



# Town of Raymond, NH Personnel Manual

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This personnel manual is a [working document](#) and will be updated periodically per Administration.

Note updates in **BLUE 3-1-2020** Recent Updates in **ORANGE 8-4-2020**  
This manual supersedes all previous personnel policies of the Town of Raymond

## **TOWN OF RAYMOND**

### **MISSION STATEMENT**

**WHEREAS**, the administration and government of the Town of Raymond are committed to serving the diverse needs and interests of the people of Raymond;

**WHEREAS**, Raymond is a place where each family, individual and visitor of the Community may enjoy comfort and security, recreation and prosperity at home, in the workplace and at school;

**WHEREAS**, it is recognized that the highest quality of life can be facilitated through adequate public service, clean environment, crime prevention, quality education, safe housing and commerce;

**WHEREAS**, Raymond will be recognized as a community that is cooperative, creative and conscientious that enhances the quality of life through planning and implementation in preparation for the future while maintaining our heritage;

**BE IT HEREBY RESOLVED**, with the future in mind, we will work in cooperation with the Community to intelligently help Raymond to continue to be a Town we can all be proud of, while keeping pace with ever-changing new technology and thinking. This shall be done without losing sight of Raymond's history.

*Adopted by:  
The Board of Selectmen  
August 8, 1994  
Amended May 2, 2016*

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**CHAPTER 1**  
**PURPOSE AND POLICIES**

1-1 **PURPOSE:**

The purpose of this manual is to provide Employees and Department Heads the policies and procedures for assuring maintenance of a personnel management system in the Town of Raymond.

1-2 **NOT A CONTRACT OF EMPLOYMENT:**

This manual generally describes the policies and practices that the Town follows and the benefits that currently are provided or made available to Employees. These policies, practices and benefits representing the spirit with which issues and Employee relations will be addressed and resolved by the Town Manager, but they do not constitute and should not be understood to constitute an offer, or a policy enforceable as a contractual obligation. These policies should not be construed and do not constitute a contract guaranteeing employment for any specified duration. All employment-related policies, whether written or oral, that existed prior to the issuance of the Personnel Policy Manual are null and void. Neither the contents of this Manual nor any verbal statements by any officer, official or Employee of the Town should be considered as an assurance of continued employment. To the extent permitted by law and subject to any governing Collective Bargaining Agreement, employment with the Town is on an at-will basis. This means that employment with the Town is for no set period and can be ended by either the Employee or the Town, at any time and for any reason or no reason, with or without notice, so long as there is no violation of applicable federal or state law. All terms and conditions of employment, including but not limited to benefits, compensation, and workplace procedures, are set at the discretion of the Town and are subject to change at the Town's discretion upon notice to Employees. Any agreements or contracts concerning employment terms must be in writing, signed by the Town Manager or Board of Selectmen and no verbal understanding or representations as to employment terms shall be binding on the Town. If any term of this at-will notice to Employees conflicts with a valid contract, the terms of the contract shall be controlling. If any term of this section 1-2 conflicts with any statement in this manual, this section 1-2 shall be controlling.

1-3 **EQUAL EMPLOYMENT OPPORTUNITY POLICY:**

It is the policy of the Town to select, develop, and promote Employees based on individual ability and job performance. It has been, and shall continue to be, the policy of the Town to provide equal employment opportunity to all people in all aspects of employer-Employee relations without discrimination because of age, sex, race, color, marital status, physical or mental disability, religious creed, national origin, familial status, sexual orientation, gender identity or expression, pregnancy, childbirth, or related medical condition, genetic status, veteran status, or any other legally protected status. This policy applies to decisions including, but not limited to, an Employee's compensation, job assignment, discipline, termination, and access to benefits and training. It is further the policy of the Town to comply with the letter and spirit of applicable local, state and federal statutes concerning equal employment opportunity.

**EEO Statement:**

The Town of Raymond provides equal employment opportunities (EEO) to all Employees and applicants for employment without regard to age, sex, race, color, marital status, physical or mental disability, religious creed, national origin, familial status, sexual orientation, gender identity or expression, pregnancy, childbirth, or related medical condition, genetic status, veteran status, or any other legally protected status. In addition to federal law requirements, the Town of Raymond complies with applicable state and local laws governing

nondiscrimination in employment in every location in which it has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

1-4 DISABILITIES/ACCOMMODATIONS:

Americans with Disability Act (ADA) Policy:

The Town will offer equal employment opportunities for qualified individuals who may have a physical or mental disability but can still perform the essential functions of the job with or without reasonable accommodations. The Town will provide reasonable accommodations to these Employees protected by the ADA who can perform the essential functions of the job, if the accommodation does not provide an undue hardship on the Town.

The ADA prohibits discrimination even if the disabled applicant or Employee requires “reasonable accommodation” in order to perform the job’s essential functions unless doing so would represent an “undue hardship” to the Town. Reasonable accommodations may include changes in job duties and responsibilities, physical changes in the workplace, changes in work schedule, an extended unpaid leave of absence, and other forms of assistance that could represent costs to the Town.

The Town Manager shall be designated the ADA Coordinator. This person shall be responsible for the Town’s compliance with this law and shall be the contact person for requests for reasonable accommodations. The Town will maintain all medical information in a confidential manner in accordance with the ADA.

1-5 TOWN MANAGER:

The Town Manager shall have such authority and responsibilities as provided for under RSA 37. The Town Manager will administer all personnel policies and procedures with such assistance from the Board of Selectmen, as necessary. The Town Manager may delegate the actual operations involved in administering these policies to such person/persons as the Town Manager deems practical. The Town Manager shall be responsible to the Raymond Board of Selectmen for the satisfactory performance of his duties. All other Employees shall be responsible to the Town Manager, through their Department Head, for the satisfactory performance of their duties.

1-6 EMPLOYEES & WORKPLACE DEFINITION:

Some departments may be governed by a statutorily appointed or elected board or commission and may be subject to some different personnel and policy procedures than outlined in this manual, in accordance with applicable RSA’s. The Library operates under the Library Trustees Board per RSA 202-A: 11. For the purposes of this policy, the term “Town Employee” shall be defined to mean Town Employees, and, to the extent determined by the Dudley-Tucker Library Board of Trustees, any Employees of the Dudley-Tucker Library.

Workplace or Premises are not only the Town’s own buildings, facilities, and properties, but also any other location where an Employee may be assigned to work and any vehicle he/she may be traveling in or using for Town business.

1-7 APPLICABILITY OF THESE POLICIES:

These policies and procedures apply to all Employees of the Town of Raymond including elected Employees and persons employed under contract. Unionized Employees who are subject to Collective Bargaining Agreements (CBA) may have rights and benefits different from those listed in this Manual. Where a conflict exists between the Collective Bargaining

Agreement (CBA) and this Manual, the CBA will prevail for those subject to the CBA.

This personnel policy is not intended to and does not impair, interfere with, or otherwise modify provisions of existing CBAs governing the manner in which Employee discipline is to be administered, nor does it impair, interfere with, or modify any other provision of any CBA.

A violation of these policies may, at the determination of the Town Manager and in accordance with this policy, result in disciplinary action. Where a conflict exists between a particular personnel rule, an approved standard operating procedure (SOP), or standard operating guidelines (SOG) and Town, State, or Federal law, then the law shall prevail. The policies are not all inclusive and final discretion as to interpretation or the appropriate course of action concerning a particular personnel matter shall be that of the Town Manager.

1-8 ADMINISTRATION OF POLICY:

1. It shall be the responsibility of the Town Manager to approve additional sections or amendments that comprise the Policy.
2. The Town Manager shall be responsible for the overall administration of the Policy.
3. Department Heads shall be generally responsible for adherence to this Policy within their departments.
  - a. Department Heads may adopt departmental policies consistent with this policy.
  - b. Departmental policies shall be as established by the Department Head.
  - c. This does not remove the Town Manager from overall responsibility for and review of the administration of the Town.
  - d. Affected Employees shall receive copies of new or amended departmental policies.

1-9 PAYROLL DEDUCTIONS FOR SALARIED, EXEMPT EMPLOYEES:

The Town complies with all Federal and State laws regarding deductions from paychecks, including deductions from the salaries of exempt Employees. In accordance with the laws, salaried Employees receive a predetermined salary that is not subject to reduction because of variations in the quality or quantity of work performed and is not subject to reduction for absences requested by the Town or due to the operating requirements of the Town. The Town recognizes that under Federal and State law, there are only limited times when a salaried Employee's salary can be subject to deductions.

The following deductions are permissible under law:

- For absences from work for a full day or more (in daily increments) for personal reasons, other than sickness or disability.
- For absences of a full day or more (in daily increments) occasioned by sickness or disability in accordance with the Town's policy which provides wage replacement benefits in the event of sickness or disability.
- To offset jury or witness fees or military pay received by the Employees.
- For penalties imposed in good faith for infractions of "safety rules of major significance;"
- Salary may be prorated to a daily basis when a salaried Employee is hired after the beginning of a pay period, terminates of his/her accord before the end of a pay period or is terminated for cause.
- For hours taken as unpaid leave under FLMA.

- For unpaid disciplinary suspensions of one or more full days imposed for infractions of workplace conduct rules.

The Town prohibits deductions from salaries that are inconsistent with the status of an exempt Employee. Employees should note that salaries are subject to modification from time to time such as at evaluation time, when an Employee's position or responsibilities change, and at other appropriate times. Employees should also note that it is permissible for an employer to apply earned leaves and other forms of paid time off to full-day absences for personal reasons, sickness, or disability.

Questions Regarding Paychecks and Deductions: If an Employee has any questions or concerns about his/her paycheck or any deductions from his/her pay, please contact the Finance Manager as soon as possible at 603-895-7010. If he/she does not receive a prompt response or are dissatisfied in any way with the response he/she receives, the Employee should contact the Town Manager at 603-895-7006. Questions and concerns regarding pay and deductions will be investigated and addressed promptly. If there has been an error, such as a deduction made in error, the Employee will receive a check reimbursing the Employee for the error, as soon as possible. Employees should feel free to communicate any questions or concerns regarding pay or deduction. The Town will not tolerate retaliation against Employees who have expressed concerns using this procedure.

#### 1-10 PERSONNEL FILES:

Personnel files are the property of the Town of Raymond and are in the custody of the Finance/Human Resources Department of the Town of Raymond. Personnel files shall be retained by the Town until an Employee's retirement or termination, plus twenty (20) years. These are records to be maintained by the Human Resource/Finance Departments. Access is limited to the appropriate Department Heads and/or supervisors and administrative staff, or as otherwise determined by the Town Manager in accordance with applicable law. The Town will take all reasonable steps to keep personnel files confidential as may be required by applicable law. Town Employees who breach this confidentiality standard may be disciplined. As required by law, some records pertaining to Employees are maintained in separate files relating to medical issues and internal investigations and payroll. Employees, or their representative, may request access to their basic personnel file.

- Employees may request access to their department/personnel Employee files. In conformity with NH RSA 275:56, Employees shall have a reasonable opportunity to inspect their personnel files and, upon request, to obtain a copy of all or part of the file.
- All requests for access to an Employee's personnel file must be provided in writing to Finance/Human Resource Department. Upon receipt of his/her written request, the Finance/Human Resource Department will schedule an appointment for him/her to view his/her file during normal office hours. For purposes of this policy, an Employee's personnel file includes records related to performance and training as well as other records used for hiring, promotion, disciplinary decisions, payroll records and injury records. It does not include any recommendations, peer evaluations, or notes not generated by the employer. Employees are not permitted to remove any documents from the personnel file but may provide a written response to any document in the personnel file. Written responses will be attached to the original document in the personnel file.
- A mutually agreed upon date and time for review of the file will be set. The file will be reviewed under the supervision of the Finance/Human Resource staff. After the review, has taken place, the individual reviewing the file will sign a statement that the

review is complete. This statement will be filed in the personnel file in the Finance/Human Resource Department.

- Department Employee files may remain in the office of the Department Head. Items that are permissible in these files are any supervisor notes, certificates, training documentation and certification documentation. It is encouraged that any documentation that resides in the department files, mirrors the personnel files in the Finance/Human Resource Department.
- Items that are not permissible in these files are as follows:
  - (a) All medical documentation
  - (b) I-9 Forms
  - (c) Any documents that contain identifiable information, i.e., Social Security Number, Birth Certificate, insurance information/beneficiaries
- Employees may request access to their department/personnel Employee files. In conformity with NH RSA 275:56, Employees shall have a reasonable opportunity to inspect their personnel files and, upon request, to obtain a copy of all or part of the file.

#### 1-11 TOWN OF RAYMOND – FINANCE/HUMAN RESOURCE DEPARTMENT:

Regardless of what department or office an individual Employee works for, all Employees are employed by the Town of Raymond. However, the overall responsibility for Human Resource functions for the Town of Raymond rests with the Town Manager/Finance Department.

As such, all personnel actions must be reported in a timely manner to the Finance/Human Resources Department to ensure the rights of the Employees are protected and the responsibilities of the employer (the Town) are performed.

A “Personnel Action Request” form (PAR) shall be completed by the Department Head for any Employee and submitted to the Human Resource/Finance Department within 48 hours of any personnel action that takes place. This includes, but is not limited to, new hires, completion of probationary period, promotion, demotion, leave of absence, retirement, resignation, termination, or other similar action.

The Finance/Human Resource Department will maintain the functioning Personnel Files for all Town of Raymond Employees, regardless of whether they are full-time, part-time, or seasonal / temporary employee. The Personnel Files shall include, but are not limited to, PAR forms, complete insurance applications; medical documentation, completed applications for the New Hampshire Retirement System; completed applications for Direct Deposit of paychecks; completed applications for participation in voluntary, payroll deducted programs; completed W-4, I-9 verifications (to be retained separately in a collective file for all Employees), pre- hire background information and testing results; personnel applications; job performance reviews; disciplinary documentation; payroll records; injury reports; training certificates; job performance warnings; and other similar records. Personnel Files are maintained by the Finance/Human Resource Department and may be located in one or more locations.

\*Exception: The Raymond Police Department may maintain their own Personnel Files due to the nature of sensitivity and confidential department records. However, the department will ensure that documents that are not of a critical nature and should be part of the Town’s Human Resource file are forwarded accordingly, e.g., education credits, performance reviews, etc. The Town’s Employee files should mirror the Police Departments as much as possible.

## CHAPTER 2 DEFINITIONS

2-1 DEFINITIONS: Wherever used in these policies and procedures, the following terms and words shall be defined as indicated below:

**ANNIVERSARY DATE:** The date of hire or the most recent change in employment status (e.g., from part-time to full-time), shall govern wage and benefit.

**APPOINTING AUTHORITY:** The Town Manager is the appointing authority for all classified positions; in his/her absence, the designated Acting Town Manager shall have this authority, unless limited or altered by the state statute.

**ATTENDANCE:** Every Employee is expected (1) to work all scheduled hours, (2) to report for work on time, and (3) to work until the end of the work period. *\*See Appendix J- Attendance Policy.*

**BASIC EMPLOYEE STANDARDS (BES):** Standards that each Employee is expected to meet and will be evaluated against under the Performance Based System (PBS).

**COMPENSATION:** The salary, wages, and benefits earned or paid to any Employee. Compensation will be paid weekly on Thursdays (designated pay day).

**COMPENSATORY TIME:** *Comp-Time can only be used in lieu of time and a half pay of hourly workers if agreed to by the employee and when approved the by Town Manager.*

**DEMOTION:** The change of an Employee from a position in a higher position to a lower position with a lower maximum rate of pay.

**DEPARTMENT HEAD:** An Employee who is responsible for the efficient operations of a department as appointed or assigned by the Town Manager, or as elected by the voters of the Town, with the exception of the Library Director, who is appointed by the Board of Library Trustees.

**ELIGIBLE:** A person who meets or has met the minimum qualification requirements established for a position and has fulfilled the probation period.

### EMPLOYEE CLASSIFICATIONS:

*All Town Employees will be classified as either "exempt" or "non-exempt."*

Exempt Employees are paid on a salary basis and meet the other legal requirements necessary to be considered exempt from the overtime requirements of the Fair Labor Standards Act (FLSA). Therefore, these Employees are not eligible to receive overtime pay.

Non-exempt Employees do not meet the legal requirements necessary to be considered exempt from the overtime provisions of the FLSA. Therefore, these Employees are eligible for overtime pay in accordance with the FLSA. Upon hiring, Employees are told whether they are classified as exempt or non-exempt.

Full-Time Employee: A full-time Employee is an Employee whose regularly scheduled work week is 37.5 or more hours, subject to applicable collective bargaining agreements. For the purposes of health care insurance benefits, full-time Employees shall be defined in accordance with applicable law

Regular Part-Time Employee: An employee who works an average of at least twenty (20) hours per week, but less than the 37.5 hours per week (depending on the position), year-round

for the Town. These regular part time employees are eligible for a pro-rata portion of all fringe benefits, subject to applicable collective bargaining agreements.

Seasonal or Temporary Employee: A seasonal or temporary Employee is one who is retained to work either on a full-time or part-time basis, but for a period of time of less than six (6) months. Temporary or seasonal employees may be continued in their temporary or seasonal appointment from year to year or employment period to employment period.

**EXAMINATION: (Selection Device)** Any legally permissible test of fitness used to evaluate the ability of applicants to perform the essential functions of a position; which may include but not limited to any or all of the following, oral board, written test, performance test, physical examination, psychologist examination.

**FULL BENEFIT DATE:** The date on which an Employee successfully completes his/her probation period, and upon which an Employee's full benefits become available. Note: vacation, and sick leave time begins to accrue at the completion of the first full month of employment.

**HIGH PERFORMANCE STANDARDS:** Standards that Employees will be evaluated against under the Performance Based System (PBS) to achieve a rating of Outstanding or Exceeds Standards.

**IRREGULAR EMERGENCY RESERVE:** Employees who are hired on a temporary, seasonal or work irregular hour to augment the Town's emergency operations

**JOB DESCRIPTION:** The written description of the essential duties, responsibilities, and qualification requirements necessary to perform the functions of a position.

**JOB ABANDONMENT:** Employees who fail to report to work for three consecutive business days without notifying the Department Head/Supervisor of the absence will be considered as having voluntarily resigned as a result of job abandonment.

**LAYOFF/RECALL:** Involuntary separation of an Employee resulting from a reduction in force due to lack of work, lack of funds or abolishment of the Employee's position.

**LEAVE:** A period of authorized absence during which an Employee does not work but is still considered to be in the employ of the Town. Leave may be authorized with or without pay.

**OVERTIME:** Overtime refers to any hours worked by an employee that exceed their normally scheduled working hours

**PERFORMANCE BASED SYSTEM (PBS):** An evaluation of Employees to rate their performance. Performance Evaluations shall be done on an annual basis.

**PERSONNEL ACTION:** All activities affecting any aspect of an Employee's status. Includes appointments and changes in appointments, original hiring, re-employment, transfer, promotion or demotion, changes in hours, reclassification, resignation, suspension, dismissal, and placement in leave status.

**POSITION:** An established job in the service of the Town.

**PROMOTION:** The change of an Employee from a lower to a higher position or from a lower paygrade to a higher paygrade.

**RESIGNATION:** Separation of an Employee from Town employment by his own voluntary act.

**SENIORITY:** The length of full-time service with the Town, beginning with the Employee's anniversary date of continued full-time service. If there is a break in full-time service greater than six (6) months, the Employee will start a new full-time term of service unless their absence was due to a layoff which is twelve (12) months. This policy goes into effect September 1, 2018 and will only address breaks in service after this implementation date.

**SEPARATION:** The termination of an Employee from employment by the Town through retirement, resignation, layoff or dismissal.

**START DATE:** First date of full-time service and not an Employee's previous part-time start date.

**SUSPENSION:** A forced leave of absence for disciplinary purposes or pending an investigation of charges made against an Employee. Suspension may be enforced with or without pay for a period of time at the discretion of the Town Manager.

**TEMPORARY ALTERNATE DUTY (TAD):**

In accordance with RSA 281-A:23(b), the Town of Raymond will be providing temporary alternative work opportunities to all Employees disabled by a work-related injury or illness.

**TEMPORARY APPOINTMENT:** Individuals who are temporarily appointed by the Town Manager in writing to positions or activities that fall outside of their scope of employment

## CHAPTER 3 RECRUITMENT, ONBOARDING, AND PROBATION

### 3-1 RECRUITMENTS AND PROMOTIONS:

- The Town Manager and Human Resource Department will be notified of projected hiring thirty (30) days prior to the initiation of the recruitment process.
- Employment for all non-Department Head positions may be filled from within whenever it is deemed by the Town Manager or Department Head to be advantageous to the Town.
- Department Head selections will be made after an evaluation of candidates and open to all external and internal sources.
- Staff position recruitment may be posted electronically and/or advertised in local, statewide, and/or regional newspapers. Specialized positions are advertised in targeted publications, electronic publications, and newspapers.
- The Town of Raymond may require prospective Employees to have a pre-employment physical examination, in accordance with the law, by a qualified physician, at the expense of the Town. Certain positions may require pre-employment applicants to agree to a criminal records check, credit check, license review, and drug testing or other testing as may be deemed appropriate and necessary for the position drug testing as mandated by state or federal law. Failure to agree to these evaluations will make the offer null and void. However, if it is deemed the Employee candidate misrepresented any information during the employment process that disqualifies them from employment (through statute or managerial prerogative), they may be held liable for the cost of the exam and testing.
- Elected Officials are ineligible to apply for positions within the Town of Raymond.
- Copies of all job applications/resumes for employment will be directed to the Human Resources Department for all job postings and will be reviewed by the appropriate Department Head and/or Town Manager.
- Selected qualified applicants are invited to interview. Depending on the position requirements, specialized skill testing may be required.
- The Department Head will collaborate with the Town Manager on all wage offers before offering the position to the new hire. The Department Head and Town Manager reserve the right to negotiate wages based on the onboarding schedule.
- Each new hire will be contacted by the Department Head to offer the position to the prospective Employee.
- Once a specific candidate has been determined that candidate will receive an official offer letter from the HR Department to ensure that all benefit and policy requirements are met within the offer letter to the applicant.  
*\*NOTE: Per NH RSA 33-A:3-a– the Town of Raymond is required to retain employment applications for unsuccessful applicants for the current year, plus three (3) years; for successful applicants until retirement or termination plus twenty (20) years. Department Heads should forward all employment applications to Human Resources for recordkeeping.*

### 3-2 ORIENTATION/ONBOARDING:

#### Orientation Process:

- (a) New hire orientation program be conducted within three (3) days of an Employee's start date.
- (b) Orientations may be conducted individually or in group settings.
- (c) All new hires will be expected to go through the onboarding process in order to be assign an Employee ID number.
  - New hires should bring to their orientation session documents supporting their eligibility to work in the United States. (*passport or state driver's license and social security card.*)
  - Copies of their Driver's License, Social Security Card and Birth Certificate are required for full-time employment in order to enroll in New Hampshire Retirement System as well as medical and insurance documents.

#### Onboarding Process:

The program will be conducted in the following stages:

##### (a) *Stage 1— Human Resources Agenda:*

- Introduction to the Town, its mission, functions, and culture.
- New Employee forms completion.
- Benefit plan information, discussion, and preliminary enrollment.
- Safety and health policies reviews—safety, fire, emergency evacuation, job-related safety issues.
- Policy reviews—pay periods, travel, personal vehicle use, training requests.
- Timecard policy.
- Pay problem reconciliation.
- Administrative procedures reviews—security, computer systems and logins, telephone systems, supplies and equipment if applicable.
- Workplace Culture.
- Complaint procedures.
- Policy Acknowledgements.
- Employees hired to an AFSCME union position will be scheduled for a fifteen (15) minute session with their Union representative per the collective bargaining agreement.

##### (b) *Stage 2—Management Agenda:*

- Supervisor will conduct an initial feedback within the first week of employment covering:
  - Performance expectations.
  - Work center orientation.
  - Initial on the job training standards.
  - Department standards.
- Facility and workstation location issues.
- Attendance and punctuality standards, reporting of absences.
- Closing—general question-and-answer session.

### 3-3 INITIAL PROBATIONARY PERIOD (IPP):

- For all non-union Employees and American Federation of State, County and Municipal Employees (AFSCME), Union personnel IPP is a period of six (6) months.
- Upon successful completion of the I.P.P., annual leave may be taken at any time mutually agreed upon by the Employee and their Department Head or Town Manager. During a period

of extreme hardship\*, Employees in I.P.P. may be authorized to use any form of leave when approved by the Department Head or Town Manager. If earned leave accrual does not cover the projected absence, the Employee may be placed on an unpaid status. Probationary periods will not be extended based on these approved absences.

