

**TOWN OF JAFFREY
NEW HAMPSHIRE**

EMPLOYEE HANDBOOK

February 29, 2016

Town of Jaffrey, NH

EMPLOYEE HANDBOOK

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Town of Jaffrey, NH EMPLOYEE HANDBOOK

WELCOME

Greetings:

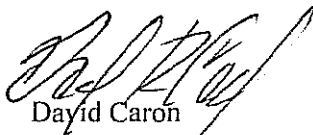
Congratulations on your appointment to a position with the Town of Jaffrey. I'm sure that you will enjoy working with our staff, volunteers and elected leadership.

The information contained within this employee handbook is designed to acquaint you with the organization and set forth obligations, responsibilities, benefits and expectations of both the Town and its employees. Please understand that this information provided in this document is subject to change based upon any pertinent changes to policies and laws of the Town, State of New Hampshire and the United States, as well as fiscal decisions made by the voters at our annual Town Meeting.

Here at the Town of Jaffrey, we are first and foremost a service organization. We are here to serve the public. To accomplish this, we employ a team approach to deliver a high level of service to our citizens. We rely on each and every member of our team to do their part to the best of their ability in order to deliver outstanding service. It is important to remember that you represent the Town when carrying out your job duties. It is essential that you maintain a superior level of integrity and respect in interacting with the public or your coworkers.

I would like to take this opportunity to welcome you again. Best wishes for your personal success and we look forward to the contributions you will make to the Town of Jaffrey.

Sincerely,



David Caron
Town Manager

Town of Jaffrey, NH

EMPLOYEE HANDBOOK

SECTION 1 – INTRODUCTION TO THE TOWN OF JAFFREY

INTRODUCTORY STATEMENT

This Handbook is designed to acquaint you with the Town of Jaffrey as an employer, and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the Handbook, as it will answer many of the questions about employment with the Town of Jaffrey. You should consult with your supervisor or a member of management if you have questions about this Handbook.

This Handbook is presented as a matter of information only and as a guide to the policies of the Town of Jaffrey and is not to be understood or construed as a promise or contract between the Town and its employees. The language used in this Handbook is not intended and should not be construed to constitute expressed or implied contractual terms or conditions of employment. As an employee-at-will, your employment can be terminated, with or without cause, and with or without notice, at any time, at the option of either the Town or yourself.

No employee handbook can anticipate every circumstance or question that may arise about policy. The Town reserves the right to revise, supplement, disregard or rescind any policies or portion of the handbook as the Town deems appropriate. Should changes occur, you will be informed as soon as possible. The adoption of these policies supercedes all previous personnel policies or practices.

All employees including members of a collective bargaining unit must abide by the policies contained in this Handbook. However in the event of a conflict between the collective bargaining agreement and this Handbook, the collective bargaining agreement will prevail.

Employees will be asked to acknowledge, in writing, the receipt of the employee handbook. Said receipt shall become part of the employee's personnel file.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval by the Town Manager of the Town of Jaffrey.

Town of Jaffrey, NH
EMPLOYEE HANDBOOK

EMPLOYEE HANDBOOK RECEIPT

The Employee Handbook describes important information about the Town of Jaffrey, and I understand that I am responsible for reading the contents of the Handbook and I should consult my Department Head regarding any questions not answered in this Handbook.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. I further understand that the benefits described within the handbook are not guaranteed. Only the Town Manager of the Town of Jaffrey has the ability to adopt any revisions to the policies in this handbook.

Furthermore, **I acknowledge that this handbook is neither an employment contract nor a legal document.** I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____

Town of Jaffrey, NH

EMPLOYEE HANDBOOK

ABOUT THE TOWN OF JAFFREY, NH

There is a special character and quality to Jaffrey, New Hampshire of which its residents appreciate, and visitors admire, long after they return home. Perhaps it is the comforting, peaceful presence of Mount Monadnock that quietly looms over the town. Maybe it is the Town's small, but diverse population - an eclectic combination of families who have lived here for generations, summer people, retired couples who want a quieter life, and families who have moved here to raise their children and educate them in our fine local schools. Regardless, everyone will probably tell you when asked that they come and they stay to enjoy the benefits of rural life and small town living, along with the multitude of recreational, cultural and economic opportunities.

Jaffrey is nestled at the base of famous Grand Monadnock, a part of Cheshire County in the Southwestern corner of New Hampshire, with a population of about 5,500 people. With its three sparkling lakes, rolling countryside, and magic beauty of village greens, Jaffrey is well known as being an outstanding vacation destination. This is a town of spectacular natural beauty and outstanding opportunities for recreation, education, commerce and a safe, healthy life-style.

Indeed, most of us who live here find it to be the best of all worlds.

TOWN OFFICES & MANAGEMENT TEAM

| | |
|---------------------------------------|---|
| Select Board: | Don MacIsaac Tom Rothermel Cush Moore |
| Town Manager: | David Caron |
| Dept. Public Works Director: | Randy Heglin |
| Economic Development Director: | Jo Anne Carr |
| Finance Director: | Linda Langille |
| Fire Chief: | David Chamberlain |
| Police Chief: | William Oswalt |
| Public Library Director: | Libby Feil |
| Recreation Director: | Renee Sangermano |
| Welfare Director: | Mary Drew |

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SECTION 2 – EMPLOYMENT POLICIES

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EMPLOYEE HANDBOOK

SECTION 2 – EMPLOYMENT POLICIES

201 Employment-At-Will Policy

Employment with the Town of Jaffrey is entered into voluntarily. Employment, unless specifically stated otherwise in writing by the Town Manager, is at-will. This means that you may resign from employment at any time and the Town may terminate your employment at any time for any lawful reason. Only the Town Manager has the authority to agree to enter into a contractual relationship on behalf of the Town.

202 Employee Relations

The Town of Jaffrey believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are encouraged to voice these concerns openly and directly to their supervisors.

Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that the Town of Jaffrey amply demonstrates its commitment to employees by responding effectively to employee concerns.

203 Equal Employment Opportunity Policy

The Town of Jaffrey is an Equal Opportunity Employer with a policy of non-discrimination and equal opportunity in hiring and promotion. Individuals are hired and promoted on the basis of their qualifications, experience, ability, and performance. The Town does not discriminate in its employment practices or opportunities on the basis of race, color, religion, national origin, marital or family status, veteran status, sex, sexual orientation, age, physical or mental disability or any other legally protected class. This covers all aspect of the employment relationship.

It is also the policy of The Town of Jaffrey to ensure that all personnel policies and actions, including compensation, benefits, transfers, training programs and discipline be administered without discrimination.

It is the responsibility of every supervisor and manager throughout our organization to ensure full adherence to our equal employment opportunity policy.

If you believe you have been the subject of such discrimination or have witnessed acts of discrimination involving others, please bring this to the attention of a member of management so that it can be investigated and dealt with immediately.

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204 Workplace Harassment Policy

The Town of Jaffrey is committed to providing a work environment that is free from unlawful harassment. Specifically, we prohibit harassment by employees, vendors, agents, or citizens. The Town is committed to providing a workplace free from all types of harassment, including, but not limited to, sexual harassment.

Harassment is unwelcomed annoyances, threats or demands when:

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

The Town of Jaffrey takes allegations of harassment very seriously and will actively investigate all complaints. If an employee feels that he or she has encountered harassment, the employee should bring the facts to his or her immediate supervisor, the next level manager, the Town Manager, or any level of management with whom the employee feels comfortable.

If it is determined that an individual has engaged in conduct prohibited under this policy, the Town will take appropriate disciplinary action. Any employee, supervisor, or agent who has been found by the employer to have harassed another in the workplace, will be subject to disciplinary action, up to and including termination of employment.

Every effort will be made to treat the complaint in a confidential manner. However, the Town reserves the right to disclose information necessary to conduct an effective investigation. It is unlawful and a violation of this policy to retaliate against an employee for filing a complaint of harassment or for cooperating in an investigation of a harassment complaint.

Employees can raise concerns and make reports without fear of reprisal. However, due to the sensitivity of this issue, and the severity of the consequences for an employee who is found to have engaged in sexual harassment, any employee who is found to have knowingly filed a false claim against any other employee or town official, for whatever reason, will be discharged from employment.

Although employees are encouraged to file their complaint through the Town of Jaffrey's complaint procedure as outlined, the following State agencies also process complaints of harassment:

The United States Equal Employment Opportunity Commission (EEOC)
John F Kennedy Federal Building, 475 Government Center, Boston, MA 02203
1-800-669-4000

New Hampshire Commission for Human Rights
2 Chenell Drive, Concord, NH 03301-8501 (603) 271-2767

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205 Americans with Disabilities Act (ADA) Policy

The Town is committed to the provisions and principles of the Americans with Disabilities Act (ADA). One of the purposes of this Act is to provide equal employment opportunity for qualified individuals with disabilities. In compliance with ADA, the Town does not discriminate on the basis of disability in any employment policy or program.

A qualified disabled applicant or employee is someone who can perform the essential functions of a job with reasonable accommodation(s). The Town will make reasonable accommodation(s) for such individuals unless it would cause undue business hardship. An individual may self-identify as an individual with a disability at the time of application or at any point during their course of employment. This policy covers all aspects of employment. To request a reasonable accommodation(s) or for additional information regarding ADA, please contact your supervisor or the Town Manager.

206 Drug & Alcohol Use Policy

The Town is required, under the Federal Drug-free Workplace Act, to maintain a drug-free workplace as a condition of receiving federal grants. Therefore, the Town prohibits drug and alcohol use and possession on all Town premises, including during use of Town vehicles or at Town-sponsored events.

Under the Drug-Free Workplace Act, an employee must notify the Town of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five (5) days of the conviction. The Town is also required to report such an incident to the appropriate Federal agency within ten (10) days of such conviction.

While on the Town of Jaffrey premises and while conducting business-related activities off Town premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. In addition, it is prohibited for an employee to use Town property or one's position within the Town to manufacture, transfer, or traffic intoxicants or other illegal drugs.

It is the Town's desire to provide a drug-free, healthy, and safe workplace. To promote this, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner. Employees who report to work and are unable to perform their duties because of drug or alcohol use, will be sent home without pay and will be subject to disciplinary action up to, and including termination of employment.

The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace. Employees should notify their supervisor of the need to take any legal prescription drug which may affect their ability to perform their job functions safely. Supervisors, in conjunction with the Town Manager, will determine if the employee should remain at work, be assigned to restricted duty, or be sent home. This confidential information will be safeguarded to the extent possible to determine if the employee is able to remain at work.

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In order to determine if an employee has violated this policy, the Town reserves the right to test employees by requiring a medical examination or medical test to determine illegal drug or alcohol use (*See Section 207*). Employees who violate this policy will be subject to disciplinary action, up to and including immediate termination of employment. Disciplinary action may include required participation in a substance abuse rehabilitation or treatment program as a condition of continued employment. Such violations may also have legal consequences.

The Town of Jaffrey encourages employees whose job performance may be affected by alcohol or drug use outside the workplace to seek assistance through our Employee Assistance Program (EAP). The Employee Assistance Program (EAP) provides confidential counseling and referral services to employees for assistance with such problems as drug and/or alcohol abuse or addiction. However, all employees are accountable for acceptable performance standards and may be subject to disciplinary action, up to and including termination of employment, if those performance standards are not met.

The Employee Assistance Program is described in Section 518.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or the Town Manager.

207 Drug/Alcohol Testing

The Town of Jaffrey is committed to providing a safe, efficient, and productive work environment for all employees. Using or being under the influence of drugs or alcohol on the job may pose serious safety and health risks. To help ensure a safe and healthful working environment, job applicants and employees may be asked to provide body substance samples (such as urine and/or blood) to determine the illicit or illegal use of drugs and alcohol. Refusal to submit to drug testing may result in disciplinary action, up to and including termination of employment.

All employees required to have a Commercial Driver's License (CDL) are covered by the Omnibus Transportation Employee Testing Act of 1991, and must comply with its provisions. Questions concerning this policy or its administration should be directed to the Department Manager.

Please refer to the *Drug & Alcohol Use Policy described in Section 206* for more information.

208 Security Inspections

The Town of Jaffrey wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, the Town of Jaffrey prohibits the possession, transfer, sale, or use of such materials on its premises. The Town of Jaffrey requires the cooperation of all employees in administering this policy.

Desks, lockers, and other storage devices may be provided for the convenience of employees but they remain the sole property of the Town of Jaffrey. The Town may, upon reasonable suspicion of this policy violation, search and inspect personal property on Town premises. By entering Town premises, the employee consents to such searches and inspections. Searches will only be conducted with reasonable suspicion and may be conducted at any time, either with or without prior notice, but only with prior approval from the Town Manager.

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EMPLOYEE HANDBOOK

209 Electronic Usage Policy (Email/voicemail/internet)

The Town of Jaffrey provides an email/voice mail/internet system to assist employees in the conduct of business within and on behalf of the Town, and has established a policy with regard to access and disclosure of e-mail/voicemail/internet messages created, sent or received by Town employees.

