

TOWN OF WEBSTER

PERSONNEL POLICIES AND PROCEDURES

(Rev. 09/96)
(Rev. 04/05/99)
(Rev. 03/14/00)
(Rev. 12/01/08)
(Rev. 12/29/09)
(Rev. 12/09/13)
(Rev. 01/20/14)
(Rev. 02/03/14)
(Rev. 03/03/14)
(Rev. 04/22/15)
(Rev. 07/29/19)

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ETHICS RESOLUTION

The Select Board expects public servants to demonstrate the highest standards of personal integrity, truthfulness, honesty, and dedication. It is expected that all Town of Webster elected officials, appointed officials, and employees, will act in the best interest of the Town at all times. Such officials and employees should remove themselves from decision making if they have a conflict of interest.

It is expected that no person will be discriminated against because of sex, race, color, national origin, religion, age, military or veteran status, physical or mental disability, marital status, pregnancy, sexual orientation, gender identity and any other characteristic protected by applicable law. Public servants should ensure that the interest of the community and fairness to all are their primary considerations. Public servants should extend fair and equal treatment to all Town officials, Town employees, volunteers performing service to the Town, contractors working for or providing goods or services to the Town, and the general public. No special consideration, advantage or favor should be given to any person or entity as a result of public status, wealth, position, or personal relationship.

Public servants should, in their public position, implement and abide by applicable New Hampshire laws, and all written administrative rules, policies, as well as procedures established by the Town's Select Board, or by specifically designated Town officials. All officials and employees should not directly or indirectly solicit gifts or accept any gift under circumstances in which it could reasonably be inferred that the gift was intended to influence them in the performance of their duties or was intended as a reward for any recommendation or decision on their part.

Officials and employees should not disclose or improperly use confidential information obtained in the course of their work.

No public servant should use Town letterhead or stationary for any purpose other than official Town business. Members of boards, commissions, or committees should only use Town letterhead for purposes approved by their respective board, commission, or committee.

No member of a board, commission, or committee should speak on behalf of their respective board, commission, or committee unless authorized to do so by their respective board, commission, or committee. This is not to suggest that individual members cannot speak publicly, but rather to emphasize that they should clearly state they are speaking only as an individual and are not speaking for the board, commission, or committee.

DEFINITIONS

- “TOWN” – refers to Town of Webster.
- “ADMINISTRATION” – elected and appointed officials.
- “BOARD” – Select Board.
- “CALENDAR YEAR” – January 1st to December 31st
- “PERSONNEL” – refers to all Town of Webster employees.

- “JOB ANNIVERSARY” – refers to the beginning date of employment.
- “SUPERVISOR”/“DEPARTMENT HEAD” – Road Agent, Cemetery Commission, Chief of Police, Library Trustees, Administrative Assistant, or in the absence of a supervisor, The Select Board.
- “FULL-TIME EMPLOYEES” – employed 52 weeks/year; at least 35 hours/week.
- “PART-TIME EMPLOYEES” – employed less than 52 weeks/year and/or less than 32 hours/week.

PURPOSE

The purpose of this Personnel Policy is to establish policies and procedures to ensure uniform treatment and administration of personnel employed by the Town of Webster. The policies and procedures contained herein do not constitute an expressed or implied contract of employment. The Town reserves the right to change or modify policy and/or procedure at any time.

Personnel Policies are intended to explain the rights and responsibilities of both the Administration and Personnel. Any additional department policies which differ from those stated herein, shall be approved by the Select Board.

The Select Board is the governing body of the Town. All employees either directly or indirectly report to the Board.

TOWN OF WEBSTER OBJECTIVE

To provide the best possible public services through well-trained and dedicated staff.

To employ only those persons qualified to perform their duties and assure by orientation and in-service education, if necessary, that only qualified personnel are accepted. The Town will make reasonable employment accommodations for qualified individuals with disabilities.

To maintain good working relations with all personnel and assure that discrimination of any nature is not allowed.

OPEN DOOR POLICY

Employees who are upset with some aspect of their job, feel they have not been treated fairly, or think a personnel policy or department regulation should be changed are encouraged to discuss their concerns with Town representatives. The Town will not tolerate any retaliation against any employee who raises a good faith concern regarding legal, ethical, or safety issues. In addition, the Town will not tolerate any retaliation against any employee who raises a good faith concern about fraud, abuse, or waste in the expenditure of public funds. This includes an employee’s reasonable belief that there is a gross mismanagement or waste of public funds, property, or manpower, or evidence of an abuse of authority or a danger to the public health and safety.

UNIT OPERATING RULES

Each separate and identifiable department of the Town may develop, implement, and revise as necessary policies, procedures, and rules that are unique operational requirements. Such policies, procedures, and rules should not conflict with these policies and procedures or amendments. Where conflicts may arise, the policies and procedures contained in this document will prevail.

GENERAL HIRING PRACTICES

The Town is an equal opportunity employer and follows standard employment practices and conditions of employment in compliance with the Federal Labor Standards Act regarding recruitment advertising, hiring, layoffs, terminations, promotions, transfers, fringe benefits, and training and does not discriminate against any individual on the basis of sex, race, color, national origin, religion, age, military or veteran status, physical or mental disability, marital status, pregnancy, sexual orientation, gender identity and any other characteristic protected by applicable law.

Applicants or employees may be subject to background checks, Department of Motor Vehicle clearance checks or other clearances or examinations depending upon the nature and requirements of the job for which they are applying or hold.

EMPLOYMENT OF RELATIVES

Nothing in the Town's equal opportunity policy is intended to preclude the Town from reasonably regulating nepotism for reasons of supervision, safety, security, or morale. Generally, employee's relatives will be eligible for employment with the Town as long as no conflicts in supervision, safety, security, or morale, or potential conflicts of interest exist.

STANDARDS OF CONDUCT

All personnel are expected to maintain the highest standards of conduct. Proper respect toward the public and fellow employees must be maintained.

PERSONAL APPEARANCE AND GROOMING

Cleanliness, neatness, and good personal hygiene habits are necessary for all Personnel.

EVALUATION PERIOD

All newly-hired full-time and part-time employees shall serve an evaluation period of six (6) months. An individual evaluation will be done on each employee at the end of the evaluation period. A performance evaluation must be completed prior to an employee's completion of the evaluation period whether the evaluation period results from a new employee to Town service or a change of jobs in Town employment.

All employees remain “at will” employees during and after the evaluation period.

HIRE DATE

The hire date is the first day of employment and not the first day after the probationary period.

WORK HOURS

The standard work week, with allowances for authorized holidays and leaves with pay, is thirty-five (35) or more hours per week. A fifteen (15) minute rest period is allowed in each four (4) hours of work in all departments. At least one half-hour is allowed for meal breaks. (Meal breaks are unpaid).

For payroll purposes, the work week begins with the first shift on Monday and ends the last shift on Sunday.

OVERTIME

Non-Exempt employees will be paid overtime for any hours over forty they work in a week. Employees must obtain permission from their supervisor before working overtime. Employees who work overtime without prior authorization are expected to record their hours accurately and will be paid for their time. Employees who work unauthorized overtime may be subject to discipline. (Note: Department Heads shall not exceed budget line items without approval of the Select Board).