\* Undue hardship is defined as an "action requiring significant difficulty or expense" when considered in light of a number of factors.

- For all TEAMSTER, Union personnel, the probationary period shall be set in accordance with the applicable collective bargaining agreement and any corresponding right on the part of Management to extend such period. Probationary Periods may be extended by the Department Head or the Town Manager.

#### 3-4 TEMPORARY APPOINTMENT:

Individuals who are temporarily appointed by the Town Manager in writing to positions or activities that fall outside of their scope of employment will be eligible for compensation, for such time worked in the temporary position, at the rate of pay established for such position. Such compensation is not available to individuals who are performing additional duties or assuming increased responsibilities which are in line with the scope of their duty position, i.e., a Deputy Department Head covering for a short absence of a Department Head.

## CHAPTER 4 PERFORMANCE-BASED SYSTEM (PBS)

### 4-1 Performance-Based System (PBS):

The PBS is a merit-based pay system coupled with an annual Employee performance review; where Employees’ performance is measured amongst Employees within a similar Peer Group (see Peer Group Table below). Under the PBS, each Employee is expected to meet all Basic Employee Standards (BES) and all Performance Standards (PS) to earn a base salary increase (as identified in the table below under “Meets Standards”). Employees who fail to meet all of the BES and PS (rated as “Improved,” “Needs Improvement,” or “Does Not Meet Standards”) are not be eligible for the full base salary increase (rated as “Meets Standards”). Employees who meet all BES and PS and meet some or all High-Performance Standards (HPS) (rated at “Exceeds Standard” or “Outstanding,” or the equivalent) may be eligible for an increase salary raises beyond the standard base. (HPS are not specifically required for an increase beyond the standard base.) These increased salary distributions are capped to the percentage available within each Peer Group.

- a) Employees may only earn wage increases under the PBS, with the exception of contractual obligations.
- b) Employees will eligible for the following ratings:

Overall Rating	Rating Criteria	Cap	Pay Impact
Outstanding	Meets all BES and most, if not all, HPS	15%	3%
Exceeds Standards	Meets all BES and PS and some, if not most, HPS	35%	2.5%
Meets Standards	Meets all BES and PS	N/A	2.25%
Improved	Improved BES or PS	N/A	1.50%
Needs Improvement	Failed to meet one BES	N/A	0.5%
Does Not Meet	Failed to meet any combination of two or more BES or PS	N/A	No Increase

*These percentages and the Onboarding Schedule may be adjusted in accordance with the C.P.I-U North East Regions 12-month average in the reporting period that is six months prior to new fiscal year.*

Each Employee is expected to meet and will be evaluated against the Basic Employee Standards (BES):

1. Stewardship of Taxpayer Funds and Resources - The conducting, supervising, or managing of town funds and resources; the careful and responsible management of resources entrusted to one's care.
2. Attendance - Employees are expected to be dependable and at their work area at their scheduled time in order to meet the needs of their department.
3. Punctuality - Strict observance in keeping engagements; promptness.
4. Professional Appearance - Appropriate dress to the profession and/or department.
5. Professional Interaction (treatment of fellow Employees, public, vendors, supervisors) - Civil, polite, respectful, and well-mannered toward others.
6. Positive Work Culture - When an individual initiates positive culture within their work area. Culture includes a variety of elements, including work environment, Town or Department mission, value, ethics, expectations, goals, and avoiding activities that detract from a positive work culture or diminish the reputation of other town Employees.
7. Responsiveness to Concerns or Direction - Reacting quickly in the way that is needed, suitable, or right for a particular situation.
8. Adherence to Town Policies, Conduct, and Ethical Standards - Being aware and able to consistently carry out Town Policies. Being able to guide workers to conduct themselves with honesty and integrity in all actions representing the Town. Promote positive behaviors in a way that is consistent with good values.
9. Employee and Public Safety - Being cognitive of safety for Employees and the public while

performing work within the scope of job position in accordance with the Town's Safety Manual.

- c) Employees will be evaluated against the following Performance Standards (PS):
1. Overall Quality of Work - The value of work delivered by an individual; includes quality of task completion, interactions, and deliverables.
  2. Timeliness of Work - Working efficiently and effectively to accomplish task(s) within the timeframe.
  3. Task Management - The process of managing a task through its life cycle, i.e., planning, testing, tracking, and reporting, to help achieve goals. Or groups of individuals collaborate and share knowledge for the accomplishment of collective goals.
  4. Productivity - Employees are expected to be industrious, seeking to accomplish the multitude of tasks at hand and produce the desired results. Productivity beyond desired results will be evaluated.
  5. Execution of Supervisory Responsibilities (Peer Group 2 and Above Only) - Setting goals for performance and deadlines in ways that comply with Town plans and vision. Organizing workflow and ensuring that Employees understand their duties or delegated tasks. Monitoring Employee productivity and providing constructive feedback and coaching. Properly documenting the identified administrative supervisor responsibilities.
  6. Cost Savings/Reductions - An action that will result in fulfillment of the objectives of a purchase, at a cost lower than the historical cost or the projected cost.
  7. Assume Increased Role or Activity - When an Employee actively pursues additional responsibilities beyond primary duties or takes on increased workload to mitigate employee shortfalls for a temporary period of time, ensuring smooth operation.
- d) Employees will be evaluated against the following High-Performance Standards (HPS) to achieve a rating of Outstanding or Exceeds Standard:
1. Development of Innovation (to enhance performance, customer service, or yield savings) - Application of better solutions, something original or more effective that meet new requirements, unarticulated needs, or existing needs.
  2. Collaboration with Regional Agencies - To accomplish more alignment among community needs, strategies of service agencies, priority outcomes, and resource allocation.
  3. Cross-Departmental Partnership - Employees working together, communicating effectively, and understanding each other's roles and functions within the functionality of the Town.
  4. Service on Internal and External Committees - Giving of the Employee's time (only) as a member of a committee for the betterment of him/herself, others, or the Town of Raymond.
  5. Community Involvement Beyond Primary Duties/ Service on External Committees - Giving of the Employee's time as a member of a group or organization outside of primary duties.
  6. Temporarily Executed Duty Above Position - When an Employee steps into a managerial role for a temporary period of time, executing the duties until manager's return or position is filled.  
*\*Excludes Deputy/Assistant Directors, whose duties include stepping in for the Director.*
  7. Self-Improvement Yielding Benefit to Town of Raymond - The improvement of one's knowledge, status, or character by one's own efforts that benefits the Town.
  8. Improvement of Others - Helping others through coaching and positive reinforcement, enhancing value or excellence within their workplace.
  9. Enhancement of Employee Moral - Promoting and developing Employee moral; through overt or significant acts to enhance the overall fellow Employee and make the Town of Raymond a desired work location.
- e) Employees with documented Improved, but still substandard performance ("Improved" rating) during an evaluation period (twelve (12) months) may be eligible for a performance-based increase. \*Note: two (2) consecutive years of documented substandard performance or three (3) years of documented

substandard performance in a five (5)-year period will be grounds for dismissal.

- f) Employees with documented substandard performance (“Does Not Meet” rating) during an evaluation period (twelve (12) months) will not be eligible for a performance-based increases. \*Note: two (2) consecutive years of documented substandard performance or three (3) years of documented substandard performance in a five (5)-year period will be grounds for dismissal.
- g) Performance Evaluations: To ensure the equitable distribution of performance-based increases Employees are evaluated within their respective Peer Groups. Individual evaluations are conducted during their Peer Group’s annual evaluation window and are not associated with the Employee’s start date.
- h) Peer Group designation and evaluation windows. All dates are the dates by which the evaluation is due to the Human Resource Department:

Peer Group	Included Employees	Initial Evaluation	Mid-Term	Annual Evaluation	Effective Pay Month
PG 1	Non-Supervisory/Entry-Mid Level Tech	1 <sup>st</sup> Week of hire	Oct 1 <sup>st</sup>	April 1 <sup>st</sup>	May
PG 2	Supervisory/Mid-Advanced Level Tech	1 <sup>st</sup> Week of hire	Nov 1 <sup>st</sup>	May 1 <sup>st</sup>	June
PG 3	Superintendent/Deputy	1 <sup>st</sup> Week of hire	Dec 1 <sup>st</sup>	June 1 <sup>st</sup>	July
PG 4	Department Head	1 <sup>st</sup> Week of hire	Dec 1 <sup>st</sup>	June 1 <sup>st</sup>	July
PG PT	Permanent PT <20 hrs/wk	1 <sup>st</sup> Week of hire	Oct 1 <sup>st</sup>	April 1 <sup>st</sup>	May

- i) Employee mid-term and annual evaluations will be documented on the Town of Raymond Employee Evaluation Form and submitted electronically to the Evaluating Supervisor’s Direct Supervisor, and up the chain of command, ultimately to the Human Resource Department, by the identified due date.
- j) Immediate Supervisors must review the Employees personnel file prior to mid-term feedback and annual evaluation and document this review in the Town of Raymond Employee Evaluation Form.
- k) Supervisors who fail to meet these deadlines or review requirements will have a memorandum documented in their personnel file to be used during their evaluation.
- l) The scope of evaluation will only cover the annual period being evaluated and will not consider positive or negative information outside of the scope of the evaluation period.
- m) Criteria for evaluation will include, and is strictly limited to, the BES, PS, and HPS.
- n) The Town Manager and the Human Resource Department may add or delete standards; however, the new standards must be briefed, acknowledged, and in place before they can be used for Employee evaluations.
- o) BES marked as anything other than “Meets Standards” must document the reason for the rating.
- p) PS and HPS rating will be documented by the Supervisor but validated by the Review Panel but must have supportive written documentation from immediate supervisor to justify consideration.
- q) Immediate Supervisors will rate the Employees’ BES, PS, and HPS on the evaluation form and forward the evaluation through each level of leadership within their respective departments, ending at the Department Head.
- r) Employees may not be rated higher than “Meets Standard” (or equivalent rating) within the same

Performance Section (PS or HPS) for the same accomplishment. However, Employees may receive a rating higher than “Meets Standard” (or equivalent rating) in one evaluated standard and another “Meets Standard” (or equivalent rating) in the same Performance Section for the same achievement. In addition, it is possible for an Employee to receive a higher rating than “Meets Standard” (or equivalent rating) in PS and HPS Performance Sections for the same achievement, if the achievement validates this level of acknowledgement.

- s) No person in the leadership chain can change or compel an immediate supervisor to alter their rating unless it is determined the rating is based on false information.
- t) Department Heads will Concur or Non-concur with the Immediate Supervisor’s rating, electronically sign the evaluation form, and forward the form to the Human Resource Department no later than the identified annual evaluation date.
- u) The only time a Department Head independently provides an overall rating is if the Employee’s performance is deemed Needs Improvement or Does Not Meet Standard.
- v) All Peer Groups records will be collectively evaluated across all departments, within their respective Peer Group, to determine the Employee’s Overall Rating, with the exception of PG PT (regular part-time Employees who work fewer than 20 hours per week). PG PT Employees will be evaluated by the same standards by their respective supervisors. Department Heads will review and approve, with submission to the Human Resources Department, and approval of Town Manager for ratings of Outstanding or Does Not Meet.
- w) Overall Rating Determination: To determine an Employee’s Overall Rating, a panel consisting of the Town Manager, Human Resource Department, and at least three (3) Department Heads will be convened within two (2) weeks after the close of the Employee evaluation window. The Review Panel will follow the current boarding process:
  - 1. Evaluate Employees only on the merit of their evaluation and the content of their personnel file.
  - 2. Evaluate the Employee only on actions that occurred during that specific evaluation period.
  - 3. Refrain from discussing information not captured in the supporting documentation.
  - 4. Utilize the objective BES, PS, and HPS to determine Employee’s Rating Category and eventual Overall Performance rating.
  - 5. Review Panel members will refrain from advocating for an Employee and will only evaluate the records.
  - 6. Review Panel will validate claims made in the performance records.
  - 7. Review Panel will evaluate Employees on how the Employee performed in their specific area and not on any factor which compares a perceived importance or validity of one position over another.
  - 8. The number of individuals eligible for a Exceeds Standard or Outstanding rating will not be discussed during the panel records review and will only be introduced by the Town Manager or designated representative at the final “rack and stack” of records.
  - 9. Records will be placed in the proper ranking categories without regard for the cap percentages for each category.
  - 10. Review Panel members are only allowed to discuss the boarding process and not specifics of the comparison of one record to another outside of the paneling session or individual ratings.
- x) Paneling Process: Below outlines the process the panel will follow in determining Overall Evaluation:

**Phase 1:**

Evaluate all records Department Heads pre-identified as Improved, Needs Improvement, and Does Not Meet Standards to ensure consistency across all departments.

**Phase 1A:**

If the Panel determines the Employee rating is not consistent with the objective BES, PS, and HPS, the Panel, by two-thirds ( $\frac{2}{3}$ ) vote, can re-designate the Employees to the identified rating category.

**Phase 2:**

Once all Improved, Needs Improvement, and Does Not Meet records have been evaluated the panel will evaluate all remaining records based on the objective BES, PS, and HPS.

**Phase 2A:**

The Panel will evaluate all records to determine which records have met 100% of all BES and PS. If it is determined a record has failed to meet this criterion the Panel, by two-thirds ( $\frac{2}{3}$ ) vote, can re-designate the Employees to the identified rating category.

**Phase 2B:**

In addition, during this phase the Panel will evaluate all records to determine which records have met 100% of all BES and PS, and some, if not most, HPS. If it is determined a record has met this criterion, the Panel, by two-thirds ( $\frac{2}{3}$ ) vote, can move the Employees records forward to the Excellent rating category without regard for the cap percentage for the category. All records not moved forward or re- assigned will be given the final Overall Rating of “Meets Standard.” It is important to note all PS and HPS must be validated and it was the actions/efforts of the individual Employee and not “group credit.”

**Phase 3:**

The Panel will evaluate all records moved to the Excellent rating category to determine which records have met 100% of all BES and PS, and most, if not all, HPS. If it is determined a record has met this criterion, the Panel, by two-thirds ( $\frac{2}{3}$ ) vote, can move the Employee’s record forward to the Outstanding rating category without regard for the cap percentage for the category. If it is determined during this phase a previous record placed in the Excellent rating category does not meet the defined criteria, the Panel, by two-thirds ( $\frac{2}{3}$ ) vote, can reassign the record to appropriate lower category.

**Phase 4:**

Once all records have been placed in the appropriate rating categories, the records placed in the Outstanding and Excellent category will be ranked respectively to determine the Employee’s placement in each category.

**Phase 5:**

Once all Employees have been placed in their respective Rating category and the Employees in the Outstanding and Excellent categories have been ranked; the panel will determine the number of Outstanding and Excellent ratings allowed and apply them to the top-rated Employees. Once all available ratings of Outstanding and Excellent have been distributed, all remaining Employees in these categories will default to a rating of Meets Standards.

## CHAPTER 5 COMPENSATION & HOURS OF WORK

### 5-1 COMPENSATION PROGRAMS:

Employee compensation is a life cycle program which combines the Employee's base salary with additional compensation for additional work performed outside of normal duty hours or beyond the scope of their duty position. The Town of Raymond compensation programs are as follows:

#### Employees Hired After April 01, 2019:

These Employees initial base of compensation is established through the onboarding process where the Employee is initially assigned to a pay position on the Onboarding Schedule based on the skills/knowledge/education/attributes of the Employee.

This is the initial step in the compensation program and is only applied during the hiring process to determine initial starting salary. Future Employee pay changes are linked to the PBS, or if the Employee is promoted or demoted to another position. All Employees hired after April 01, 2019 are automatically assigned to Tier 1 (see Chapter 4).

#### Employees Hired Prior to April 01, 2019:

The Town of Raymond is in transition from and operates under two (2) Employee compensation strategies: Accrued Buyout and Salary Compensation Re-Baselining/Compression Adjustment. Since these programs run concurrently while Accrued Buyout is replaced with the Salary Compensation Re- Baselining/Compression Adjustment Employees have been placed in Tiers to identify the percent they are vested in each system (also applies to leave accrual rates).

In addition, Employees cannot receive more than 100% compensation under both programs, therefore, the amount/percentage for which an Employee is eligible in the Accrued Buyout system is deducted from the amount/percentage they are authorized to receive in the Salary Compensation Re-Baselining/Compression Adjustment (See Chapter 7).

Employees in Tier 2-5 may make the irrevocable decision in writing to waive their participation in the Accrued Buyout system for 100% compensation under the Salary Compensation Re-Baselining/Compression Adjustment. The outline of these Employee compensation programs is outlined below:

- Re-Baselining:

A onetime, one to five (1-5) year investment utilizing the Onboarding Schedule derived from the 2018 Wage Study to ensure all current Employees (identified by the Town Manager) are compensated in their base pay at no less than 85% of the study's identified average of pay for each position. These pay adjustments will occur incrementally not to exceed five (5) years. The percentage an Employee receives under this program is directly linked the Tier system as outlined above and covered in Tables 1, 2, and 3 of Chapter 7-6.

In addition, this initiative allows the Town to capture those positions not covered under the study, or if there is determined to be a disparity between like positions, the Town Manager has the right to add these previously unidentified Employees to this initiative.

- Compression Readjustment:

A one (1)-time permanent adjustment to base wages, one to five (1-5) year investment utilizing the Onboarding Schedule derived from the 2018 Wage Study to ensure all Employees:

- With over ten (10) years of full-time service to the Town of Raymond (identified by the Town Manager) are compensated in their base pay at no less than 90% of the study's identified NH average of pay for each position.
- With over fifteen (15) years of full-time service to the Town of Raymond (identified by the Town Manager) are compensated in their base pay at no less than 95% of the study's identified NH average of pay for each position.
- With over twenty (20) years of full-time service to the Town of Raymond (identified by the Town Manager) are compensated in their base pay at no less than 100% of the study's identified NH average of pay for each position.

These pay adjustments will occur incrementally not to exceed five (5) years. The percentage an Employee receives under this program is directly linked to the Tier system as outlined above and covered in Tables 1, 2, and 3 of Chapter 7-6. *All Baseline and Compression readjustments are in addition to the Employees annual pay increase.*

- Accrued Buyout:  
Applies to Tiers 2-5 Employees and is the previous compensation program where an Employee received less base pay for a larger Accrued Buyout at the end of their employment. All current and future Tier 1 Employees are ineligible for this program. The above policy outlines the rules to determine the percentage an Employee may receive under this program directly linked to the Tier System as outlined above and in paragraph 7-6.
- Performance Based System (PBS):  
The PBS is a merit-based pay system coupled with an annual Employee performance review. Employees' performance is measured against other Employees within a similar Peer Group (see Peer Group Table in Chapter 4). All Employees are eligible for full PBS compensation based on the performance rating and the percentage of the merit raise available is not linked to the Employee Tier.

## 5-2 WORK HOURS:

Normal working hours are established by Department Heads with the approval of the Town Manager. Hours are normally those which best accommodate the needs of the public. The normal work day is seven (7) or eight (8) hours for full-time Employees (depending on whether the position is thirty-five (35) hours per week or forty (40) hours per week) with a minimum of one (1) thirty (30)-minute unpaid break for meals and one fifteen (15)-minute paid break for each 4 hours worked (it is the employees' responsibility to take the approved breaks and cannot choose to work through breaks and apply these periods to overtime or late/early departures.

Adjusted Work Hours (Flextime) for Exempt Employees: In circumstances where an Exempt Employee is requested to work extended hours beyond what is traditionally considered a routine obligation of their position, they may receive credit for hours worked. The approval for this adjustment will come for the Town Manager and impact the remaining workhours for preceding 5 business days. Examples of when this would apply are when requested by the Town Manager or Department Head for the following:

- Attendance at afterhours meeting not traditionally associated within the scope of the employee's duty responsibilities
- Meeting or functions requiring attendance on Saturday or Sunday
- Significant or sustained extension of workhours to complete a critical task

- Emergency or unplanned situations which excessively extend workhours in a given period

The key elements regarding this policy are:

- At the approval/discretion of the Town Manager
- Is based on requested presence at work by Town Manager or Department Head
- Is based on hours worked and no time and a half credit is applied
- In not Comp-Time and cannot be banked, or sold and must be used within 5 business days
- Intended to address fatigue and facilitate work-life balance
- Does not apply to meetings which are associated with an employee's scope of duties (e.g. Board of Selectman Meeting for the Town Manager)
- All adjustments will be documented on the Town Leave form and signed by the Town Manager

### 5-3 OVERTIME:

When there are personnel shortages, and/or peak workloads, it may make it necessary for an Employee to work beyond his/her scheduled work week. Department Heads may authorize overtime work when necessary.

Overtime shall be based on the number of hours actually worked, however, credit in computing the regular work week shall be given for recognized holidays, vacation time taken, sick leave used contiguously with the conclusion of emergency operations (when released by the Department Head or Town Manager during normal work hours), and bereavement used which fall during the week.

*For example, should an Employee work thirty-four (34) actual hours in a week where they received eight (8) credited hours because of a holiday, used vacation time, sick leave used contiguously with the conclusion of emergency operations, or bereavement; the Employee would be eligible for two hours of overtime pay (34 hours + 8 credited hours = 42 hours. Employees who work a holiday will still get work credit for the holiday and will receive overtime for any actual time worked (40 actual work hours + 8 Hours Holiday hours = 48 hours) **Note: Comp-time only can be used in lieu of overtime by the approval of the Town Manager.***

**For Election Activities Only:** employees assigned to Election Activities will be paid time and a half for any hours worked over eight (8) hours in a given day for this activity; regardless of the impact of Forty (40) Hour Overtime Policy, Town Closure Policy, or Snow Operation Policy. This exemption only applies to Election Activities and does not impact compensation under any other condition, nor does it constitute a past practice.”

**Compensation Time (Comp-Time):** Comp-Time can only be used in lieu of time and a half pay of hourly workers if agreed to by the employee and when approved the by Town Manager. Below outlines the application of Comp time.

**Authorized Conditions of Comp-Time:** If agreed to by the employee and approved by the Town Manager, the following conditions for earning Comp-Time exist:

**One-Time Special Event Approval:** Comp-Time can be used for special events on a case-by-case basis and approval of its use does not constitute an obligation to approve int the future. In this circumstance an employee would need to sign a Memorandum for Record stating they have chosen the Comp-Time Option. However, it is the practice of the Town that Comp-Time for these situations will be the exception

not the standard.

**Contractually Agreed Upon Comp-Time:** Employees can enter into a contractual agreement with the Town Manger to automatically the accrual of Comp-Time for known, routine or recurring obligation of their duties (such as after hour meetings) for when their work hours exceed 40 hours in a given pay period due to these specified activities.

**Accrual of Comp-Time Hours:** The hours accrued for hourly-rate employees after 40 hours have been reached in a given pay-period and will be applied a 1 and ½ rate.

**Max Accrual Amounts:** The maximum Comp-Time an employee can earn per year or have “banked” cannot exceed 200 hours.

**Excess Comp-Time & Buy-Back:** Employees are encouraged to use their Comp-Time annually, and preferably within 30 days of accrual. If an Employee has an excess of 200 hours banked, then this amount will be bought down. In addition, Employees can request a buy-down of their Comp-Time providing the funds are available and this requires approval of the Town Manager.

**Impact on Leave Buy-Back:** Comp-Time buy-back is an independent program of the leave buy-buy out and does not reduce the Employees Max Leave Buy-Out of regular vacation or sick leave.

5-3.1 Double Time: The Town will pay double time for all approved time worked after sixteen (16) consecutive hours of work. For this section, unpaid lunch periods shall be included as time worked in the calculation of time worked qualifying Employees for double time compensation.

Overtime is broken down into the following categories:

**Uncontrolled/Unplanned:** Those events such as emergency response by Emergency Services or Public Works to immediately address a public safety issue. Approval for this overtime/comp-time is designated at the lowest level and does not require

Department Head or above approval. In these events the Department Head should alter the work schedule the greatest extent possible during the pay period to mitigate or offset overtime cost.

