



Town of Meredith, NH Personnel Policy Manual

This document supercedes all personnel policies previously established or approved by the Town of Meredith.



Town of Meredith

OFFICE OF THE TOWN MANAGER

Carol M. Granfield

Town Manager

WELCOME TO THE TOWN OF MEREDITH, NH

Starting a new job is exciting, but at times can be overwhelming. This Personnel Policy Manual has been developed to help you get acquainted and answer many of your initial questions.

As an employee of the Town of Meredith, the importance of your contribution cannot be overstated. Our goal is to provide residents and visitors with the finest and most efficient service possible. You are an important part of this process.

This Personnel Manual explains our personnel policies and benefits, as well as the specific opportunities and responsibilities that exist for you within our Town. In an effort to be responsive to the needs of a changing organization, changes or additions to this handbook will be made when necessary. We will keep you informed when these changes are made.

We are glad you have joined us, and we hope you will find your work to be both challenging and rewarding.

Sincerely,

Carol M. Granfield

Carol M. Granfield, ICMA-CM

Town Manager

ABOUT THIS PERSONNEL POLICY MANUAL

The policies outlined in this Manual should be regarded as guidelines only, which may require changing from time to time. The Town of Meredith retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and the Town. This Manual supersedes and replaces any and all prior Manuals, policies, procedures, and practices of the Town of Meredith.

This Personnel Policy Manual also summarizes the current benefit plans maintained by the Town of Meredith for eligible employees. If any questions arise regarding the implementation or interpretation of any benefit plan, the terms and conditions of the actual plan documents and summary plan descriptions will control rather than the summaries contained in this Manual.

RECEIPT AND ACKNOWLEDGMENT OF PERSONNEL POLICY MANUAL

This Personnel Policy Manual is an important document intended to help you become acquainted with the Town of Meredith. This Manual will serve as a guide; it is not the final word in all cases. Individual circumstances may call for individual attention.

Please read the following statements and sign below to indicate your receipt and acknowledgment of the Personnel Policy Manual.

- I have received a copy and understand it is my obligation to read the Personnel Policy Manual. I understand that the policies described in the Manual are subject to change at the Town of Meredith's sole discretion at any time.
- I am aware that during the course of my employment, confidential information may be made available to me. I understand that this confidential information must not be given out or used outside of Town of Meredith premises or with non-Town of Meredith employees, except as required by law.
- I understand that my signature below indicates that I have read and understand the above statements and have received a copy of the Personnel Policy Manual and that it is my responsibility to familiarize myself with the provisions of the manual and to adhere to these provisions.

Employee's Name (**please print**)

Date: _____

Employee's Signature

TABLE OF CONTENTS

I. GENERAL PROVISIONS

STATEMENT OF INTENT	1
ADMINISTRATION	1
DISSEMINATION OF RULES	2
DEFINITIONS	2
OUR WORKPLACE	4
EQUAL EMPLOYMENT OPPORTUNITY	4
SEXUAL HARASSMENT POLICY	6
AMERICANS WITH DISABILITIES ACT	7

II. EMPLOYEE CLASSIFICATIONS, RECRUITMENT, SELECTION, OPPORTUNITY AND EVALUATION

EMPLOYMENT CLASSIFICATIONS	7
RECRUITMENT	8
APPLICATION	8
APPOINTMENT	9
PROBATIONARY EMPLOYEE	9
CLASSIFICATION PLAN	9
PAY PLAN	10
PERFORMANCE EVALUATIONS	11

III. COMPENSATION AND HOURS OF WORK

REPORTING OF TIME WORKED	12
PAY/PAY PERIODS	12
WORKWEEK/HOURS OF WORK	12
OVERTIME	13
POLICE DETAIL POLICY	13
PAYROLL DEDUCTIONS	14
REIMBURSABLE EXPENSES	14
BREAKS AND MEAL PERIODS	14
PERSONNEL RECORDS	14
PROMOTIONS, TRANSFERS & JOB POSTINGS	15

IV. TIME AWAY FROM WORK AND OTHER BENEFITS

HOLIDAYS	15
VACATION	16
SICK LEAVE	17
FAMILY AND MEDICAL LEAVES OF ABSENCE	18
AUTHORIZED ABSENCE WITHOUT PAY	21
AUTHORIZED ABSENCE WITH PAY	21
UNAUTHORIZED ABSENCE	21
MILITARY LEAVE	21
BEREAVEMENT LEAVE	22
JURY DUTY	22
ADMINISTRATIVE LEAVE	22
LONGEVITY	23

TUITION	23
MEDICAL BENEFIT PLAN	23
DENTAL PLAN	24
CONTINUATION OF GROUP HEALTH INSURANCE	24
RETIRED PERSONNEL	24
WORKERS COMPENSATION	24
UNEMPLOYMENT INSURANCE	25
SOCIAL SECURITY	25
INSURANCE	25
NEW HAMPSHIRE RETIREMENT SYSTEM	25
DEFERRED COMPENSATION PLAN	26
CREDIT UNION	26
DIRECT DEPOSIT	26
FLEXIBLE BENEFIT PROGRAM	26
MISCELLANEOUS DEDUCTIONS	26
COMPUTER PURCHASE	26
ARTICLE V. ON THE JOB	
ATTENDANCE	26
CONFIDENTIALITY	27
TOWN OF MEREDITH EQUIPMENT, TELEPHONES, FACSIMILE, E-MAIL AND INTERNET USE	27
COMMUNICATIONS	27
PERSONAL DRESS	28
SNOW DAYS	28
SOLICITATIONS	28
MOTOR VEHICLE VIOLATIONS	28
TOWN OF MEREDITH PROPERTY	29
TOWN OF MEREDITH SECURITY	29
CONFLICT OF INTEREST	29
SUGGESTIONS AND IDEAS	30
DISCIPLINE	30
STANDARDS OF CONDUCT	30
GRIEVANCE PROCEDURE	32
ARTICLE VI. EMPLOYEE SAFETY AND HEALTH	
SAFETY AND HEALTH STATEMENT	33
JOINT LOSS SAFETY RESPONSIBILITIES	34
WORKPLACE VIOLENCE	35
ALCOHOL AND DRUG POLICY	35
SMOKING POLICY	36
WORKPLACE SEARCHES	36
ARTICLE VII. SEPARATION FROM EMPLOYMENT	
TERMINATION	37
EXIT INTERVIEWS	38
RETURN OF TOWN OF MEREDITH PROPERTY	38
LAYOFF	38

ARTICLE I
GENERAL PROVISIONS

Section I –1 STATEMENT OF INTENT

Every employer has a responsibility to their employees to consider their needs, to include a professional environment, job satisfaction, growth and enrichment. The fulfillment of responsibility to employees in the public sector must be balanced against the ability to pay and the provision of efficient and economical services. Local government officials also have responsibilities dealing with the level of service and equal employment opportunity. These provisions are intended to provide guidance to employees on what is expected of them and what they can expect from the Town for their services.

Officers and employees of the Town are expected to endeavor to satisfactorily fulfill the duties and responsibilities of their positions, to accept supervision, to work harmoniously with their fellow employees as well as the general public, to endeavor to increase the efficiency of Town services and to be honest.

Section I – 2 APPLICABILITY OF MANUAL: ADMINISTRATION

The rules, regulations, policies and procedures in this Manual constitute the Town of Meredith's Personnel Policy Manual, and they have been adopted for information and guidance and for use by the Meredith Board of Selectmen, Town Manager, supervisory personnel and employees of the Town.

The Town Manager is responsible for the administration of the provisions of this manual and has the authority to take appropriate action in dealing with cases of violations of this manual. The Town Manager also serves as the Personnel Director.

In implementing this manual, the Town Manager is authorized to prepare Administrative Regulations on personnel management not inconsistent with this plan. Administrative Regulations may be promulgated by the Town Manager and will generally itemize or detail specifics relating to a personnel management subject. They may be implemented in conjunction with this plan and will bear the same authority.

In addition to this Personnel Policy Manual, employees may be subject to Administrative Regulations of the Town Manager and to departmental regulations and policies.

Section I –3 DISSEMINATION OF RULES

Department Heads will be furnished complete copies of the Personnel Policy Manual and changes, as well as Administrative Regulations and they are responsible for maintaining a complete, current set of such rules. They shall make the existence of these rules known to all employees under their supervision. Copies of such rules shall be made available to covered employees during normal business hours.

Section I – 4 DEFINITIONS

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

ANNIVERSARY DATE: The anniversary of the initial employment date. For the purpose of performance evaluation and /or merit salary adjustment, the anniversary date will mean the date the probationary employee changes to a regular employee. Anniversary dates for promoted or reclassified employee's receiving more than a 2.5 percent increase shall be the dates of promotion or reclassification for the purpose of salary adjustments and performance evaluations. Employees become eligible for in-grade salary increases on this date, based upon meritorious performance evaluations.

An employee's actual hire date shall be used for leave accrual or employment verifications only.

APPOINTING AUTHORITY – The Town Manager is the appointing authority for all classified positions.

COMPENSATION – The salary, wages, fees and all other forms of valuable consideration earned or paid to any employee of the classified service by reason of service in the position, but does not include allowances for expenses authorized and incurred an incidents to employment.

DEMOTION – The change of an employee from a position in one class to a position in a class having a salary range with a lower maximum rate of pay.