Employees requested to work overtime in an established work week containing a paid holiday will receive time and one-half for any hours worked over forty (40). If an employee is called in on his/her scheduled holiday, time and one-half will be paid for that day.

PERFORMANCE EVALUATION AND FITNESS FOR DUTY

The Town will continually evaluate the performance of its employees and their fitness for the performance of their duties. The Town will determine the types and frequencies of such evaluations. Such evaluations may include medical examination by a physician and a physical fitness review, in addition to an objective analysis of each employee’s competence and skill in carrying out his/her assigned duties over a defined period of time. Annual employee performance evaluations are to be prepared by Department Heads or Select Board and shall be completed between September 1st and October 31st. Evaluations will be kept in the personnel files. As evaluations are, in part, intended to be a vehicle for communication, employees are strongly encouraged to discuss their evaluations with their Supervisor. The employee is strongly encouraged to sign his/her performance sheet as acknowledgment of receipt, only, and shall be given a copy for his/her records. The employee shall be permitted to permanently affix any written responses he/she chooses to such evaluations and shall receive a copy thereof. Performance evaluations are one of the basic elements considered in pay raises and continued employment.

(Pay raises are not automatic but are based on performance evaluation and availability of funds).

PERSONNEL RECORDS

An individual employee may request to inspect his/her own personnel file. An employee will not be permitted to inspect the records of another employee. Employee records will be considered a confidential matter between employer and employee.

Unauthorized disclosure of personnel records will be considered cause for discharge.

TIMESHEETS

Employees are expected to accurately report all hours worked on their timesheets. Failure to report all time worked may result in discipline, up to, and including, termination.

Department Heads are responsible for filing and verification and must sign each time sheet.

STATUS CHANGES

Employees must contact the Select Board's Office through their Department Head when there are changes in their family and/or marital status, or a change in address, in order to insure appropriate update of records which are necessary for benefit coverage.

WORKERS' COMPENSATION, SOCIAL SECURITY, UNEMPLOYMENT COMPENSATION

All Personnel are included in the provisions of the Workers' Compensation Act, protected under the Federal Social Security Program, and covered under State Unemployment Compensation laws.

ACCIDENT OR INJURY ON THE JOB

ALL ACCIDENTS OR INJURIES, NO MATTER HOW MINOR, MUST BE REPORTED AT ONCE TO THE DEPARTMENT HEAD. The proper reporting form must be completed immediately and forwarded to the Select Board's Office. It is the individual's responsibility to seek further medical care if required, and to notify the Select Board's Office of same within twenty-four (24) hours.

SAFETY AND FIRE RULES

Safety rules and fire regulations are posted on all information bulletin boards. All Personnel are expected to familiarize themselves with these regulations and understand their precise role in any emergency. All Personnel are requested to report any conditions that they feel may present a fire or accident risk to their department head or supervisor.

The Town is a participant in the Joint Loss Management Program through the New Hampshire Municipal Association. As part of this program each employee receives the “Employee Safety Responsibilities” form. (See Appendix A for full policy)

BENEFITS

HOLIDAYS

The following are legal paid holidays for full-time employees:

- | | |
|--------------------------------|---------------------------|
| 1. New Year’s Day | 7. Columbus Day |
| 2. Martin Luther King, Jr. Day | 8. Thanksgiving Day |
| 3. Memorial Day | 9. Day after Thanksgiving |
| 4. Independence Day | 10. Christmas Day |
| 5. Labor Day | 11. One (1) personal day* |
| 6. Veteran’s Day | |

* Town of Webster Holiday

Some employees may be required to work Holidays as per request of the Department Head or the Select Board. The Select Board will abide by all RSAs.

In the event a holiday date falls on a Saturday, employees will be allowed the preceding day off. If the holiday falls on a Sunday, employees will be allowed the following day off.

Full-time employees, at their discretion, and with the prior approval of the Select Board, will be reimbursed for working on a holiday by receiving another day off for compensation. No more than two (2) holiday compensation days may be built up and must be taken as complete days.

A new employee will be entitled to a paid personal day by January 1st following the date of hire.

The Town reserves the right to change or modify the benefits outlined in this document.

VACATION

Vacation is a time for you to rest, relax, and pursue special interests. The Town provides paid vacation as one of the many ways in which we show our appreciation for your hard work and continued service.

Employees working thirty-five (35) or more hours per week on a regular schedule are eligible for paid vacation. Part time employees working an average of at least twenty-five (25) hours are eligible for paid vacation time on a prorated basis. As of the effective date of this policy, current part time employees who work less than twenty-five (25) hours but are receiving prorated vacation benefits will continue to receive vacation benefits based on their current proration.

Vacation time is granted to eligible employees based upon length of service on a calendar year basis subject to proration upon hire and any necessary proration upon the effective date of

termination of employment. Employee's final check(s) may be reduced to recover vacation days used but not yet accrued.

No part of an employee's scheduled vacation may be converted to sick leave. If illness or injury occurs during a vacation, sick leave benefits will not begin until the employee is scheduled to return to work.

Vacation time will be paid based on the normal straight time scheduled hours e.g. if someone normally is scheduled for forty (40) hours per week, his/her vacation pay will be for forty (40) hours for each full week requested, and anyone normally scheduled for thirty-five (35) hours will be paid thirty-five (35) hours for each full week requested.

Vacation time accrues monthly starting January 1st according to the following schedule:

Years of Continuous Service	Days Per Year	Monthly Accrual	Maximum Accumulation (days)
0 to 1	5	.42	5
1 to 5	10	.83	5
5 to 10	20	1.67	5
10 plus	25	2.08	5

An employee's vacation balance at the end of the calendar year with Select Board approval shall not exceed five (5) days of vacation time; any balance over five (5) days will be lost without any compensation. As of the effective date of this policy, current employees who have more than five (5) days accumulated in their vacation balance at the end of their anniversary year will not lose any vacation time; however, any future balance, at the end of the calendar year, can never be any higher than that current balance. Once an employee's excess accumulation has been reduced to or below the policy maximum, that employee becomes subject to the maximum amount of this policy going forward.

All employees must submit requests for vacation time to their Department Head in writing. Requests should be submitted at least two (2) weeks in advance of the requested vacation dates. After review and initial approval by the Department Head, the request will be forwarded to the Select Board for approval. Vacation may be taken only if the request is approved by the Board.

SICK LEAVE

Employees working thirty-five (35) or more hours per week on a regular schedule are eligible for paid sick leave. Part time employees working an average of at least twenty-five (25) hours are eligible for paid sick leave on a prorated basis. As of the effective date of this policy, current part time employees who work less than twenty-five (25) hours but are receiving prorated sick benefits will continue to receive sick benefits based on their current proration. Employees will be credited with a bank of three (3) days of sick time upon hire and will accrue one-half (.5) sick days per month thereafter up to a maximum of twenty (20) banked days. Employees who leave the Town's employment for any reason will not be entitled to any pay for unused sick days. As of the effective date of this policy, current employees who have more than twenty (20) days will not lose any sick time; however, any future balance, at the end of year can never be any higher than that current balance. Once an employee's excess accumulation has been reduced to or below

the policy maximum, that employee becomes subject to the maximum amount of this policy going forward.