**Sustained Emergency Operation:** When an emergency operation is declared, all first responders (e.g. Fire, Police, Highway, Water Department) will be paid from when they are designated as “in service” to the time they are released “out of service” by the designated operational lead. During sustained periods of emergency operations, time will not be deducted from the first responders for meal breaks or short periods of respite as long as they are still defined as in service; however breaks needs to be provided and documented on the reverse side of the time sheet.

**Definitions:**

For the purpose of this paragraph, the following definitions apply:

- a) **Emergency Operations:** any immediate and sustained coordinated effort to protect life and property, preserve safety or preserve/restore critical municipal infrastructure.
- b) **First Responder:** any employee designated by the operational lead or emergency response command structure as critical to the initial response, rescue or recovery phases of an emergency operation
- c) **In Service:** Refers to the time a first responder is obligated to respond or stay at a specified place in support of emergency operations.

- d) **Out of Service:** Refers to the time a first responder is released from emergency operation responsibilities and is free to depart a specified place or location.

**Planned Missions-Essential:** Those scheduled irregular or annual events where overtime and comp-time will be required, and no other option exists to meet department irregular requirements. This category does not include special civic events or routine schedules of Employees to handle department's workload. These events will require prior approval by the Town Manager, only after the Department Head has developed a strategy to mitigate the total impact of overtime/comp-time.

**Planned and Budgeted Civic Support:** Those scheduled holiday/civic events (e.g., 4<sup>th</sup> of July, Town Fair, Memorial Day, Veteran's Day) where Town Employees are required to set up, tear down, or provide additional emergency service support. These items will pre-identify, and the projected cost for overtime will be forecasted in the budget annually under the specific event's budget line. In these events the Department Head should alter the work schedule the greatest extent possible during the pay period to mitigate or offset overtime cost.

**Planned and Un-Budgeted Civic Support:** Those scheduled events where Town Employees' participation is requested to augment, enhance, or as labor for a community activity. As a standing rule, overtime will not be authorized for these events and will require Town Manager's approval.

#### 5-3.2 Irregular Emergency Reserve:

Employees who are hired on a temporary, seasonal or work irregular hour to augment the Town's emergency operations will be compensated as follows:

- **Hourly Rate:** These employees will earn their agreed upon hourly rate during operations until the prescribed time and a half and double-time are hit.
- **Lunch Breaks:** As with all emergency workers, these employees are expected to take lunch breaks and will be paid straight throughout their shift without a deduction for breaks during periods deemed emergency operations.
- **Time and A Half Pay:** If the total hours actually worked (does not included holiday, vacation or sick hours) exceed 40 hours in a pay period they will be eligible for time and a half
- **Double Time:** If successive hours work exceeds 16 hours (including lunch breaks) then these employees will be eligible for Double Time Rate.

#### 5-4 COMPENSATION FOR AFTER HOUR NOTIFICATIONS AND RESPONSES:

Non- exempt Employees may be compensated for afterhours call and notification at the following rates\*:

- y) Thirty (30)-minute minimum for notifications with follow up action as determined by the Department Head
- z) Two (2)-hour minimum if an Employee is required to return to a specified duty location

NOTE: Department Heads, with the approval of the Town Manager, may authorize the two (2)-hour compensation if an Employee did not respond but was engaged in activities beyond the scope of notification and immediate direction.

*\*with the exception of the Fire Department and On-Call Water Department*

5-5 **TEMPORARY ALTERNATIVE DUTY:**

Employees with work-related injuries may also be entitled to temporary alternative duty in accordance with New Hampshire's workers' compensation laws and as further detailed under Section Employees with non-work-related disabilities who require accommodations to perform their jobs should make accommodation requests to their Supervisor or Department Head. Please refer to the Americans with Disabilities Act policy in this Personnel Manual for more information.

Reinstatement: A full-time Employee who has sustained an on-the-job injury will be reinstated to his/her former position upon request within eighteen (18) months of the initial injury if the position exists and is available, and the Employee is able to perform the duties of the position. A fitness-for-duty certificate may be required before an Employee is permitted to return to work. The Town reserves the right to require a physical examination to determine the physical eligibility of the Employee for continued employment. These examinations will be made at the discretion of the Town in accordance with applicable law, and the cost of said examination will be borne by the Town.

Under New Hampshire law, an Employee's reinstatement rights expire eighteen (18) months from the date of injury. An Employee also will not be reinstated if he/she has accepted a job with another employer at any time after the date of the injury or if there is a medical determination that the Employee cannot return to his/her former position. Other circumstances concerning reinstatement will be governed by the New Hampshire Department of Labor requirements.



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5-6 **TOWN CLERK** - For the purposes of this policy, the elected position of Town Clerk is included in the overall wage and benefit practices of the Town of Raymond.

## **CHAPTER 6 SEPARATION**

### **6-1 JOB ABANDONMENT:**

The Town of Raymond expects Employees to report for work on time for every scheduled shift. An Employee who is unable to report to work at the designated time is required to notify his or her supervisor in accordance with the sick leave policy. Employees who fail to report to work for three (3) consecutive business days without notifying the company of the absence will be considered as having voluntarily resigned as a result of job abandonment.

If the Employee is unable to contact the Town for any absence, he/she should ask a representative (such as a family member or friend) to do so on the Employee's behalf. If the Employee or a representative is unable to contact the Town of Raymond due to extreme circumstances (such as a medical emergency or natural disaster that prohibits the Employee or his/her representative from contacting the Town within three (3) days), the Employee or his/her representative must contact the Town as soon as practicable to explain the situation. In extreme circumstances, the employer will consider the explanation and its timing before determining if the voluntary resignation will be upheld.

### **6-2 LAYOFF / RECALL:**

When it is necessary to reduce the number of Employees within a department, layoffs will be made within the overall affected department(s) on the basis of seniority; i.e., the last Employee hired within the affected department(s) shall be the first laid off.

Full-time Employees that were laid off and are qualified and available within eighteen (18) months from the date of lay-off may be reinstated to the position from which they were laid off before new Employees are hired or to another associated position for which they are otherwise qualified as determined by the Town.

In the event an Employee is recalled to full-time employment, seniority shall again begin to accumulate to the employee's seniority at the time of lay-off. Any benefits paid at the time of lay-off shall not be paid again. The Employee shall be placed at the same salary paid at the time of lay-off. Employees who are temporarily laid-off and return to work within ninety (90) days will retain credit for their prior years of service.

Employees shall lose seniority and shall no longer be covered by the provisions of this Agreement for the following reasons: discharge, resignation, or retirement.

### **6-3 TERMINATION OF EMPLOYMENT:**

Except as otherwise provided by law and detailed below, employment with the Town of Raymond is considered at-will and may be terminated at any time for any reason. Exceptions to this provision can be provided in a written employment contract signed by the Board of Selectmen, Town Manager, or the Library Trustees; by provisions of state statute (e.g., RSA 105:2-a – Police Chiefs or RSA 105-C:4 – Police Personnel) or positions where the individuals are selected by virtue of election and serve a term of office (e.g., Town Clerk and Tax Collector). Employees of the Dudley-Tucker Public Library may only be terminated by the Board of Library Trustees in compliance with RSA 202-A:17. To ensure full compliance with state law, particularly RSA 275:44, any operating department or appointing authority shall immediately notify the Town Manager's Office of any resignation or termination of any full- or part-time Town Employee.

### **6-4 SEPARATION OF EMPLOYMENT/EXIT INTERVIEW/EXIT PLAN:**

The Town of Raymond is committed to the development and retention of Employees. To

support this commitment, the Town of Raymond has developed an exit interview process.

An exit interview is intended to elicit information and input from an Employee who has decided to leave the Town of Raymond, turn in any Town-owned devices, keys, and/or passwords.

The information received from each exit interview provides insight into the Town of Raymond's work environment and the factors that may lead to an Employee's decision to stay or leave the Town. Trends can be identified that may lead to potential changes in employment practices and the work environment. The goals of any changes that are made will be designed to improve Employee retention and reduce turnover.

#### 6-4.2 Termination Payments:

Regular Employees terminating service with the Town for any reason will be entitled to the earned and unused vacation time for which they are eligible, in accordance with their specified Tier, and wages earned through the last days of work. Whenever an employer discharges an Employee, the employer shall pay the Employee's wages within 72 hours, as provided under RSA 275.44.

#### 6-4.3 Voluntary Termination:

Employees who voluntarily terminate employment shall provide the Town with a letter of resignation to document his/her decision to voluntarily terminate their employment. The Department Head shall encourage the Employee to set up an exit interview with the Town Manager or designee prior to their last day of employment.

Employees who voluntarily terminate employment will be paid their final wages no later than the next regular payday, as provided under RSA 275:43, either through the regular pay channels or by mail if requested by the Employee, except that if the Employee gives at least one (1) pay period's notice of intention to quit the employer shall pay all wages earned by the Employee within seventy-two (72) hours of termination.

#### 6-4.4 Rehire:

Any Employee whose employment is terminated with the Town of Raymond for any reason other than temporary lay-off and returns to work with the Town later will be considered a new Employee with a new hire anniversary date. Employees who are temporarily laid-off and return to work within ninety (90) days will retain credit for their prior years of service.

**CHAPTER 7  
LEAVE & EMPLOYEE TIERS**

**7-1 GENERAL POLICY:**

Leave is an authorized absence during regularly scheduled work hours that is approved by proper authority. Leave may be authorized with or without pay and shall be granted in accordance with the following guidelines on the basis of the work requirements of the departments and, whenever possible, the personal wishes of the Employee.

**7-2 PROCEDURE FOR REQUESTING LEAVE:**

All leave other than holiday, sick, injury or emergency leave will require approval by the Department Head prior to the taking of leave. In the case of illness, injury, or emergencies, Employees shall notify the Department Head prior to the time set for their regularly scheduled working hours, or as soon as possible. Requests for leave without pay must be made in writing and approved by the Town Manager. An Employee will not be paid for any absence from scheduled working hours unless such absence is approved by the Town Manager, his designee, or the Department Head. Procedures for taking leave under the Family and Medical Leave Act (FMLA) are contained in the section entitled "Family and Medical Leave Policy."

All requests for Leave shall be made on the Leave Request Form not less than three (3) days prior to the date of departure and signed by the Department Head or Town Manager prior to submitting to Finance. Under compelling circumstances, the Department Head/Town Manager may waive this requirement and note such on the approved Leave Form.

**7-3 HOLIDAY LEAVE:** The Town of Raymond recognizes the following days as holidays:

New Year's Day	Labor Day
Civil Right Day/MLK Day	Columbus Day
Presidents Day	Veterans Day
Memorial Day	Thanksgiving Day/Day After
Independence Day	Christmas Day

On days which are recognized as holidays, Employees shall be excused from all duty not required, in the opinion of the Town Manager, to maintain essential services.

- (1) **SATURDAY HOLIDAYS:** When any of the above holidays fall on a Saturday, the observed holiday will be the preceding Friday.
- (2) **SUNDAY HOLIDAYS:** When any of the above holidays fall on a Sunday, the following Monday will be the observed holiday.
- (3) **WORK ON HOLIDAYS:** All full-time Employees are to be compensated at the same hourly rate of eight (8) hours of credit for each observed holiday. Below outlines the policy to ensure consistency and to ensure all Employees are compensated at the same rate.
  - a. Each eligible Employee earns eight (8) hours for each observed holiday
  - b. These hours are applied to your actual hours worked during the given week to equal 40 hours.
  - c. If the combination of holiday hours (at eight (8) hours per day) plus actual hours work exceed forty (40) hours, the employee is eligible for overtime for each hour over forty (40) hours.
  - d. The addition to the policy; regardless if an eligible Employee is scheduled to work or

not; each Employee still receives the same holiday pay distribution of eight (8) hours per holiday.

- e. Part-time and Seasonal Employees who are required to work designated holidays shall be compensated at the rate of time and one half of their regular pay.

Part-Time Employees Working on a Holiday for FT Gap:

If an PT Employee steps into a FT position on a temporary basis and is filling the gap due to a vacancy, termination or resignation, that PT employee would be eligible to receive holiday pay for a holiday that falls within that work week, with prior approval of the Department Head. However, the PT employee would not be eligible if the temporary position being covered is an encumbered position and currently receiving that benefit. No other full-time benefits will apply.

Part-Time Employees Working during a Week that Contains a Holiday:

If the holiday falls on a day that is in the PT Employees regular duty schedule, (as part of the employee file) then the PT employee would receive holiday pay. If the holiday falls outside the duty schedule on file, then the employee would not be compensated for the holiday as it is not their regular scheduled day of work.

7-4 VACATION LEAVE:

All full-time and regular part-time Employees shall be eligible for vacation leave for the purpose of rest and recuperation. Employees shall accrue vacation leave based upon their Anniversary Date. However, Employees shall not accrue vacation leave for any pay period during which they are on lay-off or other leaves of absence without pay.

The vacation year for each full-time Employee shall be the twelve (12)-month period following the anniversary date of employment of the Employee. Vacations accrued in accordance with the schedule below shall be taken in the vacation year following accrual.

Regular part-time Employees shall be eligible for vacation on a pro-rata basis.

PLEASE NOTE: ALL REGULAR PART-TIME VACATION LEAVE WILL BE FORMULATED ACCORDINGLY (i.e., four (4)-hour workday would be one (1) hour per week for a total of fifty-two (52) hours per year of annual leave, etc.).

7-5 VACATION SCHEDULING:

All vacation leave requires the approval of the Town Manager or Department Head. Departments will schedule vacations to avoid conflicts in manpower needs and budgetary limitations, with preference based on seniority and full-time status.

- a) DEATH OF EMPLOYEE ELIGIBLE FOR VACATION: Upon the death of an Employee who is eligible for vacation, payment in the form of a check will be issued in the name of the Employee, in an amount equal to the accrued unused vacation pay and mailed to the address on file.
- b) VACATION AS SICK LEAVE: Vacation time may be used as sick leave by Employees in addition to sick leave with approval of the Town Manager. In such a situation earned sick time must first be exhausted by Employee.
- c) SICKNESS WHILE ON VACATION: With approval of the Town Manager who may require a physician's statement, an Employee who becomes ill while on vacation may change those days when ill to sick leave.
- d) HOLIDAY DURING VACATION: If a regular paid holiday occurs during the taking of vacation leave, it will not be counted as a day of vacation leave.
- e) TOWN CLOSURE OR DELAYS WHILE ON VACATION: If an Employee is on vacation

or sick leave and the Town offices are closed (includes closures, delays in opening or early departures), the hours of closure will not be charged to the Employee as vacation time or sick leave.

7-6 EMPLOYEE TIER GROUPS AND LEAVE ACCRUAL RATES:

The Town of Raymond is in transition from and operates under two (2) Employee compensation strategies: Accrued Buyout and Salary Compensation/ Re-Baselining. Since these programs run concurrently while Accrued Buyout is replaced with the Salary Compensation Re-Baselining Employees have been placed in Tiers to identify the percent they are vested in each system and Leave Accrual rates are linked to the specified Employee Tier 1-5. In addition, Employees cannot receive more than 100% compensation in total calculated between both programs, therefore the amount/percentage for which an Employee is eligible in the Accrued Buyout system is deducted from the amount/percentage they are authorized to receive in the Salary Compensation Re-Baselining (Table 7). Employees in Tier 2-5 make the irrevocable decision to waive their participation in the Accrued Buyout system for 100% compensation under the Salary Compensation Re-Baselining.

CONTINUED SERVICE	EIGHT HOUR WORKDAY	ACCRUAL RATE
0-48 MONTHS	13 DAYS	1 1/12 days per month
49-108 MONTHS	18 DAYS	1 1/2 days per month
109-168 MONTHS	23 DAYS	1 11/12 days per month
169-228 MONTHS	28 DAYS	2 1/3 days per month
229+ MONTHS	2 1/3 days per month	+ 1 additional day per year

**NOTE: ALL OTHER REGULAR PART-TIME VACATION LEAVE WILL BE FORMULATED PRO RATA (i.e. four (4)-hour workday would be 1.00 hour per week for a total of fifty-two (52) hours per year of annual leave, etc.).**

**Table 1: Employee Tier System:**

**Employee Tier Time in Continued Service**

Tier 1	Employees with under 10 years as of 01 April 2019
Tier 2	Employees with more than 10 years but less than 15 years as of 01 April 2019
Tier 3	Employees with more than 15 years but less than 20 years as of 01 April 2019
Tier 4	Employees with more than 20 years but less than 25 years as of 01 April 2019
Tier 5	Employees with 25 years as of 01 July 2019

**Table 2: Maximum Vacation Leave Carry Forward:**

Employee Tier	Max Carry Forward
Tier 1, 2, 3 & 4	Annual x1
Tier 5	Annual x 1.5

**Table 3: Maximum Employee Buyout:**

Employee Tier	Max Leave Payout	Max. Baseline/Compression
Tier 1	80 hours (Vacation & Sick Leave)	100%
Tier 2	320 hours (Vacation & Sick Leave)	74%
Tier 3	584 hours (Vacation & Sick Leave)	53%
Tier 4	996 hours (Vacation & Sick Leave)	19.5%
Tier 5	1236 hours (Vacation & Sick Leave)	0%

#### 7-7 SICK LEAVE/EMERGENCY LEAVE:

Sick leave is granted by the Town to provide Employees with the ability to take time off to recover from illness or a Department Head authorized emergency leave without suffering loss of pay. Sick leave is granted at the rate of one (1) day per calendar month worked, credited at the end of the month, capped at 720 hours (90 days). It is important to note; Sick Leave is carried over at a 100% rate but cannot exceed 720 hours. Table 2: Maximum Leave Carry Forward in paragraph 7-6 only refers to Vacation Leave and has no impact Sick Leave. Sick leave will accrue and be paid out as stated in **Table 3**. A Department Head may authorize the use of sick leave for unplanned Employee hardships including, but limited to, unforeseen situations, without suffering loss of pay.

Sick leave may be taken as whole days or in hourly increments. It may be used for doctor's appointments for the Employee or to care for an **\*immediate family member** of the Employee who is ill, to take to physical or dental examinations, or other sickness prevention measures. Each Employee is to complete, sign and have signed approval from their Department Head a leave form and submit with their weekly timecard.

*\*Employees may be granted three (3) days paid leave in the event of a serious life-threatening illness of a member of that Employee's immediate family; granting of any such leave shall be at the sole discretion of the Town Manager.*

- **Immediate Family** - Shall include the following family members: spouse, child, mother, father, mother-in-law, father-in-law, or other relative living in the same household.
- **Additional Family Leave** - Any Employee requiring additional leave for the purpose of a birth of child (either/both parents), adoption of child, or immediate care of a parent may be granted up to forty (40) hours of additional paid leave. The first twenty (20) hours of this program are used prior to the use of the Employee's sick leave or vacation time. An additional twenty (20) hours are available after an Employee has exhausted their sick leave and vacation time.
- **Physician's Certificate** - For absences under this section, the Department Head or Town Manager may require a physician's certificate showing the expected duration, modifications to the position, if needed, and clarification that the Employee is able to return to work.

#### 7-8 DONATION OF SICK LEAVE:

Upon a request received or initiated by the Human Resource Coordinator and approved by the Town Manager, Employees may donate portions of their sick leave to aid another Employee during a specified incident. Separating Employees are not eligible to donate hours beyond what they are authorized to receive a compensation for at the end of their employment period.

*\*See WORKMENS COMPENSATION SECTION 7-12*

#### 7-9 BEREAVEMENT LEAVE:

The purpose of bereavement leave is to enable an eligible Employee to take care of personal arrangements and problems caused by the death of an immediate member of his/her family and to relieve him/her of the concern over the loss of earnings on the regularly scheduled work days immediately following the death.

Bereavement leave of three (3) working days with pay between the date of death and the date of the funeral inclusive shall be granted an employee in the event of the death of his/her: spouse, parent, sibling, child, grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandchild, or a person who is otherwise in an intimate

relationship with and residing in the same household as employee. Adopted, half, and step members are also included in immediate family as well as anyone who served as a legal guardian of the Employee or their spouse prior to their eighteenth birthday. Under extenuating circumstances, two (2) additional days may be granted under Paragraph 1 of Section 7-7 with written approval of the Town Manager. One (1) day off from work without loss of pay may be allowed for the death of a family member not listed above.

In addition, fulltime employees serving the Town of Raymond are eligible for two (2) days of bereavement prior to the death of a qualifying family member. These circumstances include the anticipated passing of a family member or during an emergency situation where the survivability of a family member is in question. Although, this policy is intended primarily for qualifying family members, immediate supervisors can grant immediate approval for individuals who fall out of this identified category if there is undue stress on the employee.

#### 7-10 COURT OR JURY LEAVE:

An Employee summoned to jury duty or for any other required appearance before a court or other public body, not resulting from his own request or his violation of the law, will be granted a leave of absence with pay for the required period necessary to perform this duty. An Employee who receives a jury notice or subpoena to testify due to Town related matters, should notify the Department Head immediately.

- An Employee will receive his regular salary when called to serve on a jury or to appear before a court. An Employee who receives compensation from the court will be paid the difference between court pay and the Employee's regular pay. The Employee must produce a written statement from the appropriate court/public official, showing the date and time served and the amount of pay received. Employee must return to their job if excused from jury duty during regular work hours. In the case of key Employees, the town reserves the right to request exemption from the requesting court.

#### 7-11 MILITARY LEAVE:

The Town is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is the Town's policy that no Employee or prospective Employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion, or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his/her rights under applicable law or this policy. If any Employee believes that he/she has been subjected to discrimination in violation of this policy, the Employee should immediately contact the Town Manager or the Appointing Authority if the Town Manager is unavailable or unable to be of assistance

Military leaves of absence will be unpaid, unless otherwise required by law; except as follows: For a period not to exceed fifteen (15) working days in any twelve (12) month period, an Employee in the military reserve shall be paid the difference between compensation received while on reserve duty and the salary paid the Employee by the Town. Compensation received shall include pay and allowances, but not per diem payments an Employee shall submit a military pay voucher or equivalent to the Department Head before any adjustment will be made. Supplemental payment will only be made for regularly scheduled workdays. The specific details and procedures for military leave are set forth in Appendix F, continued.

#### Eligibility:

Employees taking part in a variety of military duties are eligible for benefits under this policy.

Such military duties include leaves of absence taken by members of the uniformed services, including Reservists, National Guard members for training, periods of active military service, and funeral honors duty, as well as time spent being examined to determine fitness to perform such service. Subject to certain exceptions under the applicable laws, these benefits are generally limited to five (5) years of leave of absence.

#### 7-12 WORKMENS COMPENSATION AND REPORTING WORKPLACE INJURIES:

It is the intent of the Town to ensure employees who are injured in the performance of their duties do not incur financial loss during their period of recovery. This policy focuses on balancing the desire to ensure employees are made “*financially whole*” after an injury, without unintentionally financially incentivizing Worker Compensation Claims. The below paragraphs highlight the Town policy regarding this matter:

- 1) The Town will continue to pay employees receiving Worker Compensation the balance between *but not to exceed*, their Worker Compensation Benefits and the average of their preceding month’s *Net* wages prior to the injury, including sustained stipends but minus overtime.
- 2) All deductions will still be covered and appropriately deducted from this amount
- 3) If a salary increases or decreases occurred during this period, then the monthly average will be figured as to capture the adjustment in salary.
- 4) Employees who are receiving Worker Compensation Benefits are ineligible for sick time or vacation donations.

**Example 1:** If an employee prior month Net average is \$1,000.00 (minus overtime) and they are receiving \$700.00 from Workers Compensation, then the Net compensation from the Town would be \$300.00 after deductions.

**Other Considering Factors and Responsibilities:** Since the intent of this program to assist employees in avoiding financial hardship by making them “*financially whole*” the following other policy elements apply:

- 1) Prior to receiving Worker Compensation Benefits, the employee is eligible for vacation and sick time donations if these balances are at or below 2 weeks.
- 2) Employees cannot receive leave or sick time donations during any period where they are receiving Worker Compensation Benefits.
- 3) Employees will be required to pay back the balance of any leave or sick time donations for periods of time where they received Worker Compensation Benefits, even if this was retroactive payments.
- 4) Payback of donated time can be done in a lump sum payed to the Town, a single deduction out of Town’s contribution to this program or deducted across multiple pay periods to help mitigate the impact of the payback
- 5) Funds for this program is to come from the funding line associated with the employee
- 6) Sick and vacation accrual are still authorized unless prohibited under a specific state or federal statute during the duration an employee is unable to work
- 7) If the impacted employee is a seasonal or irregular employee, then this compensation will only cover the period they would have been employed.
- 8) If there is any change in the employee’s status, they must notify the Town Human Resource Director within 3 business days.
- 9) Employees will still participate in the Performance Based System (PBS) and be allowed to receive increases during their periods of recovery.
- 10) Employees will not be precluded from receiving an annual pay increase based on their inability to work

- 11) Only an Employee's substandard performance or non-compliance with standards can be used to restrict annual increases, except for an abuse of this or any other program. (inability to work due to injury does not constitute substandard performance).
- 12) In Lieu of Insurance compensation will continue as normal and will not be consider as part of this program.
- 13) Prior to receiving any benefits under this program, the employee will be required to acknowledge the conditions of this benefit
- 14) If the employee is unable to act on their behalf due to the injury, then the employee's appointed designee can acknowledge this requirement on their behalf.
- 15) This policy can be rescinded by the Town upon further review, and any Union Employees who wishes to participate will further acknowledge the use of this program will not constitute a "Past Practice".