DISABILITY – A disabling condition; partial or permanent, which prevents, hinders or adversely affects an individual's performance of their normal routine of work. A formal determination of disability may be based on the disability policy then in place.

DISMISSAL (Discharge) – Involuntary separation of an employee resulting from disciplinary action, inability to perform the duties of the position or other cause.

ELIGIBLE – A person who has met the minimum qualification requirement established for a position or has met the requirements established receive benefits from the Town.

EXAMINATION (Selection Device) – Any test of fitness used to evaluate the ability of applicants to perform the duties of a position. (Example: oral board, written test, performance test, physical examination).

EXEMPT – Designation of employment status in accordance with provisions of the Fair Labor Standards Act (not eligible for overtime).

FULL-TIME EMPLOYEE – An employee whose regularly scheduled workweek is forty (40) or more hours.

IMMEDIATE FAMILY – “Immediate family” includes spouse, children (natural or adopted), stepchildren, parents, parents –in-law, brothers, sisters, stepparents, stepbrothers, stepsisters, grandparents, and grandchildren of the employee.

INCUMBENT – An individual currently occupying a specific position.

JOB DESCRIPTION – The written description of the duties and responsibilities of a class of positions along with its fitness and qualification requirements.

LAYOFF – Involuntary separation of an employee resulting from a reduction in force due to lack of work, lack of funds, or abolishment of the employee’s position.

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

NON-EXEMPT – Designation of employment status in accordance with provisions of the Fair Labor Standards Act (eligible for overtime).

OPEN ENROLLMENT – Designated time frame to make changes or enroll in eligible benefits.

PART-TIME EMPLOYEE – An individual who is assigned regular working hours of a minimum of twenty (20) hours but less than forty (40) hours per workweek.

PERSONNEL ACTION – All activities affecting any aspect of an employee’s status. Includes appointments and changes in appointments, original hiring, re-employment, transfer, promotion, demotion, changes in hours, reallocation, resignation, suspension, dismissal, and placement in leave status.

POSITION – A regularly established job in the classified service of the Town.

PROBATIONARY PERIOD – A working test period, following initial appointment or promotion during which an employee is required to demonstrate by conduct and actual performance of the duties his fitness for the position to which he is appointed.

PROMOTION – Assignment of an employee from a position to another, which has a higher maximum rate of pay.

RECLASSIFICATION – Reassignment of a position from one pay grade, class or title to another pay grade class or title in the Town to more accurately reflect the duties and responsibilities involved.

RESIGNATION (Termination) – Separation of an employee from Town employment by his or her own voluntary act.

REGULAR EMPLOYEE – Any non-probationary employee of the Town who is other than a temporary/seasonal employee, and may be part-time or full-time.

RETIREMENT – Separation of an employee in accordance with the provisions of any retirement system under which an employee is eligible to receive benefits.

SEASONAL EMPLOYEE – An employee who works only part of the year either for a 40-hour week or less.

SEPARATION – Separation is the termination of an employee from employment by the Town through retirement, resignation, layoff or dismissal.

SUSPENSION – An enforced leave of absence for disciplinary purposes or pending and investigation of charges made against an employee.

TEMPORARY APPOINTMENT – An appointment to an approved position for a period of limited duration, normally no more than six months.

TRANSFER – A change of an employee from a position in a class in one department to another position in the same class in another department or to a different class through reclassification of the position.

Section I – 5 OUR WORKPLACE

As you review this Manual, you will notice that terms such as “workplace” and “premises” appear in many of Town of Meredith’s policies. For most employers, such terms encompass the buildings and surrounding property that they own or lease. However, as you know, the nature of our work as a municipality requires that our use of these terms have a broader definition. Accordingly, whenever our “workplace” or “premises” is discussed in this Manual, you must understand that we are discussing not only Town of Meredith buildings, facilities and properties, but also any remote job site to which you may be assigned to work and any vehicle in which you may be traveling in for Town of Meredith related business.

Section I – 6 EQUAL EMPLOYMENT OPPORTUNITY

The Town of Meredith is committed to a policy of equal employment opportunity to all persons based on individual merit, competence and need. The Town of Meredith will not discriminate against employees or applicants for employment on any legally-recognized basis including, but not limited to: veteran status, marital status, physical or mental disability, age, race, color, religion, sex, sexual orientation, pregnancy, or national origin. This policy applies to all terms and conditions of employment including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

The Town of Meredith does not tolerate harassment in the workplace on the basis of marital status, physical or mental disability, age, race, color, religion, sex, sexual orientation, veteran status, pregnancy, or national origin.

In support of our commitment to equal employment opportunities, the Town of Meredith prohibits harassment of one employee by another employee or supervisor on any of the bases discussed above. Any employee who harasses another employee or a customer on any of the bases discussed above will be subject to discipline, up to and including discharge. The Town of Meredith defines harassment as follows:

Harassment is verbal and physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, sex, pregnancy, national origin, age, religion, disability, marital status, sexual orientation or veteran status, or that of his or her relatives, friends, or associates, and that: (1) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

It is not possible to list all of the circumstances and behaviors that may constitute unlawful harassment in violation of Town of Meredith policy. However, the following are some examples of conduct which, if unwelcome, may constitute harassment depending on the circumstances, including the severity of the conduct and its pervasiveness:

- Epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, religion, gender, national origin, pregnancy, age, disability, sexual orientation, marital status, or veteran status; and
- Written or graphic material that denigrates or shows hostility toward an individual or group because of race, color, gender, religion, marital status, pregnancy, national origin, age, disability, sexual orientation or veteran status that is placed on walls, bulletin boards, or elsewhere on Town of Meredith premises, or in circulation in the workplace.

The Town of Meredith prohibits all of the activities discussed above, whether engaged in by a supervisor, agent of our corporation, co-worker, or non-employee who is on our premises or who comes in contact with our employees.

If you believe that you have been subjected to harassment in violation of this policy, you should report the incident in accordance with the Reporting Procedure contained in this Manual. The matter will be promptly investigated and appropriate action will be taken, depending on the nature and severity of any proven incident.

Retaliation against an employee who complains in good faith about harassment in accordance with this policy is a violation of this policy. Retaliation is a form of unlawful harassment and will be handled in the same manner as other forms of harassment. If you believe that you

have been subjected to retaliation, you should report the incident in accordance with the Reporting Procedure contained in this Manual.

Section I – 7 SEXUAL HARASSMENT POLICY

It is the goal of the Town of Meredith to promote a workplace that is free of sexual harassment. Sexual harassment of employees is unlawful and will not be tolerated. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, physical, and nonphysical conduct of a sexual nature when:

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

Sexual harassment includes a wide range of behaviors from the actual coercion of sexual relations to unwelcome offensive comments, jokes, innuendoes and other sexually-oriented statements and unwelcome emphasizing of sexual identity. Sexual harassment may be indirect and even unintentional. Employees are prohibited from bringing into the workplace or otherwise displaying any written materials or pictures that are sexually suggestive or offensive in nature.

Experience has shown that a clear statement to the person engaging in the offensive behavior is often all that is necessary to stop the conduct. If you believe you are being harassed, we encourage you to let the person engaging in the conduct know how you feel. However, if you do not feel comfortable taking this step, we certainly do not require that you do so. If you believe that you have been subjected to sexual harassment, you should report the incident in accordance with the Reporting Procedure contained in this Manual. The matter will be promptly investigated and where it is determined that such inappropriate conduct has occurred, action will be taken to eliminate and correct the conduct. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

Retaliation against an employee who complains in good faith about sexual harassment is a violation of this policy and is prohibited by law. If you believe that you have been subjected to retaliation, you should report the incident in accordance with the Reporting Procedure contained in this Manual.

Section I – 8 REPORTING PROCEDURE FOR SEXUAL AND OTHER UNLAWFUL HARASSMENT AND DISCRIMINATION

If you feel that you are a victim of sexual or other unlawful harassment, you should immediately report such actions in accordance with the following procedure. All complaints will be promptly and appropriately investigated.

1. If you believe that you are a victim of sexual or other unlawful harassment, you should report the act immediately to the Town Manager or their Administrative Assistant.
2. The Town of Meredith will promptly investigate every reported incident if appropriate. Any employee, supervisor, or agent of Town of Meredith who has been found to have sexually or unlawfully harassed another employee may be subject to appropriate disciplinary action, up to and including immediate discharge. The complainant may be informed of the outcome of the investigation.
3. The Town of Meredith will conduct all investigations in a discreet manner. Disclosure of complaints will be limited to those with a need to know.

Section I – 9 THE AMERICANS WITH DISABILITIES ACT

The Town of Meredith prohibits any form of discrimination in hiring as well as in all terms and conditions of employment, against individuals with disabilities. The Town of Meredith will make every effort to make reasonable accommodations to insure equal opportunity in the application process, to enable employees to perform essential job functions, and to enable disabled employees to enjoy the same benefits and privileges of employment as are enjoyed by employees without disabilities. Please notify the Town Manager if, because of a disability, you require an accommodation to perform the functions of your job. The Town of Meredith will maintain all medical information in a confidential manner in accordance with the ADA.

ARTICLE II

EMPLOYEE CLASSIFICATIONS, RECRUITMENT, SELECTION, OPPORTUNITY AND EVALUATION

Section II – 1 EMPLOYMENT CLASSIFICATIONS

At the time that you are hired, you are classified as full-time, part-time, or temporary and are informed as to whether you qualify for overtime pay. Unless otherwise specified in writing or as required by law, the benefits described in this Manual apply only to full-time employees. All other policies described in this Manual apply to all employees, with the exception of certain wage, salary and time off limitations. If you are unsure of which job classification into which your position fits, please ask the Town Manager.