Employees may use up to three (3) days of sick leave per year for the purpose of providing in-home care to an ill or injured dependent. Leave for the purpose of providing companionship, supervision, transportation, day care and reasons other than the provision of in-home care by the employee may be requested and used from the employee's available balance of annual leave. Employees are to complete a doctor's note or FMLA paperwork if more time is needed.

In addition to bereavement leave, employees may use up to four (4) days of sick leave for a death of a child, parent or household member. The Select Board may approve sick leave time for the death of an individual not defined as a child, parent or household member.

IMPORTANT: It is the responsibility of each employee to notify a supervisor or the Select Board of intended absence prior to the start of the workday or shift during which the bereavement leave is taken.

BEREAVEMENT LEAVE

All employees will receive up to three (3) days of leave for the death of a child, parent or household member within one (1) week of the death.

IMPORTANT: It is the responsibility of each employee to notify a supervisor or the Select Board of intended absence prior to the start of the workday or shift during which the bereavement leave is taken.

JURY DUTY

An employee called to serve on a jury shall be reimbursed at his/her rate of pay, minus the per diem juror's fee. The employee may retain any mileage fee received from the court system.

The employee must notify the Town as soon as the employee receives notice of jury duty.

Employees shall not be deprived of their employment or threatened or coerced regarding their employment for being summoned or serving as a juror. Any employee who believes there has been a violation of this policy should report it immediately to Human Resources.

FAMILY AND MEDICAL LEAVE

Please note: Employees are not eligible for FMLA leave unless there are at least fifty (50) employees working for the Town. Currently, the Town does not have fifty (50) employees. Therefore, Town employees are not currently eligible for FMLA leave.

The Town of Webster complies with the Federal Family and Medical Leave Act (FMLA) of 1993 and all applicable State laws related to family and medical leave. This means that, in cases

where the law grants you more leave than our leave policies provide, the Town will give you the leave required by law.

Family Leave Eligibility: The FMLA provides up to twelve (12) weeks of unpaid, job-protected leave every twelve (12) months to eligible male and female employees for certain family and medical reasons. (Leave may, in some cases, be taken intermittently). To be eligible, you must have worked for the Town for at least one year, and for one thousand two hundred fifty (1250) hours over the previous twelve (12) months. Please note: You are not an eligible employee unless there are at least fifty (50) employees working for the Town. You must also work in a location where the Town employs at least fifty (50) employees within 75 miles.

Reasons for Taking Leave: If you are an eligible employee you are entitled to FMLA leave for any of the following reasons:

- a. To care for a newborn, an adopted child or a foster child within a year of the child's arrival.
- b. To care for a spouse, child, or parent who has a serious health condition.
- c. For a serious health condition that makes you unable to perform the functions of your job.
- d. Because of any qualifying exigency (as the Department of Labor Regulations shall define that term) arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

Service Member Family Leave: An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty shall be entitled to a total of twenty-six (26) workweeks of leave during a twelve (12) month period to care for the service member. The leave described in this paragraph shall only be available during a single twelve (12) month period. During this twelve (12) month period, an eligible employee shall be entitled to a combined total of twenty-six (26) workweeks of leave (including any time taken because of any qualifying exigency arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation).

Notice: Where your need for FMLA leave is foreseeable, you must provide notice of your need for leave to the Town not less than thirty (30) days before the leave is scheduled to begin. If your need for FMLA is not foreseeable (for example where a birth or placement of a child or a need for medical treatment requires leave to begin in less than thirty (30) days), you must provide notice as soon as practicable.

If your need for leave is foreseeable based on planned medical treatment, you should make a reasonable effort to schedule the treatment so as not to disrupt unduly the operations of the Town, subject to the approval of your health care provider.

Certification: The Town requires that you provide a medical certification of your need for leave because of a serious health condition (whether your own or that of your child, spouse, parent's,

or next of kin's) whenever the leave is expected to extend beyond five (5) consecutive working days or will involve intermittent or part time leave. Employees are required to provide such certification fifteen (15) calendar days (if practicable) after the Town's request for such certification, and are required to provide the Town with thirty (30) days advance notice, whenever a leave is foreseeable.

The Town requires that you provide a medical certification of your ability to resume work after a FMLA leave for your own serious health condition that extends beyond ten (10) consecutive working days.

The Town may require that a request for leave due to military service be supported by appropriate certification if the FMLA regulations prescribe such certification.

Substitution of Paid Leave for FMLA Leave: In the case of leave for the birth, foster placement, or adoption of a child, the serious health condition of a spouse, child or parent, or because of any qualifying exigency arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation, an eligible employee must substitute any accrued vacation leave and/or earned time for any part of the unpaid leave provided for under the FMLA. In the case of the employee's own serious health condition, an eligible employee must substitute any accrued vacation leave, earned time and/or sick leave for any part of the unpaid leave provided for under the FMLA. The substitution of paid leave time for unpaid leave time does not extend the twelve (12) week leave period. Your family/medical leave will run concurrently with other types of leave. You will not accrue vacation or holiday benefits while on unpaid leave.

Periodic Reporting: If you take leave for more than two (2) weeks, the Town requires that you report to your Department Head at least every two weeks on your status and intent to return to work.

Measurement of twelve (12) Month Period During Which FMLA Leave May be Taken:

For purposes of this policy the "twelve month period" described in the FMLA will be measured forward from the date the employee's first FMLA leave begins. Accordingly, you are entitled to twelve weeks of leave during the year beginning on the first day you take FMLA leave. The next twelve (12) month period would begin on the first day on which you take FMLA leave after the completion of any previous twelve (12) month period.

The complete provisions of the FMLA are too lengthy to include in this policy. However, if you have questions about the FMLA or would like to review the statute itself, contact the Human Resources Department and see the notice posted on the bulletin board or posted in each department. Upon the taking of FMLA leave, the Town will provide the employee with the written description of the Town's FMLA leave and reinstatement policies.

MATERNITY/PATERNITY LEAVE

Employees affected by pregnancy, childbirth or related medical conditions shall be treated in the same manner as any employee affected by any other temporary disability.

If an employee has exhausted all paid leave benefits (including paid vacation time) and/or is otherwise ineligible for paid leave benefits, he or she is still allowed to take an unpaid leave of absence for the period of temporary physical disability resulting from pregnancy, childbirth or related medical conditions. A Maternity/Paternity leave begins when an employee is medically determined to be disabled and ends when he or she is medically able to return to work.

Requests for additional time off to care for a new child will be considered under the terms of our FMLA policy. Employees will be required to take FMLA leave, if they are eligible for such leave, concurrently with Maternity/Paternity 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/Paternity 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 Human Resource Director to pay the entire amount of the appropriate monthly premium in advance each month.

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

PERSONAL LEAVE OF ABSENCE

The Town of Webster recognizes that due to personal circumstances, it may be necessary for an employee to request more time off than is provided under our policies. A personal leave of absence may be granted at the sole discretion of the Town of Webster to employees who have exhausted all other available leave. Personal leaves of absence are granted only in exceptional circumstances.

