification to verify the legitimacy of sick leave utilization after three (3) consecutive days of said utilization.

Compensation for use of paid leave will be at the employee's regular rate of pay.

Use of this paid leave does not diminish the rights that an employee may have under the Vermont Parental Family Leave Act.

Compensation at Time of Separation from Employment

The Town will not compensate eligible employees for unused, accrued sick leave at the time of separation from employment.

Section 27: BEREAVEMENT LEAVE

Employees may be provided with up to five paid bereavement leave days (pro-rated for part-time employees) related to the death of a close family member, domestic partner or member of an employee's household. The exact amount of time off depends upon the circumstances and subject to supervisor approval. For purposes of this Policy, "close family member" is defined as the following: spouse, civil union partner, significant other, parent, stepparent, grandparent, child, stepchild, grandchild, sibling, parent-in-law, or sibling-in-law.

If additional time off is needed, or if time off is needed for the funeral of a friend or a relative who is not included above, the employee's supervisor may grant, on a case-by-case basis, the use of a reasonable amount of accrued sick leave, if available, or unpaid leave, if unavailable. The amount of such time off, if approved, will depend upon the individual circumstances such as the distance to be traveled, closeness of the employee's relationship with the person who died or the employee's family, and the employee's level of responsibility in making funeral or other arrangements.

Paid bereavement leave does not accrue and thus, when not used, is not carried forward into the next year nor compensated upon separation from employment.

Section 28: PARENTAL AND FAMILY LEAVE

The Town reserves the right to designate any qualifying leave of absence granted under this Policy as leave under the federal Family and Medical Leave Act (FMLA) or the Vermont Parental and Family Leave Act (VPFLA), in the case either law applies to an eligible employee's circumstances. A request for leave must be made to the Town Manager. Where an employee's leave request is covered by both the VPFLA and the FMLA, the Town will adhere to the law that provides the most benefits to the employee.

For the purposes of determining the 12-month period in which an employee may be entitled to VPFLA and/or FMLA leave, the Town will use a rolling 12-month period measured backward from the date an employee uses such leave.

This section shall also apply to employees covered by collective bargaining agreements.

Section 29: SHORT TERM FAMILY LEAVE

In accordance with 21 V.S.A. § 472a, eligible employees may be entitled to take unpaid leave not to exceed four hours in any 30-day period and not to exceed 24 hours in any 12-month period for the following purposes:

- To participate in preschool or school activities directly related to the academic educational advancement of the employee's child, stepchild, foster child, or ward who lives with the employee, such as a parent-teacher conference;
- To attend or accompany the employee's child, stepchild, foster child, or ward who lives with the employee or the employee's parent, spouse or parent-in-law to routine medical or dental appointments;
- To accompany the employee's parent, spouse or parent-in-law to other appointments for professional services related to their care and well-being; or
- To respond to a medical emergency of the employee's child, stepchild, foster child, or ward who lives with the employee or the employee's parent, spouse or parent-in-law.

The Town may require that leave (including accrued paid leave) be taken in a minimum of two-hour segments. At the option of the employee, accrued paid leave may be used. Before taking leave under this section an employee shall make a reasonable attempt to schedule appointments outside of regular work hours. An employee shall provide the Town with the earliest possible notice of the intent to take short term family leave, but in no case later than seven days before leave is to be taken, except in an emergency where the required seven-day notice could have a significant adverse impact on the family member of the employee.

Section 30: CRIME VICTIM LEAVE

In accordance with 21 V.S.A. § 472c, eligible employees who are crime victims may be entitled to take unpaid leave for the purpose of attending a deposition or court proceeding related to:

- a criminal proceeding when the employee has a legal right or obligation to appear at the proceeding;
- a relief from abuse, neglect, or exploitation hearing when the employee is the plaintiff; or
- hearings concerning an order against stalking or sexual assault, when the employee seeks the order as plaintiff.