On-the-job injuries are covered by Workers' Compensation Insurance, which is provided at no cost to the Employee. We ask for your assistance in alerting the Town to any condition which could lead or contribute to an Employee accident.

Reporting Injuries: If you are injured on the job, no matter how slightly, he/she must report the incident immediately to his/her Supervisor or Department Head. Employees must complete the necessary workers' compensation forms following any injury. The Workers' Compensation carrier must also be contacted prior to seeking medical attention (unless it is a life-threatening injury).

Weekly Income Benefits: The amount of the weekly worker's compensation benefit is set by the New Hampshire Department of Labor. The weekly benefit is currently based upon 60% of an employee's average weekly wages. These benefits are paid by our workers' compensation carrier to eligible Employees.

#### 7-13 FAMILY & MEDICAL LEAVE ACT OF 1993:

Under the Family and Medical Leave Act ("FMLA"), eligible Employees may take an unpaid leave of absence and be restored to the same or an equivalent position upon their return to work for any of the following reasons:

- a) The birth of the Employee's child and to care for the newborn child (leave must be taken within twelve (12) months of the birth of the child);
- b) The placement of a child with the Employee for adoption or foster care, and in order to care for the placed child (leave must be taken within twelve (12) months of adoption or placement of the child);
- c) The serious health condition of a spouse (the term "spouse" shall include same sex spouse), parent, minor child, or adult child when the adult child is incapable of self-care and the Employee is needed for such care ("covered family members");
- d) The Employee's own serious health condition that renders the Employee unable to perform his or her job;
- e) A "qualifying exigency" (as defined in the Department of Labor Regulations) 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 United States Armed Forces in support of a contingency operation as a member of the National Guard or Reserves;
- f) The Employee is a spouse, son, daughter, parent, or next of kin of a "covered service member" (as defined in the Department of Labor Regulations, which includes National Guard, Reserves and Regular Armed Forces) who has a serious injury or illness and the Employee is needed to care for such person.

#### Eligibility Requirements:

To be eligible for FMLA leave, an Employee must satisfy both of the following conditions: The

Employee must have worked for the Town for at least twelve (12) months and must have performed at least 1,250 hours of work in twelve (12) months prior to a leave request.

Leave Entitlement:

If an Employee takes FMLA leave for a reason stated in paragraphs (1)-(5), above, the Employee is entitled to up to twelve (12) work weeks of unpaid leave during a twelve (12) month period. That twelve (12) month period is defined as a "rolling" twelve (12) month period measured backward from the date an Employee begins an FMLA leave. In other words, the number of weeks the Employee has available upon the beginning of a FMLA leave will be twelve (12) weeks less the number of FMLA leave weeks taken in the twelve (12) month period prior to the beginning of the current FMLA leave (the "Available Leave Weeks"). For example, if an Employee used four (4) weeks beginning February 1, 2018, four (4) weeks beginning June 1, 2018, and four (4) weeks beginning December 1, 2018, the Employee would not be entitled to any additional leave until February 1, 2019. Beginning on February 1, 2019, the Employee would be entitled to four (4) weeks of leave; on June 1, 2019, the Employee would be entitled to four (4) additional weeks; and so on. If an Employee takes FMLA leave for the reason stated in paragraph six (6), above, the Employee may take up to twenty-six (26) weeks of unpaid FMLA leave within a single twelve (12)-month period. This twelve (12)-month period begins on the first day of leave.

An Employee who takes FMLA leave for a reason stated in paragraph six (6), above, will be limited to a combined total of twenty-six (26) work weeks of leave for any FMLA-qualifying reason during the single twelve (12)-month period. The leave entitlement described in paragraph six (6) above is to be applied on a per-covered-service member, per injury basis such that an eligible Employee may be entitled to take more than one (1) period of twenty-six

(26) work weeks of leave if the leave is to care for different covered service members or to care for the same service member with a subsequent serious illness of injury, except that no more than twenty-six (26) work weeks of leave may be taken within any single twelve (12)- month period.

Qualifying Exigency: A Qualifying Exigency under paragraph five (5) above must be one of the following:

- a. Short notice deployment.
- b. Military events and activities.
- c. Childcare and school activities.
- d. Financial and legal arrangements.
- e. Counseling.
- f. Rest and recuperation.
- g. Post-deployment activities; or
- h. Additional activities that arise out of active duty, provided that the employer and Employee agree, including agreement on timing and duration of the leave.

To care for a covered service member, an eligible Employee must be the spouse, son, daughter, or parent, or next of kin of a covered service member.

- a) A "son or daughter of a covered service member" means the covered service member's biological, adopted, or foster child, stepchild, legal ward, or a child for whom the covered service member stood in loco parentis, and who is of any age.
- b) A "parent of a covered service member" means a covered service member's biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the covered service member. This term does not include parents "in law."
- c) Under the FMLA, a "spouse" means a husband or wife, including those in same-sex marriages, which were made legal in all 50 United States as of June 26, 2015.
- d) The "next of kin of a covered service member" is the nearest blood relative, other than the covered service member's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the service member by court decree

or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made, and there are multiple family members with the same level of relationship to the covered service member, all such family members shall be considered the covered service member's next of kin and may take FMLA leave to provide care to the covered service member, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered service member's only next of kin. For example, if a covered service member has three siblings and has not designated a blood relative to provide care, all three (3) siblings would be considered the covered service member's next of kin. Alternatively, where a covered service member has a sibling(s) and designates a cousin as his or her next of kin for FMLA purposes, then only the designated cousin is eligible as the covered service member's next of kin. An employer is permitted to require an Employee to provide confirmation of covered family relationship to the covered service member pursuant to § 825.122(k).

#### Tracking FMLA Leave:

When an eligible Employee requests any leave of absence that qualifies under the FMLA, the Town has the right to designate such leave as FMLA leave. For example, if an eligible Employee suffers a work-related injury that qualifies as a serious health condition, the Town has the right to designate any time away from work as FMLA leave. In such circumstances, the Town will provide the Employee with the same notifications as though the Employee had specifically requested FMLA leave.

#### Intermittent and Reduced Schedule Leave:

Under some circumstances, Employees may take FMLA leaves of absences intermittently (in separate blocks of time due to a single FMLA qualifying reason) or on a reduced leave schedule (reducing the usual number of hours an Employee works per workweek or workday). Certification will be required to show that an intermittent or a reduced schedule leave is a medical necessity for leaves under paragraphs three (3), four (4), and six (6), above. Other documentation or certification may be required to show that such an intermittent or a reduced schedule leave is necessary in the case of a leave of a “qualified exigency” under paragraph five (5), above.

If FMLA leave is for birth and care, or placement for adoption or foster care, as described in paragraphs one (1) and two (2), above, use of intermittent leave is subject to the Town’s approval. When an Employee takes intermittent or reduced schedule leave, time spent working will not be counted against the Employee’s FMLA entitlement.

Employees taking intermittent or reduced schedule leave will be paid for the time they work, and the leave time away from work will be unpaid unless the Employee qualifies for workers’ compensation, short-term disability, or other benefits. If an Employee is a salaried/exempt Employee, the Town will adjust the Employee’s salary based on the amount of time actually worked.

While an Employee is on intermittent or reduced schedule FMLA leave, the Town may temporarily transfer the Employee to an available alternate position that better accommodates the Employee’s recurring leave and that has equivalent pay and benefits.

Employees who take intermittent leave for a planned medical treatment have an obligation to make a “reasonable effort” to schedule the treatment so as not to disrupt unduly the Town’s operations.

#### Status of Employee Benefits:

Employees are required to use any accrued, unused sick and vacation time during FMLA leave

unless the FMLA leave is otherwise paid through workers' compensation benefits, short-term disability benefits, or other benefits. The substitution of paid leave time for unpaid leave time does not extend the FMLA leave period. Also, the Employee's FMLA leave may run concurrently with other types of leave.

During an approved FMLA leave, the Town will maintain the Employee's health benefits under the same terms and conditions applicable to Employees not on leave.

If paid leave is substituted for unpaid FMLA leave, the Town will deduct the Employee's portion of the health plan premium as a regular payroll deduction.

If an Employee's leave is unpaid, or is paid through workers' compensation, short-term disability benefits, or other benefits not provided through the Town's payroll system, the Employee must pay his or her portion of the premium by making arrangements with the Town Manager.

Health and other benefit coverage may be canceled if the Employee's premium payment is more than (thirty) 30 days late.

If an Employee elects not to return to work at the end of the leave, the Employee will be required to reimburse the Town for the cost of the premiums paid by the Town for maintaining coverage during the unpaid leave, unless the Employee cannot return to work because of a serious health condition or because of other circumstances beyond the Employee's control. If the FMLA leave is for a condition that is covered under the Town's short- or long-term disability insurance, covered Employees may apply for benefit coverage.

Benefit entitlements based on length of service will be preserved at the level earned as of the commencement of the leave. The Employee will continue to accrue vacation leave and receive holiday pay while on paid leave. Once the Employee's leave changes to an unpaid status, the Employee's vacation accrual will cease, and the Employee will not be eligible for holiday pay.

#### Requesting Leave:

Employees must complete the appropriate FMLA leave request forms. These forms are available from the Town Manager.

If an Employee's need for leave is foreseeable, such as for the birth of a child or planned medical treatment, you must give the Department Head thirty (30) days' prior written notice. In cases of planned medical treatment, please make efforts to schedule the treatment to avoid disrupting the Town's operations.

If the need for leave is not foreseeable, the Employee must give notice to their supervisor as soon as practicable (generally, either the same day or the next business day of learning the Employee's need for leave) and the Employee must comply with all the Town's policies regarding absences from work. Failure to provide such notice may be grounds for delaying the leave. If the Employee is unable to notify the Department Head of his/her need for leave personally because of illness, the Employee should ask someone else to call on his/her behalf.

#### Medical Certifications:

If an Employee is requesting leave because of the Employee's serious health condition, a covered family member's serious health condition, or for the serious injury or illness of a covered service member, the Employee must provide a medical certification from the appropriate health care provider. It is an Employee's responsibility to provide a complete and sufficient certification. Please obtain a medical certification form from the Town Manager or Department Head for the health care provider to use. If possible, the Employee should provide the medical certification before the leave begins. If that is not possible, the Employee must provide the medical certification within fifteen (15) days of requesting leave. If the Employee does not provide the

required medical certification in a timely manner, the Employee's leave may be delayed. If you do not provide the certification at all, the Town will not be able to determine whether his/her is eligible for FMLA leave and his/her leave will be denied. The Town reserves the right to authenticate or clarify any medical certification if necessary.

In the case of an Employee's own serious health condition, or that of a family member's serious health condition, the Town at its expense, may require an examination by a second health care provider designated by the Town. If the second health care provider's opinion conflicts with the original medical certification, the Town, at its expense, may require a third health care provider agreed upon by the employee and the Town to conduct an examination and provide a final and binding opinion.

The Town may also require subsequent medical recertification. Failure to provide requested recertifications within fifteen (15) days may result in delay of further leave.

#### Certifications for a Qualifying Exigency:

Employees who request a leave for a "qualifying exigency" arising from an immediate family member's call to active duty or impending call or order to active duty will be required to provide a copy of the family member's active duty orders or other documentation issued by the military indicating the member is on active duty or call to active duty status in support of a contingency operation. Other documentation certifying the exigency necessitating the leave will also be required.

#### Confirmation of Familial Relationship:

Employees requesting a leave of absence based on a familial relationship (e.g., leaves under paragraphs three (3), five (5) and six (6), may be required to provide reasonable documentation or statement of family relationship. This documentation may take many forms, including but not limited to a child's birth certificate, a court document, etc.

#### Reporting While on Leave:

If an Employee takes leave because of his/her own serious health condition, to care for a covered family member with a serious health condition, to care for a covered service member with a serious illness or injury, or for a qualifying exigency, the Employee must contact the Department Head on a regular basis to provide updates about the status of the need for leave (e.g. the medical condition of the Employee or the individual for whom the Employee is caring, or other circumstances necessitating leave) and the Employee's intention to return to work. In addition, the Employee must give notice as soon as practicable (within two (2) business days if feasible) if the dates of leave change or are extended or initially were unknown.

#### No Work While on Leave:

The taking of another job (including self-employment) while on FMLA leave or any other authorized leave may lead to disciplinary action, up to and including discharge.

#### Returning to Work:

At the end of an authorized FMLA leave, the Employee will be reinstated to his/her original position or an equivalent position. However, certain highly compensated Employees or "key Employees" may be denied restoration to their prior or equivalent position if keeping the job open for the Employee would result in substantial economic injury to the Town. Key Employees are those Employees who are among the highest paid ten percent (10%) of Employees within 75 miles of the worksite. If an employee takes leave because of his or her own serious health condition, the Employee will not be reinstated until the Employee provides a fitness for duty certificate from his/her health care provider confirming that the Employee is medically able to resume work and perform the essential functions of his/her job. The return-to-work medical certification forms are available from the Town Manager or Department Head. The Town reserves the right to clarify and authenticate

such certification.

Coordination with Pregnancy Related (Maternity) Leave:

As stated in the Disability & Pregnancy Related Leave policy, the Town provides female Employees with a leave of absence for the period of temporary physical disability resulting from pregnancy, childbirth, and related medical conditions. If an Employee is also eligible for FMLA leave, the Employee's FMLA leave and Disability & Pregnancy Related Leave will run concurrently. Please refer to the Town's Disability & Pregnancy Related Leave policy for more information. For purposes of coordinating FMLA and pregnancy related (aka maternity) leaves, maternity disability leave will be treated in the same manner as the FMLA leave of absence described in paragraph four (4) above. Maternity disability leave begins when an Employee is medically determined to be disabled and ends when medically determined to be able to return to work. If a maternity disability leave is for the number of available FMLA leave weeks or less, the Employee may take additional FMLA leave pursuant to paragraph one

(1) or two (2) after the end of the disability period, not to exceed the number of remaining available leave weeks and will be reinstated in accordance with this FMLA policy. If a maternity disability leave exceeds the number of available FMLA leave weeks, then reinstatement will be governed by the Disability & Pregnancy Related Leave policy.

Coordination with Other Town Policies; Reference to FMLA and Federal Regulations:

In the event of any conflicts between this policy and other Town policies, the provisions of this policy will govern. The FMLA and the FMLA regulations issued by the U.S. Department of Labor contain many limitations and qualifications that are not stated in this policy. The Town reserves the right to apply the terms of the FMLA and the FMLA federal regulations.

Any questions relative to FMLA leaves, including eligibility requirements, should be directed to the Town Manager or Human Resource Coordinator.

7-14 **DISABILITY & PREGNANCY RELATED LEAVE**

The Town recognizes that during pregnancy and after, some pregnant women may have special needs. The Town will accommodate these needs as defined below.

Eligibility:

Female Employees, either full-time or part-time, who are temporarily physically "disabled" resulting from pregnancy, childbirth or related medical conditions are eligible for the benefits provided under this policy. The term "disability" or "disabled" in this circumstance means the Employee cannot perform the essential functions of her job due to pregnancy. In order to be classified as "disabled", the Employee must be classified as "disabled" by her healthcare provider. Medical verification of the disability is required to receive eligibility under this policy.

Duration of Leave:

Should an Employee's physician deem her temporarily disabled due to pregnancy, childbirth, or related medical condition her leave will extend until her physician states that such disability has ended, and she is able to return to work. The Town complies with all Federal and State laws governing pregnancy leave. Because this policy covers medical disability leave only, it is not available for the care of newborn, adoptive or foster child, or for child rearing although the Employee may have rights under FMLA (see Family & Medical Leave Policy for details).

Compensation during Pregnancy Disability Leave:

Pregnancy Disability Leave will be unpaid except for the following vehicle by which eligible Employees may receive compensation during leave:

- Sick Time
- Vacation time

- Disability Insurance, if applicable.

#### Health Benefits During Leave:

An Employee's health benefits will continue while she is on pregnancy disability leave for the period that she is receiving compensation from the Town and the Town is able to deduct her standard benefits contributions. Should the Employee move to an unpaid status she will continue to have the same health benefits available to her while on pregnancy-related disability leave. However, to maintain those benefits, the Employee must write a monthly check to the Town for her portion of the benefit contributions. Monthly checks should be directed to the attention of the Finance Manager.

#### Transfer Rights:

If an Employee is pregnant and request a transfer, she may be eligible to transfer from her current position to a less strenuous or duties if such transfer is due to her pregnancy; and she provides a certification from her health care provider that such transfer is medically advisable; and the Town can reasonably accommodate such a transfer without undue hardship.

If it is foreseeable that it would be medically advisable for the Employee to take intermittent leave or leave on a reduced schedule based on your medical needs, the Town may require her to transfer temporarily to an available alternative position that has equivalent pay and benefits, so long as she is qualified for the position, and the position better accommodates recurring periods of leave.

The Employee will be reinstated to her regular job or comparable position when her health care provider certified that there is no further need for such transfer, intermittent leave or leave on a reduced work schedule due to her pregnancy.

#### Returning from Pregnancy Disability Leave:

The Employee will return to the Town with no less seniority then when her leave began. If she returns to work at the end of a pregnancy disability leave, she will be reinstated to her former position, unless the position no longer exists due to legitimate business reasons, such as a reduction in force or job abolishment. If your former position does not exist, the Employee will be reinstated to an equivalent position if she is able to perform the essential functions of the job, unless such position is unavailable.

The Employee will be required to provide the Town with a "fitness for duty" certification from her doctor stating that she is released to return to work and indicating any work restrictions you may have. You will not be permitted to return to work until she has provided this certification to the Department Head.

If the Employee does not return to work after her leave has ended and have not contacted her supervisor at the end of her leave, the Town will assume that she has resigned, and her employment may be subject to termination unless she is eligible for some other legally mandated leave. In addition, her employment will be subject to termination after a pregnancy disability leave if she accepts other employment during your leave, or she perform services for another employer during her leave without the Town's express written permission.

#### 7-15 LEAVE OF ABSENCE FOR VICTIMS OF CRIME:

In accordance with New Hampshire law, the Town will grant an Employee unpaid time off from work to attend court or other legal or investigative proceedings associated with the prosecution of a crime in which the Employee was a victim. For purposes of this policy, a victim is any person who suffers direct or threatened physical, emotional, psychological, or financial harm as a result of the commission or attempted commission of a crime.

Employees may also qualify for leave under this policy if they are part of the immediate family of

a homicide victim or part of the immediate family of a child under the age of 18 or an incompetent adult who is the victim of a crime. For purposes of this policy, immediate family includes the father, mother, stepparent, child, stepchild, sibling, spouse, grandparent, or legal guardian of the victim or a person who is otherwise in an intimate relationship with and residing in the same household as the victim.

An Employee needing time off under this policy should notify the Department Head as far in advance as possible. The Employee may be asked to submit copies of the notices of each scheduled hearing, conference or meeting that is provided to the Employee by the court or agency involved in the prosecution of the crime. Employees must comply with any requests to submit these notices, and failure to do so may result in denial of the leave of absence.

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

Leave taken under this policy is unpaid, although an Employee may elect to use his/her accrued, unused vacation time or sick leave. The Town will not discharge, threaten, or discriminate against an Employee for taking leave under this policy, and Employees taking leave under this policy will not lose any seniority during the leave of absence.

#### 7-16 BLOOD DONATION:

Employees will be provided up to three (3) hours every 120 days to donate blood during work time without the loss of pay or reduction in overtime entitlement.

## CHAPTER 8 CONDUCT OF EMPLOYEES

### 8-1 GENERAL POLICY:

A Town Employee is prohibited from engaging in any conduct which could reflect unfavorably upon the Town. Town Employees must avoid any action which might result in, or create the impression of, using public office for private gain or giving preferential treatment to any person.

### 8-2 ATTENDANCE:

Employees are expected to be in attendance at work during the designated hours scheduled by the Department Head or in accordance with department regulations.

### 8-3 MEAL BREAKS:

Generally, all Town Employees who work five (5) consecutive hours or more will be provided with a thirty (30) minute meal period/break, unless it is feasible to eat while working and the Employee is permitted to do so. Fire protection and law enforcement personnel will receive meal breaks as established by their respective Departments.

### 8-4 GIFTS AND GRATUITIES:

A Town Employee shall be aware of and abide by the Town's Ethics policy which covers the acceptance of gifts. *\*See Ethics Manual on file with Town Clerk, Tax Collector's office or on the town website under Ethic Committee.*

### 8-5 OUTSIDE EMPLOYMENT:

Any Employee who engages in employment outside their regular working hours shall be subject to recall to perform their regular Town duties first. Employees abusing sick/emergency leave for the purpose of conducting outside employment, shall be grounds for termination.

### 8-6 POLITICAL ACTIVITY:

- (1) General Policy - All Employees of the Town shall be free and encouraged to exercise their rights as citizens, to cast their votes, and express their opinions on all political subjects except during working hours.
- (2) Limitations - The provisions of the Federal Hatch Act shall apply to those Employees engaged in activities financed wholly or in part by grants from Federal agencies; however, the following prohibitions will apply to all employees in order to assure that both Employees and the public are protected against improper political activity in Town service.
- (3) Employees May Not:
  - (a) Use their official authority or influence for the purpose of interfering with or affecting the results of an election or nomination for office.
  - (b) Directly or indirectly attempt to coerce, advise, or command other Town Employees to pay, lend, or contribute to a party, committee, organization, or person for a political purpose.

### 8-7 PERSONAL APPEARANCE:

- All Town of Raymond staff members are expected to present a professional, businesslike image to clients, visitors, customers, and the public. Acceptable personal appearance, like proper maintenance of work areas, is an ongoing requirement of employment with Town of Raymond.
- Supervisors should communicate any department-specific workplace attire and grooming guidelines to staff members during new-hire orientation and evaluation periods. Any questions about the department's guidelines for attire should be discussed with the immediate supervisor.

- Any staff member who does not meet the attire or grooming standards set by his/her department will be subject to corrective action and may be asked to leave the premises to change clothing. Hourly paid staff members will not be compensated for any work time missed because of failure to comply with designated workplace attire and grooming standards.
- **Specific Requirements:**  
Certain staff members may be required to meet special dress, grooming, and hygiene standards, such as wearing uniforms or protective clothing, depending on the nature of their job. Uniforms and protective clothing which are required for certain positions will be provided to Employees by the Town of Raymond.

At the discretion of the Department Head, in special circumstances, such as during unusually hot or cold weather or during special occasions, staff members may be permitted to dress in a more casual fashion than is normally required. On these occasions, staff members are still expected to present a neat appearance and are not permitted to wear ripped, frayed or disheveled clothing or athletic wear. Likewise, tight, revealing or otherwise workplace-inappropriate dress is not permitted.

- **Reasonable accommodation of religious beliefs:**  
The Town of Raymond recognizes the importance of individually held religious beliefs to persons within its workforce. The Town of Raymond will reasonably accommodate a staff member’s religious beliefs in terms of workplace attire unless the accommodation creates an undue hardship. (Accommodation of religious beliefs in terms of attire may be difficult in light of safety issues for staff members.) Those requesting a workplace attire accommodation based on religious beliefs should be referred to the Human Resource Department.
- **Casual or Dress-Down Days:**  
Departments that adopt casual or dress-down days may use the following guidelines to define appropriate casual attire.