To request a personal leave of absence, please contact your supervisor and the Human Resource Director. You may be asked to provide a written request for the leave and/or a health care provider's certificate stating the reason for the leave and the expected date of return to work. If granted, personal leaves typically will not exceed thirty (30) days. An employee who has taken leave for medical reasons must submit a fitness for duty certificate from his or her health care provider before reinstated to work.

Requests for leave will be considered on a case-by-case basis, taking into account the Town of Webster's staffing needs and other factors. If a personal leave is granted, you may not accept

other employment of any kind, including a business of your own, while you are on leave. If you are granted a personal leave of absence, you must inform us when you are able to return to work.

Personal leaves of absence will be unpaid, and an employee on an unpaid personal leave of absence is not entitled to accrue any benefits, including, but not limited to, holidays, vacation time, sick leave, and personal days. Employees who are granted a personal leave of absence may 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 health insurance coverage by making arrangements with the Human Resource Director to pay the entire amount of the appropriate monthly premium in advance each month.

Reinstatement cannot be guaranteed to employees returning from personal leaves. However, the Town will endeavor to place employees returning from personal leave in their former positions or a comparable position, subject to budgetary restrictions, the Town's need to fill vacancies, and the ability of the Town to find qualified temporary replacements. Any commitment as to reinstatement shall be explicitly stated in the Town's letter approving the leave request.

MILITARY LEAVE

Employees who voluntarily or involuntarily serve in the United States armed forces or National Guard (collectively referred to as "uniformed services") will be provided with leaves of absence for such service or training in connection with such service in accordance with the federal Uniformed Services Employment and Reemployment Rights Act ("USERRA") and any applicable state laws.

National Guard and military leaves are granted in accordance with the requirements of State and Federal law. Employees who attend authorized military training (up to two weeks), shall receive the difference between their regular rate of pay and the rate of pay received from the military if the regular rate of pay exceeds the military compensation. To receive the employer's share, employees must submit proof of military wages received. Employee must submit a copy of his active duty schedule to his/her supervisor and have it forwarded to the Financial Administrator for processing.

Notice of Leave Request: An employee needing time away from work for service or training in the uniformed services should make your supervisor and the Human Resource Director aware of the need for leave as soon as the employee receives the written or verbal orders. It is requested that notice should be provided at least thirty (30) days before the leave begins where it is at all possible to do so.

An employee's request for leave may include reasonable time off to get personal business in order prior to commencing service in the uniformed services. Reasonable time off will be decided by your supervisor on a case by case basis, and in accordance with any applicable law.

Health Coverage: If a military leave lasts less than thirty-one (31) days, the employee's health insurance will be continued and the employee will pay his/her regular contribution for the cost of

health insurance. Payment for insurance with less than thirty-one (31) days leave may be paid in advance or upon return through payroll deductions.

If a military leave lasts thirty-one (31) days or more, then the employee's health insurance coverage will cease and the employee will be eligible to elect to continue his or her health insurance coverage at his or her own expense for up to twenty-four (24) months, in accordance with USERRA. The cost for continuation coverage will be the full cost of the premium, and a 2% administrative fee may also be charged.

When the employee returns to work, he or she will be reinstated to the health insurance benefit with no waiting period, even if coverage terminated during the leave.

Pension: Upon reemployment the employee is treated as if there was no break in service for participating, vesting and accrual purposes. If applicable, the employee may elect to make up any missed contributions or elective deferrals but is not required to do so.

Reinstatement: Employees wishing to be reinstated following military leave should promptly notify your supervisor and Human Resources of their desire to be reinstated. If the leave is for service of less than thirty-one (31) days, then the employee should return to work on the first full regularly scheduled work day following completion of service, allowing for twenty-four (24) hours of rest and time for safe transportation back from the service. If the service lasts thirty-one (31) to one hundred eighty (180) days, then the employee should notify his or her supervisor and Human Resources of the desire for reinstatement within fourteen (14) days of completing service. If the military leave lasts more than 180 days, then the employee should notify his or her supervisor and Human Resources of the desire for reinstatement within ninety (90) days of completing service.

The Town of Webster will reinstate eligible employees promptly. Eligibility for reemployment will be determined with reference to USERRA and its implementing regulations. Employees seeking reinstatement may be asked to provide documentation of the timeliness of the reinstatement request, the total time spent in service, and/or a statement that the reason for separation or dismissal from service is not disqualifying.

Employees cannot waive their reemployment rights in advance of being released from uniformed service.

Disabled Service Members: If a returning employee was disabled or a disability was aggravated during uniformed service, the Town of Webster will make reasonable accommodations and efforts to help the employee become qualified to perform the duties of his or her reemployment position.

Statement Against Discrimination and Retaliation: The Town of Webster will not discriminate in hiring, employment, reemployment, or any benefits of employment against any individual because of that individual's service in the United States uniformed services. The Town of Webster also will not tolerate any retaliation against any individuals because of their service in the uniformed services or their engagement in any other activities protected under USERRA.

Questions regarding this policy should be directed to the Human Resource Director.

LEAVE OF ABSENCE FOR VICTIMS OF CRIME

The New Hampshire Crime Victim Employment Leave Act, N.H. RSA 275:61 became effective on January 1, 2006. The Town of Webster complies with this law.

Definitions: For purposes of this policy:

“Crime” means an offense designated by law as a felony or a misdemeanor. “Victim” means any person who suffers direct or threatened physical, emotional, psychological, or financial harm as a result of the commission or the attempted commission of a crime. “Victim” also includes the immediate family of any victim who is a minor or who is incompetent, or the immediate family of a homicide victim. “Immediate family” means the father, mother, stepparent, child, stepchild, sibling, spouse (including civil union partner), grandparent, or legal guardian of the victim; or any person involved in an intimate relationship and residing in the same household with the victim.

Right to Leave Work: The Town will permit an employee who is a victim of a crime to leave work so that the employee may attend court or other legal or investigative proceedings associated with the prosecution of the crime. This time will be considered an authorized unpaid leave of absence. The employee will not lose seniority while taking this leave.

No Discrimination: The Town will not discharge, threaten, or otherwise discriminate against any employee regarding the employee’s compensation, terms, conditions, location or privileges of employment because the employee has exercised his or her right to leave work as provided under this policy. Complaints of discrimination should immediately be brought to the attention of the Director of Human Resources. Complaints of discrimination will be investigated and, if appropriate, remedial action will be taken.

Substitution of Paid Leave: The employee must substitute any accrued vacation leave, personal leave and/or sick leave for any part of the unpaid leave provided for under this policy.

Limitations on Leave: The Town may limit the leave provided under this policy if the employee’s leave creates an undue hardship to the Town’s operations.

Notice Required: Before taking leave under this policy, the employee must provide the Human Resource Director with a copy of the notice of each scheduled hearing, conference, or meeting that is provided to the employee by the court or agency responsible for providing notice to the employee. The Town will maintain the confidentiality of any written documents or records submitted by the employee relative to the employee’s request for leave under this policy.