A "crime victim" is a person who has:

- obtained a relief from abuse order against a family or household member;
- obtained a court order against stalking or sexual assault;
- obtained a court order against abuse of a vulnerable adult; or
- sustained physical, emotional or financial injury as the direct result of the commission or attempted commission of a crime or act of delinquency and is identified as a crime victim in an affidavit filed by law enforcement official with a prosecuting attorney. This includes the victim's

child, foster child, parent, spouse, stepchild or ward of the victim who lives with the victim, or a parent of the victim's spouse, provided that the individual is not identified in the affidavit as the defendant.

At the option of the employee, accrued sick leave, vacation leave, or any other accrued paid leave may be used.

Section 31: LEAVE OF ABSENCE WITHOUT PAY

Requests for leaves of absence without pay for any reason other than those covered by federal or state law must be submitted in writing to the employee's supervisor and must set forth the purpose for which the leave is requested. All leave requests must be for a definite period of time and include a specified date of return.

If a leave of absence without pay is granted, the employee may, at the Town's sole discretion, continue the employee's group health plan coverage by paying the required premium in accordance with the payment schedule established by the Town. Other employee benefits (e.g., sick leave, vacation, seniority, etc.) will not accrue during an unpaid leave period that exceeds 14 days.

Section 32: MILITARY LEAVE

The Town will comply with the requirements of the Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C. §§ 4303 et seq., and 21 V.S.A. §§ 491 et seq. Employees who take military leave subject to the provisions of these laws will be granted leave without pay. At the option of the employee, any paid leave accrued prior to the commencement of the leave may be used.

Section 33: JURY LEAVE

The Town will compensate employees for their service as jurors or witnesses when unrelated to their status as a Town employee. The Town will pay the difference between the employee's actual base salary and any juror or witness remuneration, provided that the employee would have been scheduled to report to work and submits sufficient documentation attesting to jury or witness duty. In accordance with 21 V.S.A. § 499, employees will otherwise be considered in the service of the Town for purposes of determining seniority, benefits, credit towards vacations, sick leave, and other rights, privileges, and benefits of employment.

Section 34: OVERTIME AND COMPENSATORY TIME OFF

In accordance with the federal Fair Labor Standards Act (FLSA), the Town compensates nonexempt employees at the rate of one and one-half hours for each hour actually worked in excess of forty hours in any work week. Sick time does not count as hours worked for purposes of calculating either overtime or compensatory time eligibility. Vacation and holiday time may be included in calculating overtime or compensatory time for employees.

Town Administration positions that are considered Exempt include the Town Manager, Director of Finance, Assessor, Zoning Administrator, and Human Resource/Administrative Manager. In lieu of overtime pay, non-exempt administrative positions may elect compensatory time at a rate of one and one-half (1.5) hours for each hour worked in excess of forty (40) hours in any given week, subject to pre-approval by the employee's supervisor. Accruals shall not exceed 240 hours except that employees engaged in public safety, emergency

response, or seasonal work, as defined by FLSA, may accumulate not more than 480 hours of compensatory time. The Town shall pay-out all unused accumulated compensatory time on or before June 30th of each year.

An employee who has accrued comp time and requests use of comp time will be permitted to use such time off within a reasonable period after making the request, if such use does not unduly disrupt the Town's operations. Requests for use of comp time must be submitted to the employee's supervisor. Requests for use of comp time will not unreasonably be withheld.

Section 35: EMPLOYMENT HARASSMENT AND DISCRIMINATION

The Town is committed in all areas to providing a work environment that is free from unlawful harassment and discrimination. Vermont and federal law prohibit employment discrimination or retaliation based on race, color, religion, sex, gender identity, marital status, national origin, age, pregnancy, genetic information, crime victim or veteran status, any other category of person protected under federal or state law, or against a qualified individual with a disability, with respect to all employment practices. Vermont law also prohibits discrimination based on sexual orientation, ancestry, HIV status, and place of birth. It is unlawful to retaliate against employees or applicants who have alleged employment discrimination.