Appropriate	Inappropriate
<b>Slacks</b>	
<ul style="list-style-type: none"> <li>• Khakis or corduroys</li> <li>• Jeans (must be clean and free of rips, tears and fraying; may not be excessively tight or revealing)</li> <li>• Skorts, capris</li> </ul>	<ul style="list-style-type: none"> <li>• Sweatpants, leggings, exercisewear</li> <li>• Shorts, low-rise or hip-huggerpants</li> </ul>
<b>Shirts</b>	
<ul style="list-style-type: none"> <li>• Polo collar knit or golf shirts</li> <li>• Oxford shirts</li> <li>• Town logo wear</li> <li>• Short-sleeved blouses or shirts</li> <li>• Turtlenecks</li> <li>• Blazers or sport coats</li> <li>• Jackets or sweaters</li> </ul>	<ul style="list-style-type: none"> <li>• Beachwear</li> <li>• Exercise wear</li> <li>• Crop tops, clothing showing midriffs, spaghetti straps</li> </ul>
<b>Shoes</b>	
<ul style="list-style-type: none"> <li>• Boating or deck shoes, moccasins</li> <li>• Casual, low-heel, open-back shoes</li> <li>• <i>Departments may determine footwear requirements.</i></li> </ul>	<ul style="list-style-type: none"> <li>• Beach flip-flops</li> </ul>

- Addressing Workplace Attire and Hygiene Problems:  
Violations of the policy can range from inappropriate clothing items to offensive perfumes and body odor. If a staff member comes to work in inappropriate dress, he or she will be required to go home, change into conforming attire or properly groom, and return to work. If a staff member's poor hygiene or use of too much perfume/cologne is an issue, the supervisor should discuss the problem with the staff member in private and should point out the specific areas to be corrected. If the problem persists, supervisors should follow the normal corrective action process.

8-8 CARRYING OF FIREARMS:

No Employee of the Town (*other than a police officer*) shall carry firearms during work hours unless specifically authorized in writing by the Town Manager.

8-9 EMPLOYEE CONDUCT AND DISCIPLINE:

Disciplinary Procedures:

It is the Town's policy to place as few restraints on personal conduct as possible. We are justifiably proud of our Employees and the manner in which they conduct themselves. We rely on individual good judgment and sense of responsibility. Each Employee is expected to conduct him/herself in an appropriate manner. However, for the protection of its property, business interests, or other Employees, the Town has established certain rules of conduct. Violations of any rule cannot be ignored.

These rules are published for the Employee's information and to minimize the likelihood of any Employee, through misunderstanding or otherwise, becoming subject to any disciplinary action. It is only fair that you should be familiar with those rules the Town considers to be of importance. It is also fair that you be appraised of the procedures to be used should any disciplinary action be required. The employer believes in using a process that is fair to all yet maintains Employee responsibility.

There are certain standards of common honesty and decent behavior that all Employees are expected to follow. We believe that the following rules, which are not set out in any order, are necessary and reasonable for the proper conduct of our business. We all know that no list of rules can be all inclusive. The following areas, however, are expressly described to guide Employees in the recognition of certain behaviors which are clearly prohibited, and which can result in disciplinary action, up to and including discharge.

1. Performance problems.
2. Neglect in the performance of duties required by or assigned to the position held.
3. Refusal or inability to perform such duties.
4. Disregard for, or violations of State or Federal laws, or Town policies or regulations.
5. Misuse, misappropriation, negligence or destruction of Town property, or conversion of Town property, credit, or good will, to the Employee's personal use or gain.
6. Violation of reasonable or official orders, refusal to carry out lawful and reasonable directions of a supervisor, or other acts of insubordination.
7. Dishonesty or other unsuitable conduct adversely affecting the Town's services or effective job performance.
8. Repeated tardiness or absence from duty without proper approval.
9. Conduct off the job of a criminal nature which effects the Employee's ability to perform his job or reflects negatively upon the Town.
10. For positions whose duties involve the use of vehicles, the loss of a driver's license.
11. Use of intoxicating beverages or abuse of drugs or other controlled substances or the illegal use of prescription drugs, either while on duty, or otherwise to interfere with effective job

performance. Employees on call back who have used alcohol or controlled drugs shall refuse the call back if it will interfere with effective job performance.

12. Uncivil or discourteous attitude or conduct, or the use of indecent or slanderous language toward the public or fellow Employees.
13. Discrimination, sexual or other unlawful harassment, and inappropriate conduct in violation of Town policies.
14. Fighting or creating a threat of violence in the workplace, possession of any kind of unauthorized weapons on Town property.
15. Violation of safety regulations or endangering the health or safety of other persons.
16. Repetition of avoidable mistakes to a point that the mistakes demonstrate a disregard for the Town's interest.
17. Negligence in the performance of duties which conflict with the Town's interest.
18. Excessive use or other improper use of a Town telephone, facsimile, computer, e-mail, and copier for personal purposes.
19. An act or omission which impedes, injures, or hinders progress, welfare, efficiency, or the good name of the Town; or
20. Any other conduct for which discipline or termination is warranted.

It is the policy of the Town to take corrective action against Employees who violate rules, regulations, and standards of conduct, endanger the safety of others, or perform in an unsatisfactory manner.

Generally, there are four (4) types of disciplinary actions used by the Town:

- Documented verbal warning (must be provided to Human Resources within three (3) duty days)
- Written warning
- Suspension
- Dismissal

While the Town will apply the concept of progressive discipline when it deems it appropriate, it reserves the right to determine, in its sole discretion, the appropriate level of discipline in any circumstance including immediate termination. In addition, nothing in this policy or Personnel Manual undermines the at-will nature of the employment relationship, which may be terminated at any time by either party with or without cause, and regardless of whether any prior disciplinary action has been taken. The Town may also place an Employee on administrative leave, paid or unpaid, on a temporary basis, as permitted under federal and state law.

## CHAPTER 9 DISPUTE RESOLUTION PROCEDURE

### 9-1 REVIEW PROCEDURE:

If an Employee feels he/she has a problem, he/she should present the situation to his/her direct supervisor so that the problem can be settled by examination and discussion of the facts. The Town hopes that the supervisor will be able to satisfactorily resolve most matters. An Employee who is not satisfied with the supervisor's response is urged to go to the Department Head and again try to resolve the issue. The Town urges every Employee to follow through rather than be dissatisfied. Any complaint will be investigated, and the findings and determination reported back to the Employee. Employee's suggestions and comments on any subject are important to the Town so we encourage him/her to take every opportunity to discuss them with the Town. The Employee's job will not be adversely affected in any way because he/she chooses to use this procedure. For Union Employees, to the extent this voluntary dispute resolution procedure conflicts with or overlaps with a collective bargaining agreement, the collective bargaining agreement shall govern.

#### Right of Appeal of Disciplinary Matters:

Any Employee, who has completed his/her probationary period, who is given a written warning, suspended, dismissed, demoted, and/or placed on probation shall have the right to appeal to the Board of Selectmen for review of the matter and to have the Board render a final decision. All hearings held before the Board shall be informal, providing the Employee the opportunity to be heard, subject to such rules of procedure adopted by the Board of Selectmen. The hearing shall be held pursuant to RSA 91-A, with the hearing held in a non-public session unless the affected Employee requests that the hearing be held in a public session. Written requests for appeal of disciplinary actions must be filed by the Employee with the Office of Selectmen within ten (10) calendar days from the date the Employee is notified in writing of disciplinary action. The appeal must be signed by the Employee and shall contain an abbreviated statement describing the complaint and stating specifically the section of the Personnel Policy that the Employee feels has been violated. The Board of Selectmen shall then issue a written decision to the Employee involved within fifteen (15) calendar days of the date of the hearing. To the extent this right of appeal conflicts with or overlaps with a collective bargaining agreement, the collective bargaining agreement shall govern for Employees covered by the CBA.

## **CHAPTER 10 BENEFITS**

### **10-1 RETIREMENT:**

- a) Regular Employees who average over 35 hours per week of work are eligible for coverage under the New Hampshire Retirement System (NHRS) and are responsible for a mandatory personal contribution based on NHRS requirements and will receive a benefit of the Town's contribution required by that system. Additional information regarding expanded retirement options is available through the Finance Office.
- b) Employees who were employed prior to the Town signing up for the New Hampshire Retirement System program will be able to continue to use the ICMA-Retirement Corp. 457 Deferred Compensation plan. The Town will make contributions on behalf of the Employee into their 457 plans at the same rate as they would if the Employee was in the NHRS plan.
- c) The Town will make available to all Employees the option to participate in the ICMA-Retirement Corp 457 Deferred Compensation plan. Any Employee wanting to use this program will do so with deductions from their checks and with the understanding that the Town of Raymond does not guarantee these funds.

#### 10-1.1 Group I Retirement

The Town of Raymond participates in the New Hampshire Retirement System (NHRS). All regular full-time municipal Employees are required to join the NHRS. The Employee must contribute a portion of his/her gross wages to the NHRS at a rate that is established by the NHRS. The Town will contribute the current required NHRS employer rate of contribution. As of April 1, 2006, all contributions to the NHRS will be on a tax deferred basis. Membership is not retroactive.

#### 10-1.2 Group II Retirement

Under Group II guidelines, all regular full-time police officers and firefighters are required to join the NHRS. The Employee must contribute a portion of his/her gross wages to the NHRS at a rate that is established by the NHRS. The Town will contribute the current required NHRS rate. As of April 1, 2006, all contributions to the NHRS will be on a tax deferred basis. Membership is not retroactive.

#### 10-1.3 Social Security and Medicare

In addition to the above retirement programs, the following Social Security and Medicare pertains:

- Group 1: All full-time and part-time municipal Employees are required to contribute to Social Security and Medicare at a rate established by current regulation. The Town will contribute at a rate also required by current regulations.
- Group II: All regular full-time firefighters and police officers hired after April 1, 1985 are required to contribute to Medicare but are not subject to Social Security. All part-time fire fighters and police officers are required to contribute to both Social Security and Medicare unless they are a Group II rehired annuitant receiving retirement benefits from the NHRS. Rehired annuitants are not subject to contribute to Social Security. For those subject to Social Security, the Town will contribute also at a rate as required by current regulations.

### **10-2 MEDICAL INSURANCE:**

The Town makes available to regular full-time and regular part-time Employees (working a minimum of 20 hours per week) coverage as appropriate to their family status. The coverage,

type of policy, provider, and Town participation is proposed by the Town Manager, and approved at the Annual Town Meeting through adoption of the operating budget. *\*Refer to the medical plan for current rates.*

Upon separation from employment by the Town, an Employee may continue medical insurance coverage at their option and at their expense, in compliance with COBRA and any applicable federal and state law.

Employees who retire from the Town with either NHRS or the Town's 457 Deferred Compensation Plan will be eligible to continue their medical insurance coverage at their option and their expense.

#### 10-3 DENTAL INSURANCE:

The Town makes available to regular and regular part-time Employees (working a minimum of 20 hours per week) a dental insurance plan. The coverage, type of policy, provider and Town participation will be proposed by the Town Manager and approved at the Annual Town Meeting through adoption of the operating budget. *\*Refer to the dental plan for current rates.*

Individual dental plans for Employees are paid by the Town at 100%. Employees wishing to pay for coverage of family members will pay the full cost of that additional premium.

Upon separation from the employment by the Town, the Employee may continue dental insurance coverage at the option and at their expense, in compliance with COBRA and any applicable federal and state law.

#### 10-4 PAYMENT IN LIEU OF INSURANCE:

The Town of Raymond offers health insurance options for Town Employees. Consistent with the Town's Section 125 Plan, if the Employee elects **not** to be covered by the Town's health insurance, the Town shall pay the Employee a weekly in lieu amount as identified below, upon proof of coverage and provided Employee has not used Town provided health insurance during the applicable year.

- AFSCME Employees hired prior to April 1, 2019, are eligible for a cash payment equal to twenty-five percent (25%) of the premiums for the highest plan for which they are eligible, paid in weekly installments.
- AFSCME Employees hired on or after April 1, 2019, are eligible for a cash payment equal to twenty-five percent (25%) of the single plan premium, paid in weekly installments
- Non-AFSCME Employees hired prior to or transitioned to in-lieu-of-insurance prior September 1, 2018, are eligible for a cash payment equal to twenty-five percent (25%) of the premiums for the highest plan for which they are eligible, paid in weekly installments.
- Non-AFSCME Employees hired after or transitioned to in-lieu-of-insurance after September 1, 2018, are eligible for a cash payment equal to twenty-five percent (25%) of the single plan premium, paid in weekly installments.

This payment shall be considered a benefit and will be paid through payroll and subject to payroll deductions. An Employee may only opt-out during annual open enrollment, or mid-year following a change in Status Event. A change in Status Event is an event that causes either gain or loss of other employer's comparable group medical coverage. Employees who choose to accept this in-lieu-of-insurance amount must provide proof of coverage in the form of an active insurance card or letter from employer showing coverage. The in-lieu-of-

insurance amount is a managerial prerogative that can be changed at any time by the Town Manager.

For those Employees who have been receiving in-lieu-of-insurance payments, that have been calculated based on the current plan type, prior to April 1, 2019, these benefit payment amounts will be grandfathered.

10-5 LIFE INSURANCE:

The Town provides regular Employees and regular part-time Employees with life insurance and accidental disability and dismemberment coverage based on one and one-half of the Employee's annual salary. Additional life insurance policies are available for the Employee's, spouse and/or child at the Employee's expense.

10-6 DISABILITY INSURANCE:

The Town offers long-term and short-term disability insurance to regular full-time and regular part-time Employees at the Employee's expense.

10-7 SUPPLEMENTAL INSURANCE:

The Town of Raymond offers supplemental insurance (Aflac) to regular full-time and regular part-time Employees at the Employee's expense.

10-8 HEALTHCARE FLEXIBLE SPENDING ACCOUNTS:

As a benefit of employment with the Town of Raymond, the Town shall provide Employees with the ability to establish a Healthcare Flexible Spending Account that allows the Employee to pay for qualifying healthcare expenses with pre-tax dollars. Contributions to this account are directly deducted from Employees' paychecks before federal income or Social Security taxes are withheld, and qualifying reimbursements are also not taxable to the Employee. Healthcare Flexible Spending Accounts may be used, in accordance with and to extent provided for under applicable law, for deductibles for medical and dental care, medical and dental co-payments, vision and hearing care expenses, prescription drug co-pays, or over-the-counter medications. Participation in this program is strictly voluntary on the Employee's part.

If an employee fails to establish a flex spending account by the designated enrollment date, they will be ineligible for a distributions or contributions from the Town.

10-9 DEPENDENT CARE REIMBURSEMENT ACCOUNTS:

As a benefit of employment with the Town of Raymond, the Town shall provide Employees with the ability to establish a Dependent Care Reimbursement Account that allows the employee to pay for qualifying dependent or elder care expenses with pre-tax dollars. Contributions to this account are directly deducted from Employees' paychecks before federal income or Social Security taxes are withheld, and qualifying reimbursements are also not taxable to the Employee. Dependent Care Reimbursement Accounts may be used in accordance with and to extent provided for under applicable law, for things like full-time daycare, after-school care, and summer day camp. Participation in this program is strictly voluntary on the Employee's part.

10-10 DIRECT DEPOSIT:

The Town shall provide Employees with the ability to have their payroll checks deposited directly in the banking institution(s) of their choice by the Town, as opposed to receiving a live paycheck. The Town shall ensure under this process the Employee's paycheck amount is deposited into the bank account(s) the Employee has designated on the Town's pay date for each pay period. The Town shall also provide an accounting of that pay period's earnings and deductions to each Employee that elects to utilize Direct Deposit in place of an actual paycheck. Participation in this process is strictly voluntary on the Employee's part and is provided at no cost to the Employee.

## 10-11 EDUCATION AND TRAINING:

### 10-11.1 Education Reimbursement:

The Town offers Employees the opportunity to advance themselves with additional coursework. If the Employee finds a class, they would like to take they need to have it approved by their Department Head and the Town Manager, who must find that it is directly related to their current position with the Town. If the Employee passes the course with a “C” or better, they will be eligible to have the tuition for that course reimbursed to them. The maximum that any Employee can be reimbursed in one (1) year is \$500.00. If employment is terminated prior to the completion of the course, the Employee will not be eligible for any reimbursement. Approval for courses will be considered based on relevancy of the course and funds available. If a course is paid for in whole or in part through a Federal or State program, then the Town will not reimburse for the grant. The Town may require an Employee to execute an agreement to remain in the employment of the Town for a period following completion of a course. The agreement would require the Employee to return the cost of the training to the Town as liquidated damages for leaving Town employment prior to the expiration of the agreement. *\*See Appendix B.*

### 10-11.2 Requirement to take Training:

An Employee may be required to participate in job related programs. Expenses for required training will be paid for by the Town and time spent in this training will be paid the same as time worked in the Employee's regular position.

## 10-12 TRAVEL:

### 10-12.1 Mileage:

When authorized, a Town Employee who utilizes a privately-owned vehicle for official use on Town business will be reimbursed at the maximum rate allowed by the U. S. Internal Revenue Service for actual miles traveled.

### 10-12.2 Conferences:

Approved registration fees and entry fees will be paid in advance by the Town. In the case of unexpected or unanticipated fees essential to the program being attended, the Town will reimburse the Employee for such fees as long as they are reasonable. (Employee must submit all appropriate receipts).

### 10-12.3 Trip Reports:

Any Employee attending a conference or function involving travel away from the Town for a full day or more and who is partially or completely reimbursed for expenses must submit a trip report to the Town Manager via the appropriate Department Head. This report will be on an approved form and will, as a minimum, list the name of the function and its purpose, location, dates, material/knowledge/skills of use to the Town, and other information as appropriate. (Employee must submit all appropriate receipts as well as a printout of driving directions with corresponding map)

## 10-13 UNIFORMS:

Uniforms are provided by the Town of Raymond for certain Employees within certain Departments. To the extent that Uniforms are provided, the Employee is required to use the full uniform in their daily dress. Such Uniform clothing and/or footwear shall not be used for non-Town work activities. The Employees will be required to replace items damaged or lost through negligence at the Employee's expense. Such clothing is the property of the Town and will be turned in when being replaced or upon termination of employment.

### 10-13.1 Special or Protective Clothing:

When special clothing or protective clothing is required to perform a job those items will be furnished by the Town. Special or protective clothing will be replaced by the Town when

worn out or damaged. The Employees will be required to replace items damaged or lost through negligence at the Employee's expense. Such clothing is the property of the Town and will be turned in when being replaced or on termination of employment.

#### 10-14 CELLUAR PHONES/TOWN-PROVIDED ELECTRONIC DEVICES:

Key Employees are provided with a Town owned cellular phone. These Employees have been deemed by the Town Manager and Department Head to hold a vital position where contact is likely to be required in the event of an emergency. Any Employee in possession of such a phone shall be responsible for the care and safekeeping of this equipment. All such equipment shall be returned in good condition and with relevant passwords and security codes at the conclusion of employment by the Town or at a time when it is determined that the Employee's responsibilities no longer warrant such equipment.

Use of the phone is for Town Business and occasional personal communications. The phone may be removed from service for excessive personal use. The Town reserves the right to inspect any Town issued device to verify the extent of personal use.

All data uploaded or download to these devices, including but not limited to phone calls, texts, photo, e-mails, and software applications become the property of the Town and are not private. Employees shall have no expectation of privacy in the use of such Town property.

Upon termination of employment, an Employees assigned email, cell number or work telephone number that could reasonably lead another party to believe they are dealing with the Town of Raymond in any official capacity after the departure, is not transferable and remains property of the Town.

Furthermore, since Town Phones are subject to RSA 91-A, cell phones will not be allowed to be factory reset prior to the employee's departure.

##### 10-14.1 Personal Use of Town-Provided Electronic Devices:

Where job needs require, a Department Head or the Town Manager may authorize the issuance of a Town cell phone or other electronic device (e.g., pagers, radios, tablets, laptop computers, handheld devices, hands-free devices, etc.) to a Town Employee for work-related activities. In order to protect the Employee from incurring a tax liability for the personal use of equipment, such equipment should be used for business reasons. The IRS has ruled previously that items with a value exceeding \$100 could not be considered de minimis, even under unusual circumstances. Therefore, minimal personal use of such devices may be viewed as acceptable.

The persistent heavy personal use of Town provided electronic devices is not viewed as de minimis or a recognized Town-sponsored Employee perk. It is also noted here that the Town shall not require an Employee to procure and utilize a personal cellular phone or other electronic devices to conduct Town business. If such a case materializes, a request for issuance of a Town provided device should be made to the appropriate Department Head.

Employees in possession of Town issued electronic equipment are expected to use best efforts to protect the equipment from loss, damage, or theft.

Upon resignation, termination of employment, or at any time upon request, the Employee will be asked to produce the equipment for return or inspection. Employees unable to present the equipment in good working condition within a reasonable time (i.e., twenty-four (24) hours) will bear the cost of a replacement. Employees who separate from employment with outstanding debts for equipment loss or unauthorized charges will be considered to have left employment on unsatisfactory terms and may be subject to legal action for recovery of the loss.

#### 10-14.2 Personal cellular phones:

While at work, Employees are to exercise the same discretion in using personal cellular phones as they do for Town phones. Excessive personal calls during the workday, regardless of the phone used, can interfere with Employee productivity and be distracting to others. The Town encourages a reasonable standard of limiting personal calls during work time to no more than one (1) per day as needed. Employees are therefore asked to make any other personal calls on non-work time where possible and to ensure that friends and family members are aware of the Town's policy. Flexibility will be provided in circumstances demanding immediate attention. The Town will not be liable for the loss of personal cellular phones brought into the workplace.

#### 10-14.3 Safety issues for cellular phone use:

Employees whose job responsibilities include regular or occasional driving and who are issued a cell phone for business use are expected to refrain from using their phone while driving. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, Employees must either pull off to the side of the road and safely stop the vehicle, stopping operation of the vehicle, before placing or accepting a call, or if acceptance of a call is unavoidable and pulling over is not an option, the Employee must use a hands-free device and is expected to keep the call short and refrain from discussion of complicated or emotional issues and keep his/her eyes on the road. Special care should be taken in situations where there is traffic, inclement weather or the Employee is driving in an unfamiliar area.

In situations where job responsibilities include regular driving and accepting of business calls, hands-free equipment will be provided to facilitate the provisions of this policy. Employees whose job responsibilities do not specifically include driving as an essential function, but who are issued a cell phone for business use, are also expected to abide by the provisions above. Under no circumstances are Employees allowed to place themselves at risk to fulfill Town needs.

Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions.

Violations of this policy will be subject to the highest forms of discipline, including termination.

## CHAPTER 11 MISCELLANEOUS

### 11-1 SMOKING:

In accordance with NH RSA 155:64-77, the Town requires that smoking, including use of cigarettes, cigars, pipes, and e-cigarettes, be restricted and regulated in enclosed places of public ownership, public access, and places of employment to protect the health of the people who use these public facilities. In order to comply with the provisions of this law, all Town owned buildings have been designated “Non-Smoking.” Employees who violate this policy may be subject to discipline, including termination.

### 11-2 LICENSES AND CERTIFICATIONS:

Certain positions require the possession and maintenance of licenses and certifications including, but not limited to, motor vehicle operator’s licenses and professional certification. Whether or not attainment and/or maintenance of a particular license or certification is required for a particular position will be specified in the job description. Attainment within the time frame specified and/or maintenance will be considered a condition of employment and/or continued employment.

All Employees who operate town vehicles are required to notify their supervisor of license revocation or suspension the next working day following receipt of the notice of revocation or suspension. Such notification shall be in writing and shall include a copy of the notice of revocation or suspension. Employees who fail to notify as described may be subject to termination of employment.

Employees whose work requires operation of a town motor vehicle must present and maintain a valid driver’s license and a driving record acceptable to the Selectmen and our insurer. Employees of the Town that operate equipment in excess of 26,000 lbs. are required to maintain a valid Commercial Driver’s License/Medical Card (CDL license), to the extent required under applicable law, such Employees will be subject to random drug and alcohol testing in accordance with the Town’s Drug and Alcohol testing policy. An Employee may be asked to submit a copy of his/her driving record to the Town from time to time. Any changes in your driving record must be reported immediately to the person responsible for maintaining his/her personnel file. Failure to do so may result in disciplinary action, including possible dismissal. The Town reserves the right but does not undertake the duty to perform a check of Employee’s driving records at least annually, if not more frequently, unless otherwise required by law.