NEW HAMPSHIRE RETIREMENT SYSTEM

Full-time employees are covered by the State Employers Retirement System under New Hampshire RSA 100-A, or as amended, and as such, participation is mandatory for all eligible Personnel. Eligible employees must fill out an application immediately upon employment, with membership to be effective as of the date of the first paycheck. A retirement application must be submitted to the Select Board's Office before the payroll can be processed.

HEALTH INSURANCE

The Town will provide Health Insurance for new hires effective the 1st of the month from the date of hire. The Town pays 85% for one of the following plans for each full-time employee: single, 2 person or family plan. The employee will pay 15% of the cost of coverage through a biweekly payroll deduction once enrolled. All existing employees as of 04/22/2015 will continue to receive insurance 100% paid for a single or two person plan.

If eligible, a signed Health Insurance Application requesting or refusing coverage must be submitted to the Select Board's Office immediately upon employment.

Please see the plan documents for further information.

SHORT-TERM DISABILITY INSURANCE

Full-time employees are covered by a short-term disability insurance plan paid by the Town with no contribution.

Please see the plan documents for further information.

COBRA

Under Federal and State Law, you and your spouse/children are entitled to continue group health insurance coverage at your/their own cost at Group rates under circumstances which, in the past, would have terminated coverage. Contact the Select Board's Office for further information.

MEETINGS, TRAINING, EDUCATION

The Town will pay up to a regular work day's wages and expenses for any employee who is required to attend meetings and/or training sessions. Employees are encouraged to take extended training or education to enhance or to gain certification in their position.

Employees must receive preauthorization and permission from their supervisor in order to receive reimbursement.

REIMBURSEMENT OF PRE-AUTHORIZED EXPENSES

Mileage:

Mileage reimbursement is meant to supplement a Town employee's travel for Town-approved business above and beyond their normal commute.

All employees are encouraged to limit mileage when possible.
Mileage reimbursement will be calculated at the federal IRS rate.

The Town will reimburse travel on a monthly basis and/or when the cumulative miles have exceeded twenty-five (25) miles.

Mileage reimbursement is only applicable for travel over the normal roundtrip commuting distance from home to work. Please see the following examples.

Normal roundtrip travel distance from home to work: 30 miles

Example 1:

Travel to conference directly from home and back. Roundtrip travel to Town approved conference: 25 miles Result: No mileage reimbursement.

Example 2:

Travel to conference directly from home and back. Roundtrip travel to Town approved conference: 50 miles

Result: 20 miles of travel reimbursed (50 miles minus 30 miles)

Example 3:

Take a Town approved trip in middle of day to and from Town Hall. Mileage to and from Town Hall: 50 Miles

Result: 50 miles reimbursed.

Meals:

Reimbursement for meals (excluding alcoholic beverages) is not to exceed \$16.00 for breakfast, \$17.00 for lunch, and \$28.00 for dinner. Additional cost is at the employee's expense. Special circumstances need to be addressed with the Supervisor. Meal Expense limits do not apply to conference package costs.

Expenses must be itemized with receipts and statements of purpose attached.

AMERICANS WITH DISABILITIES ACT POLICY

The Town is committed to providing equal employment opportunities to qualified individuals with disabilities, which includes providing reasonable accommodation to qualified applicants

and employees to allow them to perform essential job duties. In general, it is your responsibility to notify your Department Head of the need for an accommodation of any physical or mental disability, which substantially limits a major life activity. When appropriate, we may need your permission to obtain additional information from your physical or other medical or rehabilitation professionals to document that you have a disability and to assist us in assessing any functional limitations for which a reasonable accommodation may be needed. All medical information will be treated as confidential in accordance with the American with Disabilities Act (ADA).

The Town will take all requests for accommodations seriously and will promptly determine whether the employee is a qualified individual with a disability and whether a reasonable accommodation exists, which would allow the employee to perform the essential functions of the job without imposing an undue hardship on the Town or other employees.

HARASSMENT POLICY

Overview: The Town of Webster is committed to providing a work environment that is free of harassment based on sex, race, color, national origin, religion, age, military or veteran status, physical or mental disability, marital status, pregnancy, sexual orientation, gender identity, and any other characteristic protected by applicable law. The Town of Webster recognizes the harmful effects of harassment and will not tolerate it.

The Town of Webster requires all employees to report violations of this policy. The Town of Webster will respond promptly to reports of harassment, and will take corrective and/or disciplinary action, as appropriate, in an effort to ensure that the goals of this policy are met. The Town of Webster will not tolerate any form of retaliation against any employee who reports harassment or who participates in an investigation of a report or harassment.

Examples of Prohibited Harassment: This policy prohibits offensive, intimidating, threatening, or otherwise unwelcome comments or conduct based on sex, race, color, national origin, religion, age, military or veteran status, physical or mental disability, marital status, pregnancy, sexual orientation, or gender identity. Examples of prohibited conduct include, but are not limited to:

- Written or spoken derogatory terms about sex, race, color, national origin, religion, age, military or veteran status, physical or mental disability, marital status, pregnancy, or sexual orientation;
- Slurs and epithets;
- Unwelcome jokes; insults; threats of physical violence or harm to a person's property;
- Display or circulation of materials, items, or images that are degrading or disparaging to individuals or groups based on the characteristics listed above; or
- Any other unwelcome conduct or comments directed at a person or group because of a particular protected characteristic (*i.e.* sex, race, age, etc.).

It is important to note that the types of conduct explained in this policy are prohibited regardless of the intent of the person(s) engaging in the conduct (*i.e.* to be intentionally offensive, a misguided attempt at humor, attempts at establishing a romantic relationship,

etc.). Prohibited conduct includes conduct that is direct as well as indirect (e.g. overheard conversations, e-mail messages sent or forwarded by accident, etc.).

Specific Information About Sexual Harassment: The formal definition of sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal, physical, and non-physical conduct of a sexual nature when:

- Submission to or rejection of such conduct is made explicitly or implicitly a term or condition of employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual, or for awarding or withholding favorable employment opportunity, evaluation or assistance; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's performance at work, or creating an intimidating, hostile, or offensive work environment.

Less formally, the types of conduct prohibited by this policy cover a wide range of inappropriate behaviors including, but not limited to, the actual coercion of sexual relations, unwelcome comments, jokes, innuendoes, sexually suggestive materials, and other unwelcome sexually oriented actions.

While it is not possible to list all of the types of conduct that might violate this policy, the following are some examples:

- Unwelcome sexual advances, whether they involve physical touching or not;
- Sexual epithets, jokes, vulgarity;
- Written or oral references to sexual conduct;
- Gossip regarding an individual's sex life;
- Comments regarding an individual's body;
- Comments about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons, electronic images;
- Leering, staring, whistling, grabbing, pinching;
- Sexual flirtation;
- Brushing against someone's body;
- Sexual gestures;
- Suggestive or insulting comments;
- Inquiries into one's sexual experiences; and
- Discussion of one's sexual activities.

Individuals Covered by this Policy: This policy applies to all employees of the Town of Webster at every level. This policy also prohibits harassment of or by non-employees (the Town of Webster's vendors, Boards, consultants, etc.) who come in contact with the Town of Webster's employees. This policy prohibits conduct whether it is directed at men by women, at women by men, at men by men, or at women by women, and regardless of whether the conduct occurs on or off the Town of Webster's premises or during or outside of working hours.