FULL-TIME EMPLOYEES: Individuals who are regularly scheduled to work 40 or more hours per week.

PART-TIME EMPLOYEES: Individuals who are regularly scheduled to work less than 40 hours per week and more than 20 hours per week. Part-time employees are not eligible for benefits described in the Manual except where noted, authorized by the Town Manager or to the extent required by state or federal law.

TEMPORARY EMPLOYEES: Individuals who are hired for specific periods of time or for the completion of a specific project. Seasonal employees, those hired to work for twenty-six (26) weeks or less, are considered to be temporary employees. Temporary employees are not eligible for benefits described in this Manual except to the extent required by state or federal law.

NON-EXEMPT AND EXEMPT EMPLOYEES: Exempt employees are those who, because of their job, are not entitled to overtime pay and minimum wage in accordance with the Fair Labor Standards Act (“FLSA”). Exempt employees may be granted Administrative Leave. Most non-exempt employees, with the exception of employees engaged in law enforcement, fire protection, or other public safety activities, are entitled to be paid one and one-half (1-1/2) times their regular hourly wage for any time worked over forty (40) hours per week. Time away from work due to a job-related injury, jury duty, bereavement leave, vacation time, and sick time are not counted as hours worked for the purpose of computing eligibility for overtime pay. Effective January 1, 2007 vacation and sick time will be counted as hours worked for the purpose of computing eligibility for overtime pay. You will be advised when you are hired if you are entitled to overtime pay. (See Overtime Policy.)

Section II – 2 RECRUITMENT

When a position vacancy occurs, the Department Head shall notify the Town Manager stating the date of vacancy, position, title and other pertinent facts, which may be necessary.

When a Department Head wishes to establish a new position, they shall notify the Town Manager, in writing, stating the class/title, if such a class exists, or a job description when no such position is classified, and the reason for the request. No new position will be established without the approval of the Town Manager.

Section II – 3 APPLICATION

Application for employment with the Town must be filed on the available forms prescribed by the Town Manager. Such forms may require whatever information is deemed necessary and all applications must be signed by the applicant.

It is the policy of the Town that vacancies, except those filled by promotion or transfer, be advertised in at least one issue of a local newspaper. Applications shall be received for at least one week after the date of advertisement. All positions requiring Commercial licenses, other than emergency vehicle operators, for operation of equipment over 26,000 gvw’s must meet the Federal Motor Carrier Safety Regulations. The Federal Motor Carrier Safety Regulation handbook is available at the Personnel Department.

Section II – 4 APPOINTMENT

Employment to fill a vacancy, which falls in jurisdiction of the Town Manager following a joint review of all applicants with the Department Head in whose Department, the vacancy exists.

The rate of pay at the time of employment will be at the minimum rate for that position unless the applicant has above normal qualifications for the position to be filled, in which case the Town Manager may, at their discretion, employ the applicant at a pay rate above the minimum rate.

If a former employee is rehired, no benefits will be carried forward from previous service. Prior to employment, all applicants must submit to and pass the Town's pre-employment physical examination if required or provide physical condition report as requested.

Section II – 5 PROBATIONARY EMPLOYEE, TERMS OF EMPLOYMENT

Appointments by the Town Manager for all personnel shall, in the first instance, serve in a probationary status for six (6) months, except for police department personnel whose probationary period shall be six (6) months in length commencing after graduation from the Police Academy and not to extend beyond one (1) year from date of hire. The Town Manager or their designee may discharge any employee without advance notice during the probationary period. Except in cases of alleged discrimination, a probationary employee may not appeal such action. An employee becomes a full-time employee upon successful completion of a probationary evaluation involving the Department Head, Town Manager and the employee. At the discretion of the Town Manager, or their designee, the probationary period may be extended an additional three (3) months. The probationary employee, after successfully completing the probationary period, shall be upgraded one step upon recommendation of the Department Head and approved by the Town Manager. Probationary employees are not entitled to the protection afforded regular employees under the "Discipline, Grievance Procedure," or "Termination" provisions of this Personnel Policy Manual. Probationary Employees who, during the course of their employment, allege discrimination, shall be entitled to engage in the "Grievance Procedure" as set forth on pages 32 and 33 in this manual.

Section II – 6 CLASSIFICATION PLAN

1. PURPOSE

The classification plan provides an inventory of positions in the Town service and a position description for each class of employment.

The arrangement of the classification is indicative of a range of duties and responsibilities that fall within the same pay grade through the Classified Plan.

The plan provides for a normal promotional sequence within and between classifications.

2. MAKE-UP OF CLASSIFICATION PLAN

Grouping and classes of positions which are approximately equal in difficulty and responsibility, which call for the same general qualifications and which can be equitably compensated within the same range of pay under similar working conditions.

Written job descriptions for each position within a classification.

3. USE OF THE CLASS JOB DESCRIPTION

Job descriptions are to be interpreted in their entirety and in relation to others in the classification plan. Job descriptions are deemed to be descriptive and explanatory of the kind of work performed and not necessarily inclusive of all duties performed.

4. USE OF CLASS TITLES

The Class Titles set forth in the classification plan shall be the official titles, designating the several classes and shall be used to designate such positions in all office records, vouchers payroll and communications concerning personnel. No person shall be appointed to, or employed in, a position in the classification service under a Class Title, which has not been approved by the Board of Selectmen as appropriated to the duties performed.

Section II – 7 PAY PLAN

1. PREPARATION

The Board of Selectmen shall adopt a uniform and equitable pay plan for the classification service upon recommendation by the Town Manager which shall consist of a minimum and maximum rate of pay for each class or position and other in-between rates as they consider necessary or equitable. Salary ranges shall be tied to the classification plan and will be determined with due regard to ranges of pay for other benefits received by employees, the financial policy of the Town and other economic consideration.

2. ADOPTION

The Pay Plan shall be adopted by the Board of Selectmen. After adoption by the Board, no position shall be assigned a higher salary than the maximum or lower than the minimum salary provided for the class of position unless the Salary Schedule for the class is changed. The adoption of the Pay Plan is a result of adoption of the budget that includes pay adjustments.

3. AMENDMENTS

Amendments to the salary plan may be made by the Board of Selectmen upon recommendation by the Town Manager, when changes in responsibility or work of classes, rates of pay, the Town's financial position and policies, or other information warrant such action.

4. ADMINISTRATION

- Appointment Rates:

The minimum rate of pay for a class shall normally be paid upon appointment to the Class. Appointment rates above the minimum rate may be paid with the approval of the Town Manager. Justification for approval will be recognition of exceptional qualifications or experience of the appointee. Lack of qualified persons at the minimum rate may also justify the appointment rate. If a former employee is re-employed, the Town Manager may make an appointment at the same rate of pay, which the employee had been receiving at the termination of his previous service.

- Salary Increases:

Salary adjustment within established ranges in the approved budget shall not be automatic, but shall be based upon merit as recommended by the Department Head and approved by the Town Manager. The Department Head shall conduct performance reviews with each employee at least once a year. Department Heads performance will be reviewed by the Town Manager annually. The evaluation will be reviewed with the employee. The evaluation shall be in writing and a copy shall be placed in the employee's personnel file. Promotions from one job classification to another may be made by the Town Manager at anytime, subject to a six-month probationary period.

- Transfers, Demotions or Adjustments:

It may be necessary at times for employees to be transferred, demoted or an adjustment made throughout the Town Departments due to staffing needs, most effective use of personnel, inability to handle position responsibilities or discipline. Employees are to be trained on any new responsibilities a new position would require. Once an employee successfully completes that training, the employee will receive the same step amount as the previous grade position.

Section II – 8 PERFORMANCE EVALUATIONS

In order for employees to improve performance and better understand the Town of Meredith's expectations, the performance of employees will be periodically reviewed. You will generally receive performance evaluations from your Supervisor or Department Head during or at the expiration of the probationary period and yearly thereafter. However, job coaching is a continuing process throughout the course of employment, and you may meet with your supervisor or Department Head to discuss performance more frequently.

You and your Supervisor or Department Head will discuss your performance evaluation, giving you the opportunity to understand the expectations of your Supervisor or Department Head and to examine your strengths, as well as areas in which you need to improve. You and your Supervisor or Department Head will also discuss additional opportunities for professional growth at the Town of Meredith. You will have the opportunity to comment on and sign the evaluation. Your signature on the performance evaluation form indicates that you have seen the evaluation; it does not indicate agreement or disagreement with the content of the review.

An evaluation is not a contract or a commitment to provide a compensation adjustment, a bonus, or continued employment. Evaluations are only one of several factors that the Town of Meredith uses in connection with compensation, promotion, and retention decisions.

Employees will generally receive a verbal performance evaluation after ninety (90) days in a new position. Another performance evaluation will typically be conducted after six (6) months of service in the new position. Employees may be eligible for a pay increase in conjunction with the six-month evaluation, depending upon the circumstances.

ARTICLE III

COMPENSATION AND HOURS OF WORK

Section III - 1 REPORTING OF TIME WORKED

It is important that your time be accurately reported so that you are compensated for the hours that you work. You may be required to complete time sheets or punch a time clock. No one is authorized to punch a time clock on your behalf, and falsification of time records could lead to disciplinary action, up to and including separation from employment. Your supervisor will provide you with details concerning your obligation to report all time you have worked.