The objective of the Town's electronic usage policy is to assure that:

- The general use of e-mail/voice mail/internet usage is related to Town business;
- Unnecessary disruptions to the Town's business, attributable to e-mail/voice mail/internet usage, is avoided;
- There is an efficient and appropriate use of computer resources;
- A secure and pleasant work environment exists for all employees;
- All Town employees are informed of acceptable uses of e-mail/voice mail/internet and privacy limitations.

The use of e-mail/voice mail/internet is a privilege and certain responsibilities accompany this privilege. The following outlines employee e-mail/voice mail/internet responsibilities:

- All electronic mail/voicemail/internet, use the Town's system hardware and software and therefore are company property. Additionally, all messages composed, sent, or received on the electronic mail, voice mail, or internet belong to and remain the property of the Town. They are not the private property of any employee.
- The Town provides access to e-mail/voicemail and internet access for the conduct of Town business only. Usage of electronic systems must be work-related.
- E-Mail/voice mail/internet should not be used to solicit for any purpose not directly related to the business of the Town.
- E-Mail/voice mail/internet is not to be used to create any offensive or disruptive messages. Among those considered offensive are, any messages which contain sexual implications, racial slurs, gender-specific comments, or any other comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin, disability, or other legally protected class. If an employee receives e-mail/voice mail that is annoying, harassing or abusive, the message in question should be saved or printed and reported immediately to a supervisor, department head, or to the Town Manager.
- The Town reserves and intends to exercise the right to review, audit, intercept, access and disclose all messages created, received or sent via email, voicemail, or internet use, for any purpose. The contents of electronic mail/voice mail/internet use, properly obtained for legitimate business purposes, may be disclosed within the Town without the permission of the employee.
- The Town reserves the right to monitor employee activities and take appropriate actions to maintain appropriate business use of the internet and compliance with this policy.

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- The confidentiality of any message should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message. Further, the use of passwords for security does not guarantee confidentiality. All passwords must be disclosed to the Town upon request.
- Notwithstanding the Town's right to retrieve and read/listen to any electronic mail, voicemail, or internet access, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read/listen to any E-Mail/voice mail messages that are not sent to them. Any exception to this policy must receive prior approval by the Town Manager
- Employees shall not use a code, access a file, or retrieve any stored information unless authorized to do so. Employees should not attempt to gain access to another employee's messages without the latter's permission. All computer passwords must be provided to supervisors. No password may be used that is unknown to the Town.
- Any employee who discovers a violation of this policy is required to notify their supervisor or the Town Manager.
- Any employee who violates this policy or uses E-Mail/voice mail/internet for improper purposes will be subject to disciplinary action, up to and including termination of employment.

210 Employment of Relatives

The Town of Jaffrey has no prohibition against hiring relatives of existing employees. However, in order to prevent potential conflicts and discourage situations where managerial judgment could be compromised, certain limitations and restrictions on the employment of relatives exist.

They include:

- Relatives may not supervise each other either directly or through subordinates.
- Relatives may not work in positions where one relative could influence salary, advancement, performance reviews or disciplinary actions of the other.

In the event that employees marry or become related by marriage during their employment and, as a result, are in breach of this policy, the Town will review the circumstances and make every effort to reassign one or both of the employees to an available position (for which the employee is qualified) to avoid terminating the employment of one or both of the employees.

For the purposes of this policy, relatives are defined as spouse, parent, child, sibling, grandparent, grandchild, in-laws (mother, father, sister, brother, daughter or son) or any other relative residing in the same household of the employee.

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SECTION 3 – TOWN OF JAFFREY EMPLOYMENT

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SECTION 3 – TOWN OF JAFFREY EMPLOYMENT

301 Offers of Employment & Promotions

Unless otherwise specifically noted in this policy or by statute, the Town Manager shall be considered the hiring authority for the Town of Jaffrey (RSA 37:6). This applies to all appointed positions except as otherwise provided by law (RSA 37). All offers of employment, including promotions, must receive prior written approval by the Town Manager. The term “date of hire” refers to the first day of employment when the employee begins to earn wages.

302 Pre-Employment Testing & Investigations

To help ensure that employees are able to perform their duties safely and lawfully, medical examinations, motor vehicle checks, background (criminal) investigations, and credit history are required as follows, at the discretion of the Town Manager:

| | |
|-------------------------------|--|
| Medical Examinations | All Full Time, Regular Part Time and all Public Safety positions including On-Call firefighters. |
| Criminal Investigation | Public Safety, exposure to Town funds, or direct contact with children. |
| MV Record | When position requires driving or transport of minors. |
| Credit History | Exposure to Town funds. |
| Drug & Alcohol | May be applicable for employees with a Commercial Driver’s License (CDL) and Public Safety positions |

After a conditional offer of employment has been made to an applicant entering a designated job category, a health professional of the Town of Jaffrey’s choice and expense, will perform a medical examination. In addition, one or more of the above investigations may be conducted. The offer of employment and assignment to duties is contingent upon satisfactory completion of the exam and investigations.

Information obtained during employment testing and investigations will be kept separate from other employee information and maintained confidentially. Access to this information will be limited to those within the Town who have a legitimate need to know. An employee may request a copy of the results of a credit report, if conducted.

See *Section 207* for information on Drug & Alcohol Testing.

303 Outside Employment

An employee may hold a job with another organization as long as the employee satisfactorily performs his or her job responsibilities with the Town of Jaffrey. In addition, any outside employment must not pose a possible conflict of interest with an employee’s duties at the Town. All employees will be judged by the same performance standards and will be subject to the Town of Jaffrey’s scheduling demands, regardless of any existing outside work requirements (paid or volunteer).

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If the Town of Jaffrey determines that an employee's outside work interferes with performance or the ability to meet the requirements, or if there is the potential for a conflict of interest with the Town of Jaffrey, as duties and positions are modified from time to time, the employee may be asked to terminate the outside employment in order to remain employed with the Town of Jaffrey.

Outside work while on paid or unpaid sick leave, or workers' compensation from the Town of Jaffrey is not permitted and will result in disciplinary action, up to and including termination of employment.

Use of Town time, facilities, equipment, personnel, or property for personal or outside employment activities is likewise prohibited.

304 Employment Categories

304.1 Employment Status

Each employee is designated as either NON-EXEMPT or EXEMPT from Federal and State wage and hour laws.

- **Exempt:** Employees who are exempt from the Fair Labor Standards Act and overtime pay requirements.
- **Non-Exempt:** Employees covered under the Fair Labor Standards Act which specifies a federal minimum wage, requires overtime pay and restricts child labor.

An employee's EXEMPT or NON-EXEMPT classification may be changed only upon written notification by the Town Manager or changes mandated by law.

In addition to the above categories, each employee will also belong to one other employment category:

304.2 Employment Classifications:

Regular Full-Time employees are those who are not in a temporary or introductory status and who are regularly scheduled to work the Town of Jaffrey's full-time schedule of at least thirty-five (35) hours per week. Generally, they are eligible for the Town of Jaffrey's benefit package, subject to the terms, conditions, and limitations of each benefit program.

Regular Part-Time employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than the full-time work schedule, but at least 20 hours per week for at least 36 continuous weeks. Regular part-time employees are eligible for some benefits sponsored by the Town of Jaffrey, subject to the terms, conditions, and limitations of each benefit program.

Part-Time employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than 20 hours per week. While they do receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for all of the Town of Jaffrey's other benefit programs.

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Introductory (probationary) employees are those whose performance is being evaluated to determine whether further employment in a specific position or with the Town of Jaffrey is appropriate. Employees who satisfactorily complete the introductory period will be notified of a new employment classification when appropriate.

Direct Hire Temporary employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project or grant, or seasonal recreation or other type program. Employment assignments in this category are of a limited duration (generally less than six months). Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified in writing of a change. Temporary employees receive only legally mandated benefits (such as workers' compensation insurance and Social Security); and are ineligible for all of the Town of Jaffrey's other benefit programs.

On-Call employees are those who have established an employment relationship with the Town of Jaffrey but who are assigned to work on an intermittent and/or unpredictable basis. They receive only legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for all of the Town of Jaffrey's other benefit programs. Some examples of On-Call employment are Auxiliary Officers and On-Call Firefighters.

305 Access to Personnel Files

The Town of Jaffrey maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of the Town of Jaffrey, and access to the information they contain is restricted. Generally, only supervisors and management personnel of the Town of Jaffrey who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the Town Manager. With reasonable advance notice, employees may review their own personnel files in the Town of Jaffrey's offices and in the presence of an individual appointed by the Town of Jaffrey to maintain the files.

306 Changes in Employee Information

It is the responsibility of each employee to promptly notify the Payroll Officer or Benefits Administrator of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, changes in marital status, changes in dependent eligibility, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed, notify the Finance Department in writing. An Employee Status/Change Notice form is available from your Department Head.

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307 Employment Reference Checks

To ensure that individuals who join the Town of Jaffrey are well qualified and have a strong potential to be productive and successful, it is the policy of the Town of Jaffrey to check the employment references of all applicants.

Only the Town Manager or Department Head may respond to all reference check inquiries from other employers. Responses to such inquiries will be limited to factual information that can be substantiated by the Town of Jaffrey's records.

308 Introductory Period

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The Town of Jaffrey uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or the Town of Jaffrey may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

All new and rehired employees work on an introductory basis for the first six (6) months after their date of hire. Employees who are promoted or transferred to a "critical position" within the Town of Jaffrey may be required to complete a secondary introductory period of the same length. The definition of "critical position" and the need for a secondary introductory period will be determined by the Town Manager. Any significant absence will automatically extend an introductory period by the length of the absence. If the Town of Jaffrey determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period, not to exceed a total of 12 months (introductory period for police officers may be extended in order to afford the officer the opportunity to complete certification training).

During the initial introductory period, new employees are eligible for those benefits that are required by law, such as worker's compensation insurance and Social Security. They may also be eligible for other Town of Jaffrey-provided benefits, subject to the terms and conditions of each benefits program. Employees should read the information for each specific benefits program for the details on eligibility requirements.

In cases of promotions or transfers within the Town of Jaffrey, an employee who, in the sole judgment of management, is not successful in the new position can be removed from that position at any time during the secondary introductory period. If this occurs, the employee may be allowed to return to his or her former job or to a comparable job for which the employee is qualified, depending on the availability of such positions and the Town of Jaffrey's needs.

Upon satisfactory completion of the initial introductory period, employees enter the "regular" employment classification.

The Town Manager and the Department Manager must approve all promotions or transfers within any department. Promotions and transfer will be awarded on the basis of merit. Employment status is not changed during the secondary introductory period which results from a promotion or transfer within the Town of Jaffrey.

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309 Employment Applications

The Town of Jaffrey relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the Town of Jaffrey's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

NO OFFERS OF EMPLOYMENT MAY BE MADE EXCEPT BY THE DEPARTMENT MANAGER, AFTER RECEIVING WRITTEN AUTHORIZATION BY THE TOWN MANAGER.

Unless otherwise specifically noted in this policy or by statute, the Town Manager shall be considered the hiring authority for the Town of Jaffrey (RSA 37:6). This applies to all appointed positions except as otherwise provided by law (RSA 37). All offers of employment, including promotions, must receive prior written approval by the Town Manager.

310 Job Posting

The Town of Jaffrey seeks to fill each available position with the most qualified person. It is also the Town's goal to enhance internal career opportunities for each employee. Therefore the Town provides employees an opportunity to indicate their interest in open positions and advance within the organization according to their skills and experience. In general, notices of all regular, full-time job openings are posted, although the Town of Jaffrey reserves its discretionary right not to post a particular opening.

Job openings will be posted on the employee bulletin board and normally remain open for 10 days. Each job posting notice will include the dates of the posting period, job title, department, location, grade level, job summary, essential duties, and qualifications (required skills and abilities).

To be eligible to apply for a posted job, employees must have performed competently in their current position. Employees who have a written warning on file, or are on probation or suspension are not eligible to apply for posted jobs. Eligible employees can only apply for those posted jobs for which they possess the required skills, competencies, and qualifications.

To apply for an open position, employees should submit a job posting application to the Department Manager listing job-related skills and accomplishments. It should also describe how their current experience with the Town of Jaffrey and prior work experience and/or education qualifies them for the position.

An applicant's supervisor may be contacted to verify performance, skills, and attendance. Any staffing limitations or other circumstances that might affect a prospective transfer may also be discussed.

Other recruiting sources may also be concurrently used to fill open positions in the best interest of the organization. This may include advertisement in at least one area newspaper, listing with the State's Department of Employment Security, the Internet, a minority organization or publication actively engaged in listing work opportunities, or any other means deemed appropriate by the Town.

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SECTION 4 – SALARY ADMINISTRATION

- ❖ Salary and Wages
- ❖ Work Schedules
- ❖ Overtime
- ❖ Compensatory Time
- ❖ Timekeeping
- ❖ Paydays
- ❖ Pay Advances/ Employee Loans
- ❖ Administrative Pay Corrections
- ❖ Pay Deductions & Loan Repayments
- ❖ Direct Deposit
- ❖ Performance Evaluations
- ❖ Compensation for Travel & Training
- ❖ Business Travel Expenses
- ❖ Emergency Town Closing

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SECTION 4 – SALARY ADMINISTRATION

401 Salary and Wages

The Town of Jaffrey does not discriminate in payment of wages on the basis of race, color, religion, sex, sexual preference, marital status, national origin, age, disability, or any other legally protected class. See *Section 203* for more information on Equal Employment Opportunity.