Mandatory Reporting Procedure: Employees must report any conduct that violates this policy using the "Reporting Procedure for Discrimination, Harassment, and Retaliation" below (referred to as the "Reporting Procedure"). Do not assume that the Town of Webster is aware of the problem. Each employee has a responsibility to report harassment. It is only through the active involvement of all employees that the Town of Webster can prevent and correct harassment in the workplace.

Using the Town of Webster's mandatory Reporting Procedure does not preclude an employee who has experienced conduct in violation of this policy from discussing the matter directly with the person(s) engaging in the offensive conduct. Employees who are offended by conduct are encouraged, but not required, to inform the person(s) engaging in the conduct of how they feel. This discussion may resolve the issue, but even if it is resolved the matter must still be reported through the Reporting Procedure.

Consequences for violating the Policy: Violations of this policy, whether intended or not, will not be tolerated. Any employee who violates this policy will be subject to corrective and/or disciplinary action, up to and including termination of employment. Note that the Town of Webster may take corrective and/or disciplinary action to address inappropriate conduct even if it does not rise to the level of unlawful harassment.

Retaliation will not be tolerated: The Town of Webster will not tolerate any form of retaliation against employees who make reports in good faith under this Reporting Procedure and/or participate in good faith in any investigation under this Reporting Procedure. Any concerns regarding retaliation must be reported using the Reporting Procedure. The Town of Webster requires employees to report violations of this policy and will not tolerate any form of retaliation against an employee who makes a report or who participates in an investigation of a report under this policy. All incidents of retaliation must be immediately reported using the Reporting Procedure.

Reporting Procedure for Discrimination, Harassment, and Retaliation: Any employee who has observed, been made aware of, or experienced conduct in violation of the Harassment Policy must follow this reporting procedure to notify the Town of Webster of the problem so that the matter can promptly and thoroughly be investigated and appropriate action taken.

Notify the Select Board of the conduct. An employee can report the matter orally or in writing. In the event that the report is about conduct engaged in by a Select Board member, the employee may choose to make the report directly to the Administrative Assistant and may do so orally or in writing.

Investigation: The Town of Webster will investigate reports made through this Reporting Procedure promptly and fairly. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. The investigation may be conducted internally or, in appropriate circumstances, an outside investigator may be retained.

Investigations will typically include private interviews with the person filing the report and with witnesses. The person alleged to have violated the Policy will also typically be interviewed. Any employee asked to participate in an investigation is expected to cooperate fully and truthfully. When the investigation is complete, to the extent appropriate, the Town of Webster will inform the person filing the report and the person alleged to have violated the Policy of the results of that investigation.

Corrective/Disciplinary Action: Any employee who has violated the Policy or otherwise acted inappropriately will be subject to corrective and/or disciplinary action, up to and including immediate termination of employment.

WORKPLACE VIOLENCE POLICY

Purpose: The Town of Webster maintains a zero tolerance standard of violence in the workplace. The purpose of this policy is to provide Webster employees, volunteers and the public guidance that will maintain an environment that is free of violence and the threat of violence on Town property and at Town sponsored events.

Policy: Violent behavior of any kind or threats of violence, either implied or direct, are prohibited in Webster facilities and at Town sponsored events. Such conduct by a Town employee will not be tolerated. An employee who exhibits violent behavior may be subject to criminal prosecution and shall be subject to disciplinary action up to and including dismissal. Violent threats or actions by a non-employee may result in criminal prosecution. The Town of Webster will investigate all complaints filed and will also investigate any possible violation of this policy of which the Town is made aware. Retaliation against a person who makes a complaint regarding violent behavior or threats of violence made to him/her is also prohibited.

Definitions:

Workplace Violence: Behavior in which an employee, former employee, volunteer or visitor to a Town facility inflicts or threatens to inflict damage to property or serious harm, injury or death to others at the workplace.

Threat: The implication or expression of intent to inflict physical harm or actions that a reasonable person would interpret as a threat to physical safety or property.

Intimidation: Making others afraid or fearful through threatening behavior.

Zero-Tolerance: A standard that establishes that any behavior, implied or actual, that violates this policy will not be tolerated.

Court Order: An order by a court that specifies and/or restricts the behavior of an individual. Court orders may be issued in matters involving domestic violence, stalking or harassment or protective orders including Temporary Restraining Orders.

Prohibited Behavior: Violence in the workplace may include but it is not limited to the following list of prohibited behaviors directed at or by a coworker, supervisor or member of the public:

- Direct threats or physical intimidation.
- Implications or suggestions of violence.
- Stalking.
- Assault of any form.
- Physical restraint, confinement.
- Dangerous or threatening horseplay.
- Loud, disruptive or angry behavior or language that is clearly not part of the typical work environment.
- Blatant or intentional disregard for the safety or wellbeing of others.
- Commission of a violent felony or misdemeanor on Town property.
- Any other act that a reasonable person would perceive as constituting a threat of violence.

Domestic violence, while often originating in the home, can significantly impact workplace safety and the productivity of victims as well as coworkers. For the purpose of this policy, "domestic violence" is defined as abuse committed against an adult or fully emancipated minor. Abuse is the intentional reckless attempt to cause bodily injury, sexual assault, threatening behavior, harassment, stalking or making annoying phone calls to a person who is in any of the following relationships:

- Spouse or former spouse.
- Domestic partner or former domestic partner.
- Cohabitant or former cohabitant and other household members.
- A person with whom the victim is having, or has had, a dating or engagement relationship.
- A person with whom the victim has a child.

The Town of Webster recognizes that domestic violence may occur in relationships regardless of the marital status, age, race or sexual orientation of the parties.

Reporting Acts or Threats of Violence: An employee who is the victim of violence, or believes they have been threatened with violence, or witnesses an act or threat of violence towards anyone else shall take the following steps:

- If an emergency exists and the situation is one of immediate danger, the employee shall contact local police officials by using panic button (if applicable) or dialing 911 and may take whatever emergency steps are available and appropriate to protect himself/herself from immediate harm such as leaving the area.
- If the situation is not one of immediate danger, the employee shall report the incident to the appropriate supervisor or manager as soon as possible and complete the Workplace Violence Incident Report Form.

Procedures – Future Violence: Employees who have reason to believe that they or others may be victimized by a violent act sometime in the future at the workplace or as a direct result of their activities in Town shall inform their supervisor or officials by immediately completing a Workplace Violence Incident Report Form so appropriate action may be taken. The official shall inform the Select Board and local law enforcement.

Employees who have signed and filed a restraining order, temporary or permanent, against an individual due to a potential act of violence who would be in violation of the order by coming near them shall immediately supply a copy of the signed order to the Select Board. The Select Board shall provide copies to the appropriate department and local police.

Incident Investigation: Acts of violence or threats will be investigated immediately in order to protect employees and volunteers from danger, unnecessary anxiety concerning their welfare and loss of productivity. The department official will cause to be initiated an investigation into the potential violation of work rules/policies. Simultaneously, the department official will refer the matter to local police for their review of the potential violation of civil and/or criminal law.