Examples of harassment include the following: insulting comments or references based on a person's race, color, religion, sex, gender identity, marital status, national origin, age, pregnancy, genetic information, health coverage status, crime victim or veteran status, disability, sexual orientation, ancestry, HIV status, place of birth; aggressive bullying behaviors; inappropriate physical contact or gestures; physical assaults or contact that substantially interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment; retaliation against an employee for complaining about the behaviors described above or for participating in an investigation of a complaint of harassment. Petty slights, annoyances, and isolated incidents (unless serious) will not rise to the level of illegality. To be unlawful, the conduct must create a work environment that would be intimidating, hostile, or offensive to reasonable people.

The Town will not tolerate unlawful harassment based on a person's race, color, religion, sex, gender identity, marital status, national origin, age, pregnancy, genetic information, crime victim or veteran status, disability, sexual orientation, ancestry, HIV status, place of birth, or membership in a classification protected by law. Likewise, the Town will not tolerate retaliation against an employee for filing a complaint of harassment or for cooperating in an investigation of harassment.

All employees, including supervisors and other management personnel, as well as appointed Town officials, are expected and required to abide by this Policy. Employees who are found to have engaged in harassment may face disciplinary action up to and including termination. Any employee who believes that they have been the target of this type of harassment, or who believes they have been subjected to retaliation for having brought or supported a complaint of harassment, is encouraged to directly inform the offending person or persons that such conduct is offensive and must stop.

Any employee who wishes to report harassment should file a complaint with:

Town Manager s.murphy@manchester-vt.gov

Human Resources b.jamieson@manchester-vt.gov

A prompt, thorough, and impartial investigation will be conducted, and confidentiality will be protected to the extent possible. If it is determined that unlawful harassment has occurred, the Town will take immediate and appropriate corrective action. No person will be adversely affected in employment with the Town as a result of bringing a complaint of unlawful harassment.

Complaints of harassment or retaliation may also be filed with the following agencies:

Civil Rights Unit
Vermont Attorney General's Office
109 State Street
Montpelier, VT 05609-1001
Tel: (802) 828-3657 (voice)
(888) 745-9195 (Toll Free VT)
(802) 828-3665 (TTY)
Fax: (802) 828-2154
Email: ago.civilrights@vermont.gov
Online: <http://ago.vermont.gov/about-the-attorney-generals-office/divisions/civil-rights/>

Equal Employment Opportunity Commission
JFK Federal Building
475 Government Center
Boston, MA 02203
Tel: 1 (800) 669-4000 (voice)
1 (800) 669-6820 (TTY)
1 (844) 234-5122 (ASL Video)
Fax: 617-565-3196
Email: info@eeoc.gov
Online: www.eeoc.gov

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

Section 36: SEXUAL HARASSMENT

Sexual harassment in the workplace is illegal under federal and Vermont law and is strictly prohibited. The Town is committed to providing a workplace free from this unlawful conduct. All employees have the right to work without being subjected to insulting, degrading or exploitative treatment on the basis of their sex, sexual orientation, or gender identity. It is against the policies of the Town for any individual, male or female, to sexually harass another individual in the workplace. In accordance with 21 V.S.A. §§ 495 and 495h, the Town has adopted the following sexual harassment policy. All employees are required to read this policy before signing the employee acknowledgement form.