The Town of Jaffrey utilizes a salary classification plan with a ~~10-step~~ wage schedule for all positions with the exception of temporary and certain On-Call positions. The Town of Jaffrey awards merit-based pay adjustments in an effort to recognize truly superior employee performance. The decision to award such an adjustment is dependent upon numerous factors, including the information documented by the performance evaluation process and budgetary approval.

The Town Manager is the determinant for all wages and salary adjustments.

402 Work Schedules

Work schedules for employees vary throughout our organization. Supervisors will advise employees of their individual work schedules, meals and rest breaks. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week. Requests for schedule changes should be made in writing to your supervisor.

All employees are entitled to an unpaid half-hour lunch or eating period after no more than 5 consecutive hours of work. The employees wishing to work through their lunch or eating period, upon approval of their supervisor, may file a waiver. More information and forms are available in the Finance Department.

Schedules may change at any time during your employment with the Town. Changes to schedule for Part-Time employees should also be communicated in writing to the Finance office.

The normal pay period, except as provided by specific department schedules, is 12:01 A.M. Monday thru midnight (12:00 A.M.) on Sunday.

403 Overtime

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. When possible, advance notification of these assignments will be provided. All overtime work must receive the supervisor's prior authorization.

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Overtime compensation for non-exempt employees will be paid at straight time for hours worked up to 40 hours a week and time and a half for any time worked in excess of 40 hours a week. Overtime pay is based on actual hours worked. Time off for any leave of absence except vacation, holiday, voting time off, and military leave, will not be considered hours worked for purposes of performing overtime calculations. In addition, up to four (4) hours per pay period for Jury Duty and Crime Victim Leave will be counted as hours worked.

Employees who work overtime without receiving prior authorization from their supervisor may be subject to disciplinary action, up to, and including termination of employment.

404 Compensatory Time-Off

404.1 NON-EXEMPT - Whenever possible, employees who work additional hours in a work day should arrange with their supervisor to take equal time off in the same period. When this is not feasible, non-exempt employees who work in excess of 40 hours in a pay period may elect to accrue compensatory ("comp") time in lieu of cash overtime pay.

As stated in Section 403 *Overtime*, all time off for any leave of absence is excluded from "hours worked" for the purposes of calculating overtime hours, with the exception of Vacation, Holiday, Voting Time Off, and Military Leave. In addition, up to four (4) hours per pay period for Jury Duty and Crime Victim Leave will be counted as hours worked. All overtime hours must receive the supervisor's prior authorization and be recorded on the employee's time sheet in accordance with Section 405 *Timekeeping*. Employees who wish to apply the overtime hours as comp time must annotate this on their time sheet and adjust the Total Hours to reflect the hours they wish to be paid in cash.

Compensatory (comp) hours are accrued at the rate of one and one-half hours for each hour of overtime worked. The maximum accrual of compensatory time is sixty (60) hours for forty (40) hours of overtime worked. Overtime hours in excess of the cap will be paid to the employee. Compensatory time off hours are not counted as hours worked for the purpose of calculating overtime.

When the non-exempt employee requests the use of accrued comp hours, the request shall be honored within a reasonable period of time unless doing so would unduly disrupt the operations of the Town.

404.2 EXEMPT - Exempt employees are paid on a salaried basis in recognition of the fact that they do not work a fixed schedule and are expected to put in additional time, when necessary to fulfill their job responsibilities. An exempt employee's duties may, on occasion, require the employee to work a substantial amount of additional time in a pay week. In those circumstances, the employee may take Comp Time that he/she has accrued. All accrued comp time must be approved by the Town Manager and submitted to payroll on a weekly basis (Monday) for tracking purposes. Any comp time remaining on the books at time of separation will not be paid out.

404.3 TERMINATION - Upon termination of employment for any reason, a non-exempt employee shall be paid for accrued/unused comp time at the final rate of pay, or the average rate received during the last three years of employment, whichever is higher.

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405 Timekeeping

Timesheets serve as the official Town's record of an employee's time worked. It is important that timesheets are recorded accurately. Accurately recording time worked is the responsibility of each employee. Federal and state laws require the Town of Jaffrey to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked includes all time actually spent on the job performing assigned duties.

Non-exempt employees should accurately record the precise time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed.

Travel time to a work site, workshop, or any other school or training facility is not compensable. See Section 412 *Compensation for Travel & Training* for more information.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to, and including termination of employment.

It is the employees' responsibility to sign their time records to certify the accuracy of all time recorded, and that time sheets are turned into their supervisor on Monday mornings, no later than the hour designated by the Department Head. The supervisor will review and then sign the time record before submitting it for payroll processing.

406 Paydays

With the exception of fire-fighters and certain stipend-only positions, all employees are paid weekly every Thursday for the previous week. Stipend-only and fire fighter positions are generally paid the last Thursday of the month. Each paycheck will include earnings for all work performed through the end of the previous payroll period. In extraordinary circumstances, stipend-only employees may request payment of wages prior to the scheduled pay period above. Any advance payments must be approved by the Finance Director.

In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will receive pay on the last day of work before the regularly scheduled payday. If a regular payday falls during an employee's vacation, the employee's paycheck will be available upon his or her return from vacation.

Employees may have pay directly deposited into their bank accounts if they provide advance written authorization to the Town of Jaffrey. Employees will receive an itemized statement of wages when the Town of Jaffrey makes direct deposits. See *Section 410 Direct Deposit* for information.

407 Pay Advances/Employee Loans – Rescinded February 29, 2016

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408 Administrative Pay Corrections

The Town of Jaffrey takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Department Head so that corrections can be made as quickly as possible. The Town of Jaffrey reserves the right to withhold any overpayments issued in error.

409 Pay Deductions

The law requires that the Town of Jaffrey make certain deductions from every employee's compensation. Among these are applicable federal, state and local income taxes. The Town of Jaffrey also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." The Town of Jaffrey also contributes to an employee's Social Security taxes in an amount as established by federal law.

The Town may also deduct applicable court-ordered wage garnishments required by federal and state law.

The Town of Jaffrey offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs. The employee's signature on an enrollment form shall serve as authorization to withhold the applicable deduction.

If you have questions concerning why deductions were made from your pay check or how they were calculated, contact your supervisor or the Finance Department for assistance.

410 Direct Deposit

Direct deposit of pay is a convenient means by which an employee's pay is electronically deposited into a designated bank account(s) each payday. The employee will receive a pay advice form showing total hours worked, pay rates, legally required and elected deductions, as well as gross and net pay. An employee may allocate up to ten deposits into checking and savings accounts in any bank nationwide.

The use of direct deposit by employees is strongly encouraged. This benefit has many positive reasons to enroll:

- * No waiting in lines at the bank
- * No special arrangements for your paycheck when you are out of town or sick
- * Safety and Confidentiality
- * Eliminates lost, stolen or damaged paychecks.
- * Guaranteed to be in your account(s) on payday
- * All direct deposit fees are paid by the town
- * You can select up to ten checking and savings accounts at any bank within the United States
- * Change in selections can be made any time during the year, as often as needed, and can usually take effect with the next payroll processing

For questions regarding direct deposit, or to enroll or make changes to existing allocations, contact the

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Finance Department.

411 Performance Evaluations

It is the policy of Town of Jaffrey that employee evaluations be conducted in a manner which will ensure fair treatment and an objective evaluation of employee performance in a confidential manner. The performance based pay system is designed to support and promote organizational effectiveness through improved performance at the individual and department level, and reward employees for their performance. It provides a method for assessing achievements, building relationships, and seeks to incorporate principles and strategies that encourage success, and contribute as one basis for consideration of merit and/or bonus awards.

411.1 Authorization - The Town Manager has the authority to carry out this policy.

411.2 Responsibility - Department Heads are responsible for assisting in implementing this policy within their respective span of supervision. With the approval of the Town Manager, it is the responsibility of the Department Heads to ensure that the employee appraisal process takes place throughout the year (culminating in the annual review period), and otherwise complies with the requirements of this policy.

411.3 Definitions

Supervisor – For the purposes of this policy, supervisors are those full-time employees who supervise or manage other full and regular part-time employees and shall follow the chain-of-command as designated in the Town’s organizational chart, as approved by the Town Manager.

Employee – All full and regular part-time employees not represented under a collective bargaining agreement as described under Section 304.2 of the Town’s Employee Handbook.

411.4 Policy Guidelines and Procedures

411.4.1 General

- A. Performance evaluations will consist of a review between the supervisor and the employee using Town of Jaffrey’s Employee Performance Evaluation form, as attached. In general, the Employee Performance Appraisal System shall consist of the following:
- i. Review Job Description
 - ii. Evaluate Employee Performance
 - iii. Produce Employee Work Plan
 - iv. Employee Comments and Signatures
 - v. Return to Town Manager
- B. Review Job Description - The first step in the appraisal process is for the supervisor to review and recommend any necessary changes or updates to the job description to the Town Manager. The final job description should be shared with and understood by the employee. Since the job description outlines the essential or primary duties, responsibilities, and details of the position, the employee should be informed of any modifications to the job description.

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- C. Evaluate Employee Performance - Supervisors will evaluate the performance of their employees based upon a set of factors, as determined by the Town Manager. The performance factors are intended to provide a road map so employees understand the knowledge, skills, and abilities necessary for appropriate performance that have been identified as being critical to the success of the organization. Although factors may be changed from year to year, they may include factors such as the following:
- i. Job Knowledge, Skills and Abilities
 - ii. Productivity and Quality of Work
 - iii. Initiative
 - iv. Professional Conduct and Reliability
 - v. Teamwork and Working Relationships
 - vi. Customer Service
 - vii. Safety
 - viii. Mission Accomplishment
 - ix. Leadership

Each supervisor will objectively consider the employee's performance and select the rating level in each area that most accurately describes how well the employee accomplished or did not accomplish a given factor. The supervisor will provide written justifications and performance examples for any ratings given which are considered outside of the ordinary. Prior to sharing the completed performance ratings with the employee during a formal review meeting, each supervisor will submit the completed performance ratings to the Town Manager, in order to ensure organizational equity.

- D. Produce Employee Work Plan - After a preliminary review of the performance ratings has been completed, the supervisor and the employee will meet to discuss the evaluation, progress made in performance since the last evaluation, and any areas that need improvement. During this meeting, the supervisor will review the evaluation and facilitate an open exchange concerning expectations and results. The supervisor should be open and make every effort to respond in a positive and encouraging manner. The supervisor and employee will focus on creating goals to improve job performance according to departmental and organizational objectives. The Employee Work Plan should focus on no more than two or three main performance goals. Other short-term goals should be discussed, set, and met throughout the year. The Employee Work Plan will also include an action plan to help the employee reach those goals, along with reasonable deadlines to complete them.
- E. Employee Comments and Signatures - An opportunity will also be given for employees to record remarks and give feedback on the performance evaluation process. Both the supervisor and employee must sign the appraisal form. If the employee refuses to sign the appraisal document, the supervisor will indicate this on the signature line along with the date and time, indicating that the employee refused to sign. If the Department Head is not the supervisor of the employee being appraised, the Department Head should also review the appraisals and insert their initial next to the supervisor's signature before forwarding the appraisal packet to the Town Manager.

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- F. Return to Town Manager - Completed performance evaluations shall permanently remain in the employee's personnel file and become a part of the confidential information of that file. As a private and confidential personnel file, the performance evaluation is not to be shared with employees outside of the evaluation, review and approval process of the employee evaluated. Performance evaluations may be used in decisions concerning advancement, future training needs, performance related salary adjustments and contested disciplinary actions.

411.4.2. Performance Periods

A. Introductory Period

- i. Employees working in the introductory period shall have a performance evaluation at the end of the designated introductory period.
- ii. The performance evaluations may be used to provide information to both the employee and management regarding the employee's performance.
- iii. Introductory employees should understand that their performance evaluations and the results of such evaluations shall not obligate Town of Jaffrey to a particular course of action relative to introductory employees, nor shall it create any property/due process rights for introductory employees relative to their jobs/positions.

B. Annual

- i. The employee appraisal process takes place throughout the year, culminating in the official Employee Performance Appraisal System process, which will take place annually towards the end of the Town's budget year.
- ii. Although a salary adjustment never automatically follows the completion of the Employee Performance Appraisal System, the process documentation will be included as a component of any future compensation increase.
- iii. Employees who have less than six months of service to the community in the evaluation period, or who have yet to complete the introductory period shall not be eligible for a merit/bonus award for that calendar year.
- iv. Employees whose performance warrants an overall unsatisfactory rating and deemed by the supervisor or Town Manager to warrant additional periodic reviews and/or training shall not be eligible for a merit/bonus award for the calendar year in which the unsatisfactory job performance occurred.