Section III – 2 PAY/PAY PERIODS

Employees are informed as to their rates of pay and the pay period at the time that they are hired. Rates of pay are reviewed periodically and may be adjusted. If you have any questions regarding your rate of pay, please see the Town Manager or their Administrative Assistant.

Employees are paid on a weekly basis on Friday for all hours worked during the calendar week. Please review your paycheck for errors. If you find a mistake, report it to the Accountant in Administrative Services immediately. Paychecks will be distributed only to you, unless you provide the Town of Meredith with written authorization for someone else to receive your paycheck.

Section III – 3 WORKWEEK/HOURS OF WORK

1. The Town's workweek for pay purposes begins on Thursday and ends on Wednesday. The Town of Meredith's workweek begins on Thursday at 12:00 a.m. (midnight) and ends on Wednesday at 11:59 p.m. Because of the nature of our business, your work schedule may vary depending on your job and department. When hired, your supervisor will inform you of your hours of work.

2. Actual starting and quitting times vary from department to department and are established by the respective Department Head with approval of Town Manager. The workweek shall be either four (4) or five (5) days, out of seven (7) continuous days, forty (40) hours per week. The hours and days of work are subject to change depending on the circumstances of each department. The Town Manager has the authority to reduce hours of any position or employee within any of the departments within their administrative control. No employee

shall be permitted to work more than sixteen consecutive hours within a twenty-four hour period.

After sixteen consecutive work hours have been completed by an employee, said employee shall be released from work duty for a period of not less than six hours. After said six-hour minimum release period, an employee may be recalled for additional work duty at the discretion of the department supervisor. Public Works shall be exempt according to the U.S. Department of Transportation Federal Motor Carrier Safety Regulations.

Section III – 4 OVERTIME

Personnel shortages, peak workloads and other emergency situations may make it necessary for an employee to work beyond the regularly scheduled workweek. Hours of work beyond the employee's regular work period over forty (40) hours in a workweek is considered as overtime.

Administration of Overtime – Except in emergency situations; such as snowstorms, fires, major accidents crimes, etc., Department Heads shall make written request for approval of overtime to the Town Manager at least twenty-four hours in advance of the time overtime work is scheduled to begin. In emergency situations, overtime may be authorized by the Department Head.

Distribution of Overtime – To the extent possible, overtime will be distributed as evenly as possible among the employees qualified to perform the particular job to be accomplished during overtime.

Compensation – All employees except those designated as exempt from the provisions of the Fair Labor Standards Act shall be compensated for all hours actually worked in excess of forty (40) hours at a rate of one and one-half times their regular rate of pay. Vacation and sick pay shall not be construed as actual hours worked. Effective January 1, 2007 vacation and sick time will be counted as hours worked. Employee's exempt from the provisions of the Fair Labor Standards Act may be allowed to take time off (administrative leave) with the approval of the Town Manager. However, it is understood that specific salaried positions are paid on the basis of job responsibility to accomplish the work assigned to the position regardless of the hours required to do the work. Exempt personnel may at the discretion of the Town Manager be paid at their normal hourly rate for work beyond the forty (40) hour workweek. All Department of Justice Grant work will be paid out at an overtime rate.

Call Outs – Nonsupervisory employees called out to perform emergency work on other than paid holidays shall be credited with not less than two (2) hours of work.

Section III – 5 POLICE DETAIL POLICY

The Detail rate paid to a Police Officer is a specified hourly rate approved by the Town Manager and Board of Selectmen. The designated rate will be paid to both full-time Police and Police Specials regardless of the use of sick days, vacation days or holidays when a detail is worked. Detail hours are not included when calculating overtime pay. Administrative Services will request payment from a customer at the specified rate plus administrative costs and the use of a police vehicle.

Section III – 6 PAYROLL DEDUCTIONS

There are two categories of payroll deductions: those required by state or federal law and those authorized by the employee. Payroll deductions required by state and federal law include federal withholding, income tax, social security tax, and wage garnishments as required by law (i.e., child support payments, court-ordered payments, IRS garnishments). If authorized in writing by an eligible employee, the Town of Meredith will also make additional deductions for health insurance and other purposes that are for your benefit. Arrangement for these voluntary deductions may be made with the Town Manager's Administrative Assistant.

Please contact the Town Accountant in Administrative Services with any questions about payroll deductions.

Section III – 7 REIMBURSABLE EXPENSES

With prior approval by your Department Head or the Town Manager, legitimate expenses will be reimbursed by the Town of Meredith to the employee. The employee must submit receipts in order to reimburse the employee. Reimbursement may be in the form of petty cash or a separate check. See the Department Head with any questions as to what expenses may be reimbursed the employee.

Section III – 8 MEAL PERIODS

According to RSA 275:30-a Lunch or Eating Period. – An employer may not require an employee to work more than 5 consecutive hours without granting them a 1/2 hour lunch or eating period, except if it is feasible for the employee to eat during the performance of his work, and the employer permits him to do so. See the Department Head with questions regarding lunch breaks.

Section III – 9 PERSONNEL RECORDS

The Town of Meredith maintains certain records containing job-related information on all employees to ensure compliance with state and federal law and to keep a record of your progress as an employee. Your personnel file is our continuous record of information relative to your employment. You may inspect your own personnel file during regular office hours, upon reasonable request. However, you may not be permitted to review your personnel file if you are subject to an investigation at the time of your request and disclosure of such information would prejudice law enforcement. File inspection must be done on your own time, and must be arranged through the Town Manager or their Administrative Assistant. You may read your personnel file, but you may not remove any portion of the file. Upon request, you will be provided with a copy of all or part of your personnel file.

If upon inspection of your personnel file, you disagree with any of the information contained in such file, you may submit a written statement explaining your version of the information together with evidence supporting such version. The Town of Meredith will maintain such statement as part of your personnel file and will include the statement in any transmittal of the file to a third party.

It is important that your personnel file includes accurate information regarding who should be contacted in case of emergency. Please notify the Town Manager or their Administrative Assistant as soon as possible of any changes in your name, address, telephone number, marital status, dependants and/or beneficiaries.

Section III – 10 PROMOTIONS, TRANSFERS & JOB POSTINGS

The Town of Meredith strives to provide employees with the opportunity to make full use of their skills, interests and potential. To support employee growth and development, we will make every effort to promote or transfer qualified employees from within the Town, if possible, based upon the needs of the business and employees qualifications. Every effort is made to place the employees in jobs that they are best suited to their abilities. We may also recruit individuals from outside of the Town, depending upon the circumstance.

Employees who have at least twelve (12) months of service in their present position and who meet the qualifications of the open position are eligible to apply. Generally, in order to maintain stability, employees who have been working in their current position for less than one year, will not be considered for another position, unless the Town in its discretion, decides otherwise. However, a transfer or promotion initiated by the Town may take place at anytime regardless of the employee's length of service in their present position.

ARTICLE IV

TIME AWAY FROM WORK AND OTHER BENEFITS

Regular full time employees are eligible for the benefits listed in Article IV. Regular part time employees with thirty (30) hours weekly on a year round basis are eligible for pro-rated holiday, vacation and sick leave once approved in the budget process. This shall be accrued based on their hire date as a regular 30-hour part time employee. They shall also be eligible for health insurance coverage. Temporary or seasonal employees are not entitled to benefits listed in Article IV.

Section IV – 1 HOLIDAYS

The following holidays are observed by the Town of Meredith:

New Year's Day	January 1 st
Washington's Birthday	3 rd Monday in February
Fast Day	4 th Monday in April
Memorial Day	Last Monday in May
Independence Day	July 4 th
Labor Day	1 st Monday in September
Columbus Day	2 nd Monday in October
Veteran's Day	November 11 th
Thanksgiving Day	4 th Thursday in November
Day After Thanksgiving	4 th Friday in November
Christmas Day	December 25 th

Holidays are observed on the dates specified by the laws of the State of New Hampshire. Employees who are absent, without authority, on workdays directly preceding or following a holiday will not be paid for the holiday.

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

Full-time employees who do not work on holidays will be paid for the holiday at the regular straight time rate (except those absent without pay on authorized leave of absence). Regular straight holiday time paid for holidays shall be considered actual hours worked and shall be figured into overtime pay. Employees who work on holidays will be paid for the holidays, and time and one-half for hours worked, but in no case will such employees be credited with less than two (2) hours of work.

Section IV – 2 VACATION

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

Regular full-time employees are eligible for paid vacation. Regular part time (30 hour) employees are eligible for pro-rated paid vacation. Temporary or seasonal employees are not entitled to paid vacation time.

Vacation time is granted to eligible employees based upon length of service and anniversary date. If there is a break in service, eligibility for vacation will be based on the employee's current hire date.

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

Vacation leave shall be accrued at the following rates for full-time employees beginning with their first full month of employment:

1. With less than five (5) years' continuous service, the employee earns eight (8) hours per month. (If annualized, this equates to twelve (12) days per annum.)
2. After five (5) years' continuous service, but less than ten (10) continuous service, employee earns ten (10) hours per month. If annualized this equates to fifteen (15) day per annum.)
3. With ten (10) or more years' continuous service, employee earns twelve (12) hours per month. If annualized this equates to eighteen (18) day per annum.

Probationary employees may not take vacation time unless approved by the Town Manager.