Sexual harassment is a form of sex discrimination and means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to that conduct is made either explicitly or implicitly a term or condition of employment;

- submission to or rejection of such conduct by an individual is used as a component of the basis for employment decisions affecting that individual; or
- the conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Examples of sexual harassment include, but are not limited to, the following, when such instances or behavior come within one of the above definitions:

- explicitly or implicitly conditioning any term of employment (e.g., continued employment, wages, evaluation, advancement, assigned duties or shifts) on the provision of sexual favors;
- touching or grabbing a sexual part of an individual's body;
- touching or grabbing any part of an individual's body after that party has indicated, or it is known, that such physical contact was unwelcome;
- continuing to ask an individual to socialize on- or off-duty when that person has indicated they are not interested;
- displaying or transmitting sexually suggestive pictures, objects, cartoons, or posters if it is known or should be known that the behavior is unwelcome;
- continuing to write sexually suggestive notes or letters if it is known or should be known that the person does not welcome such behavior;
- referring to or calling a person a sexualized name if it is known or should be known that the person does not welcome such behavior;
- regularly telling sexual jokes or using sexually vulgar or explicit language in the presence of a person if it is known or should be known that the person does not welcome such behavior;
- retaliating in any way for having filed or supported a complaint of sexual harassment (e.g., ostracizing the person, pressuring the person to drop or not support the complaint, adversely altering that person's duties or work environment, etc.);
- making derogatory or provoking remarks about or relating to an employee's sex, sexual orientation, or gender identity;
- directing harassing acts or behavior against a person on the basis of their sex, sexual orientation, or gender identity;
- any off-duty conduct which falls within the above definition and affects the work environment.

It is also unlawful to retaliate against employees for filing a complaint of sexual harassment or for cooperating in an investigation of sexual harassment.

Any employee who believes that they have been the target of sexual harassment, or who believes they have been subjected to retaliation for having brought or supported a complaint of harassment, is encouraged to directly inform the offending person or persons that such conduct is offensive and must stop.

Employees who are found to have engaged in sexual harassment may face disciplinary action up to and including termination. Appointed Town officials found to have violated this Policy may face appropriate corrective action.

Any employee who wishes to report sexual harassment should file a complaint with:

Scott Murphy, Town Manager s.murphy@manchester-vt.gov

Bonnie Jamieson, Human Resources b.jamieson@manchester-vt.gov

A prompt, thorough, and impartial investigation will be conducted, and confidentiality will be protected to the extent possible. If it is determined that unlawful harassment has occurred, the Town will take immediate and appropriate corrective action. No person will be adversely affected in employment with the Town as a result of bringing a complaint of unlawful harassment.

Complaints of sexual harassment or retaliation may also be filed with the following agencies:

Civil Rights Unit

Vermont Attorney General's Office

109 State Street

Montpelier, VT 05609-1001

Tel: (802) 828-3657 (voice)

(888) 745-9195 (Toll Free VT)

(802) 828-3665 (TTY)

Fax: (802) 828-2154

Email: ago.civilrights@vermont.gov

Online: <http://ago.vermont.gov/about-the-attorney-generals-office/divisions/civil-rights/>

Equal Employment Opportunity Commission

JFK Federal Building

475 Government Center

Boston, MA 02203

Tel: 1 (800) 669-4000 (voice)

1 (800) 669-6820 (TTY)

1 (844) 234-5122 (ASL Video)

Fax: 617-565-3196

Email: info@eoc.gov

Online: www.eoc.gov

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

Section 37: EMPLOYEE DISCIPLINE

The Town will determine, in its sole discretion, when employee conduct must be addressed by discipline.

Most often, employee conduct that warrants discipline results from unacceptable behavior, poor performance, or violation of the Town's policies, practices, or procedures. However, discipline may be issued

for conduct that falls outside of these identified areas. The Town also reserves the right to impose discipline for off-duty conduct that adversely impacts the legitimate interests of the Town.

The Town will normally adhere to the following progressive disciplinary process: (1) verbal warning; (2) written warning; (3) suspension; and (4) termination. In connection with issuing discipline, the Town may consider prior disciplinary action, regardless whether the prior discipline was for the same or similar employee conduct. Additionally, the Town may bypass one or more steps of progressive discipline when, in its discretion, it determines circumstances warrant, most often based on unusually or extremely serious conduct. Bypassing progressive discipline may also be warranted, for example, when employee conduct irretrievably damages credibility or destroys the confidence of supervisors or management in the employee's ability to continue effectively in the position.