### 11-3 SOLICITATION AND DISTRIBUTION:

No solicitation of any kind is permitted during working time, unless first approved by the Department Head. Solicitation refers to requests for contributions, donations, raffles, lotteries, and membership in organizations, attendance at events, or other similar conduct. Working Time refers to time during which the Employee is scheduled to be working, exclusive of established break periods, mealtimes, and time before and after work hours. This rule applies to solicitations for both charitable and non-charitable causes.

No distributions of any non-work-related written materials are permitted in any work area of any kind, unless first approved by the Department Head. Work Area refers to any Town office or facility, other than designated break areas. Employees may solicit or distribute materials only during break time or outside of scheduled work hours. Persons not employed by the Town are likewise prohibited from distributing materials or soliciting Employees on the Town’s premises at any time, unless authorized by the Department Head.

#### 11-4 TOWN SECURITY:

It is each Employee's responsibility to help ensure that proper security measures are always exercised. Every Employee should be familiar with emergency exits and with alarm systems and the proper steps to take upon hearing them. Any suspicious person or events should be called to the immediate attention of the Department Head.

#### 11-5 MEDIA CONTACTS:

The Town acknowledges that its Employees and the public have a genuine and legitimate interest in the Town's operations. The Town also recognizes that the news media plays a vital role in our community. Therefore, the Town will make every effort to disseminate information about the Town and its performance in a factual and timely manner when approached by the news media.

It is the policy of the Town that Employees report all contact with/from the media to the Town Manager/Board of Selectmen. Only the Town Manager and the Board of Selectmen or their designees may address matters related to the Town with the media.

#### 11-6 JOINT LOSS MANAGEMENT COMMITTEE (JLMC):

The Town maintains an active Joint Loss Management Committee comprised equally of management and regular Employees, which meets quarterly. Participation in the Town's Safety and Health Program is strongly encouraged. If you are interested in becoming a member, please see the Town Manager or JLMC Chair for details.

##### 11-6.1 Employee Safety and Health Program:

Safety can only be achieved through teamwork. Each Employee, supervisor, and official must practice safety awareness by being alert, anticipating unsafe situations and reporting unsafe conditions immediately. Please observe the following precautions:

1. Notify your supervisor of any emergency situations. If you are injured or become sick at work no matter how slightly, you must inform your supervisor immediately.
2. The use of alcoholic beverages, illegal drugs, or the abuse of legal drugs during work hours will not be tolerated. Possession of alcohol or any illegal drugs on Town property is prohibited.
3. The use, adjustment, and/or repair of machines or equipment are to be performed only by you if you are trained and qualified to do so.
4. You should get help when lifting heavy objects.
5. Understand your job fully and follow instructions. If you are not sure of a safe procedure, ask your supervisor.
6. Know locations, contents, and intended use of all first aid and fire equipment.
7. Wear personal protective equipment in accordance with job you are performing.
8. Understand and practice all safety procedures when handling, loading or transporting hazardous materials.
9. All job descriptions include keeping our facilities and lots clean and safe. Every Employee must participate in this effort.
10. Violations of safety precautions may lead to disciplinary action.
11. All newly hired personnel will receive a copy of the Safety Manual and are expected to sign the form to ensure they have received a copy and return that form to Finance/Human Resource.

#### 11-7 MOTOR VEHICLE VIOLATIONS:

All Employees who operate Town vehicles are required, within seventy-two (72) hours, to notify their Department Head in writing if they have been convicted of, or plea nolo contendere to any and all motor vehicle violations. If the license of any Employee who operates Town vehicles is suspended, revoked, or otherwise restricted, the Employee must notify the

Department Head within one (1) working day of learning of the suspension, revocation, or restriction. Employees who are required, but unable, to drive and/or who fail to comply with this policy may be subject to discipline, up to and including termination of employment.

Seatbelt Policy:

The Town is concerned about Employee safety and recognizes that the use of seatbelts has proven to be a positive factor in the reduction of personal injury when a vehicle accident occurs. The New Hampshire Administrative Rules for Public Employee Safety and Health under RSA 277 (Labor 1403.43), require wearing of appropriate personal protective equipment. Seatbelts are considered to be personal protective equipment; therefore, the Town of Raymond is charged under state law to require the use of seatbelts while on Town business.

- All Town Employees are required to wear seatbelts while operating or riding in any vehicle while on Town business. This applies to personally owned vehicles as well as the vehicles of others.
- Passengers in vehicles operated by Town personnel while on Town business are required to wear seatbelts. Clients transported in police vehicles shall wear seatbelts unless fastening the belt would place the officer in danger.
- This policy shall not apply in the use of vehicles in which the manufacturer has not installed seatbelts.
- Town Employees are prohibited from disengaging or disarming automatic seatbelt systems/ alarms.
- Violation of this policy may subject the Employee to disciplinary action.

11-8 INCLEMENT WEATHER/EMERGENCY CLOSINGS:

Inclement Weather and Emergency Closings: It shall be the policy of the Town of Raymond that Town Offices and Departments will be open to serve the public during normal business hours throughout the year. However, the Town Manager has the inherent authority to close Town offices, delay reporting, and suspend activities if it is deemed a risk to the public or the Town's Employees.

- If the Town Manager closes the Town Offices or delays reporting, Employees will not be charged sick or vacation leave for the uncontrolled absence.
- If the Town offices are open and a non-First Responder Employee determines the conditions in their local area pose unsafe travel conditions, he/she may contact his/her Department Head for delayed reporting until conditions allow safe travel or remain at their residence if conditions do not improve. In these circumstances, Employee will be charged sick leave. The same policy applies for early departure.
- If an Employee opts to delay report, stay home, or early depart and the Town Offices are later closed the Employee will only be charged sick or vacation leave for the period of their absence when the Town Office was open.
- \*\*For the purpose of this article, a First Responder includes those Employees identified by their Department Head or Town Manager, with reasonable notice, as critical to the immediate protection of life or property.
- The Phone Tree will be used to make Employee notifications.

In addition, employees on leave (sick or ordinary) will not be charged hours the Town Hall was closed under this provision. It is the supervisory chain's responsibility to notify the Finance Department of who was on leave prior to posting the next payroll.

**RECEIPT AND ACKNOWLEDGEMENT OF TOWN OF RAYMOND'S  
PERSONNEL POLICY MANUAL**

*Please read and check all boxes before signing:*

*These rules and regulations took effect 4/1/2019 upon the vote of the Board of Selectmen, superseded all previous rules, regulations, customs and/or past practices that may have been in use on the effective date, unless specific exceptions are made by the Town Manager, or Board of Selectmen, within these rules and regulations themselves. Any exceptions shall be noted in the action of the Town Manager, or Board of Selectmen to adopt amendments, additions or deletions to these rules. If there is any conflict between these rules and any federal or state law or negotiated agreement, then these rules shall not apply to those specific areas covered by such law, contract, or agreement.*

*\*skip to bottom of page if confirming acceptance of updated personnel manual*

I have been informed and briefed of the Town of Raymond's (the "Town") Personnel Policy Manual through the onboarding process, and I understand that I am responsible for reading the personnel policies and guidelines within it.

I understand that this Manual supersedes and replaces all prior Personnel Policy Manuals and may be subject to change at any time without notice by the Town. I acknowledge, subject to any applicable law and applicable collective bargaining agreement that my employment is terminable at will, either by myself or the Town, at any time, regardless of the length of my employment or the granting benefits of any kind. I further understand that this Manual does not create a contract of employment, either express or implied.

I understand that the Town has included within this manual a Harassment Policy and the Town provides a workplace free of sexual and other prohibited harassment. I understand that unlawful harassment will not be tolerated by the Town.

The Town has included a Computer Use and Communications Equipment Policy within this Manual. This policy states that the Town's computer, electronic, voice mail, e-mail systems are property of the Town to be used primarily for business purposes and are subject to monitoring, searching, and accessing by the Town. The Town equipment and systems are not for my private use.

I understand that the Town has provided a copy of the Town's Safety Manual to outline all safety policies and procedures for the safety and health of all employees. I understand that I am to review this Manual and sign the acknowledgement sheet and return to Human Resource/Finance Department.

If I have questions regarding the content or interpretation of this Manual, I will bring them to the attention of my Supervisor or Department Head.

Employee Printed Name: \_\_\_\_\_

Employee  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**I have been informed of the recent updates to the current personnel manual and understand that it is available to me on the town's website.**

## APPENDICES

Appendix A:	Application for Payment in Lieu of Insurance
Appendix B:	Employment Educational/Training Agreement
Appendix C:	Template of Donation of Sick Time to Colleague Letter to Town Manager
Appendix D:	Alcohol and Drug Free Workplace Policy
Appendix E.	Harassment Policy
Appendix F.	Continued Procedures for Military Leave
Appendix G.	Computer Use and Communications Equipment Policy
Appendix H.	Social Media Policy
Appendix I.	Media Policy
Appendix J.	Attendance Policy
Appendix K.	Draft schedules
<a href="#">Appendix L.</a>	<a href="#">Employee Incident Report Form</a>
<a href="#">Appendix M.</a>	<a href="#">Employee Corrective Action Request Form</a>



**APPENDIX A**

**APPLICATION FOR PAYMENT IN LIEU OF INSURANCE**

TO: \_\_\_\_\_

FROM: \_\_\_\_\_

SUBJECT: Application for Payment in Lieu of Insurance

DATE: \_\_\_\_\_

**Under the provisions of Chapter 10, Section 10-4 of the Town of Raymond Personnel Policy Manual, I hereby apply for payment in lieu of insurance effective \_\_\_\_\_. (Date)**

Check all boxes that apply below, as appropriate:

\_\_\_\_\_ I am declining health insurance coverage for myself, as I am receiving health insurance coverage from a source other than the Town of Raymond. Attached is a certificate of my insurance coverage.

\_\_\_\_\_ I am declining health insurance for the following named dependent (s) who is/are fully eligible to be covered by my health insurance policy but is protected by insurance from a source other than the Town of Raymond. Attached is a certificate of this insurance coverage.

\_\_\_\_\_ I am declining dental insurance coverage for myself, as I am receiving dental insurance coverage from a source other than the Town of Raymond. Attached is a certificate of my insurance coverage.

<b><u>Full Name</u></b>	<b><u>Relationship</u></b>	<b><u>Date of Birth</u></b> <small>(If under age 26)</small>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**I certify that the above statement is true, and I acknowledge that false statements on this form may subject me to disciplinary action. I have read the Town of Raymond's Payment in Lieu of Insurance Policy.**

(Date) \_\_\_\_\_

\_\_\_\_\_  
(Signature of Employee)



APPENDIX B

EMPLOYMENT EDUCATIONAL / TRAINING AGREEMENT

I, \_\_\_\_\_, an Employee of the Town of Raymond, hereafter "the Town", agree and understand that the Town will expend approximately \$\_\_\_\_\_ dollars on a training program or course of # days in length during the period of \_\_\_\_\_ to \_\_\_\_\_ entitled:

**Title of Degree or Certification Program**

I understand that the Town is entitled to a reasonable return on its investment in training and as such I agree that my obligation to the Town is for # calendar months of continuous employment commencing on the first day of the month following the month the training was successfully completed as defined in the Town of Raymond Personnel Policy. (This does not alter the status of my employment or impose any obligation on the part of the Town to continue my employment for any particular term or time.)

I further agree that if I voluntarily leave the employment of the Town prior to the conclusion of the above referenced period, for a related position, either public or private, or any other position directly related to the training provided where my value or employability has been enhanced, I am obligated to reimburse the Town, in full, a prorated portion of the training expenses, as liquidated damages, based upon the number of months of the employment obligation specified above that have not been completed, and hereby authorize an appropriated deduction from any final wage to reimburse this obligation to the fullest extent possible. I understand that the full amount of this agreement will be fulfilled at the rate of \$\_\_\_\_\_ dollars per month.

I agree to pay all costs including reasonable attorney's fees incurred by the Town, should legal action become necessary to recover training expenses associated with this agreement.

The Town recognizes and agrees that at the end of the specified employment obligations on \_\_\_\_\_ the Employee has no further financial obligation attached to the above training program or course.

Employee \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_  
Town of Raymond

- A -- Dollar Amount the Town is paying for the course on behalf of the Employee
- B -- Dates or Time Frame for the training program or course
- C -- Prorated monthly amount for financial obligation (Example: 12 month program that the Town paid \$1,200 towards. Prorated monthly amount is \$100 (\$1,200 divided by 12)
- D -- Date the Employee obligation for continued employment would end



**APPENDIX C**

Raymond Town Hall, 4 Epping Street,  
Raymond, NH 03077  
Telephone: (603) 895-4735  
[www.raymondnh.gov](http://www.raymondnh.gov)

Date: \_\_\_\_\_

Town Manager  
4 Epping Street  
Raymond, NH 03077

RE: Donation of Sick Time to Colleague

I \_\_\_\_\_ would like to provide \_\_\_\_\_ hours of my sick time to  
(Employee who is donating the time)

\_\_\_\_\_’s sick time accruals, and therefore hereby authorize the Town to transfer my above-  
(Employee that you are donating time to) designated amount of sick time accordingly.

\_\_\_\_\_  
Employee/Department

Town Manager \_\_\_\_\_

\_\_\_\_\_  
Finance Manager

cc: employees files



## APPENDIX D

### TOWN OF RAYMOND ALCOHOL AND DRUG FREE WORKPLACE POLICY

The Town of Raymond is a “Drug Free” Municipality. We consider all town Employees to be an extremely valuable resource, with their health and safety as one of our major concerns. Therefore, the Town will not condone the use of drug and or alcohol use or abuse in the workplace. Employees who abuse alcohol or use drugs are a danger to themselves, their coworkers and the Town’s assets and will not be tolerated.

#### General Policy

The purpose of this policy is to implement the Federal Drug Free Workplace Act of 1988 by providing for a safe and productive work environment that is free from impaired performance caused by Employee use or abuse of alcohol, controlled substances, and/or medication.

Specifically, it is the Town’s policy, that the use, sale, purchase, transfer, possession or presence in one’s system of any controlled substance, (except medically prescribed drugs), by any Employee, on Town property, engaged in Town business, while operating Town equipment or while under the authority of the Town, is strictly prohibited. The Town will notify and cooperate with law enforcement agencies in the investigation of a covered person suspected of being in possession of or trafficking of illicit or inappropriate drugs. Further, anyone convicted of on-the-job possession, trafficking in illicit or inappropriate drugs, using while working, or driving while “under the influence”, will be immediately terminated.

#### Employee Responsibilities

- A. No Employee shall unlawfully manufacture, dispense, possess, use, or distribute any controlled substance, medication, or alcohol.
- B. Any Employee convicted under a federal or state statute regulating controlled substances shall notify the Department Head within five (5) days after the conviction.
- C. Employees are prohibited from consuming alcoholic beverages within four (4) hours of work, during work hours, or while at work during breaks or lunches.
- D. No Employee shall be impaired by alcohol, illegal drugs, or medication during work hours.
- E. No Employee shall represent the Town of Raymond in an official capacity while impaired by alcohol, illegal drugs, or medication.
- F. No Employee using medication that may impair performance shall operate a motor vehicle or engage in safety sensitive functions while on duty for the Town.
- G. If an Employee is using prescription or non-prescription medication that may impair the ability to safely perform duties, the employee shall report that fact to their Department Head prior to performing any work.
- H. An Employee who has reason to believe that the performance of another Employee is impaired by alcohol, illegal drugs, and/or medication shall immediately notify the Department Head.

## Alcohol & Drug Testing

### A. Purpose:

Town government provides a variety of public services. The Employees of the Town are its most valuable resource, since it is through their work that services are provided. When delivering services, the health and safety of the public and the health and safety of Employees are of paramount importance.

Drug and alcohol abuse is a problem of serious concern and one that affects all segments of the community, including the workplace. Such behavior poses risks to members of the public and to Town Employees. Employees have the right to work in an alcohol and drug-free environment. Residents and members of the public have the right to be free from the harmful effects of alcohol and drug abuse in the provision of public services. The objective of the Town is to provide a safe work environment and to protect the public by ensuring a drug-free workplace.

### B. Policy:

It is the policy of the Town of Raymond not to test Employees for the use of drugs and/or alcohol other than as provided herein. Employees who display job difficulties may be required, upon reasonable suspicion, to undergo testing as set forth in this policy for substance use or abuse. Such testing shall include Reasonable Suspicion testing, and Post Accident testing.

Employees of the Town who are required to have a Commercial Driver's License (CDL) as part of their jobs are subject to drug and alcohol testing as required by the U.S. Department of Transportation through the Federal Highway Administration ("FHWA"). CDL Employees, in addition to Reasonable Suspicion and Post Accident testing, shall be subject to Pre-employment testing, Random testing and Return to Work testing. Pursuant to NH Admin. Rule Saf-C 1801.02(a)(1), for purposes of this policy, the term "CDL employee" shall not include fire service personnel driving emergency vehicles assigned or registered to the Town Fire Department in pursuit of fire service purposes.

In addition, all job applicants for Town positions that are considered a "Safety Sensitive Position", shall be subject to Pre-Employment Drug Testing. For purposes of this policy "Safety Sensitive Position", means a position that requires an Employee to: carry a firearm; work closely with an Employee who carries a firearm; perform life-threatening procedures; work with heavy or dangerous machinery; emergency medical technicians, firefighters, work directly with elderly residents; work directly with children; work with detainees in the correctional system; work with confidential information or documents pertaining to criminal investigations; work with controlled substances; hold a position in which a momentary lapse in attention could result in injury or death to another person; or a position requiring a Commercial Driver's License (CDL).

Treatment and Rehabilitation. The Town provides an Employee Assistance Program for Employees needing treatment or rehabilitation as well as medical plan coverage for both inpatient and outpatient treatment. Accrued leaves may be used for treatment and rehabilitation purposes. Treatment and rehabilitation is entirely the financial responsibility of the Employee. Employees who think they may have an alcohol or drug usage problem are urged to voluntarily seek confidential assistance from the Employee Assistance Program, if available.

Prohibitions. This policy prohibits the following:

1. The unauthorized use, possession, manufacture, distribution or sale of an illegal drug, controlled substance or drug paraphernalia on Town property or while on Town business, in Town supplied vehicles or during working hours.
2. The unauthorized use, possession, manufacture, distribution, or sale of alcohol on Town premises or while on Town business, in Town supplied vehicles or during working hours.

3. Storing any illegal drug, drug paraphernalia, any controlled substance whose use is unauthorized, or any container of alcohol, in or on Town property (including vehicles).
4. Reporting to work, or working, while under the influence of illegal drugs or the illegal use of legal drugs or alcohol, whether on Town premises, on Town business, or in Town supplied vehicles.
5. Failing to notify the Employee's supervisor before beginning work that the Employee is taking medications or drugs that may interfere with the safe and effective performance of duties.
6. Refusing to immediately submit to an alcohol and drug test when requested by a supervisor, in accordance with this policy.
7. Failing to provide, by the next workday following a request, their valid prescription for any drug or medication identified when the results of a drug test are positive.
8. Refusing to submit to an inspection as described in the Enforcement section when requested by a supervisor, in accordance with this policy.
9. Failing to adhere to the requirements of any drug or alcohol treatment program in which the Employee is enrolled as a condition of continued employment.
10. Violating any criminal drug or alcohol statute while working. Conviction under any criminal drug statute.
11. Failing to notify the Department Head of any arrest or conviction under any criminal drug or alcohol statute by the next workday following the arrest or conviction.

Enforcement. When there is a reasonable suspicion to believe that an Employee's job performance may be impaired by drugs or alcohol, the supervisor may: (a) direct the Employee to submit to a drug/alcohol test; and/or, (b) search, with or without Employee consent, all areas and property in which the Town maintains control or joint control with the Employee.

#### C. Testing:

Drug and Alcohol Testing. A test under this policy is a urinalysis (for drugs) and an evidential Breathalyzer test (for alcohol) administered under approved conditions and procedures conducted for the sole purpose of detecting drugs and alcohol. Other FHWA approved methods to detect the presence of alcohol may be added later, including blood/alcohol and saliva tests. The test will be conducted by a Town appointed medical laboratory and paid for by the Town. See attached, for applicable forms.

An Employee ordered to submit to a test or an applicant for employment directed to test by the Department Head shall not refuse. A refusal will equal a positive test. Following authorization for reasonable suspicion or post-accident drug testing, the supervisor or other authorized person will transport the Employee, as necessary, to the designated test site.

Pre-Employment Testing. The Town requires that drug tests shall be conducted before applicants for Safety Sensitive Positions are hired, or after an offer to hire but before Safety Sensitive functions are performed for the first time. Testing is also required when Employees transfer to a Safety Sensitive Position. The test will be administered after a conditional offer of employment has been made and before any tentative start date. All offers of employment or transfer to a Safety Sensitive Position shall be subject to a negative drug test result under this category.

This test will be conducted under the SAMHSA (Substance Abuse Mental Health Services Administration) standards and protocols. The test will involve an unobserved urine sample collection for drug testing. All

urine drug testing will be conducted by a SAMHSA certified laboratory.

A positive test will exclude an applicant from being hired or transferred.

Reasonable Suspicion. "Reasonable Suspicion" is a belief based on objective facts sufficient to lead a reasonable person to suspect that an Employee is under the influence of drugs or alcohol so that the Employee's ability to perform the functions of the job is impaired or that the Employee's ability to perform his/her job safely is reduced. For example, any of the following, alone or in combination, may constitute reasonable suspicion:

1. Slurred speech.
2. Irregular or unusual speech patterns.
3. Impaired judgment.
4. Alcohol odor on breath.
5. Uncoordinated walking or movement.
6. Unusual or irregular behavior such as inattentiveness, listlessness, hyperactivity, hostility, or aggressiveness; or
7. Possession of alcohol or drugs.

Random Testing. During the calendar year, a percentage of CDL holders will be tested at percentage rates in accordance with applicable law on a random basis for the presence of drugs and for the presence of alcohol. Approximately quarterly, although testing could occur anytime during the year, names of CDL holders will be drawn randomly to select individuals for drug and alcohol testing. These individuals will be scheduled for testing. All individuals will be required to go to the Town Office for on-site drug and alcohol testing or at such other location as determined by the Town Manager. No advance warning will be given to Employees regarding the date and time of the random test.

Post-Accident. Post-Accident drug or alcohol testing is testing based on an accident or observation of unsafe work practices when the Employee's performance either contributed to an accident or cannot be discounted as a contributory factor to an accident or based on an accident which could have reasonably resulted from an employee's performance. Any accident involving a Town vehicle must be reported as soon as possible by the Employee to his/her supervisor. The supervisor should investigate the circumstances of the accident and determine if there is reasonable suspicion to require a drug and alcohol test. An Employee shall have a drug or alcohol test when the Employee is involved in a workplace accident and if there is reasonable suspicion that the Employee caused or contributed towards the cause of the accident. In addition, testing is mandated in the following circumstances:

- A) An accident that has resulted in the loss of human life.
- B) An accident in which the CDL driver receives a citation and there is an injury requiring medical attention away from the scene of the accident.
- C) An accident in which the CDL driver receives a citation and any vehicle in the accident must be towed from the scene.

A post-accident drug and alcohol test should be completed immediately. Drug testing must occur no later than thirty-two (32) hours after the accident. Alcohol testing must occur no later than eight (8) hours after the accident. In the instance of a CDL driver, if more than two hours elapse before an alcohol test is administered, the Town is required to prepare and maintain on file an explanation of why a test was not promptly administered for the FHWA. If alcohol testing is not administered within eight (8) hours following the accident, the Town shall cease attempts to administer an alcohol test and shall prepare and maintain the same record.

A driver is prohibited from consuming alcohol for eight (8) hours after an accident or until he/she has taken a drug and alcohol test.

Note: a police officer investigating an accident has legal authority under certain circumstances to order a blood sample to be taken for drug and alcohol testing.

Return to Work Testing. When a CDL Employee has tested positive for drugs or alcohol during a random or post-accident test the provisions in the section below on Discipline and/or Treatment/Rehabilitation will apply. In addition, the following specific rules apply in the case where the Employee's employment has not been terminated because of the positive test results:

- 1) Employees will be referred to the Employee Assistance Program or to the Substance Abuse Program as part of their return to work requirements.
  - 2) The Employee must comply with any recommended rehabilitation.
  - 3) The Employee must have a negative retest before being permitted to return to work.
  - 4) Unannounced follow-up tests will be conducted at least 6 times within the first twelve (12) months after an Employee returns to work. The follow-up tests will be at the expense of the Employee.
  - 5) Testing may be extended for a period of up to sixty (60) months after return to work.
- D. Procedures:

The laboratory shall test for the following:

Amphetamines  
Cocaine  
Opioids  
PCP (Phencyclidine)  
THC (Marijuana)  
Alcohol\*

\* Tested through an evidential Breathalyzer instrument at a level of two hundredths (.02) alcohol/breath concentration or greater, expressed in terms of grams per 210 liters of breath.