Procedures for investigating incidents of workplace violence include:

- Visiting the scene of the incident as soon as possible.
- Interviewing injured and threatened employees, volunteers and witnesses.
- Examining the workplace for security risk factors associated with the incident including any reports of inappropriate behavior by the perpetrator.
- Determining the cause of the incident.
- Taking mitigating action to prevent the incident from recurring and recording the findings and mitigating actions taken.

In appropriate circumstances, the Town of Webster will inform the reporting individual of the results of the investigation. To the extent possible, the Town of Webster will maintain the confidentiality of the reporting employee in the investigation but may need to disclose results in appropriate circumstances; for example, in order to protect individual safety. The Town of Webster will not tolerate retaliation against any employee or volunteer who reports workplace violence.

Mitigating Measures: Incidents which threaten the security of employees shall be mitigated as soon as possible following their discovery. Mitigating actions include:

- Notification of law enforcement authorities when a potential criminal act has occurred.
- Provision of emergency medical care in the event of any violent act upon an employee.
- Post event trauma counseling for those employees desiring such assistance.
- Assurance that incidents are handled in accordance with the Workplace Violence Prevention Policy.
- Requesting that the Town Counsel file a restraining order as appropriate.

Training and Instruction: The Webster Select Board shall be responsible for ensuring that all employees, including supervisors, are provided training and instruction on general workplace security practices. Departments shall be responsible for ensuring that all employees are provided training and instructions on job specific workplace security practices.

Training and instruction shall be provided as follows:

- To all current employees and volunteers when the policy is first implemented.
- To all newly hired employees, elected officials, volunteers and employees given new job assignments for which specific workplace security training has not previously been provided.
- To affected employees and volunteers whenever management is made aware of a new or previously unrecognized hazard.

Workplace security training and instruction includes, but is not limited to, the following:

- Preventative measures to reduce that threat of workplace violence, including procedures for reporting workplace security hazards.
- Methods to diffuse hostile or threatening situations.
- Escape routes.
- Explanation of the Workplace Violence Prevention Policy.

In addition, specific instructions shall be provided to all employees regarding workplace security hazards unique to their job assignment.

SEAT BELT POLICY

The use of seat belts in motor vehicles has proven to be a positive factor in the reduction of personal injury in the event of vehicle accidents.

The State of New Hampshire Department of Labor Administrative Rules for Public Employee Safety & Health Chapter 277 Section 1403.50, require the use of appropriate personal protective equipment.

Seat belts are considered to be personal protective equipment, therefore, the Town is charged under State law to require their use while on Town business.

While on Town business, all Town employees are required to wear seat belts while operating or riding in any vehicle, public or private.

In addition, passengers in vehicles operated by Town staff while on Town business are required to wear seat belts. Please note that this requirement shall not apply in the case of vehicles in which the manufacturer has not installed seat belts.

All Town employees are directed not do disengage or otherwise disarm automatic seat belt systems or alarms in Town vehicles as directed by Department Policy.

DRUG AND ALCOHOL POLICY

The Town prohibits the use, possession, or distribution on its premises, facilities, or work places of any of the following: alcoholic beverages, intoxicants and narcotics, illegal or unauthorized drugs (including marijuana), “look-alike” (simulated) drugs, related drug paraphernalia, unauthorized firearms, and/or unauthorized explosives. Town employees shall not report for duty, possess while on duty, while engaged on Town business, or subject to being called, or utilize such substances while they are subject to Town duty, sell or provide drugs or alcohol to any other employee or to any person while such employee is on duty or subject to being called, or have their ability to work impaired as a result of any drug, alcoholic beverage, intoxicant, or narcotic or other substance **(including legally prescribed drugs and medicines)** which may adversely affect their work ability, alertness, coordination, response or adversely affect the safety of others on the job or members of the general public. No employee may possess or use these substances during working hours or while subject to duty, on breaks, or during meal periods or at any time while on Town property.

Employees shall not report to work or attempt to work while under the influence of non-prescribed drugs or alcoholic beverages. Employees shall not report to work or attempt to work while suffering from the effects of prescription or over-the-counter medications if such effects impair the employee’s ability to perform work safely.

While the use of medically prescribed medications and drugs is not per se a violation of this policy, failure by the employee to notify his/her supervisor, before beginning work, when taking medication or drugs which may interfere with the safe and effective performance of duties or operation of Town equipment or vehicles can result in discipline, up to and including termination. In the event there is a question regarding an employee’s ability to safely and effectively perform assigned duties while using such medications or drugs, clearance from a qualified physician will be required. See also Town’s Reasonable Accommodation policy. The Town will inform those who voluntarily seek help with alcohol or drug problems of available resources. Employees are encouraged to contact their Department Head, the Town Administrator or the Selectmen for further information. No disciplinary action will be taken as a result of voluntary requests for help with problems and the fact will be kept confidential.

The Town is committed to providing reasonable accommodations to those employees whose drug or alcohol problem classifies them as having a recognized disability under state and/or federal law. Entry into or presence on Town premises, facility or work place by any employee is conditioned upon the Town’s right to search the person, personal effects, municipal vehicles, lockers, baggage and work areas of any employee for any substances named in this section when reasonable suspicion exists. By entering into or being present on Town premises, facility or work place, any employee is deemed to have consented to such searches, which may include periodic and unannounced searches of entire departments.

See also the Town's DOT Drug and Alcohol Testing Policy.

NO TOBACCO POLICY

Tobacco use shall be prohibited in all Town buildings to protect the health of the Public and the Employees of the Town, including but not exclusively the Town Hall, Fire Department, Library, and Police Department.

To minimize the possibility of death or illness from cancer, heart disease, or other conditions that may be caused by smoking, all places within the above named departments are designated as "No Smoking." "No Smoking" shall also be inclusive of Town owned vehicles.

All smoking shall take place outdoors and employees who smoke outdoors shall clean up cigarette butts and any debris.

FIREARMS POLICY

Employees may not possess firearms on any municipal property. Law Enforcement officers are exempt from this policy.

TECHNOLOGY POLICY

Telephone Usage: The Town does not encourage employees to make or receive outside personal phone calls during working hours. No personal long-distance calls are to be made using the Town's telephones (including Town cell phones).

Town Cell Phones: The Town may issue employees cell phones. Town cell phones are not for personal use, and the cell phone number is not to be given to personal friends and family. Except in an emergency, it is to be used strictly for Town business.

Each cell phone has the necessary plan to complete an employee's job requirements each month. If an account exceeds the monthly allowance due to personal use, the employee will be required to pay his or her portion of the monthly bill, and will be subject to disciplinary action.

Personal Cell Phones: Use of personal cell phones should not interfere with employee productivity. An employee whose use of a personal cell phone interferes with his or her productivity will be subject to discipline, up to and including, termination. Certain employees may, from time to time, use their personal cell phones for Town business. Such use does not violate this policy.

Computers, Email and Internet Usage: Computers, email, and other communication systems are to be used for business purposes only. The Town discourages personal use of these technologies and services and any personal use should not interfere with employee productivity. All communication conducted with Town resources, including email and internet services, are subject to monitoring and review by the Town at any time.