411.4.3. Merit and Bonus Awards

A. Definitions

Merit - Merit is an on-going monetary reward that reflects improved job competency and proficiency. Merit is expressed as a percentage of the employee's salary. To qualify for merit, an employee's performance must be

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consistently exceed expectations or better. Merit is a deserving reward for work of praiseworthy quality which provides long-term and ongoing contributions to the Town. A merit system is designed to encourage superior performance by employees.

Merit is determined by the performance indicated on the employee's evaluation. Overall, merit is determined by the two portions of the evaluation: performance on goals and objectives that have been established by the supervisor and employee, and ratings on performance elements.

Bonus - Bonus is a lump sum amount received during the evaluation period. It is for specific accomplishments during the rating period. It is in addition to what was expected or due. Bonus can also recognize extraordinary achievement or effort when performing everyday duties or extraordinary or superior achievements. It is not intended for meeting minimal job requirements. Bonus payments are one-time payments and are not factored into the employee's on-going base pay.

- B. Merit and Bonus Funding - Merit and bonus allocations are recommended annually by the Budget Committee and implemented as funded by Town Meeting.
- C. Merit and Bonus Processing – Employees and Supervisors are to complete the process set forth in Section IV. 1., Policy Guidelines and Procedures
- D. Use of Evaluation for Allocation of Merit/Bonus Adjustments
 - i. Each supervisor may recommend to the Town Manager a merit or bonus adjustment, if warranted, for each of their employees.
 - ii. The Town Manager will meet individually with Department Heads to receive input on employee evaluations and the allocation of merit increases considering the review of each employee.
 - iii. The Town Manager determines and authorizes the merit/bonus adjustments for each employee, based upon performance evaluation, attainment of goals and objectives, overall job performance and current placement on the wage scale, all in relation to all other eligible employees.
- E. Criteria - A bonus item is considered upon the following criteria.
 - i. Extreme Conditions
 - (a) Effort
 - (b) Time/Schedule Demands
 - (c) Stress/Responsibility
 - ii. Impacts on Overall Town Goals and Objectives

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- (a) Risk
- (b) Long Term Impact
- (c) High Visibility Significant Community/Organizational Impact
- (d) Select Board/Manager Interest

iii. Provides On-going Benefit to Town

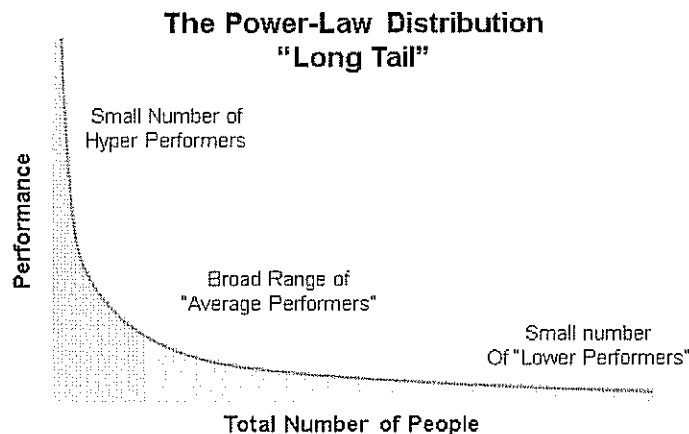
- (a) Economic/Financial
- (b) Other Benefits
- (c) Benefit to Department only

iv. Overall Work Attitude and Impact on Those Around You

- (a) Volunteers to Do Work Assignments
- (b) Demonstrates Can-do Attitude
- (c) Influence on Department/Organization

411.5 Guiding Principles - It is hereby the policy of the Town of Jaffrey that the Merit and Bonus Awards program is designed to reward exemplary performance. Employees who execute the minimal requirements of their positions shall not be considered for wage adjustments beyond whatever appropriations Town Meeting may approve for implementation of a cost of living adjustment (COLA). COLA is designed to assist employees to meet the increased cost of living and to ensure that the Town's wage scales remain competitive in the marketplace.

The Town will use a comparative analysis model in which to evaluate and award any merit/bonus adjustments. Typically, in an organization, a bell curve is used to determine the number of high performers in an organization. The goal of this policy is to develop employees into high performers under the long-tail model, which will recognize exemplary performance, and through the employee evaluation and work plan process, encourage others to move to the "left side" of the diagram:



The Town is not required to expend the entire merit/bonus award appropriation and will adjust compensation based upon individual and team performance up to the appropriation, as compared to the performance of all eligible employees, attainment of goals and overall job performance.

411.6. Available Funding - The amount of funding available shall be determined by voter action on the annual budget. As noted above, only employees performing at exemplary or high-

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performing levels as described previously and documented in the Employee Performance Evaluation form shall be eligible for monetary recognition. When any monetary recognition is awarded in the form of merit and not bonus, the adjustment shall then be incorporated into the employee's base wage within that position's minimum and maximum wage points. As such, in addition to the traditional step system creating unrealistic wage considerations in today's marketplace, merit awards under this program would in all likelihood not result in an employee be "slotted" into a specific step. Accordingly, the present grade/step scale shall be replaced with a min/midrange/max scale, with a requirement that all employees be compensated within the minimum and maximum wages on their respective scale.

411.7. Expectations - Job performance is often highlighted by extraordinary achievement on a specific assignment, project or activity; this is contrasted with consistent exemplary performance beyond what is envisioned or required as set forth in an employee's job description. The former is rewarded through a bonus program; the latter may be rewarded by either bonus consideration or merit adjustment to an employee's base wage.

Adjustment of an employee's base wage includes a number of considerations:

- 1) Has the exemplary performance been consistent throughout the evaluation period and provides measurable, long-term benefits to the organization;
- 2) Recognizing that the mid-point on the wage range should reflect market value, is the employee currently compensated at a point less than mid-range, and should warrant an adjustment in base to reflect greater job proficiency;
- 3) Is the employee currently being compensated at a point lower on the pay grade than similar employees who have not demonstrated a similar proficiency, therefore deserving of consideration for an adjustment to base pay.

Based upon studies by Hay Management Consultants and others in the personnel management field, it is anticipated that approximately 1/3 of the performance pay pool may be allocated for merit adjustments and 2/3 for bonus awards, although the allocation will vary dependent upon the various factors identified throughout this policy.

411.8. Transition Process (2015)

In a typical calendar year, supervisors shall be responsible for meeting with employees at the end of the budget year to review past performance and goals attainment, as well as establish new goals for the following year. For 2015, supervisors shall meet with eligible employees in April to establish goals and objectives for 2015. In November/December, 2015, the employee evaluation process shall take place and be the basis for consideration of any merit/bonus adjustment. Bonus adjustments shall be awarded prior to the end of the 2015 budget year, merit adjustments will be implemented beginning on January 1, 2016.

412 Compensation for Travel & Training

The Town of Jaffrey will reimburse employees for reasonable business travel incurred while on assignments away from the normal work location. The Department Head must approve all business travel in advance. See *Section 413 Business Travel Expenses* for a list of acceptable travel expenses.

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Travel Time to a work site, training, seminar or workshop facility is not considered compensable time, nor is it included as hours worked for the purpose of calculating overtime.

Training Time, if required, is compensable. Compensable mandatory training is determined by State statutes (i.e. instances where an employee must be certified to perform an essential function the job), or the New Hampshire Police Standards and Training Council. Additionally, mandatory training can also be required by the Department Head where refusal to attend, could result in disciplinary action for the employee.

At the discretion of the Department Head, non-mandatory training may be compensable if the training is directly related to, or beneficial to the employee's job performance. Compensable training hours should be annotated on the employee's time sheet and approved by the Department Head, excluding hours for travel.

Mileage Reimbursement for use of a personal vehicle may be given to employees for off-site training that is directly related to, or beneficial to the employee's job performance, at the discretion of the Department Head. Mileage reimbursement for travel over 100 miles round trip will be denied in instances where the use of a town vehicle is made available, but declined by the employee.

Pursuant to IRS regulations, mileage for business travel is calculated from the place of employment, not the residence of the employee, without regard to whether the destination is closer to, or further away from the employee's residence. Employees must indicate the address of their travel destination and notate the starting and ending odometer reading, less any mileage for personal use.

A Travel & Miscellaneous Expense Reimbursement form is available from your Department Head.

413 Business Travel Expenses

The Town of Jaffrey will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. The Department Head must approve all business travel in advance. Employees whose travel plans have been approved are responsible for making their own travel arrangements.

When approved, allowable travel expenses directly related to accomplishing business travel objectives will be reimbursed by the Town of Jaffrey. Receipts for all individual expenses must accompany the report, with the exception of meals. Employees are expected to limit expenses to reasonable amounts.

Expenses generally reimbursed include the following:

1. Mileage costs for use of personal vehicle, at the prevailing IRS rate. See *Section 412 Compensation for Travel & Training for more information.*
2. Cost of standard accommodations in low to mid-priced hotels, motels, or similar lodgings.

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3. Dining – The Town will issue a standard per diem to employees on Business Travel in the following amounts (breakfast and dinner when overnight stay is required)

| | |
|-----------|-------------|
| Breakfast | \$10.00/day |
| Lunch | \$15.00/day |
| Dinner | \$30.00/day |

Payment for meals will not be made when those meals are provided within the conference, workshop, training, etc. and are part of the registration costs.

4. Charges for telephone calls, fax and similar services required for business purposes.
5. Charges for one personal telephone call, up to 10 minutes each day.
6. Other costs directly relating to business purpose, such as tolls, parking fees.

Employees who are involved in an accident while traveling on business in a town vehicle must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by the Town of Jaffrey may not be used for personal use without prior approval.

With prior approval, a family member or friend may accompany employees on business travel, when the presence of a companion will not interfere with successful completion of business objectives. The Town does not cover expenses for a family member accompanying an employee.

Generally, employees are also permitted to combine personal travel with business travel, as long as time away from work is approved. Additional expenses arising from such non-business travel are the responsibility of the employee.

When travel is completed, employees should submit completed travel expense reports within 30 days.

Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, will be grounds for disciplinary action, up to and including termination of employment.

414 Emergency Town Closings

At times, emergencies such as severe weather, fires, power failures, or earthquakes, can disrupt operations. In extreme cases, these circumstances may require the closing of a work facility.

When operations are officially closed due to emergency conditions, the time off from scheduled work will be paid for the following employees:

- * Regular full-time employees
- * Regular part-time employees
- * Part-time employees
- * Introductory employees

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Time off for emergency closings does not count as time worked for the purposes of overtime.

When possible, closure of work requires the approval of the Town Manager or the Chair of the Board of Selectmen if the Town Manager is unavailable.

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SECTION 5 - EMPLOYEE BENEFIT PROGRAMS

- ❖ Benefits Eligibility
- ❖ Cost of Benefits Plans
- ❖ Benefit Elections & Employee Status Changes
- ❖ Health Insurance
- ❖ Health Insurance Opt-Out Option
- ❖ Dental Insurance
- ❖ Continuation of Insurance (COBRA)
- ❖ Vacation Benefits
- ❖ Sick Leave Benefit
- ❖ Holidays
- ❖ Time Off to Vote
- ❖ New Hampshire Retirement System (NHRS)
- ❖ Deferred Compensation Plan (ICMA)
- ❖ Flexible Spending Accounts (FLEX Plan)
- ❖ Life Insurance/Accidental Death & Dismemberment Insurance
- ❖ Worker's Compensation
- ❖ Supplemental Pay for Disabled Employees
- ❖ Employee Assistance Program (EAP)
- ❖ Survivor Benefits
- ❖ Educational Assistance
- ❖ Direct Deposit
- ❖ Voluntary Supplemental AFLAC Insurance

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SECTION 5 – BENEFIT PROGRAMS

501 Benefits Eligibility

Eligible employees at the Town of Jaffrey are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

Regular Full and Regular Part-Time employees as of February 29, 2016 who are regularly scheduled to work 20 hours or more per week are eligible. Benefits for Regular Part-time employees are pro-rated based on the regularly scheduled weekly hours. For medical and dental benefits, Regular Part-Time employees hired after February 29, 2016 who are regularly scheduled to work 30 hours or more per week will be eligible.

Benefits eligibility is dependent upon a variety of factors, including employee classification and the provisions of the plan document. Your supervisor can identify the programs for which you are eligible. Details of many of these programs can be found in the following section of this Employee Handbook.

Please see official Summary of Benefits and Coverage (SBC's) for individual benefits explanations and specific eligibility requirements and allocations.

Changes to your employment status may affect your benefits. You should consult with your supervisor or the Finance Department to understand how any changes might impact your benefits.

502 The Cost of Employee Benefit Plans

The benefit package provided by the Town of Jaffrey is a comprehensive and highly competitive; some benefit programs require contributions from employees. The benefit package for regular full-time employees represents an additional cost to the Town of Jaffrey of approximately 40 to 50 percent of wages.

503 Benefit Elections & Status Changes

Benefits elections are done on an annual basis for the calendar year and/or fiscal year based on the Carrier's contract. In order to change your elections outside the normal election period, you must experience a qualifying life status change (such as birth/adoption of a child, change in employment status for you or your spouse, death, marriage, divorce, legal separation).