Pre-Duty Use of Alcohol. Employees are prohibited from consuming alcohol for four (4) hours before going on duty or before operating a commercial motor vehicle. This regulation from the FHWA applies to scheduled shifts and all callout situations. If an Employee cannot meet this requirement, it is his/her responsibility to tell their supervisor, or person initiating the callout, that he/she cannot report to work.

Impairment. The supervisor shall directly observe the Employee's behavior and document in writing the facts constituting reasonable suspicion. When circumstances permit, a second person shall also observe the Employee to verify that there is a reasonable basis to believe that drug or alcohol impairment may be present. If possible, the supervisor shall question the Employee with regard to the situation. When a determination is made that an Employee may be impaired because of drug or alcohol use, the Employee shall be relieved of his/her duties and placed on paid leave status.

The supervisor shall immediately notify the Department Head. Upon review, the Department Head may authorize testing. In no case shall the time for review exceed two (2) hours.

The individual shall appear at the designated testing location at the time instructed by the Department Head. A

“Positive” drug test result includes all the following:

- A verified positive.
- Refusal to allow or appear for a test,
- Adulterated or Substituted tests.

Inability to provide a medical explanation for a "shy bladder" or "shy lung".

Failure to cooperate in any way with the testing process.

Admission to the collector that he or she adulterated or substituted their specimen;

Behavior in a confrontational way that disrupts the collection process.

Failure to follow the "Observer's" instructions to raise and lower their clothing and to turn around to permit the observer to determine if the Employee has a prosthetic or other device that could be used to interfere with the collection process; or

Refusal to wash his/her hands – after being directed to do so.

Any Employee receiving a "shy lung" or "shy bladder" report from a Medical Review Officer, (MRO) will need to acquire a medical explanation of his/her doctor explaining why they cannot physically produce enough air for Breath Alcohol Testing or enough urine for a Drug Specimen Collection.

In the case of prescriptive drug use that may affect an Employee's ability to perform his/her job safely, the Town will require the subject to provide, by the next scheduled work day, a bona fide verification of a valid current prescription for the drug identified. The applicant shall be dropped from eligibility or the Employee will be subject to disciplinary action when:

- (a) Verification of a valid prescription is not provided, and the Employee has not previously notified his or her supervisor; or
- (b) The prescription provided is not in the subject's name.

Specimen samples shall be sealed and labeled. Samples shall be stored in a secure and refrigerated atmosphere. A large enough sample will be taken to allow for a second, follow-up test. Any sample that has been adulterated or is shown to be a substance other than urine shall be reported as such. Any applicant or Employee providing false information about a urine or breath specimen or who attempts to contaminate such sample shall be subject to removal from consideration for hiring or terminated.

Results of Drug Testing. All laboratory results will be reported by the laboratory to an MRO designated by the Town. The MRO will review the results of the test and determine if the sample contains any illegal drug, legal drug or alcohol at levels that would cause impairment or reveal its use in an illegal manner. The MRO will also review the medical history made available by the subject when a confirmed positive test could have resulted from a legally prescribed medication.

The results shall be forwarded immediately to the Town for further review. The Department Head will send a copy of the drug testing results to the Employee's home address upon request.

Positive Results. When there is a confirmed presence of alcohol at the four hundredths (.04) level or greater or any legal drug, for which in the opinion of the Town no reasonable explanation or proof is provided, the subject shall be deemed to have failed the test. The Employee shall be subject to disciplinary action as outlined in the personnel policies of the Town up to and including termination.

In addition, when there is a confirmed presence of alcohol at the two hundredths (.02) level or greater, the employee is deemed unable to safely operate a motor vehicle, operate machinery or perform safety-sensitive work. If these tasks are part of an Employee's job (in the opinion of the supervisor), he/she shall be considered unable to work and will be sent home for the remainder of his/her work shift. The individual shall be required to take leave without pay. The Employee shall not be permitted to take sick leave or vacation time. The Employee shall return to work after a period of twenty-four (24) hours or at the beginning of their next workday or shift (whichever period is greater). Under this policy, a Breathalyzer test of between two hundredths (.02) and thirty-nine hundredths (.39) would be considered a positive test and may result in further disciplinary action other than taking leave without pay for the remainder of his/her work day(s) or shift.

Notification:

Job Applicants: In the case of job applicants, the Town shall notify the applicant. An opportunity to have the

original urine sample retested at the applicant's expense shall be afforded. The applicant must request a re-test within seventy-two (72) hours. If there is a confirmed positive retest, the Department Head shall remove applicant from eligibility for hire.

Employees: The Town shall advise the Employee of the positive test result. The Employee shall be afforded the opportunity to have the original urine sample retested. Retests must be requested within a period of seventy-two (72) hours after notification of an initial positive test by the Department Head.

Retesting of Employees: The original lab (at the Town's expense) will do a re-test unless the Employee wishes to pay for a re-test at a different laboratory. The second test must be done by a SAMHSA certified lab. If the Employee declines a re-test, or, the re-test confirms the results of the initial test, the Department Head shall be notified. The Department Head shall make a determination of appropriate action to be made.

Discipline: As with any issue of Employee misconduct, an appropriate investigation and assessment of circumstances needs to be made with guidance from the Department Head and the Appointing Authority. Advice from medical professionals may be sought. A decision to refer for substance abuse evaluation, treatment and/or discipline may be made depending on the nature and severity of misconduct, the Employee's work history, and other pertinent facts and circumstances. In certain situations, follow-up drug testing may be recommended and conducted to ensure the Employee remains drug and alcohol free. Rehabilitative treatment and follow-up testing shall be the financial responsibility of the Employee.

A referral for evaluation by a substance abuse professional is mandatory for CDL holders when there is a positive test. The evaluation by the substance abuse professional shall be the financial responsibility of the Employee.

Any disciplinary action will be carried out in accordance with Town Personnel Policies.

Negative Test Results: Employees who have been tested for drugs and alcohol, where no substance abuse was found, shall receive notice of such findings from the Town. A copy of this notice and a record of the negative results shall be placed in a confidential folder in a separate, secured file maintained by the Department Head. In the case of job applicants, the Department Head shall notify the Appointing Authority that the applicant is clear for hire.

Confidentiality. Laboratory reports of positive test results shall not appear in an Employee's general personnel folder. Information of this nature will be placed in a separate confidential medical folder that will be maintained by the Human Resource Department.

The positive reports or test results shall be disclosed only on a need-to-know basis. Disclosures without Employee/applicant consent, may also occur when: (1) the information is compelled by law or by judicial or administrative process; (2) the information has been placed at issue in a formal dispute between the Town and the Employee; (3) the information is to be used in administering an Employee benefit plan such as for drug or alcohol treatment; (4) the information is needed by medical personnel for the diagnosis or treatment of the patient (Employee) who is unable to authorize disclosure.

No records containing information required by this policy will be released except as provided as follows:

- 1) Upon written request of the Employee.
- 2) Upon written authorization of the Employee, records will be disclosed to a subsequent employer subject to use as specified by the Employee; or
- 3) Upon specific, written authorization by the Employee, records will be released to an identified person, for use only as specified by the Employee.

Records may be disclosed to a decision-maker in a lawsuit, grievance, or other proceeding initiated by or on behalf of the Employee, including, but not limited to, a worker's compensation, unemployment compensation or other proceeding relating to a benefit sought by the driver.

**Independent Contractors:** Independent contractors and their Employees who must hold a CDL for the contracted activity are subject to the requirements of 49 CFR Part 382 and are responsible for compliance with that and related laws. The Town will not provide or pay for tests, evaluation or rehabilitation for independent contractors or their Employees. The Town shall make compliance with the law a condition of any contract which requires a CDL driver.

**Record Retention Requirements:** The Town shall maintain all records related to drug and alcohol testing for each Employee in a secure location with controlled access. The Town shall keep all documents sent by the laboratory or the collection site.

## **DRUG AND ALCHOL TESTING FORMS**

## DRUG TESTING: REASONABLE SUSPICION DOCUMENTATION

Date: \_\_\_\_\_

Name of Employee: \_\_\_\_\_

Job Title: \_\_\_\_\_

Location/Department: \_\_\_\_\_

Prior to sending any Employee for drug or alcohol testing due to a reasonable suspicion, this form must be completed by a member of management who has had a first-hand observation or conversation with the Employee. Document any second member of management who has also witnessed the behavior. If the Employee is in a safety sensitive area, remove them from work immediately until a second observer can talk with the Employee and/or a decision can be made on whether testing is necessary.

When completing the following document, list all observations you noticed. Be as specific as possible including names of Employees/witnesses, when and where you noticed these behaviors occurring, what the Employee was doing at the time and any witnesses of these events. Include any observations or changes in appearance, smell, speech, movement, or actions of the Employee. Some signs of impairment may include slurred speech, difficulty walking, clumsiness, dilated pupils, watery and/or red eyes.

First Observer Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Observations: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Second Observer Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Observations: \_\_\_\_\_

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Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Once the observations are documented, the involved management should immediately meet with the Department Head, if available, and make a decision as soon as possible on whether or not to send the Employee for reasonable suspicion testing to rule out the possibility that they may be under the influence of drugs or alcohol at work. This decision should be made and handled in accordance with the Town's Alcohol & Drug Free Workplace Policy.

Describe Action Taken: \_\_\_\_\_

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**EMPLOYEE CONSENT FOR DRUG AND ALCOHOL TEST**

I, \_\_\_\_\_ (Employee's name), do hereby agree to submit to testing to be performed by \_\_\_\_\_ (laboratory name/address) for detection of drugs and alcohol. I give permission for test results to be released to the Town of Raymond.

SIGNED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Witnessed by: \_\_\_\_\_

Date \_\_\_\_\_

**AUTHORIZATION OF APPLICANT FOR DRUG/ALCOHOL TESTING**

I, \_\_\_\_\_ (applicant name), do hereby agree to submit to testing to be performed by \_\_\_\_\_ (laboratory name/address) for detection of drugs and alcohol. I give permission for test results to be released to the Town of Raymond.

I understand that positive test results, refusal to be tested, or any attempt to affect the test results or test sample will result in withdrawal of my application for employment, withdrawal of any provisional employment offer I have received from the Town of Raymond or termination of employment, depending on when results are received.

SIGNED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

Witnessed by: \_\_\_\_\_

Date \_\_\_\_\_



## APPENDIX E

### Town of Raymond Harassment/Discrimination Policy

Updated 11/2019

#### Purpose

The Town believes that employees are more effective and get greater satisfaction from their jobs if they are provided with a business-like work environment free from all forms of unlawful harassment. Harassment is a form of employment discrimination that violates Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, (ADEA), and the Americans with Disabilities Act of 1990, (ADA).

- Types of harassment:
  - a) Sexual Harassment/Quid Pro Quo
  - b) Non-Sexual
  - c) Bullying/Hostile Work Environments

#### Definitions

Harassment is unwelcome conduct that is based on race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information. Harassment becomes unlawful where 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive. Anti-discrimination laws also prohibit harassment against individuals in retaliation for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or lawsuit under these laws; or opposing employment practices that they reasonably believe discriminate against individuals, in violation of these laws.

It is unlawful to harass a person (an applicant or employee) because of that person's sex. Harassment can include "sexual harassment" or unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature.

Harassment does not have to be of a sexual nature, however, and can include offensive remarks about a person's sex.

Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with work performance. Harassment can occur in a variety of circumstances, including, but not limited to, the following:

- The harasser can be the victim's supervisor, a supervisor in another area, an agent of the employer, a co-worker, or a non-employee.
- The victim does not have to be the person harassed but can be anyone affected by the offensive conduct.
- Unlawful harassment may occur without economic injury to, or discharge of, the victim.

#### Bullying/Hostile Work Environments/Workplace Violence:

Bullying may be direct, such as severe verbal abuse, or indirect, such as spreading rumors or lies. Cyber bullying is just as serious. Internet or cyber bullying might include sharing inappropriate pictures of someone, posing as someone else to spread rumors or lies, or sending harassing messages and abusive emails. Some signs of bullying:

- Being left out from work-related social events
- Being given the "silent treatment"
- Being yelled or shouted at
- Receiving put-downs about your intelligence or competence

- Communication or contributions is ignored
- Sabotaging your work
- Violence or threat of violence against coworker

Prevention is the best tool to eliminate harassment in the workplace. Employers are encouraged to take appropriate steps to prevent and correct unlawful harassment. They should clearly communicate to employees that unwelcome harassing conduct will not be tolerated. They can do this by establishing an effective complaint or grievance process, providing anti-harassment training to their managers and employees, and taking immediate and appropriate action when an employee complains. Employers should strive to create an environment in which employees feel free to raise concerns and are confident that those concerns will be addressed. Employees should also report harassment to management at an early stage to prevent its escalation.

Responsibility

All Town employees, officers, officials, board members, volunteers, personnel and supervisors have a responsibility for keeping our work environment free of harassment. Any employee, officer, official, personnel, or supervisor, who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, MUST report it as soon as possible so that steps may be taken to protect the employee from further harassment and appropriate investigative and disciplinary measures may be initiated. When management becomes aware that harassment might exist, it is obligated by law to take prompt and appropriate action, whether the victim wants the Town to do so.

The Town accepts no liability for harassment or one employee by another employee. The individual who makes unwelcome advances, threatens or in any way harasses another employee is personally liable for such actions and their consequences.

Statement of Policy

It is the policy of the Town of Raymond that all employees shall enjoy a working environment free from all forms of unlawful harassment and discrimination, including sexual harassment. Sexual harassment shall be treated as employee misconduct and will NOT be tolerated. Racial harassment is also prohibited. Unlawful racial harassment includes, but not limited to, foul language of an offensive and racial nature, racial jokes or remarks, the display of racially offensive pictures, cartoons, screen savers or other materials.

All employees, officers, officials, board members, volunteers, personnel and supervisors should understand that the use of the Town’s equipment to harass others or even to communicate offensive jokes or remarks that may be considered offensive to another employee is not allowed.

Steps to Report Harassment

Any employee who believes that he/she has been sexually harassed, must report the incident immediately to his/her supervisor. Where it is not practical to report the incident(s) to the immediate supervisor (such as when the supervisor is unavailable or when the allegation of misconduct involves the supervisor), the employee shall instead report the incident(s) to another supervisor, or the Town Manager. If the allegation involves the Town Manager, the complainant should present the allegation without delay to the Board of Selectmen. All complaints of unlawful harassment will be investigated as carefully and confidentially as possible. However, absolute confidentiality cannot be guaranteed since the investigation necessarily requires the disclosure of the nature of the alleged behavior and complaint. An immediate investigation will be organized by the Town Manager, or his/her designee, as may be required (should the Town Manager be the subject of the complaint, the Board of Selectmen or its designee shall organize the investigation) and appropriate action will be taken where it is needed. Any person found to have violated the Town’s policy against harassment will be subject to disciplinary action, including possible termination of employment.

In no case shall an employee reporting an incident of **any** harassment be subject to adverse employment action unless it is determined the employee is found to have made a false statement of harassment. The Town does not

tolerate unlawful retaliation. Any person found to have engaged in such conduct will be subject to disciplinary action, including possible termination of employment. The Town recognizes that false statements of harassment may have serious effects on innocent people. Employees found to have made false statements of harassment will be subject to disciplinary action, including possible termination of employment.

Acknowledgement of Policy

- I acknowledge that I have reviewed and received a copy of this policy; and or attended training on the above policy, and further I understand the policy and procedures presented to me.

Employee Printed Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## APPENDIX F

### MILITARY LEAVE

#### A. Procedures for Military Leave

- 1) Unless military necessity prevents it, or is otherwise impossible or unreasonable, an Employee should provide the Town with advance written or verbal notice of the need for leave as far in advance as is reasonable under the circumstances. Written notice is preferred, but not required under the law or this policy. 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.
- 2) To request a temporary or extended military leave of absence, the Employee should provide written notice to the Department Head. However, a written notice is not required under the law or this policy.
- 3) The Department Head will review and submit such request to the Appointing Authority for approval and collect any applicable insurance premiums from the Employee, generate other applicable documents, and process accordingly. 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 the Appointing Authority based on a case by case basis.
- 4) Employees on temporary or extended military leave may, at their option, use any or all accrued paid vacation or personal leave during their absence.
- 5) When the Employee intends to return to work, he/she must provide notice of the date of return to work to the Department Head within the time period set forth below.

#### B. Benefits

If an Employee is absent from work due to military service, benefits will continue as follows:

- 1) An Employee on extended military leave may elect to continue group health insurance coverage for the Employee and covered dependents under the same terms and conditions for a period not to exceed thirty-one (31) days from the date the military leave of absence begins. The Employee must pay, per pay period, the premium normally paid by the employee. After the initial thirty-one (31) day period, the Employee and covered dependents can continue group health insurance as provided for under USERRA up to twenty-four (24) months at 102% of the overall (both employer and Employee) premium rate. When the Employee returns to work, he/she will be reinstated to the health insurance benefit with no waiting period, even if coverage terminated during the leave.
- 2) Life insurance provided by the Town will terminate immediately following the month in which the Employee's leave of absence begins.
- 3) The long-term disability insurance provided by the Town will terminate immediately following the month in which the Employee's leave of absence begins.
- 4) Employees do not accrue vacation, personal leave or sick leave while on military leave of absence status.
- 5) For any applicable retirement plan, upon reemployment, Employees who have taken military leave will be credited for purposes of vesting with the time spent in military service and will be treated as not having incurred a break in service. Immediately upon reemployment, the Employee may, at the Employee's election, make any or all Employee contributions that the Employee would have been eligible to make had the Employee's employment not been interrupted by military service. Such contributions must be made within a period that begins with the Employee's reemployment and that is not greater in duration than three times the length of the Employee's military service.

#### C. Reemployment

Upon an Employee's prompt notice to the Town of the intent to return to a position of employment with

the Town (as defined below), an Employee will be reinstated to employment in the following manner depending upon the Employee's period of military service:

- 1) *Less than ninety-one (91) days of military service* - (i) in a position that the Employee would have attained if employment had not been interrupted by military service; or (ii) if found not qualified for such position after reasonable efforts by the Town, in the position in which the Employee had been employed prior to military service.
- 2) *More than ninety (90) days and less than 5 years of military service* - (i) in a position that the Employee would have attained if employment had not been interrupted by military service or a position of like seniority, status and pay, the duties of which the Employee is qualified to perform; or (ii) if proved not qualified after reasonable efforts by the Town, in the position the Employee left, or a position of like seniority, status and pay, the duties of which the Employee is qualified to perform.
- 3) *Employee with a service-connected disability* - if after reasonable accommodation efforts by the employer, an Employee with a service-connected disability is not qualified for employment in the position he/she would have attained or in the position that he/she left, the Employee will be employed in (i) any other position of similar seniority, status and pay for which the Employee is qualified or could become qualified with reasonable efforts by the Town; or (ii) if no such position exists, in the nearest approximation consistent with the circumstances of the Employee's situation.

#### **D. Request for Reemployment**

An Employee who has engaged in military service must, in order to be entitled to the reemployment rights set forth above, notify the Town of the Employee's intent to return to a position of employment according to the following:

- 1) *If service is less than thirty-one (31) days* - then the employee should return to work on the first full regularly scheduled workday following completion of service, allowing for twenty-four (24) hours of rest and time for safe transportation back from the service.
- 2) *If service is for thirty-one (31) days or more but less than one-hundred, eight-one (181) days* - the Employee must submit a written request for reemployment with the Appointing Authority no later than fourteen (14) days following the completion of service.
- 3) *If service is over one-hundred, eighty (180) days* - the Employee must submit a written request for reemployment with the Appointing Authority no later than ninety (90) days following the completion of service.
- 4) *If the employee is hospitalized or convalescing from a service-connected injury* - the Employee must submit a written request for reemployment with the Appointing Authority no later than two (2) years following completion of service.

#### **E. Exceptions to Reemployment**

In addition to the Employee's failure to notify the Town of the Employee's intent to return to a position of employment in a timely manner, an Employee is not entitled to reinstatement as described above if any of the following conditions exist:

- 1) The Town's circumstances have so changed as to make reemployment impossible or unreasonable
- 2) Reemployment would pose an undue hardship upon the Town.
- 3) The Employee's employment prior to the military service was merely for a brief, non-recurrent period and there was no reasonable expectation that the employment would have continued indefinitely or for a significant period.
- 4) The Employee if discharged from military services did not receive an honorable discharge from military service.

#### **F. General Benefits upon Reemployment**

Employees reemployed following military leave will receive seniority and other benefits determined by seniority that the Employee had at the beginning of the military leave, plus any additional seniority and

benefits the Employee would have attained, with reasonable certainty, had the individual remained continuously employed. Upon reemployment, a covered Employee will not be discharged except for cause for up to one (1) year following reemployment.

#### **G. Documentation**

The Department Head will, upon the employee notifying the Town of the Employee's intent to return to a position of employment, request that the Employee provide the Town with military discharge documentation to established the timeliness of the request for reemployment, the duration of the military service, and the date of release from active duty or, if discharged, evidence of honorable discharge from the military service.



## APPENDIX G

### COMPUTER USE AND COMMUNICATIONS EQUIPMENT POLICY

Computers, telephones, email, voicemail, facsimile and all accompanying systems are valuable resources for the success of the Town and for our Employees. These resources are the Town's property and it is the Employee's responsibility to ensure that these resources are used for proper business purposes and in a manner, that does not compromise the confidentiality of the Town secret, confidential, proprietary or other sensitive information. Employees shall have no expectation of privacy in the use of such Town property. This policy applies to each Employee of the Town, and to any other person who uses the Town's computers, email, telephones, voicemail or other systems. For simplicity, these will be referred to collectively as Communications Systems.

Security of the Communication Systems: It is vital that all Employees maintain the security of the Town's computer system, including Town laptops, to protect it from third party intrusions. Therefore, please keep login protocols and passwords confidential and do not disclose passwords to anyone who is not an Employee of the Town.

Please do not install any software programs on your computer in our office unless it has been pre-approved by your supervisor.

Prohibited Use of the Communication Systems: Employees are asked to refrain from using Town computers, email systems and internet access accounts for personal reasons. Employees that browse internet web sites should please be aware that their activities are monitored, without prior notice and without any warning apart from this policy. Further, the Town prohibits certain activities, which are not appropriate in a professional business environment. While it is impossible to list every type of activity that would be considered an improper use of the Town's computer resources and is therefore prohibited, the following are some specific examples of activities that are not permitted:

- Use in violation of any other Town policy
- Downloading software, songs, movies
- Utilizing bandwidth-intensive Internet-based services such as music/MP3 sites and streaming music and or video
- Using the Town's computer resources for any unlawful purpose or to store or transmit unlawful material. Examples of unlawful materials include child pornography, libelous and defamatory material, including material that disparages vendors and competitors, and copyrighted, trademarked and other proprietary or confidential material used without proper authorization from the owner of the rights thereto.
- Transmitting, retrieving, downloading, printing or storing messages or images that are offensive, derogatory, off-color, sexual in content, or otherwise inappropriate in a business environment.
- Clicking on links in unsolicited e-mails from unknown senders.
- Using the Town's computer resources to harass other Employees or members of the public, including making remarks regarding protected classification in violation of the Town's Harassment Policy, including making remarks which are derogatory or defamatory toward any person; making remarks that could be construed as harassment, including sexual harassment;
- Using threatening, obscene, or abusive language in connection with the use of the Town's computer system.
- Disclosure of an individual's personal information without appropriate authorization.
- Transmission of highly confidential or sensitive Employee health-related information, e.g., HIV status, mental illness, chemical dependency, and worker's compensation claims.
- Forwarding of email from legal counsel or the contents of that mail, to individuals outside of the Town without the express authorization of counsel.