Vacation leave shall be used at the rate of eight hours of paid leave for each normal workday from which the employee is absent. Vacation leave may be used in increments as desired by the employee and approved by their supervisor. Vacation leave may not be used in advance of accrual. Use of vacation leave at a particular time is contingent upon whether the employee's services can be spared at, and during the time requested, and therefore, is subject

to approval by the employee's supervisor.

Employees shall submit their vacation requests as early as possible in the calendar year, and in any case, at least two weeks before a requested starting date. Supervisors shall approve vacation requests, to ensure that the remaining work force at all times will be adequate to cope with the expected work load. In cases where too many requests are made for a particular time for all to be approved, employees with the earliest request with sufficient accrued vacation leave shall be given preference.

An eligible employee who resigns, is discharged or retires will promptly thereafter receive the unused vacation allowance to which they may then be entitled. In the case of eligible employees who die, a vacation pay allowance will be made accordingly. All paid vacation leave may accumulate up to a maximum of two hundred forty (240) hours of such leave and carried into the next year.

Section IV – 3 SICK LEAVE

Sick Leave is provided to cover an employee during illness. As such, it is a privilege and not a right.

A full-time employee shall be entitled to paid sick leave as follows: All full-time employees shall accrue sick leave at the rate of eight (8) hours per month of service to the Town, to a annual total of twelve (12) days each calendar year. Unused sick days may accumulate from year to year, but shall not exceed four hundred eighty (480) hours. Three (3) days of sick leave may be traded for one (1) vacation day for up to five (5) vacation days per year (only after a bank of ten (10) sick days have been retained. Accrued sick leave shall be paid to the employee at their present rate (1/3 of the total) upon termination of employment for any reason other than disciplinary action or dismissal. All unused sick days will be cancelled upon termination for cause.

(a) Employees may take sick leave for the following purposes:

- 1) Personal illness,
- 2) Serious illness of the immediate family where the employee's attendance is required. Such absence shall not be in excess of one (1) day except with the approval of the employee's supervisor and the Town Manager.
- 3) Doctor, dental or other health care appointments for the employee or immediate family members for whom the employee is responsible.

(b) Sick leave shall be charged in no less than one-half hour increments.

(c) Department Heads or their designees have authority to grant sick leave for the purposes herein stated. A certifying statement from an examining physician may be required if there is a question concerning the legitimacy of the use of sick leave. Failure to provide such verification, if requested, may result in loss of pay for the leave taken. Further disciplinary action may also be taken. Unauthorized use of sick leave constitutes grounds for dismissal.

(d) The Town reserves the right to require any employee who is ill or disabled and who desires to work to:

- 1) Furnish an examining physician's certification that the employee is able to perform the duties of his job, or

- 2) To submit to a medical examination by a physician chosen by the Town and at the Town's expense, or both.

(e) For regular thirty (30) hour part-time employees sick leave shall be prorated according to the ratio that the number of hours worked as to a full-time forth-hour workweek for employment in the respective classification.

In order to receive pay for sick days, an employee must notify their Department Head, or designee, within one half hour after the normal start of the employee's work day, unless unable to do so.

Employees who do not report to work due to illness must contact their Supervisor on a daily basis relative to the need for and status of their absences, unless otherwise directed. Reporting of the absence to any employee other than the Supervisor will not be accepted as compliance with the daily reporting requirement.

A Sick Leave Bank option is available to regular employees. (See Administrative Regulation #15). This is available to new employees or during open enrollment each calendar year.

Section IV – 4 FAMILY AND MEDICAL LEAVES OF ABSENCE

General Provisions

Under the provisions of the Family and Medical Leave Act of 1993 ("FMLA"), certain employees may be entitled to take an unpaid leave of absence of not more than twelve (12) work weeks in the event of:

- (A) the birth of a child, in order to care for the child (leave must be taken within twelve (12) months of the birth of said child);
- (B) an adoption or foster care placement of a child in order to care for the child (leave must be taken within twelve (12) months of the adoption or placement);
- (C) a serious health condition of the employee's parent, spouse, minor child, or adult child when the ill person is not capable of self care and the employee is needed for such care; or
- (D) a serious health condition of the employee which results in the employee's inability to perform his or her job.

In order to be eligible to take FMLA leave, the employee must have worked for the Town of Meredith for at least 12 months, must have worked at least 1,250 hours in the preceding 12-month period, and must be employed by an employer with at least 50 employees. As of the date that this Manual was prepared, the Town of Meredith has at least 50 employees.

As stated above, an eligible employee is entitled to a total of twelve (12) work weeks of leave during any twelve (12) month period. That twelve (12) month period is defined as a "rolling" twelve (12) month period measured backward from the date an employee begins an FMLA leave. In other words, the number of weeks which an employee has available upon the

beginning of a FMLA leave shall be twelve (12) weeks less the number of FMLA leave weeks taken in the twelve (12) month period prior to the beginning of the current FMLA leave (the "Available Leave Weeks"). For example, if an employee has taken eight (8) weeks of FMLA leave during the past twelve (12) months, an additional four (4) weeks of leave could be taken when a second leave is requested. If an employee used four weeks beginning February 1, 2006, four weeks beginning June 1, 2006, and four weeks beginning December 1, 2006, the employee would not be entitled to any additional leave until February 1, 2007. Beginning on February 1, 2007, the employee would be entitled to four weeks of leave, on June 1, 2007, the employee would be entitled to four additional weeks.

FMLA leaves for the birth or placement for adoption or foster care of a child, as described in paragraphs A and B above, must be taken all at once unless otherwise agreed to by the Town of Meredith. If medically necessary, FMLA leaves due to illness as described in paragraphs C and D above may be taken on an intermittent or reduced leave schedule. If FMLA leave is requested on this basis, however, the Town of Meredith may require the employee to transfer temporarily to an alternative position which better accommodates periods of absence or a part time schedule, provided that the position has equivalent pay and benefits.

Employees must substitute their accrued, unused vacation as part of the twelve (12) week leave requirement for types A, B, C, or D leaves listed above when the leave otherwise is unpaid. For example, an employee with two (2) weeks earned, unused vacation is required to use that time before taking not more than ten (10) additional unpaid weeks. For a type C or D FMLA leave, employees will be required to use accrued sick time before utilizing vacation time.

If the employee on FMLA leave is an exempt employee and is among the highest paid ten percent of Town of Meredith employees within a seventy-five mile radius, and keeping the job open for the employee would result in substantial economic injury to the Town of Meredith, reinstatement can be denied at the end of the leave period.

When an employee requests any leave of absence that qualifies as leave under the FMLA, the Town of Meredith may designate such leave as FMLA leave upon written notification to the employee.

Status of Employee Benefits

While on FMLA leave, employees may continue to participate in the Town of Meredith's group health insurance in the same manner as employees not on FMLA leave. In the event of unpaid FMLA leave, an employee shall pay to the Town of Meredith the employee's share of any medical insurance premiums once per month in advance on the first day of each month. In the event that the employee elects not to return to work upon completion of a FMLA leave of absence, the Town of Meredith may recover from the employee the cost of any payments to maintain the employee's medical coverage, unless the employee's failure to return to work was for reasons beyond the employee's control. Benefit entitlements based on length of service will be calculated as of the last paid work day prior to the start of the leave of absence; for example, an employee on leave will not accrue vacation or sick time. At the end of an authorized FMLA leave, an employee will be reinstated to his or her original or a comparable position.

Basic Regulations and Conditions of Leave

The Town of Meredith may require medical certification to support a claim for FMLA leave for an employee's own serious health condition or to care for a seriously ill child, spouse or parent. For the employee's own medical leave, the certification must include a statement that the employee is unable to perform the functions of his or her position. For FMLA leave to care for a seriously ill child, spouse or parent, the certification must include an estimate of the amount of time the employee is needed to provide care. At its discretion, the Town of Meredith may require a second medical opinion and periodic recertifications at its own expense. If the first and second opinions differ, the Town of Meredith, at its own expense, may require the binding opinion of a third health care provider, approved jointly by the Town of Meredith and the employee.

Notification and Reporting Requirements

When the need for FMLA leave is foreseeable, such as the birth or adoption of a child, or planned medical treatment, the employee must provide reasonable prior notice, and make efforts to schedule leave so as not to disrupt Town of Meredith operations. In cases of illness, the employee will be required to report periodically on their FMLA leave status and intention to return to work. At the expiration of any FMLA leave due to the employee's own illness, the employee must present a written authorization from his or her doctor stating that the employee is ready to return to work.

Procedures

(A) A Request for FMLA leave should be submitted to the Town Manager. If possible, the form should be submitted thirty (30) days in advance of the effective date of the FMLA leave.

(B) All requests for FMLA leaves of absence due to illness should include the following information to be supplied by the treating medical provider: 1) the date on which the serious health condition commenced; 2) the probable duration of the condition; and 3) the appropriate medical facts within the knowledge of the health care provider regarding the condition. In addition, for purposes of FMLA leave to care for a child, spouse, or parent, the request should give an estimate of the amount of time that the employee is needed to provide such care. For purposes of FMLA leave for an employee's illness, the request must state that the employee is unable to perform the functions of his or her position. In the case of certification for intermittent FMLA leave or FMLA leave on a reduced leave schedule for planned medical treatment, the dates on which such treatment is expected to be given and the duration of such treatment must be stated.