If you wish to add a family member due to marriage or birth/adoption, you have thirty days from the event (wedding/birth/adoption) to complete the necessary paperwork. In the event of divorce, a copy of a divorce decree section that establishes insurance responsibility must be provided. Contact the Finance Department for more information.

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504 Health Insurance

The Town of Jaffrey's health insurance plan provides employees and their dependents access to medical insurance benefits. Employees in the following employment classifications are eligible to participate in the health insurance plan effective the first of the month following the date of hire:

- * Regular full-time employees
- * Regular part-time employees as set forth in Section 501
- * Introductory employees working in Regular full or part-time capacity

See Section 304 for definition of employee classifications

The percentage of employer and employee costs of the premium is determined prior to the annual open enrollment period. Employees who become Medicare eligible may enroll in a supplemental insurance plan if available. The same Employee/Employer cost sharing percentage ratio applies. Medicare eligible employees who choose not to remain on the group may opt out of town insurance and receive a buy-out defined in policy 505 *Health Insurance Opt-Out Option*.

Participation in the health insurance plans is subject to all terms and conditions of the agreement between the Town of Jaffrey and the insurance carrier.

A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to Section 507 *Benefits Continuation (COBRA)* for more information.

Specific details for the health insurance plan, are described in the Summary of Benefits and Coverage. A Summary of Benefits and Coverage and information on cost of coverage will be provided in advance of enrollment to eligible employees. Contact the Finance Department for more information regarding health insurance benefits.

505 Health Insurance Opt-Out Option

An employee eligible for group health insurance through the Town of Jaffrey (described in Section 504) who is covered under an individual policy or spouse's or civil union partner's group plan, and is not on the Town's group plan as a dependent, may elect to receive a taxable buy out equal to 25% of the calendar year premium of a qualifying plan.

A *qualifying plan* refers to the Plan Type the employee has under the non-Town of Jaffrey group plan: for example, Single, Two Person, or Family Plan.

To apply for this buy out, contact the Finance Department for a Health Insurance Opt-Out Agreement form. This form must be completed the initial year of enrollment, along with proof of existing medical coverage; therefore, a copy of a valid insurance card must be submitted annually.

The insurance card (or other proof of coverage) must show:

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- Name of the insurance
- Subscriber's Name
- Covered dependents (to determine the qualifying plan)
- Period of coverage

Participants of the Health Insurance Opt-Out will receive payment in mid-December. For partial years, the buy-out is prorated to the length of service for that calendar year. An employee who terminates employment prior to the mid-December payment will receive the payment in the final paycheck. Proof of medical insurance must be provided no later than December 1st each year in order to receive payments.

506 Dental Insurance

The Town of Jaffrey's Dental insurance plan provides employees and their dependents access to diagnostic, preventative and restorative dental benefits. Employees in the following employment classifications are eligible to participate in the health insurance plan effective the first of the month following the date of hire:

- * Regular full-time employees
- * Regular part-time employees as set forth in Section 501
- * Introductory employees working in Regular full or part-time capacity

Eligible employees may participate in the dental insurance plan subject to all terms and conditions of the agreement between the Town of Jaffrey and the insurance carrier.

Details of the dental insurance plan are described in the Summary of Benefits and coverage (SBC). An SBC and information on the cost of coverage will be provided in advance of enrollment to eligible employees. Contact the Finance Department for more information about dental insurance benefits.

507 Benefits Continuation (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified dependents/beneficiaries the opportunity to continue health insurance coverage under the Town of Jaffrey's health plan (including Health, Dental and the Flexible Medical Reimbursement Plan) when a "qualifying event" would normally result in the loss of eligibility. Some common examples of qualifying events include resignation, termination of employment, active military duty, employee's death; a reduction in an employee's hours; a leave of absence; an employee's divorce or legal separation; when a dependent child no longer meets eligibility requirements and when an insured employee or retiree becomes entitled to Medicare or Medicaid benefits.

Under COBRA, the employee or beneficiary pays the full cost of coverage at the Town of Jaffrey's group rates plus a 2% administration fee. The Town of Jaffrey provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for continued coverage under the Town of Jaffrey's health insurance plan. The notice contains important information about the employee's rights and obligations, including the process and deadline to elect COBRA coverage, duration of COBRA benefit, and current cost of COBRA coverage, due dates and where to submit payment. Contact the Finance Department for more information.

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508 Vacation Benefits

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in the following employment classifications are eligible to earn and use vacation time as described in this policy:

- * Regular full-time employees
- * Regular part-time employees (proportional to normally scheduled work week)
- * Introductory employees working in a full time or regular part-time capacity

See Section 304 for a description of employee classifications.

The amount of paid vacation time increases with the length of eligible service. Eligible Service is defined as continuous employment with the Town in a “benefit year”, with the exception of military leave. A benefit year is the 12-month period beginning with the employees first day of employment with the Town and each subsequent year. Vacation is accrued on the first of the month beginning with the 4th month of employment. The initial month of employment will be counted as the first month if hired by the 20th of the month.

508.1 Vacation Accrual Table

| | |
|---|---|
| Initial eligibility: Entering 4 th month | 7 days (56 hours), accrued at the rate of 6.2222 hours/month |
| 1st year anniversary: | 10 days, (80 hours) accrued at the rate of 6.6667 hours/month |
| 3 rd anniversary: | 12 days, (96 hours) accrued at the rate of 8.0 hours/month |
| 5 th anniversary: | 15 days, (120 hours) accrued at the rate of 10.0 hours/month |
| 10 th anniversary: | 20 days, (160 hours) accrued at the rate of 13.3333 hours/month |
| 15 th anniversary: | 22 days, (176 hours) accrued at the rate of 14.6667 hours/month |
| 20 th anniversary: | 25 days, (200 hours) accrued at the rate of 16.6667 hours/month |

508.2 Maximum Vacation Balances

Employees may choose to carry over unused, earned vacation into the next calendar year, provided the balance, at any time, does not exceed the maximum cap of two times the annual accrual total. Employees whose accrual balance meet or exceed the maximum allowed under this Section will cease accruing additional time until their accrual balance falls below the allowable threshold.

508.3 Waiting Period

Before a new employee can use vacation time, a waiting period of three months must be completed. New employees who have taken approved time off without pay during the waiting period may request compensation for that time, once the waiting period has been completed.

508.4 Requesting Vacation Time

Employees must request vacation in advance from their supervisor by completing a Request for Leave form. Approval of vacation requests shall be based upon a number of factors including the Town’s needs

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and staffing requirements. The minimum amount requested shall be 1 hour for nonexempt employees and whole-day increments for exempt positions.

508.5 Suspension of Accrual During Leaves of Absence

Vacation accrual is suspended during periods of extended, approved leave of absence lasting 51% or more working days in a month. This includes medical or family leave, workers compensation or any other approved leave without pay except for military leave.

Employees who have been placed on “administrative leave with pay” pending a disciplinary investigation accrue vacation during administrative leave. If no discipline results from the investigation the vacation that would have accrued during the leave is credited to the employee.

508.6 Vacation Payout

It is the policy of the Town of Jaffrey that accrued vacation time should be used to provide opportunities for employee rest, relaxation and personal pursuits. Under extreme and extenuating circumstances beyond the employee’s control, the Town Manager may authorize a pay-out of unused accrued vacation leave.

508.7 Termination of Employment

Upon termination of employment, employees will be paid for unused vacation leave that has been earned through the last day of work. The date of termination is the last day in which the employee has reported to work. In the event of an employee’s death, accrued vacation benefits will be paid according to the employee’s Life Insurance policy beneficiary designation.

509 Sick Leave Benefit

The Town of Jaffrey provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries. Eligible employee classifications include:

- * Regular full-time employees
- * Regular part-time employees (in proportion to normally scheduled work week).
- * Introductory employees working in the capacity of Full-Time or Regular Part-Time.

See Section 304 for definition of employee classifications.

Eligible employees will accrue sick leave benefits at the rate of one (1) day for every full month of service beginning with the fourth month of employment. Sick leave benefits are calculated on the basis of a "benefit year," the 12-month period that begins when the employee starts to earn sick leave benefits. The initial month of employment will be counted as the first month of employment for employees hired by the 20th of the month.

Effective July 1, 2010, non-bargaining unit employees who do not use sick leave during any six (6) month period (January 1-June 30 or July 1 – December 31) will earn a bonus vacation day. The maximum vacation cap still applies.

Employees can request use of paid sick leave after completing a waiting period of 3 months from the date of hire (no waiting period to supplement work-related injuries). At the end of the 3 month waiting period,

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Employees can request use of paid sick leave after completing a waiting period of 3 months from the date of hire (no waiting period to supplement work-related injuries). At the end of the 3 month waiting period, employees may request compensation for unpaid sick leave taken during the waiting period. Requests must be submitted to Finance Department in writing.

Eligible employees may use sick leave benefits for an absence due to their own illness, doctor appointment, injury, or that of an immediate family member (as defined in Section 607).

In instances where an employee's spouse has given birth, the employee is allowed three days of paid sick leave unless a medical qualification under FMLA applies (Refer to Section 601 on FMLA). Employees may also use vacation time off beyond the three (3) days of sick leave with the Department Head's approval.

A minimum of one hour of sick leave will be charged. An employee on vacation or holiday may not exchange vacation or holiday leave for sick leave in the event an injury or illness should occur while on leave.

Employees who are unable to report to work due to illness or injury must notify their direct supervisor before the scheduled start of their workday if possible. The direct supervisor must also be contacted on each additional day of absence. If an employee is absent for three or more consecutive days due to illness or injury, a physician's statement must be provided verifying the disability and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well and may be required as a condition to receiving sick leave benefits. Before returning to work from a sick leave absence of 5 calendar days or more, an employee must provide a physician's verification that he or she may safely return to work. Physician statements and verifications are at the expense of the employee.

If an employee anticipates being out for more than four days, they must notify their supervisor and provide sufficient information in order for the Town to determine if the situation qualifies under FMLA.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence. Sick leave benefits may be used to supplement payments that an employee is eligible to receive from workers' compensation. For more information on this, see Section 517 *Supplemental Pay for Disabled Employees*.

Unused sick leave benefits may be accumulated until the employee has accrued a maximum total of sixty (60) days. If the employee's benefits reach this maximum, further accrual of sick leave benefits will be suspended until the employee has reduced the balance below the maximum limit.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence. Use of sick leave for purposes other than stated within this section is subject to disciplinary action, up to and including termination of employment. Unused sick leave benefits will not be paid to employees while they are employed or upon termination, except as provided by retirement described below. In the event of death of the employee, accrued sick leave benefits will be paid to a surviving spouse. See section 519 *Survivor Benefits* for more information.

Only absences for which accrued leave is available for use will be compensated. In the event an employee has insufficient sick leave at the time the illness or injury occurs or exhausts all accrued sick leave, other available leave may be applied. Unearned leave cannot be borrowed, nor will other types of paid leave be refunded after additional sick leave has been earned.

Accrual of sick leave benefits are suspended during periods of extended absences due to medical leave

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(including workers' compensation) family leave, maternity or any other significant leave of absence except military leave, lasting 51% or more working days in a month.

For a **serious medical condition lasting more than four days**, an employee must apply for Medical/Family Leave. See policy *601 Family & Medical Leave*.

Retirement: Upon the nonunion employee's formal retirement through application to the New Hampshire Retirement System (NHRS), which the employee shall demonstrate to the Town, the Town shall make payment to the employee who has a minimum of three (3) years of service with the Town, an amount equal to 50% of the employee's sick leave balance at the employee's regular rate of pay. Non union employees who have twenty (20) or more years service with the Town of Jaffrey shall receive a payment equal to 75% of the employee's sick leave balance at the employee's regular rate of pay. Payment of accrued sick leave will be made in the pay period following the date of retirement.

510 Holidays

The Town of Jaffrey grants holiday time off to all employees on the holidays listed below:

- * New Year's Day (January 1)
- * Presidents' Day (third Monday in February)
- * Memorial Day (last Monday in May)
- * Independence Day (July 4)
- * Labor Day (first Monday in September)
- * Veterans' Day (November 11)
- * Thanksgiving Day (fourth Thursday in November)
- * Day after Thanksgiving
- * Christmas Day (December 25)

The Town of Jaffrey grants paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday). Eligible employee classification(s):

- * Regular full-time employees
- * Regular part-time employees (proportional to normally scheduled work week).
- * Introductory employees working in full time or regular part-time capacity

See Section 304 for description of employee classifications.

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday. If eligible employees work on a recognized holiday, the Department Manager will designate an alternate day off.

If a recognized holiday falls during an eligible employee's paid absence (such as vacation, sick leave, or worker's compensation), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

In addition to the recognized holidays previously listed, eligible employees will receive 2 floating holidays in each calendar year; the first is earned on January 1st, the second is earned on July 1st. Floating Holidays must be taken in whole day increments and used by December 31st. These holidays

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must be scheduled with the prior approval of the employee's supervisor. Floating Holidays not used by the end of the benefit year will be forfeited without compensation. The Holiday Schedule is subject to changes by the Board of Selectmen at any time.

511 Time Off to Vote

The Town of Jaffrey encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. If employees are unable to vote in an election during their nonworking hours, the Town of Jaffrey will grant up to 1 hour of paid time off to vote.