- Using the Town’s computer resources to pursue a business not part of the general business of the Town.
- Gambling or wagering.
- Storing or transmitting programs containing viruses, worms, Trojan horses, or tools to compromise the security of the Town or other sites with the exception of materials used in the course of the Town’s business.
- Leaving Town owned communication systems unattended in a motor vehicle; report lost or stolen equipment immediately to our Department Head.
- Discussing the Town’s confidential, information on any part of the computer system that is publicly accessible. Transmitting to any third person the Town’s confidential, trade secret or proprietary information without written permission from the Town. Employees may not communicate information about the Town’s business anonymously online. This includes participation in chat rooms, bulletin boards, email discussions, personal websites, or web logs (BLOGS) in any manner except or a specific business-related reason.

Due to technology advancements, this list is subject to change. If uncertain do not assume it is permissible. Check with your supervisor first.

Telephone Use: We recognize that there may be times Employees must use the Town telephones. However, to avoid overloading existing lines and interfering with essential operations, personal telephone calls, either outgoing or incoming, should be kept at a minimum and should be made, wherever possible, from personal cellular phones. Personal toll calls are not permitted on office telephones. *Please be advised that all forms of town communication are subject to RSA 91-A Right to Know Law.*

No Presumption of Privacy: Communications on the Town’s Systems are not private, and security cannot be guaranteed. Employee email communications are not private despite any such designation either by the sender or the recipient. Users shall have no expectation of privacy with respect to anything they create, store, send or receive in connection with their use of the Town’s Communication Systems. *Please be advised that all forms of communication are subject to potential disclosure under N.H. RSA 91-A, Right to Know Law.* Therefore, it is the request of administration that all forms of town communication via email have the following statement incorporated into all Employee email:

*This message contains information intended solely for the individual named. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. E-mail sent and received on the Town's system is subject to potential disclosure under N.H. R.S.A. 91-A and in litigation unless exempt by law. Users of the e-mail system should be aware that e-mail is not a private or confidential means of communication. Please do not hit "reply all" when responding to this email, any questions or concerns should be sent directly to the sender.*  
*Thank you.*

Passwords and user ID’s are designated to protect the Town’s confidential, private, and/or proprietary information from outside parties, not to provide users with personal privacy in the messages. All data in the Town’s Systems may be accessed, monitored, or reviewed by the Town even if the information has been deleted, or has been entered into the system on a “confidential” or “personal” basis.

The Town reserves the right to disclose the contents of any such material for any purpose and to any person the Town’s management deems appropriate or desirable. Employees who use their own equipment to connect to the Town from outside the Town premises or from home should know that any communications that are delivered to or sent through the Town’s Communication Systems may leave copies behind on the Town System, are not private and are subject to all of the terms and provisions of

this policy statement. Employees should also be aware that system-wide back-ups are routinely made, meaning that deleted messages may be recovered and reviewed. If Employees wish to communicate privately, the Town's Communication Systems should not be used.

Other Town Property: Please realize that additional equipment used in the scope and course of employment such as Town storage devices (desks, offices, etc.) and may also be subject to monitoring. If concerns arise regarding improper usage of any Town property, misconduct will be dealt with as appropriate, up to and including termination. Upon the termination of employment, an Employee is to return all equipment to the Town either immediately upon request or within the scope of the scheduled exit interview process. (See Section 5-9). An Employee should not delete any business-related files from the equipment before it is returned to the Town, so all business files, including but not limited to address lists, contact files, should remain on the computer.



## APPENDIX H

### **TOWN OF RAYMOND SOCIAL MEDIA POLICY** **SOCIAL MEDIA USE POLICY, STANDARDS AND PROCEDURES**

#### **PURPOSE**

To address the fast-changing landscape of the Internet, the way residents and businesses communicate and obtain information about the Town of Raymond online. The Town of Raymond departments may consider using social media tools to reach a broader audience. The Town encourages the use of social media to further the goals of the Town and the missions of its departments, where appropriate.

The Town has an overriding interest and expectation in deciding what is posted or communicated on behalf of the Town on social media sites. The policy intent establishes internal procedures for the use of social media.

What is Social Media? Social Media is a term used to refer to activities that integrate technology, social interaction, and content creation. This media allows people to generate, organize, share, edit and comment on web content by means of RSS and other web feeds, blogs, mashups, widgets, wikis, podcasts and photo/video sharing.

#### **GENERAL**

All the Town's social media sites that are posted by departments and offices will be subject to approval by the Department Head or designee. The Town's website ([www.raymondnh.gov](http://www.raymondnh.gov)) will remain the Town's primary and predominant internet presence. The most appropriate uses of social media tools are as informational channels to increase the Town's ability to broadcast its messages to the widest possible audience. As is the case for the Town's website, the designee(s) approved by the Town Manager will be responsible for the content and upkeep (including maintenance and monitoring) of any social media site that it may create. The Town's social media sites are subject to the New Hampshire 91-A Right to Know Act. Any content maintained in a social media format that is related to town business, including a list of subscribers and posted communication (with certain exceptions), is a public record. Each Department is responsible for informing the Town Manager of such request and he will respond completely and accurately to any public records request for public records on social media. Content related to town business shall be maintained in an accessible format and so that it can be produced in response to a request.

Wherever possible, such sites shall clearly indicate that any articles and any other content posted or submitted for posting may be or are subject to public disclosure upon request. Users shall be notified that public disclosure requests must be directed to the relevant department's head or designee(s).

Users and visitors to the Town's social media sites shall be notified that the intended purpose of the site is to serve as a means of communication between Town departments and members of the public. The Town's Social Media site articles, posts and comments containing any of the following forms of content shall not be allowed and shall be removed as soon as possible:

- a. Profane language or content
- b. Content that promotes, fosters, or perpetuates discrimination on the basis of age, sex, race, color, marital status, physical or mental disability, religious creed, national origin, familial status, sexual orientation, gender identity or expression, pregnancy, childbirth, or related medical condition, genetic status, veteran status, or any other legally protected status
- c. Sexual content or links to sexual content
- d. Solicitations of commerce
- e. Conduct or encouragement of illegal activity
- f. Information that may compromise the safety or security of the public or public systems.
- g. Content that violates a legal ownership interest of any other party.

Users shall be informed by posting to the Town's social media sites that the Town disclaims any and all responsibility and liability for any materials that the Town deems inappropriate for posting, which cannot be removed in an expeditious and otherwise timely manner. Any content removed based on these guidelines must be retained, including the time, date and identity of the poster when available, in accordance with New Hampshire 91-A Right to Know Law on the retention of such information. The Town reserves the right to restrict or remove any content that is deemed in

violation of this policy or any applicable law. The Town will approach the use of social media tools as consistently as possible, enterprise wide.

## **PROCEDURES**

### Administration of the Town's Social Media Sites

The following social media tools have been approved by the Town and standards have been developed for their use:

Twitter - Facebook & Other Online Content

### TWITTER, FACEBOOK, & OTHER ONLINE CONTENT STANDARD

#### **Twitter**

Twitter is a micro-blogging tool that allows account holders to tweet characters of information to followers. By procuring and maintaining Twitter accounts, Town designee(s) approved by the Town Manager will communicate information directly to their Twitter followers, alerting them to news and directing them to the Town's website for more information.

#### **Facebook**

Businesses and government agencies have joined individuals in using Facebook to promote activities, programs, projects and events. This standard is designed for Town departments looking to drive traffic to department websites and to inform more people about Town activities.

#### **Other Online Content**

The Town will enable access to online content, as this is the way many residents communicate and obtain information online. Key objectives for video, attachments, and all other online content shall meet one or more of the follow goals: to further the department's mission, provide information about town services, showcase town and community events and explore town issues

#### Content

- I. The approved designee(s) shall hold and maintain the Twitter and Facebook accounts. Each department may have multiple Twitter and Facebook accounts, and may have accounts which reference the department administrative personnel. A department's Twitter and Facebook Account biography and/or background information will include a link to Town's website where the following disclaimer information will be posted:

*"We hope you'll find any/all of Raymond's official fan pages to be a useful source of news, updates, and information about our departments. Our pages are a limited public forum for that purpose. We know it also will become a key place for you to connect and be a part of the online community. But we also want you to be cognizant that these are the OFFICIAL pages for the Town of Raymond. This is not the place for personal attacks, spam, or rant. Per our comments policy, we may delete comments if they include any of the following:*

- *Personal Identifiable Information [PII] (e.g., Social Security numbers, postal and email addresses, phone numbers);*
- *Threatening, defamatory, or obscene language or material.*
- *Personal attacks (e.g., abusive remarks).*
- *Discriminatory language (including hate speech) about race, color, national origin, age, sex (including sexual orientation and gender identity), religion, disability, or other legally or agency-protected group.*
- *Embedded media, such as videos or photos (hyperlinks to such media are acceptable).*
- *Linking to unrelated content.*
- *Spam or undecipherable language (gratuitous links will be viewed as spam)*

*Please participate at your own risk, taking personal responsibility for your comments. The Town of*

*Raymond does not endorse any external posts or links that appear on any of our pages.*

*Any direct tweets to this page and its list of followers may be considered a public record which is subject to disclosure pursuant to the New Hampshire Right to Know Act. Public information requests must be directed to the Town Manager.”*

*For more information about the Town of Raymond please visit [www.raymondnh.gov](http://www.raymondnh.gov)*

While social media is a 24/7 medium, our monitoring capabilities are not. We do our best to respond timely to comments and questions, but we typically only respond during business hours. Keep commenting, and thanks for joining the conversation.

- II. Twitter, Facebook, and other online content accounts shall serve three primary purposes:
  - a) Disseminate immediate interesting or important information to residents of a news item on the Town’s website is not necessary or possible
  - b) Promote Town-sponsored meetings, events, programs and facilities
  - c) Refer followers to a news item or content hosted at the Town’s website and the department’s Facebook page.
  
- III. Information posted on Twitter or Facebook shall conform to the existing protocols the Town and the department that is posting the information. The department’s director or designee should be responsive to those constituents who communicate via Twitter’s @reply or direct message functions. If comments are turned on for Facebook, the FBML page shall also include a Comment Policy Box with the following disclaimer:

“Comments posted to this page will be monitored and inappropriate content will be removed as soon as possible. Under the Town of Raymond Social Media Use Policy, Standards and Procedures, the Town reserves the right to remove inappropriate content, including, but not limited to, those items that have obscene language or sexual content, threaten or defame any person or organization, violate the legal ownership interest of another party, promote illegal activity and promote commercial services or products. The Town disclaims any and all responsibility and liability for any materials that the Town deems inappropriate for posting, which cannot be removed in an expeditious and otherwise timely manner.”
  
- IV. Comments and posts may be subject to the Town’s official media policy. In the event there are requests for information sensitive in nature, or has a need for review, the Town Manager shall be responsible for providing that information.

#### Archive

- I. The approved designee will maintain an electronic record of any information necessary to retain for the purposes of public records retention in accordance with applicable Town policy regarding retention of such information that is not available from the application.

#### Page Administrators

- I. A successful page requires consistent attention. The Town Manager will designate one or more staff members as page administrators who will be responsible for monitoring the department’s Facebook page. Only designated department staff members will make posts. The department’s director or designee will be responsible for ensuring content is not stale. The department will designate one or more back-up administrators.

#### Violations:

- II. Violations of this policy may result in discipline, up to and including termination.

#### Comments and Discussion Boards

- I. Comments to the Facebook Wall generally will be allowed if the department is able to and does regularly monitor content. If the department is unable to do so, comments to the Wall may be turned off.

## Photos and Video

- I. Designee(s) and/or approved administrators may add photos and videos to the department's Facebook page. If there are postings of photos and/or videos of the public, staff may secure permission from individuals depicted in the photo and/or video. Photos and/or videos of the Town's Employees taken during regular office hours may be posted without obtaining waivers. Photos and video that is informational or has specific need may be posted as needed. Some examples are wanted persons, for identification purposes, and missing persons etc.

## Applications

- I. There are thousands of Facebook applications. Common applications can allow users to stream video and music, post photos, and view and subscribe to RSS feeds. While some may be useful to the page's mission, they can cause clutter and security risks. An application must not be used unless it serves an appropriate and a valid business purpose, adds to the user experience, comes from a trusted source. An application may be removed at any time if the Town determines that it is causing a security breach or spreading viruses.

## A Note about Indemnity

- I. Most online sites require users to agree to terms of service that include such provisions as:

Indemnification and Defense. When a public agency creates an account on a social media site, it typically must agree not to sue the site, nor allow the site to be included in suits against the agency. Many sites also require the account owner to pay the site's legal costs arising from such suits.

Applicable Law and Venue. Most terms of service also assert that a certain state's laws (usually New Hampshire, but not necessarily always) apply to the terms of use and that the state's courts will adjudicate disputes.

- II. The terms of service represent a binding contract; public agencies should assure that they have taken the steps necessary to bind the agency to such an agreement.
- III. Some companies are willing to negotiate on the substantive provisions in the terms of use, but they may be hesitant to negotiate separate agreements with dozens of different agencies. For example, the FAQ on the "Facebook and Government" page indicates that "at this time Facebook does not have any special legal agreements for state and local governments."

## ***Summary***

It is the goal of the town to utilize social media in a safe and effective manor to keep the public informed better of the events and on goings within the organization.

Adopted: Raymond Board of Selectmen 01/22/2018



## APPENDIX I

### TOWN OF RAYMOND MEDIA POLICY

#### Section 1: Town Employees

#### **Policy Statement**

Only the Town Manager is authorized to provide an official statement on behalf of the Town of Raymond in relation to any incident or issue that may arise from time to time. Department Heads must receive confirmation from the Town Manager before making any public statement on behalf of the Town. Confirmation to discuss one issue or incident does not imply that the Department Head may discuss on behalf of the Town other current or future issues that may arise, without further confirmation.

#### **Points for Consideration**

Comments to the media regarding a police or fire investigation shall be directed to the Police or Fire Chief or their designee.

No Employee shall allow him/herself to be interviewed or make statements on behalf of the Town about any Town issue to any media representative without the consent of the Town Manager. Failure to comply will result in disciplinary action.

If a member of the media is requesting statement of the Town's position from an Employee, then that Employee must politely direct the media representative to the designated Department Head and decline further requests to provide information.

If you become aware of any newsworthy events or activities that may be developing in your area of responsibility, you should promptly inform the Town Manager.

The Town recognizes that individuals have the right to make public comment and publicly debate political and social issues. However, Employees must make it clear that other than in the course of Town business or when giving evidence in court, they are not making an official comment nor representing an official position of the Town.

If permission has been granted for you to communicate with the media on behalf of the Town, you should be precise in your answers. Avoid speculation and conjecture and deal only with topics in your jurisdiction. Refer the media to appropriate other sources if questions relate to topics beyond your area of knowledge or responsibility.

This section shall not apply to Employees who are elected to their position.

#### **Section 2: Members of Boards and Commissions**

The Chairperson of a Town Board or Commission, along with the Town Manager, shall be the primary interface to provide all information to the public on behalf of the Board or Commission, i.e., represent the Board or Commission in stating Board or Commission positions. Each Board or Commission member shall recognize that it is the responsibility of the Town Manager and/or the Board or Commission Chairperson to speak for and on behalf of the Board or Commission. Any Board or Commission member may speak on behalf of the Board or Commission on a specific subject as long as he/she receives permission from the Board or Commission Chairperson. Each Board or Commission member has the right to speak for/on his/her own behalf as long as s/he clearly identifies that is the case in any communications that are intended to be released to the public.

#### **Section 3: Board of Selectmen**

The Town Board of Selectmen Chairperson, along with the Town Manager, shall be the primary interface to provide all information to the public on behalf of the Town, i.e., represent the Town in stating Town positions to the press, etc. Each Town Board member shall recognize that it is the responsibility of the Town Manager and/or the Board of Selectmen Chairperson to speak for and on behalf of the Town. Any Board member may speak on behalf of the Town on a specific subject as long as he/she receives permission from the Town Board of Selectmen Chairperson. That being said, each Board member has the right to speak for/on his/her own behalf as long as s/he clearly identifies that is the

case in any communications that are intended to be released to the public.

Adopted: Raymond Board of Selectmen 01/22/2018



## APPENDIX J

### TOWN OF RAYMOND ATTENDANCE POLICY

#### 1. PURPOSE

The policy objective is to provide a standard attendance and punctuality framework for all Employees. Because Employees are vital to the work of the municipality, reliable and consistent attendance is a condition of employment.

#### 2. DEFINITIONS

Unscheduled absence:

An occurrence of absence and/or tardiness that is unrelated to approved time off “Tardiness” more than five (5) minutes late to work but less than two (2) hours late to work. Leaving early for lunch, returning late from lunch or leaving prior to the end of the scheduled workday without supervisor approval will also be included.

Late report:

Failure to notify supervisor when unable to report to work within thirty (30) minutes of the start time.

Partial absence:

Arriving at work two (2) hours late but missing less than fifty percent (50%) of a scheduled workday.

Full absence:

Missing fifty percent (50%) or more of a scheduled workday.

Unreported absence:

Failure to notify supervisor of partial or full absence.

Patterned absences:

Absences before or after weekends, holidays or vacation days or absences following payday.

Excessive absenteeism:

Repeated occurrences of unscheduled absences and/or tardiness that are unrelated to approved time off.

This policy applies to all Employees of the Town of Raymond. Employees are expected to be at their work area at their scheduled start time.

#### 3. OBJECTIVES OF POLICY

- 3.1 To provide a workplace rule for ensuring standard time for commencing duty by all the Employees of the Town of Raymond
- 3.2 To introduce administrative control mechanisms in the event of violations of the set standard of attendance.

#### 4. PROCEDURE

This policy applies to all Employees of the Town of Raymond. Employees are expected to be at their work area at their scheduled starting time based on departmental regulations. The Town of Raymond determines the work schedule and hours for Employees as necessary for its operations. However, work schedules may vary among Departments, including hours of work.

- 4.1 Absence - Employees are considered absent from work when not available for the assigned work schedule regardless of the reason.
  - 4.1.1 Scheduled absence - Employees are to notify their supervisors as early as possible about scheduling time off from work (e.g. doctor’s appointment, personal days etc.) whether paid or unpaid. Scheduled absence is arranged at the mutual convenience of the Department Head and Employee based on the operational needs of the Department. Absence can be considered if a twenty-four (24) hour notice is given in advance, and the absence is approved by the Department Head/supervisor.

- 4.12 Unscheduled absence - If an Employee misses work due to an unscheduled absence (e.g. calling in due to sickness), he/she must follow prescribed department procedures for calling in. Failure to follow prescribed department procedures may result in instituting disciplinary action. After three (3) consecutive days of unscheduled absence, failure to notify and received approval will be considered job abandonment and the Employees' status may be terminated effective from the day following the last day of work.
- 4.13 Excessive unscheduled absence - Excessive unscheduled absence may result in instituting disciplinary action. Supervisors will notify an Employee when patterns or concerns develop that may place them at risk of being reprimanded. The following factors should be considered in determining if unscheduled absences are excessive:
- Patterns of absence: A pattern of absence demonstrates a predictable routine. For example, is the Employee consistently absent the day after pay day, or a particular day e.g. Monday or Friday, or always on the day before or after a holiday, etc.
  - Frequency of absence: How often does the Employee have unscheduled absences? Repeated instances of unscheduled absences, such as call ins, early departures, not reporting, etc., should be considered. Even though the absence may not constitute a predictable pattern, is the Employee often absent?
- 4.15 Tardiness - Employees are considered tardy when he/she fails to report to the assigned work area at the scheduled time, leaves work prior to the end of assigned/scheduled work time without prior supervisory approval and takes an extended meal or break period without approval. Department Heads define punctuality standards for their operations and are responsible for communicating them to Employees. Employees who expect to be late are to notify the supervisor or his/her assignee according to departments prescribed procedures. Employees may not extend a normal workday to make up for being tardy without supervisor's approval.
- 4.16 Attendance Register - Where applicable, Employees must use a time reporting system or attendance register to document work time and breaks from work. Absences, late arrivals, early departures, and extended breaks in the workday are accounted for on Employee's time record. Failure to adhere to time reporting procedures may be grounds for instituting disciplinary procedures.

## **5. MANAGEMENT OF ATTENDANCE**

Timely and regular attendance is an expectation of performance for all Raymond Employees. To ensure adequate staffing, positive employee morale, and to meet expected productivity standards throughout the Town, Employees will be held accountable for adhering to their workplace schedule. In the event an Employee is unable to meet this expectation, he/she must obtain approval from their supervisor in advance of any requested schedule changes. This approval includes requests to arrive late or requests for early departures from work. Departments have discretion to evaluate extraordinary circumstances of tardiness, absence, or failure to accurately record their time record and determine whether or not to count the incident as an occurrence.

## **6. DEPARTMENTAL NOTIFICATION PROCEDURE**

- Employees are expected to follow departmental notification procedures if they will be late for work, will not be at work, or are requesting planned time away from work. Employees must request in advance to their supervisor and in accordance with departmental procedure if they wish to arrive early or leave early from their designated working hours.
- An Employee who fails to call in and report to work as scheduled for three (3) consecutively scheduled workdays will be viewed as having abandoned their position. The supervisor should consult with Department Head/Town Manager if this situation occurs.
- Failing to follow the departmental notification procedures, including No Call/No Show, will be

addressed in accordance with the Town of Raymond Disciplinary Policy.

#### **7. MONITORING AND REPORTING**

Distribution of time sheets on weekly basis (every Monday morning) to Department Heads and supervisors for review. Department Heads will ensure that timecards are accurate and if changes need to be made, Employees will be asked to report to their Department Head immediately to sign off on those changes before the timecard is directed to Finance for processing. Also, all Department Heads will sign off on all leave slips, timecards before submitting to Finance.

#### **8. COMMUNICATION**

Messages and workshops will be utilized in order to inform all Employees of the availability of the policy. Copies of the policy will also be distributed to all Employees for their signature for receipt of the policy and kept in their personnel file. All newly hired Employees will receive a copy of this policy and all policies in the orientation process.

#### **9. REVIEW OF THE POLICY**

It will be the responsibility of the Human Resource Department to consider the provisions of this policy on annual basis.

#### **10. PENALTIES**

Noncompliance of any of the stipulations contained in the Policy will be viewed as misconduct and will be dealt with in terms of the Town of Raymond's Disciplinary Procedures.

APPENDIX K

EMPLOYEE INCIDENT REPORT FORM



Employee Name \_\_\_\_\_ Date of Report \_\_\_\_\_

Employee Number \_\_\_\_\_ Department \_\_\_\_\_

Type of Incident: \_\_\_\_\_

Accident		Personnel Injury	
Property Damage		Other	
Equipment Damage			

Employee Statement:

Date of Incident: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Time \_\_\_\_\_ / \_\_\_\_\_ A.M./ P.M

Incident Description: \_\_\_\_\_

\_\_\_\_\_

Incident Location: \_\_\_\_\_

Reason for Incident: \_\_\_\_\_

Suggestive Corrective Action: \_\_\_\_\_

\_\_\_\_\_

Employer Determination:  Preventative  Un-preventative

Employer Action:  No Action  Warning  Probation  Suspension  Dismissal  Corrective Action (see below)

Employer Corrective Action: \_\_\_\_\_

Employee Statement: I have read this **Employee Incident Report** and understand it.

I agree with the Employer Action

I disagree with the Employer Action

\_\_\_\_\_  
Signature of Employer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

Please use other side if more space is needed



**APPENDIX L**

**EMPLOYEE CORRECTIVE ACTION REQUEST FORM**

Employee Name \_\_\_\_\_ Date of Request \_\_\_\_\_

Employee/Payroll # \_\_\_\_\_ Department \_\_\_\_\_

**Type of Action**

Attendance	Carelessness	Damage to Equipment	Insubordination
Early Quit	Rudeness to customers	Violation of policies	Uncleanliness
Lateness	Rudeness to employees	Violation of procedures	Violation of safety rules
Lack of work quality	Failure to follow instructions	Working on personal matters	Other (see below)
Lack of work quantity	Damage to material	Improper work clothes	

**Previous Corrective Action Requests**

	Oral	Written	Date	By Whom
1 <sup>st</sup> warning			/ /	
2 <sup>nd</sup> warning			/ /	
3 <sup>rd</sup> warning			/ /	

Employer statement

Employee statement

Date of incident \_\_\_ / \_\_\_ / \_\_\_ Time \_\_\_ : \_\_\_ A.M./P.M.  I agree with employer's statement

I disagree with employer's report for these reasons:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Action to be taken:     warning of disciplinary action     probation     suspension     dismissal  
                                   corrective behavior                                     no action  other

Consequence should action occur again: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I have read this Employee Corrective Action Report and understand it.

\_\_\_\_\_  
Signature of employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date