Employees are prohibited from engaging in conduct listed below and may receive discipline, up to and including termination, for doing so. This list has been established to provide examples of behavior that could warrant a range of disciplinary sanctions. This list is not exhaustive.

- Engaging in any illegal activity.
- Refusing to do assigned work.
- Being inattentive to duty, including sleeping on the job.
- Falsifying a time card or other record or giving false information to anyone whose duty is to make such record.
- Being repeatedly or continuously absent or late, being absent without notice or satisfactory reason or leaving one's work assignment without appropriate authorization.
- Conducting oneself in any manner that is offensive, abusive or contrary to reasonable community standards and expectations of public employees.
- Engaging in any form of unlawful retaliation or discrimination, including sexual harassment.
- Misusing, misappropriating, or willfully neglecting Town property, funds, materials, equipment or supplies.
- Unlawfully distributing, selling, possessing, using or being under the influence of alcohol or drugs when on the job or subject to duty.
- Fighting, engaging in horseplay or acting in any manner which endangers the safety of oneself or others. This includes acts of violence as well as threats of violence.
- Stealing or possessing without authority any equipment, tools, materials or other property of the Town or attempting to remove them from the premises without approval or permission from the appropriate authority.
- Marking or defacing walls, fixtures, equipment, tools, materials or other Town property, or willfully damaging or destroying property in any way.
- Failure to search for or disclose public records upon request.

- Willful violation of Town rules or policies.

Section 38: EMPLOYEE TERMINATION PROCESS

The Town has adopted an employment termination process.

Probationary employees are not subject to the Town's termination process. Notwithstanding any other provision of this Policy, an employee terminated during the probationary period will have no right to these procedures including no right to appeal such termination.

An employee being considered for unpaid suspension or termination will be provided with written notice. The notice will contain a brief statement of the reason(s) termination/suspension is being considered. Termination letters will include the date, time and place of a pre-termination meeting with Town representatives. At the pre-termination meeting, the employee will be afforded an opportunity to present the employee's response to the reason(s) termination is being considered. Employee's have the right to have a representative present. If the employee declines to attend the pre-termination meeting, the employee may submit a written response to the pre-termination notice no later than the scheduled date of the meeting.

Within seven calendar days of the date of the meeting, which time period may be extended if necessary, the Town will provide the employee with a written notice informing the employee whether they have been terminated. If the employee has been terminated, the notice will provide the general reasons therefore and will also inform the employee of the opportunity to request a post-termination hearing before the selectboard by giving written notice to the indicated Town representative within seven calendar days. The employee will be informed that the employee's failure to make a timely request for a post-termination hearing will result in such hearing being waived.

If a request for an appeal to terminate or suspend, is made, the Selectboard will provide the employee with a notice informing the employee of the date, time, and place of the post-termination hearing before the Selectboard. The notice will inform the employee of their right to be represented by counsel and of the hearing process described below.

The Selectboard may hold the post-termination hearing in executive session, but the employee can elect for the hearing to be held in open session. A Town representative will present the evidence and grounds supporting termination, and the employee or their attorney may cross-examine witnesses presented by the Town. The employee or their representative may then present the employee's witnesses and evidence, subject to cross-examination by the Town. Opening and/or closing statements will be accepted. The selectboard will decide any evidentiary objections or disputes. After the hearing and Selectboard meeting are adjourned, the Selectboard, under the authority granted by 1 V.S.A. § 312(e), will deliberate over matters presented in the hearing.

The Selectboard will render a written decision within fourteen calendar days after close of the hearing, which time period may be extended if necessary.

The Town also retains the right to unilaterally eliminate a position and thus terminate employment or reduce the work hours for some or all employees due to economic conditions, shortage of work, organizational efficiency, changes in departmental functions, and/or reorganization or reclassification of positions resulting

in the elimination of a position or for other related reasons. In such cases, this termination process does not apply.