Employees should request time off to vote from their supervisor at least one working day prior to the Election Day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift; whichever provides the least disruption to the normal work schedule.

512 New Hampshire Retirement System (NHRS)

The NHRS is a public employee pension plan that provides retirement, disability and death benefit protection to its members and their beneficiaries. Enrollment in the NHRS is effective immediately upon employment and is mandatory for Regular full-time employees, who meet the hourly work requirements as established by state law, currently 35 hours or more, (including those on Introductory period). Benefits provided by NHRS are classified under two groups:

| | |
|----------|----------------------------------|
| Group I | Employees and Teachers |
| Group II | Police Officers and Firefighters |

Employees and Employers under each group pay into the NHRS at a rate determined by NHRS' actuary, and is subject to change on July 1st of each year. Information about the rates and benefits applicable to each group is available on their website www.state.nh.us/retirement .

Group I Employees hired prior to 10/1/04 and Part-time employees:

Group I Employees hired prior to 10/1/04 may join the plan at their discretion, and at any time during their full time employment with the Town of Jaffrey. Those choosing not to participate in the NHRS will instead receive the normal employer contribution as a taxable stipend in their pay. The stipend will be calculated on the employees' base pay.

Part-Time Regular employees are not eligible to participate in the NHRS. Those hired prior to 10/1/04 will instead receive the normal employer contribution as a taxable stipend in their pay. The stipend will be calculated on the employees' standard base pay.

Full-time employees receiving the retirement stipend in lieu of participation in the NHRS who leave employment with the Town of Jaffrey or become ineligible to participate due to a reduction of work hours and are later rehired or restated to 35 or more hours will be required to participate in the NHRS. Part-time regular employees receiving the retirement stipend who leave employment with the Town of Jaffrey and later rehired will not be eligible to receive future retirement stipends.

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513 Deferred Compensation Plan (ICMA)

The Town of Jaffrey offers an optional 457 Deferred Compensation Plan for regular full and regular part time employees who wish to make voluntary pre-tax contributions. This plan allows employees the potential to increase their retirement savings on a pre-tax basis through weekly payroll deductions.

The Town of Jaffrey does not contribute to the 457 Deferred Compensation Plan. Eligible employees may participate in the 457 Plan subject to all terms and conditions of the plan. A summary description of the 457 Plan is described in the ICMA enrollment package, available from the Benefits Administrator.

514 Flexible Spending Accounts (Flex plan)

The Town of Jaffrey provides a Flexible Spending Plan (also called a Section 125 or Cafeteria Plan) to all eligible employees as a benefit of employment. Use of pre-tax reimbursement accounts allows employees the option to redirect a portion of the employee's gross pay into an account for non-reimbursed medical, dental and/or dependent care expenses on a pre-tax basis. Contributions to the plan are deducted from the employee's pay before any payroll taxes are withheld. Qualified reimbursements to employees under the plan are not taxable. Using pre-tax funds to reimburse for expenses not covered by the health plan can save the employee money.

Employees must take care in budgeting as any unused elected contributions to the Plan are forfeited at year-end in accordance with IRS Regulation. *For more information, please refer to the Summary Plan Description or contact the Benefits Administrator.*

Eligible employee classifications are:

- * Regular full-time employees
- * Regular part-time employees
- * Introductory employees working in Full-Time or Regular Part-Time capacity.

The Flexible Spending Plan consists of three parts:

| | |
|-------------------------------------|---|
| 1. Premium Conversion | Pre-tax payroll deductions for out-of-pocket health & dental insurance premiums |
| 2. Dependent Care Assistance | Pre-tax payroll contributions for Dependent Care; up to \$5,000 per plan year (minimum \$500) |
| 3. Medical Reimbursement | Pre-tax payroll contributions for eligible medical expenses not covered by insurance; up to \$2,500 per plan year (minimum of (\$260) |

An employee eligible for group health insurance may elect participation in any or all of the above options.

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All eligible employees are required to complete an election form annually, to participate or decline participation from the plan.

Pre-tax means payroll deductions for your share of insurance premiums and the above reimbursement accounts are deducted from your pay *before* taxes are calculated on your income. Only the remaining wages are subject to Social Security, Medicare and State Income taxes. This option allows employees to minimize their federal tax liability - thus, more providing more "take home" pay. In many cases, the plan is more advantageous than deducting medical or dependent care expenses as a "tax credit" on your annual tax return. Employees should check with their tax preparer for advice on which option to select.

A change in employment classification that would result in loss of eligibility to participate in the medical reimbursement plan may qualify the employee for benefits continuation under COBRA (*See Section 507*). For more information, refer to the Summary Plan Description or contact the Benefits Administrator.

515 Life Insurance/Accidental Death & Dismemberment Insurance (AD&D)

The Town of Jaffrey provides Life/Accidental Death and Dismemberment insurance to Full-Time employees effective the first (1st) of the month following date of hire. Life/AD&D insurance is provided at no cost to the employee. The death benefit is equal to the employee's annual base salary up to a maximum benefit of \$50,000. Specific details are described in the plan document provided by the insurance carrier upon acceptance of the application.

516 Workers' Compensation Insurance

The Town of Jaffrey provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers eligible work-related injuries or illnesses that require medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees on Workers' Compensation due to serious work-related issues of more than four (4) days in duration may also be eligible for Family Medical Leave (*See Section 601*).

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Neither the Town of Jaffrey nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the Town of Jaffrey.

After acceptance by the carrier of the affected employees Report of Injury, workers' compensation benefits are paid directly to the employee after a waiting period of three (3) days. The waiting period may be waived in situations where the employee is disabled for fourteen (14) days or more.

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The Town has the right to require the employee to submit to an independent medical exam by a duly qualified health care professional of the Town's discretion and expense.

Return to work is predicated upon the employee's ability to perform the essential duties either at full capacity or under limited capacity, and pursuant to NH RSA 281. See Section 606 *Temporary Alternate Duty* for more information. Certification by the employee's attending physician approving the employee's return to work is required. An injured employee's right to reinstatement continues for a period of eighteen (18) months. Reinstatement does not apply to seasonal or part-time employees.

To afford the affected employee his or her full base salary during recovery from work-related injuries, sick leave benefits may be used to supplement the difference between payments that an employee is eligible to receive from the insurance carrier and his or her regular salary. This benefit is not automatic - it must be applied for from the Payroll Administrator. For more information on this, see Section 517 *Supplemental Pay for the Disabled Employees.*

Accrual of vacation and sick leave benefits are suspended during periods of disability lasting 51% or more working days in a month.

517 Supplemental Pay for Disabled Employees

For extended absences due to an employee becoming injured or ill and unable to work, the Town of Jaffrey recognizes that this could create a financial hardship for the employee. To afford the affected employee the continuance of his or her regular base salary during recovery, this significant benefit was developed.

An eligible employee may use accrued leave benefits to supplement the difference between worker's compensation (or short term disability) insurance payments the employee receives and the employee's base salary.

Each employee's disability situation is unique. In some instances, acceptance of a claim by the carrier could take several weeks. Waiting periods may be applicable and the formulas used to calculate the amount of payment benefits vary. In addition, an intermittent work schedule and paid holidays may also affect the amount of disability the employee receives. Supplemental pay allows the employee to continue receiving his or her full base pay with no interruption.

Employees should apply for Supplemental Pay at the onset of disability leave. The town will pay the employee his full base salary and temporarily charge the hours absent against available accrued leave. Upon receipt of insurance payment, the employee endorses the insurance payments over to the town and is credited back the leave that was charged in proportion to the disability payment. This method also allows customary payroll deductions to be withheld weekly, eliminating "catch-up" deductions upon return to work.

Accrued leave is used in the following order: 1) Sick Leave, 2) Vacation Leave, then Comp Time and Floating Holidays, if applicable. When all available leave has been exhausted, supplemental payments will cease and the employee will receive compensation only from the insurance carrier, if eligible.

To receive supplemental pay from the Town, the employee must complete and sign a supplemental pay

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agreement and submit it to the payroll office as soon as feasible. The employee may choose to decline this benefit and receive compensation from the applicable insurance only. In this instance, the employee will be placed on unpaid medical leave.

Accrual of vacation and sick leave benefits are suspended during extended absences lasting 51% or more working days in a month.

IMPORTANT NOTICE REGARDING WORKERS' COMPENSATION PAYMENTS:

Workers' Compensation payments are tax-free. Upon return to work, the Town will reimburse the employee for all of the taxes that were withheld on the workers' compensation portion. WC payments are not reported as taxable income on the employee's W-2 form at the end of the year.

518 Employee Assistance Program (EAP)

The Town of Jaffrey recognizes the importance of each employee's contribution to the effective operation of the organization. In today's world, balancing personal needs with the demands of work and family can be challenging. The Employee Assistance Program (EAP) is designed to assist employees with a variety of problems including social and medical difficulties, including drug and/or alcohol abuse or addiction, a life-threatening illness, and family difficulties. The EAP Program provides free, confidential phone consultation and informational referral services, designed to help employees to deal with life's difficult situations.

This program is offered to all employees and members of their household. The employee must pay for services rendered above and beyond the limits of the basic information and referral services. For more information see the Finance Department.

519 Survivor Benefits

In the event of death of a Regular Full-time or Regular Part-time employee, the Town of Jaffrey will provide the surviving spouse, dependent(s), or estate if applicable, with the following:

- Any unpaid wages earned
- Balance of accumulated vacation leave
- Balance of accumulated sick leave
- Balance of accrued floating holidays
- Continued coverage of health insurance for 36 months (COBRA – See Section 508)
- Three (3) months paid health insurance premiums for dependents covered under the employee's plan at time of death
- Any other assistance appropriate as determined by the Town Manager.

In addition, the following applies to the beneficiary designated by the employee on the policy:

- Life insurance benefit equal to one years' base salary, up to \$50,000.

The surviving spouse or beneficiary will be contacted by the Town Manager and informed of the available benefits, and assisted as much as possible in obtaining any necessary information or assistance.

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520 Educational Assistance

The Town of Jaffrey recognizes that the skills and knowledge of its employees are critical to the success of the organization. The educational assistance program encourages personal development through formal education so that employees can maintain and improve job-related skills or enhance their ability to advance in their career within the Town of Jaffrey.

The Town of Jaffrey may provide educational assistance (reimbursement method) to all eligible employees who have completed 365 calendar days of service in an eligible employment classification. Up to 100% of the tuition will be reimbursed at the discretion of the Town Manager. Reimbursement does not apply to books, fees, mileage, or other related educational expenses.

To maintain eligibility employees must remain on the active payroll and be performing their job satisfactorily through completion of each course, and attain a minimum final grade of "C" (or the equivalent the educational institution uses that is considered a "passing grade"). Employees in the following employee classification(s) are eligible for educational assistance:

- * Regular full-time employees
- * Regular part-time employees

See Section 304 for definition of employee classifications

Individual courses or courses that are part of a degree, licensing, or certification program must be related to the employee's current job duties or a foreseeable-future position in the organization in order to be eligible for educational assistance. The Town of Jaffrey reserves the right and will determine whether a course relates to an employee's current job duties or a foreseeable, future position. Employees should contact the Town Manager for more information or questions about educational assistance.

While educational assistance is expected to enhance employees' performance and professional abilities, the Town of Jaffrey cannot guarantee that participation in formal education will entitle the employee to automatic advancement, a different job assignment, or pay increases.

The Town of Jaffrey invests in educational assistance to employees with the expectation that the investment be returned through enhanced job performance. However, if an employee voluntarily separates from the Town of Jaffrey's employment within six months of the last educational assistance reimbursement, the amount of the reimbursement will be considered only a loan. Accordingly, the employee will be required to repay up to 100% of the original educational assistance payment.

The Town of Jaffrey reserves the right to decline to offer this benefit if the employee's participation would adversely impact the employee's work, services to the public, or other budgetary constraints (i.e. overtime, lack of funding, etc.).

521 Direct Deposit of Pay

Employee may opt to have their paycheck directly deposited into their bank account(s). See *Section 410* for more information.

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EMPLOYEE HANDBOOK

522 Voluntary Supplemental AFLAC Insurance

Employees may voluntarily participate in a variety of supplemental insurance programs currently offered by AFLAC. The Town of Jaffrey does not contribute to the cost of this insurance. Employees may elect to participate in a variety of insurance programs at reduced group rates, with premiums paid through payroll deduction. Contact the Finance Department for more information.

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EMPLOYEE HANDBOOK

SECTION 6 – LEAVES OF ABSENCE

- ❖ Family & Medical Leave Act (FMLA)
- ❖ Family & Medical Leave Act – Military Amendment
- ❖ Military Leave
- ❖ NH Maternity Leave
- ❖ Crime Victim Leave
- ❖ Temporary Alternate Duty (TAD)
- ❖ Bereavement Leave
- ❖ Jury Duty

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SECTION 6 – LEAVES OF ABSENCES

601 Family and Medical Leave (FMLA)

In accordance with the Family and Medical Leave Act of 1993 (FMLA), the Town of Jaffrey provides up to twelve (12) weeks of unpaid leave during any 12 month period of time according to the purposes listed below:

Purpose: Family and Medical Leave is available to employees in the following situations:

- To care for a newborn or newly adopted child (including foster care).
- To care for a spouse, child, stepchild, ward who lives with the employee, foster child, parent, or parent of the employee's spouse with a serious health condition.
- A serious health condition makes the employee unable to perform the functions of his/her job, including health conditions which are covered under Worker's Compensation Insurance.