Coordination with Other Town of Meredith Policies; Reference to FMLA

In the event of any conflicts between this policy and other Town of Meredith policies, the provisions of this policy shall govern. The FMLA contains many limitations and qualifications for entitlement and governance of FMLA leave not stated herein. The terms of

the FMLA are incorporated herein and will be applied in all instances of requested or designated FMLA leave.

Section IV – 5 AUTHORIZED ABSENCE WITHOUT PAY

The Town Manager, at their discretion, may grant a leave of absence without pay for a period not to exceed one (1) year. Except in unusual circumstances, such absences will be for the purpose of tending to personal affairs during short periods which the employee is unable to cover with accrued paid vacation leave, or to cover absences resulting from bona fide sickness or other physical disability which the employee cannot cover with accrued paid ordinary leave or sick leave.

For such absences of thirty (30) calendar days or less, the employee will continue to accrue paid leave and sick leave credits and health insurance benefits will remain in effect. For such absences of thirty-one (31) calendar days or more, accrual of paid vacation leave and sick leave credits shall be suspended until the first full calendar month after return to work.

There will be no payment for longevity for the year in which such leave commences; however, for the purpose of establishing and maintaining eligibility for longevity, the individual's service shall be considered to be continuous. Town paid life insurance and health insurance benefits shall be cancelled.

Section IV – 6 AUTHORIZED ABSENCE WITH PAY

Days of authorized leave with pay, may only be approved by the Town Manager.

Section IV – 7 UNAUTHORIZED ABSENCE

An absence of any employee from duty for a single day or part of a day that is not authorized by a specified grant of a leave of absence under the provisions of these regulations, will be deemed to be an absence without leave. Any such absence shall be without pay and may be subject to disciplinary action. Any employee who absents themselves for three (3) consecutive days without leave shall be deemed to have resigned.

Section IV – 8 MILITARY LEAVE

It is the Town of Meredith's policy to grant leaves of absence without pay to regular full-time employee who enlist, are drafted, or are recalled to active service in the armed forces of the United States.

If you are in the military reserve, you will receive the required time off to complete your training and your drill obligations. You must present a copy of your official orders or instructions to the Town Manager. This information shall be made a part of your permanent personnel record.

If you enlist or are recalled to active Armed Forces duty, for a time period beyond normal annual training and drill obligations, you have certain re-employment rights prescribed by statutes with which the Town of Meredith will comply.

The rate of pay and other benefits of the employee on return from the military leave of absence will be same as if the employee had worked continuously with the Town of Meredith in the job held when such special leave was granted.

You must notify the Town Manager of your availability to return to work.

The Town of Meredith reserves the right to place another employee in your position for the duration of the military leave of absence. Every effort will be made to place you in your previous position. If this is not possible, you will be placed in a position with comparable status, pay and responsibility.

Section IV – 9 BEREAVEMENT LEAVE

Full-time and part-time employees bereaved by the death of a relative will be granted time off from work without loss of pay in accordance with the following policy.

In the event of the death of a member of a regular full-time employee’s immediate family, the Town of Meredith provides up to three (3) days paid time off. The three workdays usually include the day before the funeral and a day after. “Immediate family” includes spouse, children (natural or adopted), stepchildren, parents, parents –in-law, brothers, sisters, stepparents, stepbrothers, stepsisters, grandparents, and grandchildren of the employee.

Additional unpaid time off due to bereavement may be granted for a specified and limited period of time with the approval of the Town Manager. Employees seeking such additional unpaid time off must demonstrate the need for the time off.

In the event that you are on paid vacation at the time of the death of the relative, the bereavement leave will not be charged against your vacation credit. Additional vacation days may be granted to compensate for those days used as bereavement leave.

Section IV – 10 JURY DUTY LEAVE

The Town of Meredith considers it a civic duty to serve on a jury if summoned and will grant you leave in order to serve on a jury. Employees summoned for jury duty will be paid their regular rate of pay. The Employee must turn into the Town the pay provided by the government for jury service excluding mileage. The Employee must show the jury summons to their Department Head as soon as the notice is received.

While serving on a jury, you are expected to call your Supervisor daily to advise them of your status. In addition, you are expected to return to your job if you are excused from jury duty during your regular working hours.

Section IV – 11 ADMINISTRATIVE LEAVE

The Town Manager may excuse employees from duty for short periods of time with pay and without charge to leave. Examples would be extreme weather conditions, disaster and days of national mourning or celebration. This additionally may be granted to exempt employees as a result of extensive work requirements.

Section IV – 12 LONGEVITY

Upon completion of five (5) years of service with the Town of Meredith as a full-time employee (including any probationary period), an employee shall be entitled annually to One Hundred Fifty Dollars (\$150.00) longevity pay; upon completion of ten (10) years of such service, he or she shall be entitled annually to Three Hundred Dollars (\$300.00) longevity pay; upon completion of fifteen (15) years of such service, he or she shall be entitled annually to Four Hundred Forty Dollars (\$440.00) longevity pay; upon completion of twenty (20) years of such service, he or she shall be entitled annually to Six Hundred Dollars (\$600.00) longevity pay; upon completion of twenty-five (25) years of service, he or she shall be entitled to One Thousand Dollars (\$1,000.00) longevity pay.

Entitlement commences in the calendar year in which the required service is completed and continuous until the calendar year in which the individual qualifies for a higher entitlement or terminates his service with the Town.

Normally, longevity pay will be paid on the first pay period in the month following the month of their anniversary date.

Section IV – 13 TUITION

Courses which are a requirement of the job within a department shall be paid for entirely by the department. Courses which are related to the job, but are not required are also eligible for a tuition refund by the department within the limits of its budget, Grade A 100%, Grade B 75%, Grade C 50% refund.

All courses must be approved in advance by the Town Manager, satisfactorily completed, and upon completion proof of payment and satisfactory completion must be presented to the Town Manager to be eligible for reimbursement under this policy.

When a course is paid for in whole or in part through a Federal or State program, then the Town will not reimburse for such amount, it being the intent to eliminate double payment for a course.

Section IV – 14 MEDICAL BENEFIT PLAN

The Town of Meredith provides all full-time employees who have met the eligibility requirements of the insurance plan with health insurance coverage at no cost to the regular full-time employees and regular part-time employees working 30 hours or more. Coverage for dependents is also available with a cost share of 10% of the premium by the employee. Effective July 1, 2006, the cost share for dependent coverage shall be 15% of the cost of the plan after the single employee share is paid, 15% cost share will be applied to the remaining cost. Details concerning the health insurance plan may be obtained from the Town Manager or their Administrative Assistant.

Effective January 1, 2007 two options of health coverage will be offered; a HMO plan and a POS plan. The Town of Meredith will provide HMO health insurance coverage at no cost to the regular full-time employees and regular part-time employees working 30 hours or more. The cost share for dependent coverage shall be 15% of the cost of the HMO plan after the single employee share is paid, (15% cost share of the HMO will be applied to the remaining cost.) The employee will pay any additional costs of the POS plan.

The Town of Meredith offers an Opt-Out benefit for employees who have health coverage through other means. The Opt-Out amount of \$2,500 to be payable on a weekly basis (\$48.08) as long as the employee is employed and does not partake in the health insurance coverage through the Town. The Employee must provide proof of alternative health coverage.

Section IV – 15 DENTAL PLAN

The Town of Meredith provides all full-time employees who have met the eligibility requirements of the dental plan with dental insurance coverage. Coverage for dependents is also available at the employee's expense. Details regarding this plan may be obtained from Town Manager or their Administrative Assistant.

Section IV – 16 CONTINUATION OF GROUP HEALTH INSURANCE

The Consolidated Omnibus Budget Reconciliation Act of 1985 ("COBRA") requires that most employers sponsoring group health plans offer employees and their families the opportunity for a temporary extension of health coverage at group rates in certain instances where coverage under the plan otherwise would end. Please contact the Town Manager or their Administrative Assistant for more details regarding COBRA.

Section IV – 17 RETIRED PERSONNEL

Retired personnel may continue to carry their Health Insurance through our group insurance program. They must remit full payment monthly for this benefit. Retired personnel for the purpose of this section shall mean those employees who have retired under the Town's Retirement System and /or have been in the employment of the Town for twenty (20) years.

Section IV – 18 WORKERS' COMPENSATION

The Town of Meredith pays a premium for Workers' Compensation insurance for all employees. This insurance coverage protects employees from a loss of income and pays medical expenses, resulting from a workplace accident or injury. You are required to report all work-related injuries to the Town Manager or their Administrative Assistant immediately.

Employees with work-related injuries may be entitled to temporary alternative duty in accordance with the New Hampshire Workers' Compensation law. In New Hampshire an injured worker is entitled to worker's compensation for injuries and medical conditions that arise out of an exposure at work. Claims are divided into two categories:

1. Medical Only Claims: Any claim with no time lost from work or any claim in which the lost time is less than three days.
2. Lost Time or Indemnity Claims: Any claim where the injured worker is out of work for more than three days.

When a worker is injured, they receive no wage replacement benefit for the first three days of disability. The employee shall use accrued sick leave in order to make their paycheck "whole". If the disability is greater than fourteen days, then the waiting period is waived. Worker's Compensation benefits are based on 60% of the employee's average weekly wage.

Employees with non-work-related injuries or other physical or mental impairments who require accommodations to perform their jobs should make any accommodation requests to the Town Manager. The Town of Meredith will consider the request in accordance with its Americans With Disabilities Act policy.