WORKPLACE SEARCHES

To safeguard the safety and property of our employees, residents, and the Town of Webster, the Town reserves the right to inspect and/or search any packages, parcels, purses, handbags, briefcases, lunch boxes, or any other possessions or articles carried onto Town property by its employees. In addition, the Town reserves the right to search any employee's office, desk, files (physical and electronic), locker, or any other area or article on our premises.

Inspections and/or searches of all Town property and items brought to the workplace by employees may be conducted at any time at the discretion of the Town. Employees who refuse to inspection and/or search may be subject to disciplinary action, up to and including termination.

Employees who do not wish certain items to be searched should not bring those items to the workplace.

DISCIPLINARY ACTIONS

Unless altered by contract, collective bargaining agreement, or statute, your employment with the Town is At-Will, which means that you or the Town may end the employment relationship at any time, with or without cause. This policy is designed to give a general summary of some types of prohibited conduct that may lead to disciplinary action, up to and including termination. Disciplinary actions may include verbal warning, written warning, suspension, demotion, and termination. The Town is not obligated to follow any steps before termination.

Written warnings may be given and will become a permanent part of the employee's personnel record and will specify the issue or reason for the warning, a corrective action plan for remedying the issue (which may include a timeframe), and the consequences if the action or performance continues.

A suspension may be given; it involves temporarily removing an employee from their respective assignment or job responsibilities without pay for the purpose of evaluating the possibility of termination or the development of a corrective action plan.

Termination will be the final action for employees who fail to respond to disciplinary actions and corrective action plans designed to improve their performance. Immediate termination without warning will be considered at the discretion of the Company.

Conduct that may lead to disciplinary action includes, but is not limited to:

- Violation of any of the policies described in this handbook or otherwise communicated to employees;
- Conduct, including speech, that physically harms or threatens others or that is abusive to or disrespectful of other employees, contractors, citizens, or other persons involved with the Town;
- Use of illegal drugs or alcohol during work hours;

- Theft or misappropriation of Town property;
- Unauthorized possession of firearms, weapons, or dangerous substances while performing job duties or on Town premises;
- Discrimination or unlawful harassment or retaliation;
- Violating the law on Town premises or while on duty (including gambling);
- Unlawful conduct during non-work hours that might lead our customers or the public to lose confidence in you or in the Town;
- Failure to adhere to the work schedule that has been established for you;
- Failure to be honest in your communications with the Town and/or falsifying records or other documents;
- Failure to conduct yourself in a professional and cooperative manner while carrying out your duties;
- Poor work performance including, but not limited to, neglect of duty, unacceptable work product, lack of efficiency or productivity;
- Excessive unauthorized absences or tardiness;
- Unsafe conduct at work including, but not limited to, fighting or starting a disturbance on the premises or while performing job duties and/or violating safety rules or practices or creating or contributing to unhealthful or unsanitary conditions;
- Acting in conflict with the interest of the Town;
- Failing to fully cooperate in any investigation;
- Insubordination;
- Disclosing confidential information without authorization.

Levels of Discipline: In the event that discipline is necessary, the following types of disciplinary actions may be used, depending on the particular situation:

- Oral Warning
- Written Warning
- Suspension
- Demotion
- Termination

The choice of what discipline to apply in any particular case is solely the Town's. Employees who are exempt from overtime laws will not be suspended without pay for disciplinary purposes for periods less than a full workweek, unless the infraction involves a violation of safety rules of major significance.

Appeal: The employee may appeal in writing to the Board within ten (10) days of suspension or discharge. The request shall specify whether the employee desires a public or non-public session. The Board must respond within twenty (20) days of receiving the appeal. This decision shall be final.

If an employee's employment is governed by a statute or contract that provides for a different disciplinary and/or appeal process or procedure, such statute or contract shall control.

VOLUNTARY TERMINATION

All full-time personnel are required to provide a minimum of fifteen (15) day notice in writing prior to voluntary termination of employment. A minimum of (30) day notice is required for Department Heads. Employees who terminate employment with the Town, with proper notice, will be paid the amount of vacation not used at the time of termination.

An employee terminating WITHOUT NOTICE is subject to forfeiting all accrued benefits, including accrued but unused vacation time.

LAYOFF

A Department Head, with the approval of the Select Board, may lay off a regular employee because of material change in duties, or organization or shortage of work or funds.

REFERRAL – FORMER EMPLOYEES

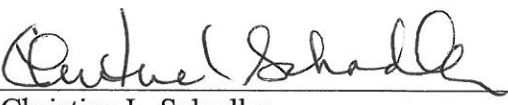
Requests for information concerning former employees must be in writing and no information is to be provided orally. Further, the only information to be provided is the initial and final dates of employment and the position held.

TOWN OF WEBSTER PERSONNEL POLICIES AND PROCEDURES

These policies and procedures are effective upon adoption by the Select Board and shall be subject to revision from time to time as circumstances may dictate, or as deemed advisable by the Select Board.

SELECT BOARD:


Nanci A. Schofield, Chairwoman


Christine L. Schadler


Bianca Acebron Peco

Revision Date: AUGUST 1, 2019

EMPLOYEE STATEMENT REGARDING TOWN PERSONNEL POLICIES AND PROCEDURES

I hereby attest that I have received a copy of the Town of Webster Personnel Policies and Procedures, which I have read, understand, and initialed on each page.

I understand that these Employee Policies and Procedures are not an expressed or implied contract of employment and may be changed or modified at any time.

Name (Please Print): _____

Position: _____

Date Received: _____

Signed: _____

APPENDIX A

STATEMENT OF SAFETY POLICY


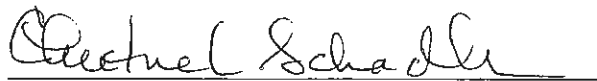

The Town of Webster values the health, welfare, and safety of every employee and intends to provide a safe and healthful workplace. Accidents cause untold suffering and financial loss to our employees and their families.

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

1. That prevention of accidents and protection of all resources are guiding principles.
2. That all operational decisions affecting safety must receive the same consideration as those affecting production or quality.
3. The safe working conditions and methods are of prime importance and take precedence over shortcuts and "quick fixes."
4. That the Town of Webster will comply with all safety laws and regulations.
5. That feedback will be welcomed from all employees.
6. That all employees will follow all safety rules, take no unnecessary chances, use all safety guards and equipment and make safety an integral part of their lives.

As an employee of the Town of Webster, you have a responsibility to yourself, your family, your coworkers, and the community to understand and follow our safety process. We must be alert in detecting and taking steps to remedy potentially hazardous conditions. Above all, we must exercise concern for others to help ensure everyone's safety, wellbeing, and productivity.

Your efforts will make the difference!


Nanci A. Schofield, Chairwoman
Christine L. Schadler
Bianca Acebron Peco

APPENDIX B



Town of Webster

945 Battle St, NH 03303 | Telephone: 603.648.2272 | Fax: 603.648.6055

Reasonable Accommodation for Individuals with Disabilities Adoption Date: November 5, 2018

In accordance with the Americans with Disabilities Act of 1990 ("ADA") and RSA 354-A, the Town of Webster 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 Human Resource Director 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 of Webster 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.

Webster Select Board:

Michael P. Borek, Chair

Nanci A. Schofield

Christine L. Schadler