Eligibility: Leave is available to employees who have:

- Been employed by the Town for 12 months or more (does not need to be consecutive time)
- Have worked at least 1,250 hours during the 12 month period immediately preceding the beginning of the leave, and
- Have not already used 12 weeks of Family and Medical Leave during the 12 month period prior to the commencement of the leave.

Length of leave: Employees may take up to 12 weeks of unpaid Family and Medical Leave within a 12 month period; this 12 month period is calculated forward from the first day the leave is used. Employees are required to take all accrued paid time off during the Family and Medical Leave to minimize the disruption to themselves and to the Town.

Date leave begins: For birth or adoption of a child, a leave must be taken within the first 12 months after the birth or adoption. Pregnant employees, however, may begin their leave before their due date with a health care provider's certification of the need for prenatal care or if the pregnancy makes the employee unable to work. Leaves for serious health conditions begin as needed.

Pay during leave: Family and Medical Leave beyond any accrued paid time off (Vacation, Sick Time, etc.) is unpaid time off. Employees are required to use any accrued paid time off before using unpaid leave.

Application process: Employees should inform their supervisor and contact the Benefits Administrator at least 30 days prior to the commencement of a foreseeable leave. For an unforeseeable leave, employees must discuss the need for leave with their supervisor and contact the Benefits Administrator as soon as practicable (i.e., generally within one or two business days). In all cases, an "Application for Family and Medical Leave" must be completed. In addition, a health care provider's certification is required. Contact the Benefits Administrator for more information.

Certification of Illness: During the application process, or at any time during the leave, the Town will require an employee to provide medical certification of the serious health condition to justify the need for

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any period of FMLA leave. Furthermore, the Town will require the employee to provide a statement from a health care provider including:

- The date on which the serious health condition commenced.
- The probable duration of the condition.
- The medical facts within the provider's knowledge.
- A statement the employee is unable to perform one or more essential functions of the job.
- The treatment schedule for intermittent leave requests.

Independent Assessment: The Town retains the right to make an independent assessment of whether an injury, illness, or impairment involving certain medical treatment constitutes a "serious health condition" for purposes of this policy. If an employee has questions as to whether an injury, illness or impairment involving certain medical treatment constitutes a "serious health condition," inquiries should be directed to the Benefits Administrator or the Town Manager.

Effect on Employment:

The Town will give the employee the same or comparable position, with equivalent pay, benefits, terms and conditions of employment, upon return to work*. If the employee does not return to work at the end of the Family and Medical Leave period, employment may be terminated. As a condition of restoration of an employee who has taken leave due to their own serious health condition, the Town will require a health care provider certification that the employee is able to resume work (i.e., fit for duty).

** The Town of Jaffrey is permitted by law to reserve the right to deny key employees their employment restoration rights if such denial is necessary to prevent substantial and grievous economic harm to the Town. A key employee is defined as a salaried employee who is among the 10% highest paid employees employed within 75 miles of his/her place of work. Contact the Finance Department for further details.*

Effect on Benefits:

An employee on Family and Medical Leave may continue medical, dental and other insurance benefits at the employee rate throughout the leave. Reimbursement Accounts may be continued during the leave. The employee will continue with normal payroll deductions unless there are pay periods without pay. In that case, arrangements must be made with the Finance Department for employees to pay their health insurance premiums while on leave. Failure to make premium payments may result in cancellation of coverage.

457 Deferred Compensation (ICMA) & NH Retirement System (NHRS): If an employee is receiving pay during the leave, the payroll contributions will continue as is; during any unpaid time off, contributions will be suspended until the employee returns to work.

Performance Reviews: If a performance review is scheduled during the leave, any pay increase which may be approved, will become effective as of the date the employee returns to work.

Accrual of paid leave benefits are suspended during review of any absence lasting 51% or more in a calendar year.

FMLA DEFINITIONS

- **Child:** Son or daughter under the age of 18, or one who is older and incapable of self-care because of mental or physical disability, and for whom the employee is a biological parent, adoptive parent, foster

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parent, step-parent, or legal guardian, or for whom the employee stands "in loco parentis" (in place of a parent).

- Spouse: Person to whom the employee is married, as is defined or recognized under State law including common law marriage in states where it is recognized.
- Parent: Employee's biological parent, adoptive parent, foster parent, step-parent or legal guardian. In addition, an individual who is standing "in loco parentis" (in place of a parent) to the employee as defined in the Federal law.
- Spouse's Parent: Biological parent, adoptive parent, foster parent, step-parent or legal guardian.
- Serious Health Condition: Illness, injury, impairment, or physical or mental condition which involves inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, or any subsequent treatment in connection with such inpatient care, or continuing medical treatment by a health care provider.

602 The Family and Medical Leave Act - Military Family Leave

The National Defense Authorization Act of 2008 (NDAA), Public Law 110-181, amended the FMLA to allow eligible employees to take up to 12 workweeks of job-protected leave in the applicable 12-month period for any "qualifying exigency" arising out of the active duty or call to active duty status of a spouse, son, daughter, or parent. The 2008 NDAA also amended the FMLA to allow eligible employees to take up to 26 workweeks of job-protected leave in a "single 12-month period" to care for a covered service member with a serious injury or illness. These two types of FMLA leave are known as the military family leave entitlements.

Employee Eligibility:

To be eligible for FMLA benefits, an employee **must**:

- work for a covered employer;
- have worked for the employer for a total of 12 months;
- have worked at least 1,250 hours over the previous 12 months; and
- work at a location where at least 50 employees are employed by the employer within 75 miles.

Military Medical Leave Family Provisions:

Military Caregiver Leave: The Town will grant an eligible employee who is a spouse, son, daughter, parent, or next of kin of a covered service member with a serious injury or illness up to a total of **26 workweeks of unpaid** leave during a "single 12-month period" to care for the service member. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness. A serious injury or illness is one that was incurred by a service member in the line of duty on active duty that may render the service member medically unfit to perform the duties of his or her office, grade, rank, or rating. The "single 12-month period" for leave to care for a covered service member with a serious

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injury or illness begins on the first day the employee takes leave for this reason and ends 12 months later, regardless of the 12 month period established by the employer for other types of FMLA leave. An eligible employee is limited to a **combined** total of 26 workweeks of leave for any FMLA-qualifying reason during the “single 12-month period.” (Only 12 of the 26 weeks total may be for a FMLA-qualifying reason other than to care for a covered service member.)

Qualifying Exigency Leave: The Town will grant an eligible employee up to a total of **12 workweeks** of **unpaid** leave during the normal 12-month period established by the employer for FMLA leave for qualifying exigencies arising out of the fact that the employee’s spouse, son, daughter, or parent is on active duty, or has been notified of an impending call or order to active duty, in support of a contingency operation. Under the terms of the statute, qualifying exigency leave is available to a family member of a military member in the National Guard or Reserves; it does not extend to family members of military members in the Regular Armed Forces.

Qualifying exigencies include:

- Issue arising from a covered military member’s short notice deployment (i.e., deployment on seven or less days of notice) for a period of **seven** days from the date of notification;
- Military events and related activities, such as official ceremonies, programs, or events sponsored by the military or family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross that are related to the active duty or call to active duty status of a covered military member;
- Certain childcare and related activities arising from the active duty or call to active duty status of a covered military member, such as arranging for alternative childcare, providing childcare on a non-routine, urgent, immediate need basis, enrolling or transferring a child in a new school or day care facility, and attending certain meetings at a school or a day care facility if they are necessary due to circumstances arising from the active duty or call to active duty of the covered military member;
- Making or updating financial and legal arrangements to address a covered military member’s absence;

Attending counseling provided by someone other than a health care provider for oneself, the covered military member, or the child of the covered military member, the need which arises from the active duty or call to active duty status of the covered military member;
- Taking up to **five** days of leave to spend time with a covered military member who is on short-term temporary, rest and recuperation leave during deployment;
- Attending to certain post-deployment activities, including attending arrival ceremonies, reintegration briefings and events, and other official ceremonies or programs sponsored by the military for a period of 90 days following the termination of the covered military member’s active duty status, and addressing issues arising from the death of a covered military member;
- Any other event that the employee and employer agree is a qualifying exigency.

Spouses employed by the same employer are limited to a **combined** total of 26 workweeks in a “single 12-month period” if the leave is to care for a covered service member with a serious injury or illness, and for the birth and care of a newborn child, for placement of a child for adoption or foster care, or to care for a parent who has a serious health condition.

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FMLA leave may be taken intermittently whenever **medically necessary** to care for a covered service member with a serious injury or illness. FMLA leave also may be taken intermittently for a qualifying exigency arising out of the active duty status or call to active duty of a covered military member. When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the employer's operation.

Under certain conditions, employees **or** employers may choose to “substitute” (run concurrently) accrued **paid** leave (such as sick or vacation leave) to cover some or all of the FMLA leave. An employee's ability to substitute accrued paid leave is determined by the terms and conditions of the employer's normal leave policy.

Employee Notice

Employees seeking to use military caregiver leave must provide 30 days advance notice of the need to take FMLA leave for planned medical treatment for a serious injury or illness of a covered service member. If leave is foreseeable but 30 days advance notice is not practicable, the employee must provide notice as soon as practicable – generally, either the same or next business day. An employee must provide notice of the need for foreseeable leave due to a qualifying exigency as soon as practicable. When the need for military family leave is not foreseeable, the employee must provide notice to the employer as soon as practicable under the facts and circumstances of the particular case. Generally, it should be practicable to provide notice for unforeseeable leave within the time prescribed by the employer's usual and customary notice requirements.

603 Military Leave

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

Employees will receive partial pay for two-week training assignments and shorter absences. Upon presentation of satisfactory military pay verification data, employees will be paid the difference between their normal base compensation and the pay (excluding expense pay) received while on military duty.

The portion of any military leaves of absence in excess of two weeks will be unpaid. However, employees may use any available paid time off for the absence.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible.

Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes

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of determining benefits based on length of service.

Contact the Town Manager for more information or questions about military leave.

604 New Hampshire Maternity Leave

In accordance with NH Law RSA 354-A:7 and to provide equal opportunity to all women, Maternity Leave is available for pregnancy, childbirth and related medical conditions for female employees who do not qualify for Family & Medical Leave (FMLA). Under NH Maternity Leave, a female employee may take a leave of absence for the period of time she is temporarily, physically disabled due to pregnancy, childbirth, or related medical conditions. The Town will grant up to 6 workweeks of unpaid leave to qualifying female employees. Medical certification of an existing temporary disability is required. Female employees qualified under this maternity leave policy, must use all accrued paid time off prior to taking unpaid leave under this policy.

605 Crime Victim Leave

In accordance with the New Hampshire Crime Victim Leave Act of 2005 (RSA 275:61), employees who are victims of certain crimes will be permitted to leave work to attend court or other legal proceedings associated with the prosecution of the crime. Please contact the Finance Department for more information.

606 Temporary Alternate Duty (TAD)

In compliance with RSA 221-A:23-b, the Town will provide temporary alternate work opportunities to eligible employees disabled by an injury or illness, in which the treating physician has released you to lighter duties than your current position requires (RSA 281-A:23-b). This may require reassignment to different duties or department, or a different or reduced work schedule that fits within the physician's restrictions. TAD is not intended to address those situations where an employee has been deemed to be permanently disabled from resuming his previous position.

The program applies to Regular Full Time, Regular Part Time and Introductory employees. Employees who anticipate being unable to perform the essential duties of their position, must contact their Supervisor as soon as possible as well as the Finance Department for proper procedures.

Reassignment Pay - Employees who are reassigned to lighter duties or to a different department or position may be paid at a reduced wage that is commensurate with the wages paid to that position. Wages shall be paid at the rate of Step 1 for that labor grade, or 75% of the employee's normal rate of pay, whichever is higher. For work-related injuries, the employee may also be eligible to receive from the workers' compensation carrier, 60% of the difference between his or her pre-injury average weekly wage, and the TAD earnings. For non-work related injuries or illness, the employee may supplement the difference in pay from available accrued leave. See *Section 517 Supplemental Pay for Disabled Employees* for more information.

Length of Reinstatement - The length of reinstatement eligibility for work-related injury or illness is 18

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months from the date of injury. The length of reinstatement eligibility for non-work related injury or illness is 12 weeks (in a 12-month period) from the date of injury.

Reinstatement - Certification for reinstatement from the employee's attending physician is required. Medical expenses and physician certification for a non-work related disability are the responsibility of the employee. Upon certification, the employee will be reinstated to his or her former position. In the event that the former position is not available, the employee will be reinstated to any other existing position which is vacant and is suitable with reasonable accommodation for the employee's limitations. Reinstatement will be subject to seniority rights and other provisions of a collective bargaining agreement between the Town of Jaffrey and the employee's representatives.