Section IV – 19 UNEMPLOYMENT INSURANCE

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

Section IV – 20 SOCIAL SECURITY

Social Security is a payroll deduction representing your contribution to the Federal Government's Social Security Program. The Town of Meredith also contributes money on your behalf to the Social Security Program for regular employees. Police and Fire regular full-time employees are exempt.

Section IV – 21 INSURANCE

The Town of Meredith shall provide Life Insurance in the amount of twenty thousand dollars (\$20,000) for each full-time employee until age 65, which then reduces to thirteen thousand (\$13,000) until age 70, which then reduces to ten thousand dollars (\$10,000). Coverage begins on the first day of the month following appointment or as soon as can be added to the Town's policy.

Section IV – 22 NEW HAMPSHIRE RETIREMENT SYSTEM

At the March 11, 1969 Town Meeting, the Town of Meredith voted (as required by State Law) in the affirmative to include full-time employees of the Town in the New Hampshire Retirement System to be effective January 1, 1969. This vote made it mandatory for all full-time employees employed with the Town of Meredith to participate.

Group I employees consist of all employees other than Fire and Police. They are required to join the retirement system immediately upon employment with the Town.

Group II employees consist of Police and Group III employees consist of Fire. These employees are required to join the retirement system immediately upon employment with the Town.

A percentage of the employee's gross earnings are deducted weekly from the employee's paycheck and are submitted monthly to the system by the Town. The Town of Meredith submits, at the same time, a percentage towards each employees retirement fund. Each groups percentages are available at the Payroll Office. All percentages are designated by New Hampshire Retirement System.

Upon termination of employment from the Town, a form provided by the New Hampshire Retirement System is available at the Town Manager's Office or on line at www.state.nh.us/retirement/ for the return of accumulated contributions made by the employee. This form must be filled out by the employee, signed by the Town Manager or their Administrative Assistant and mailed by the employee.

Section IV – 23 DEFERRED COMPENSATION PLAN

The Town of Meredith shall make a 457 Savings Plan available to regular full-time employees. Employees opting to participate may make payroll-deducted contributions to the Plan by designation or wages up to the allowable maximum.

Section IV – 24 CREDIT UNION

The Town of Meredith will participate with a Credit Union. Employees of the Town are eligible to become members. Savings and loan payments may be made through payroll deduction.

Section IV – 25 DIRECT DEPOSIT

The Town of Meredith provides direct deposit for employees in up to three (3) banks.

Section IV – 26 FLEXIBLE BENEFIT PROGRAM

The Town participates in a Flexible Benefit Program to be funded by employees for pretax reimbursement in accordance with Section 125 of the Internal Revenue Code. Employee contributions are made directly from gross pay, before federal, state, Social Security and federal unemployment taxes for eligible medical and/or dependent care expenses. Details regarding this plan may be obtained from Town Manager or their Administrative Assistant.

Section IV – 27 MISCELLANEOUS DEDUCTIONS

Employee deductions in addition to those detailed in the Personnel Manual may be made as authorized by the Town Manager.

Section IV – 28 COMPUTER PURCHASE

Computers may be purchased through the Town and a payroll deduction plan implemented. See Administrative Services for details.

ARTICLE V

ON THE JOB

Section V – 1 ATTENDANCE

Every employee is a valuable and contributing member of the Town of Meredith. Your regular attendance is important to our success and efficiency. We must be able to depend on our employees to report to work regularly and on time.

Every employee is expected (1) to work all scheduled hours; (2) to report for work on time; and (3) to work until the end of the work period.

Excessive absence, being late, and quitting early, are grounds for disciplinary action, including separation from employment. If you are absent or late for work, you must contact your supervisor either verbally or in writing, up to one-half hour after starting time, to explain why you will be absent or late and how long you expect to remain absent. An employee who fails to call in on the day of an absence, or does not have an excuse for calling in late, may be subject to discipline, up to and including discharge. If you are absent from work for more than one day, you are required to call in on each day of your absence, unless you have submitted a doctor's note indicating that you will be absent from work on that day.

Unless there are extenuating circumstances, an employee will be considered to have resigned from the Town of Meredith if no notification is received within three (3) consecutive working days from the beginning of the absence. Before returning to work, an employee who is absent three (3) or more consecutive workdays due to illness may be requested to submit to their supervisor a doctor's release to work slip.

Section V – 2 CONFIDENTIALITY

Employees are expected to respect the confidentiality of information received during the course of employment with the Town of Meredith.

Section V – 3 TOWN OF MEREDITH EQUIPMENT, TELEPHONES, FACSIMILE, E-MAIL AND INTERNET USE

All electronic and telephonic communication systems and all communications and information transmitted by, received from, or stored in Town of Meredith equipment and systems are the property of the Town of Meredith and as such are to be used solely for job-related purposes. Moreover, the use of any electronic communications systems and software and business equipment, including, but not limited to facsimiles, telecopiers, computers, e-mail, and copy machines, for private purposes is strictly prohibited.

Employees are not permitted to use a code, access a file, or retrieve any stored communication unless authorized to do so or unless they have received prior clearance from the Town Manager. All pass codes are the property of the Town of Meredith. No employee may use a pass code that has not been issued to that employee or that is unknown to the Town of Meredith. Moreover, improper use of the e-mail system (e.g., spreading offensive jokes or remarks) will not be tolerated. Employees who violate this policy are subject to disciplinary action, up to and including separation from employment.

To ensure that the use of electronic and telephonic communications systems and business equipment is consistent with the Town of Meredith's legitimate business interests, and to ensure quality service to our customers, authorized representatives of the Town of Meredith may monitor the use of such equipment from time to time. See Administrative Regulations for procedural information.

Section V – 4 COMMUNICATIONS

Good communications are vital for efficient and effective operations. Bulletin boards are maintained within each Town facility to bring to the attention of employees any matters relating to federal and state regulations, safety and health, Town of Meredith policies and

announcements. No notices, posters or other material may be displayed on these boards without the approval of the Town Manager. All employees are urged to check these boards daily. Failure to read bulletins will not serve as an excuse for violations of posted policies.

Section V – 5 PERSONAL DRESS

Discretion in style of dress and behavior is extremely important to the Town of Meredith. Employees are therefore required to dress in attire safe and appropriate for their positions. Work clothing worn by employees must not be torn, must meet safety requirements, and must not contain inappropriate language or graphics. Please use good judgment in your choice of work clothes and hygiene and remember to conduct yourself at all times in a way that best represents you and the Town of Meredith. Any questions regarding appropriate dress for your department should be addressed to the Town Manager. Dress Down Days on Fridays is implemented per Administrative Regulation.

Section V – 6 SNOW DAYS

Employees generally are expected to report to work during inclement weather. However, there may be occasions on which the Town of Meredith will have a delayed opening or be closed due to severe inclement weather. You should contact the Town main telephone at 279-4538; listen to WLKZ or tune into TV channel WMUR (9) for information as to whether the Town of Meredith will be open for business. Essential personnel must adhere to departmental procedures.

Section V – 7 SOLICITATIONS

No solicitation of any kind is permitted during working time, unless first approved by the Town Manager. “Solicitation” is defined as requests for contributions, donations, raffles, lotteries, membership in organizations, attendance at events, or other similar conduct. “Working time” is defined as time during which the employee is scheduled to be working, exclusive of established break periods, meal times, or time before or after work hours. This rule applies to solicitation for both charitable and non-charitable causes.

No distribution of any non-work-related written materials is permitted in any work area at any time, unless first approved by the Town Manager. “Work areas” are defined as any Town of Meredith office or facility, other than designated break areas. Absent prior approval by the Town Manager, employees may solicit or distribute materials only during break time or outside of scheduled work hours. Persons not employed by the Town of Meredith are likewise prohibited from distributing materials or soliciting employees on Town of Meredith premises at any time, unless authorized by the Town Manager.

Any employee who violates these rules will be subject to disciplinary action.

Section V – 8 MOTOR VEHICLE VIOLATIONS

All employees who operate Town of Meredith vehicles are required within 72 hours to notify their Department Heads if they have been convicted of or plead nolo contendere to any and all motor vehicle violations. If the license of any employee who operates Town of Meredith vehicle[s] is suspended, revoked, or otherwise restricted, the employee must notify their

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

Section V –9 TOWN OF MEREDITH PROPERTY

Town of Meredith property of any type or value shall not be used or removed from Town of Meredith premises without written authorization of the Town Manager. All Town of Meredith equipment, memoranda, records, communications, computer data, disks, or other documents made or compiled by you or made available to you in connection with the business of the Town of Meredith shall be delivered to the Town of Meredith promptly upon your termination or at any other time upon request.

Section V – 10 TOWN OF MEREDITH SECURITY

It is each employee's responsibility to help ensure that proper security measures are exercised at all times. You should be familiar with emergency exits and with alarm systems and the proper steps to take upon hearing them. Any suspicious person or events should be called to the immediate attention of your department Head or the Town Manager.

Section V – 11 CONFLICT OF INTEREST

The Town of Meredith expects its employees to conform to the highest ethical and legal standards. Employees are required to refrain from engaging in any activities that create a conflict or the appearance of a conflict of interest. Examples of conduct and behavior that would violate this policy include, but are not limited to, the following:

- Investing in any of the Town of Meredith's vendors or suppliers (unless the securities are publicly traded and the investments are on the same terms available to the general public, and not based on any inside information), or having any financial interest in a vendor or supplier that could cause divided loyalty or even the appearance of divided loyalty.
- Receiving any gifts or favors from, any members of the public, vendors, or suppliers. Guidelines shall be provided in Administrative Regulation.
- Using directly or indirectly, Town of Meredith funds, assets, or other resources for any unlawful goal or purpose.