ADOPTED this _7th_ day of _May_____, 20_24_.

SIGNATURES of SELECTBOARD:

ADDENDUM A: Personnel Acknowledgement

I, _____, acknowledge that:

- A. I received a copy of the Town’s Personnel Policy on _____ and it is my responsibility to familiarize myself with its contents;
- B. I understand that it is my responsibility to ask questions if there is anything in the Personnel Policy that I do not understand;
- C. I understand that the language used in this Personnel Policy is not intended to create, nor should it be construed to create, a contract or agreement for employment between myself and the Town;
- D. I understand that this Personnel Policy replaces any and all prior versions and that the Town ~~reserves the right to add, amend, or discontinue any of the provisions of this Personnel Policy for any reason or none at all, in whole or in part, at any time, with or without notice.~~
- E. I understand that I may ~~choose to~~ receive compensatory time in lieu of overtime pay, subject to conditions and limitations as stated in this Personnel Policy,
- F. I understand that certain sections of the Handbook also apply to Police Department union employees, Fire Department employees and officers, part-time employees, seasonal employees, appointed board and commission members, certain elected officials and employees of the Town Clerk’s Office, as provided for in agreements between the Town and the Town Clerk or whenever the application is necessary for the continuation of government. Unless otherwise noted herein, this Handbook shall apply to non-union, full-time employees under the purview of the Selectboard, Board of Sewer Commissioners and Board of Water Commissioners. The Policy does not apply to contract employees or vendors, unless provided for herein or in agreements. Where a conflict exists between this Policy and any collective bargaining agreement or an individual employment contract, the latter will control. Part-time employees are defined as any employee working on average less than 30 hours per week who are not seasonal employees. Seasonal employees are defined as any employee hired for a defined period of time or for a defined purpose or project. Nothing in this Handbook precludes the Town from classifying an employee as both a seasonal employee and part-time employee.

Employee’s Signature

Date

**ADDENDUM B: Healthcare
(Full-Time Employees Only)**

The Town of Manchester provides health care insurance to all eligible employees through our current provider (MVP or Blue Cross Blue Shield Health Care). The Town shall pay ninety (95%) percent of health care premium costs for employees and their immediate family members; employees, through payroll deduction, shall be required to pay 5% of health care premium costs. Coverage shall be divided into four categories: single, two-person, Employee plus child(ren), and family plans. The plan offered by the Town is a high deductible plan, requiring an annual deduction of \$2,500 for single plan subscribers and \$5,000 for two-person and family plan subscribers. Employees may obtain a copy of the Summary Plan Description from the Human Resources Administrator.

Health care insurance is provided to full-time employees. Employees will be eligible for health care insurance on the first day of the month thirty (30) days after the employee's first day of work. Payroll deductions will be withheld the month prior to the month of coverage. For staff that terminate employment, coverage will remain in effect until the end of the current month.

The Town pays employees who are otherwise eligible but opt not to receive health care coverage and payments into the health care savings account from the Town and are covered by another health insurance provider the following amounts annualized and payable in two separate payments: \$3,500 for single plan subscribers; \$7,000 for two-person plan subscribers; \$8,000 for family plan subscribers.

Payments shall be paid in arrears and paid on or around June 30 and December 31. In order to be eligible for payments, employees must be enrolled in another plan and not enrolled in the Town plan for the preceding six (6) months. Employees shall be required to notify the Human Resources Administrator at least 15 days before January 1 and July 1 of each year in order to be eligible for payments under this paragraph.

**ADDENDUM C: Dental Insurance
(Full Time Employees Only)**

The Town shall pay 90% of the cost of dental insurance for all eligible full-time employees, through the Town's selected provider. Employees shall be required to pay 10% of the cost of dental insurance. For more details please refer to the attached Summary Plan Description or contact the Human Resources Administrator. The employee portion of this benefit is paid through payroll deduction.