Termination of Reinstatement - Reinstatement to employment will cease if 1) Medical determination by the employee's attending physician or New Hampshire's Commissioner of Labor that the employee cannot return to his or her former position; 2) The length of reinstatement expires; 3) The employee works for another employer while on temporary alternate duty with the Town of Jaffrey.

607 Bereavement Leave

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately.

Up to 5 days of paid bereavement leave will be provided to eligible employees in the following classification(s):

- * Regular full-time employees
- * Regular part-time employees (Proportionate to normally scheduled work week)
- * Introductory employees working in a full or part-time capacity.

All other employee classifications are allowed unpaid bereavement leave in accordance with this section.

See Section 304 for definition of employee classifications

Bereavement pay is calculated based on the base pay rate at the time of absence.

Employees may, with the approval of the Town Manager, use any available paid leave for additional time off as necessary. Such requests must be made in writing to the employee's department head.

The Town of Jaffrey defines "immediate family" as the employee's spouse, parent, child, sibling; the employee's spouse's parent, child, or sibling; the employee's child's spouse; grandparents or grandchildren. The Town Manager may give special consideration to any other person whose association with the employee was similar to any of the above relationships.

608 Jury Duty

The Town of Jaffrey encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees in an eligible classification may request up to 2 weeks of paid jury duty leave over any 2-year period.

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Jury duty pay is calculated on the base pay rate at the time of the jury duty. Employee classifications that qualify for paid jury duty leave are:

- * Regular full-time employees
- * Regular part-time employees (proportionate to normally scheduled work week)
- * Introductory employees

See Section 304 for definition of employee classifications

If employees are required to serve jury duty beyond the period of paid jury duty leave, they may use any available paid time off (for example, vacation benefits) or may request an unpaid jury duty leave of absence.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Employees are expected to report for work whenever the court schedule permits.

Either the Town of Jaffrey or the employee may request an excuse from jury duty if, in the Town of Jaffrey's judgment, the employee's absence would create serious operational difficulties.

The Town will continue to provide health insurance benefits for the full term of the jury duty absence.

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SECTION 7 – WORKPLACE SAFETY

- ❖ Safety at the Town of Jaffrey
- ❖ Workplace Accidents/Injuries
- ❖ Use of Town Equipment & Vehicles
- ❖ Tobacco-Free Workplace
- ❖ Fire Arms/Weapons-Free Workplace
- ❖ Workplace Violence

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SECTION 7 – WORKPLACE SAFETY

701 Safety

To assist in providing a safe and healthful work environment for employees, citizens, and visitors, the Town of Jaffrey has established a workplace safety program. The Safety Manager has the responsibility of implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of all.

The Town of Jaffrey provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications. A labor-management safety committee, composed of representatives from throughout the organization, has been established to help monitor the Town of Jaffrey's safety program and to facilitate effective communication between employees and management about workplace safety and health issues.

Employees and supervisors receive periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor, or with another supervisor or manager, or bring them to the attention of the labor-management safety committee. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports can be made without fear of reprisal.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

702 Workplace Accidents/Injuries

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the Safety Manager or the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures. *See also Section 516 regarding Worker's Compensation.*

703 Use of Equipment and Vehicles

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using Town property, employees are expected to obey posted speed limits and all traffic signs and signals, perform required maintenance, exercise care, and follow all operating instructions, safety standards, and guidelines. As safety is the Town's first priority, all employees are required to use seat belts when driving or riding in a town vehicle. Eating and smoking is prohibited in town vehicles (see also *Section 704 and Section 807*). Employees must also refrain from using cellular phones while

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operating Town vehicles.

Employees should immediately notify the supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or needs repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as traffic and parking violations, can result in disciplinary action, up to and including termination of employment. *See also Section 807.*

704 Tobacco-Free Workplace

In keeping with the Town of Jaffrey's intent to provide a safe and healthful work environment, use of any tobacco product is prohibited throughout the workplace and in town vehicles. Department Heads may designate an outdoor smoking area for their respective areas of responsibility.

Employees who fail to adhere to this policy may be subject to disciplinary action.

This policy applies equally to all employees, customers, and visitors.

705 Firearms/Weapons-Free Workplace

The Town of Jaffrey prohibits the possession of firearms or other lethal weapons by any employee, except sworn Police Officers, while on Town property or while conducting business on behalf of the Town. This includes weapons for which an employee may have obtained a permit to carry. Violators of this policy will be subject to disciplinary action, up to and including termination of employment.

706 Workplace Violence

Every employee at the Town of Jaffrey has the responsibility of maintaining a workplace that is free from violence. The Town prohibits acts of violence of any kind on Town property. Types of violence may include, but are not limited to: attempting to or actually harming another person, aggressive verbal behavior, threats of violence, damage of personal or Town property or unauthorized use or possession of a weapon.

All employees are encouraged to report acts of violence against themselves or others to a Supervisor, Department Head or to the Town Manager. All reported incidents will be investigated promptly.

Violators of this policy may be subject to disciplinary action, up to and including termination of employment.

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SECTION 8 – EMPLOYEE CONDUCT/PROBLEM SOLVING

- ❖ Employee Conduct & Work Rules
- ❖ Code of Conduct
- ❖ Conflicts of Interest
- ❖ Attendance & Punctuality
- ❖ Personal Appearance
- ❖ Use of Telephone/Mail System
- ❖ Town Property, Equipment & Resources
- ❖ Disciplinary Action
- ❖ Problem Resolution

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SECTION 8 – EMPLOYEE CONDUCT & PROBLEM SOLVING

801 Employee Conduct and Work Rules

To ensure orderly operations and provide the best possible work environment, the Town of Jaffrey expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- * Theft or inappropriate removal or possession of property
- * Falsification of timekeeping records
- * Working under the influence of alcohol or illegal drugs
- * Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating town-owned vehicles or equipment
- * Boisterous or disruptive activity in the workplace
- * Negligence or improper conduct leading to damage of town-owned property
- * Insubordination or other disrespectful conduct
- * Violation of safety or health rules
- * Sexual or other unlawful or unwelcome harassment
- * Excessive absenteeism or any absence without notice
- * Unsatisfactory performance or conduct

802 Code of Conduct

Good public relations are very important at the Town of Jaffrey. Employees are expected to treat the public and their coworkers fairly, courteously, and promptly while performing their job responsibilities.

803 Conflicts of Interest

Employees have an obligation to the public to conduct business within guidelines that prohibit actual or potential conflicts of interest. An employee's position in the Town must not be used for personal gain and employees are expected to fulfill job responsibilities with the highest standards of integrity and morality. This policy establishes only the framework within which the Town of Jaffrey wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Town Manager for more information or questions about conflicts of interest.

Transactions with outside firms must be conducted within a framework established and controlled by the executive level of the Town of Jaffrey. Business dealings with outside firms should not result in unusual gains for those firms. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit the employer, the employee, or both.

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An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the Town of Jaffrey's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if an employee influences transactions involving purchases, contracts, or leases, it is imperative that they disclose to an officer of the Town of Jaffrey as soon as possible the existence of any perceived, actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which the Town of Jaffrey does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the Town of Jaffrey.

Violation of this policy may result in disciplinary action up to and including termination of employment.

804 Attendance and Punctuality

Every employee is relied upon as part of a team, and the smooth flow of work depends on the cooperation and coordination of many people. Regular attendance is essential for efficient business operations. Attendance and punctuality records may be considered, along with other factors, in reviewing employee performance and compensation. Excessive unexcused absences and/or tardiness may result in disciplinary action, up to and including termination.

Employee who are absent from work for 2 or more consecutive days without contacting their Supervisor, will be deemed to have voluntarily resigned their position

805 Personal Appearance

Except as otherwise required by departmental and safety regulations or collective bargaining agreements, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions. Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image the Town of Jaffrey presents to customers and visitors.

Consult your supervisor or department head if you have questions as to what constitutes appropriate attire.

806 Use of Phone and Mail Systems

Personal use of the Town's telephone system (land-based or cellular) for long-distance and toll calls is not permitted. Employees should practice discretion when making personal calls and will be required to reimburse the Town of Jaffrey for any charges resulting from their personal use of the telephone.

Employees must refrain from making or receiving cellular calls or text messaging while driving a Town vehicle or using Town equipment.

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To ensure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller, and hang up only after the caller has done so.

The use of the Town of Jaffrey postage meters for personal correspondence is not permitted.

Refer to *Section 209 Electronic Usage Policy* for more information.

807 Town Property, Equipment & Resources

Town of Jaffrey's property and equipment are provided to employees in the performance of their jobs and are intended for business use only. Additionally, Town property and equipment should not be removed from the premises without proper authorization from an employee's supervisor or Department Head. Use of Town time, facilities, property or personnel for external employment activities is prohibited. *See also Section 703.*

808 Disciplinary Action

The purpose of this policy is to state the Town of Jaffrey's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

The Town of Jaffrey's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Although employment with the Town of Jaffrey is based on mutual consent and both the employee and the Town of Jaffrey have the right to terminate employment at will, with or without cause or advance notice, and the Town of Jaffrey may use progressive discipline at its discretion.

Disciplinary action may call for any of four steps -- verbal warning, written warning, suspension with or without pay, or termination of employment -- depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

The Town of Jaffrey recognizes that there are certain types of employee problems that are serious enough to justify either suspension, or, in some situations, termination of employment. While it is impossible to list every type of behavior that may be deemed a serious offense, the Employee Conduct and Work Rules policy (*See Section 801*) includes some examples of problems that may result in immediate suspension or termination of employment. However, the problems listed are not all inclusive, but may be examples of unsatisfactory conduct that results in disciplinary action.

Employees, at their discretion, may appeal disciplinary action through the Problem Resolution procedures outlined in *Section 809*.

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EMPLOYEE HANDBOOK

809 Problem Resolution

The Town of Jaffrey is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from the Town of Jaffrey supervisors and management.

The Town of Jaffrey strives to ensure fair and honest treatment of all employees. Supervisors, managers, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If employees disagree with established rules of conduct, policies, or practices, they can express their concern through the problem resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint with the Town of Jaffrey in a reasonable, business-like manner, or for using the problem resolution procedure.

If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The employee may discontinue the procedure at any step.

Problem Resolution Procedures:

1. Employee presents problem to immediate supervisor within five (5) working days, after the incident occurs. If supervisor is unavailable or employee believes it would be inappropriate to contact that person, employee may present problem to the Department Head.
2. Supervisor responds to problem during discussion or within five (5) working days, after consulting with appropriate management, when necessary. Supervisor documents discussion.
3. Employee presents problem to Department Head within five (5) working days, if problem is unresolved.
4. Department Head counsels and advises employee, visits with employee's supervisor, if necessary. A written decision will be delivered to the employee and supervisor within five (5) days of the decision.
5. If the employee is not satisfied with the decision of the Department Head, the employee presents the problem to the Town Manager in writing within five (5) working days of the Department Head's written decision.
6. Town Manager reviews the issue. Town Manager informs the employee of the decision within seven (7) working days, and forwards copy of written response to Department Head for employee's file. The Town Manager has full authority to make any adjustment deemed appropriate to resolve the issue.

In the event that disciplinary action against the aggrieved party is overturned at any level, the disciplinary action will be removed from the employee's file, with reimbursement of any lost base pay and/or benefits that may have been incurred as a result of the appealed disciplinary actions.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment.

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SECTION 9 – TERMINATION OF EMPLOYMENT

- ❖ Employment Termination
- ❖ Termination and Effect on Benefits
- ❖ Return of Town Property
- ❖ Resignation

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SECTION 9 – TERMINATION OF EMPLOYMENT

901 Employment Termination

Termination of employment is an inevitable part of personnel activity within any organization. Below are examples of some of the most common circumstances under which employment is terminated:

- Resignation - voluntary employment termination initiated by an employee.
- Discharge - involuntary employment termination initiated by the organization.
- Layoff - involuntary employment termination initiated by the organization for non-performance related reasons.
- Retirement - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

902 Termination and Effect on Employee Benefits

Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance. Contact the Finance Department for more information regarding retirement. *See also Section 507 for information regarding COBRA.*

903 Return of Town Property

Employees are responsible for all the Town of Jaffrey property, materials, or written information issued to them or in their possession or control. Employees must return all the Town of Jaffrey property immediately upon request or upon termination of employment. The Town of Jaffrey, will establish a loan in the employee's name, for the cost of any items that are not returned when required. This debt must be repaid to avoid collection procedures which may affect the employee's credit rating. The Town of Jaffrey may take all other action deemed appropriate to recover or protect its property.

904 Resignation

Resignation is a voluntary act initiated by the employee to terminate employment with the Town of Jaffrey. Although advance notice is not required, the Town of Jaffrey requests the courtesy of at least two (2) weeks' written notice of resignation from nonexempt employees and four (4) weeks' notice from exempt employees.

The resigning employee should submit a written letter of resignation indicating the last day of employment to the Supervisor as soon as possible. The employee should also notify the Finance Department so payroll and benefits paperwork can be completed in a timely manner.

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