Payroll deductions shall be withheld the month prior to the month of coverage. For staff that terminate employment, coverage will remain in effect until the end of the current month.

ADDENDUM D – Short Term Disability, Accidental Death and Dismemberment Insurance and Life Insurance (Full-Time Employees Only)

Short-Term Disability (STD): The Town currently pays 100% of the cost associated with short-term disability, up to 66% of the disabled employee's weekly gross pay, provided through current provider. An employee may utilize sick leave and vacation leave to offset the difference between disability benefits and weekly gross base pay to the extent provided for by the Town's insurance provider. For more details please contact the Human Resources Administrator.

Life Insurance and Accidental Death and Dismemberment: The Town shall pay 100% of the cost associated with life insurance and accidental death and dismemberment insurance in the amount of \$25,000 (\$40,000 for employees of the Police Department), provided through Unum. For more details please contact the Human Resources Administrator.

**ADDENDUM E – Optional Employee Paid Insurances and Benefits
(Full-Time Employees Only)**

Long-Term Disability The Town may provide employees access to long-term disability insurance, provided through Unum, at the sole expense of the employee. For more details please contact the Human Resources Administrator. This benefit is paid for through payroll deduction.

Vision Plan: The Town may provide employees access to a vision plan, provided through the Town's current vision provider at the sole expense of the employee. For more details please contact the Human Resources Administrator. This benefit is paid for through payroll deduction.

Optional Life and Health Insurance: The Town may provide employees access to optional health and/or life insurances, through Aflac at the sole expense of the employee. For more details please contact the Human Resources Administrator. This benefit is paid for through payroll deduction.

Flexible Health Spending Plan: The Town may provide employees access to a Flexible Health Spending Plan, through Healthy Equity. The Town shall pay administrative fees associated with this benefit, while the employee is responsible for all funding deposited into the account. For more details please contact the Human Resources Administrator. This benefit is paid for through payroll deduction.

Optional Deferred Income Programs: The Town may provide employees access to deferred income plans (for example, Section 457 plans) through carriers approved by the Town.

**ADDENDUM F – Retirement & Optional Deferred Income Programs
(Full-Time Employees Only)**

401A Account

Employees with six months of full-time service, shall be eligible for a 6% of gross wages to be contributed to 401a account, with the Town’s current retirement provider.

Police Department Group C personnel shall be eligible for a bi-weekly contribution that matches existing Group D personnel rate for VMERS.

Deferred Income Program

457 Plan

Employees have the option to roll-over existing retirement plans, from previous providers, into a 457 Plan with our current provider, and to contribute a personalized deduction to be contributed to their account through bi-weekly payroll.

Retirement Health Care Insurance

The Town currently provides retired employees access to the Town’s health care insurance program, subject to the following terms and conditions:

In order to qualify, retired employees shall be at least fifty-five (55) years of age and not older than 65 years of age and have at least twenty (20) years of full-time service to the Town.

The retired employee shall pay all deductibles and co-pay costs, if applicable.

The retired employee shall relinquish the right to this benefit when the employee becomes eligible for Medicare insurance or obtains or becomes eligible for similar health insurance through another source.

The Town shall pay premium costs associated with the Town employee (not family members) based on the age of the employee and the years of service, as provided for in the following chart:

<u>Combined Employee’s Age and Years of Service</u>	<u>Town Contribution (%)</u>
Between 75 and 79 full years	45% of premium
Between 80 and 84 full years	50% of premium
Between 85 and 89 full years	55% of premium
90 and more full years	60% of premium

ADDENDUM F (Con't)

4.6.5 The Town shall contribute an additional five (5) percentage points towards health care insurance premiums for employees that retire with at least thirty-five (35) accumulated and unused sick days and take not more than three (3) sick days in the last 365 calendar days preceding retirement. Employees that retire with less than 10 accumulated and unused sick days shall receive five (5) percentage points less in "Town Contribution."