Employees with any questions regarding these guidelines are required to discuss them with their department head or the Town Manager, prior to engaging in any activity or conduct that may violate this policy, as violations may lead to disciplinary action, up to and including termination.

Section V – 12 SUGGESTIONS AND IDEAS

We are always interested in your constructive ideas and suggestions for improving our operations. You will be notified whether or not it is feasible to put it into practice.

We believe that constructive suggestions indicate initiative on the part of an employee, and we encourage employees to submit them. A constructive suggestion notes an issue and offers a reasonable suggestion for improvement.

Section V – 13 DISCIPLINE

The Town of Meredith is justifiably proud of our employees and the manner in which they conduct themselves. We rely on individual good judgment and sense of responsibility. Each employee is expected to conduct themselves in an appropriate manner. However, for the protection of its property and other employees, the Town of Meredith has established certain rules of conduct, which must be followed.

It is the policy of the Town of Meredith to discipline an employee whenever he or she violates a rule, regulation, endangers the safety of others, or performs unsatisfactorily. In each instance, the disciplinary action taken will be just and in proportion to the seriousness of the violation. Generally, there are four types of discipline used by the Town of Meredith: verbal warning, written warning, suspension, and dismissal.

The Department Head will bring all such violations to the attention of the employee. A written memorandum will be placed in the file noting the following: the nature of each occurrence, the remedial action suggested, and what action was taken. Disciplinary action taken may be a reprimand, suspension or discharge.

If an employee is suspended, they must be notified in writing of the effective date, reason and duration. The Town Manager shall suspend or discharge employees.

If an employee is discharged, they must be notified of the reason for discharge, and of the effective date of discharge.

A suspended or discharged employee may appeal the action by written appeal to the Board of Selectmen within five (5) working days after the action. The Board of Selectmen will respond in writing to that employee within ten (10) working days.

Section V – 14 STANDARDS OF CONDUCT

Any group of people who have come together for a common purpose must have rules that promote consistency, harmony, and support the objectives and missions of the Town of Meredith.

There are certain standards of common honesty and decent behavior that all employees are expected to follow. We believe that the following rules, which are not set out in any particular order, are necessary and reasonable to the proper conduct of our business.

We all know that no list of rules can be all inclusive. The following areas, however, are expressly described to guide you in the recognition of certain behaviors which are clearly prohibited and which can result in disciplinary action, up to an including discharge. Particular disciplinary action to be taken in any specific instance will depend on the review of all factors involved and the employee's past records.

1. **Absence and Lateness**

Absence and lateness without good reason, failure to report when absent, overstaying allotted break time, excessive or unexcused absences.

2. **Employment/Town of Meredith Records**

Making a false statement on the application form; falsifying Town of Meredith and employment records.

3. **Attitude**

Abusive language, creating any type of disturbance, complaining in front of visitors, uncooperativeness, abuse or neglect of visitors or residents, and abuse, neglect, or intentional destruction of Town of Meredith property.

4. **Safety**

Violation of safety regulations or endangering the health or safety of other persons.

5. **Employee Relations**

Abusive or profane language to another employee, intentional destruction of another employee's personal possessions, threatening bodily harm, intent to strike, and/or striking another employee, creating a disturbance, causing dissension among employees.

6. **Crime**

Conviction of a crime that adversely impacts the employee's position with the Town of Meredith.

7. **Dishonesty**

Dishonesty to a coworker, resident, visitor or to the Town of Meredith.

8. **Incompetence**

Repetition of avoidable mistakes to a point that the mistakes demonstrate a willful disregard for the Town of Meredith's interest.

9. **Intoxicants**

Bringing, possessing, or using alcoholic beverages or illegal drugs on Town of Meredith property or while on the job; being under the influence of or testing positive for these substances during working hours will result in immediate discharge.

10. **Neglect of Duty**

Negligence in the performance of duties, which seriously conflict with the Town of Meredith's interest.

11. **Unsatisfactory Job Performance**

Failing to demonstrate the requisite skill or abilities to satisfactorily discharge the employee's duties.

12. **Telephone, Facsimile, Computer, E-Mail, Copier**

Use of a Town of Meredith telephone, facsimile, computer, e-mail, and copier for a non-Town of Meredith purpose.

13. **Theft or Destruction of Property**

The theft or negligent or intentional destruction of any Town of Meredith property or the personal property of a coworker, customer or visitor.

14. **Sexual or Other Unlawful Harassment**

Discrimination, sexual or other unlawful harassment, and inappropriate conduct in violation of Town of Meredith policies.

15. **Insubordination**

Acting in an insubordinate manner toward your supervisor or any other directive of the Town of Meredith.

Section V – 13 GRIEVANCE PROCEDURE

Any employee who believes that they have received inequitable treatment because of some condition of their employment, may personally appeal for relief from that condition through the following steps:

- (a) An employee is expected to discuss any grievance initially with their immediate supervisor, then, if the matter is not settled, the employee may choose to submit it in writing to the Department Head within five (5) days of the supervisor's decision. The Department head shall give a written reply within one (1) week.
- (b) If the employee feels that their immediate supervisor or Department head has not satisfactorily adjusted the grievance, they may then submit it in writing to the Town Manager within five (5) days of receipt of the Department Head's reply. The Town

Manager shall give a written reply within one (1) week of their receipt of written grievance.

- (c) The Town Manager's decisions shall be final on employee's grievances for all employees who are under their administrative supervision. The Board of Selectmen's decisions shall be final on employee's grievances that are under the Board of Selectmen's administrative supervision.

These steps are to be followed in sequence. The requirements of a written presentation is not intended to preclude the use of frank and informal discussions as a means of reaching settlement.

ARTICLE VI

EMPLOYEE SAFETY AND HEALTH

The Town of Meredith is committed to providing a safe and healthy working environment for all of our employees. With your assistance, we can use our resources to identify and control work-related hazards. All employees are required to bring known and potential hazards and safety issues to the attention of the Joint Loss Safety Committee. Failure to do so may result in an injury to you or others that could otherwise have been avoided.

The cooperative effort of each employee, and supervisor and manager in the awareness, acceptance, participation, and preservation of a functional Health and Safety Program is essential and welcomed. Please bring any suggestions you may have to improve safety to the Joint Loss Safety Committee or the Town Manager.

Section VI – 1 SAFETY AND HEALTH STATEMENT

The Town of Meredith values the safety and health of each and every town employee. It is the policy and the responsibility of the Town to adopt all reasonably practicable measures:

- To secure the safety, health and welfare of all employees at places of work under the Town's control and elsewhere when performing duties;
- To maintain equipment and a safe and healthy place of work;
- To enable all employees to provide input;
- To ensure that the Town of Meredith is in compliance with safety rules, laws and regulations.

It is also the policy of the Town of Meredith to ensure that all employees are aware of their responsibility regarding health and safety. In this regard they should become familiar with the Safety Manual developed by the Town of Meredith Joint Loss Safety Committee.

We all share the responsibility for the prevention of accidents and should take reasonable care that all policies and procedures used are safely carried out. Any health or safety concerns should be reported to the Joint Loss Safety Committee.

JOINT LOSS SAFETY RESPONSIBILITIES

Every employee of the Town of Meredith has the right to a workplace free from occupational safety and health hazards. The Joint Loss Safety Committee, Supervisory Personnel, and all employees share in the responsibility of implementing the provisions of this program within their respective capabilities and jurisdiction. The responsibilities listed are a minimum and should not be construed to limit individual initiative to implement more comprehensive procedures to control losses and enhance workplace safety.

Joint Loss Safety Committee

- The Committee shall officially adopt this program and update at least every five years in accordance with the NH Department of Labor regulations.
- Provide overall support, direction and commitment.
- Ensure that personnel responsible for carrying out the provisions of this program understand the content of the program, are held accountable for their actions/inactions in accordance with established policies and procedures, and serve as advocates for the promotion of safety values and programs at all levels.

Supervisory Personnel

- Personnel with supervisory duties shall have the authority and responsibility to maintain a safe and healthy work place and work practices. The supervisory personnel will:
 - Comply with the contents of this program
 - Comply with applicable work rules and regulations
 - Ensure that all employees within their jurisdiction comply with the program and follow all work rules and regulations as well as setting a positive example.
 - Follow disciplinary procedures as they relate to this program.
 - Promptly investigate and report all accidents and incidents, and immediately discuss measures for prevention.
 - Provide education for employees within their departments including correct methods for performing tasks, precautions to be taken, and the use of appropriate protective and emergency equipment.
 - Conduct workplace inspections and investigations to identify and correct unsafe conditions.
 - Include and evaluate employee's safety behavior in each formal performance evaluation.

Employees

- Employees are required to exercise due care in the course of their work to prevent injuries to themselves and to their fellow workers, the general public and equipment entrusted in their care. Employees shall:
 - Understand and follow all work rules and regulations. If an employee does not understand a work rule or regulation, they must notify their immediate supervisor.
 - Utilize required personal protective equipment.
 - Report all unsafe acts and conditions to their supervisor.
 - Operate only machines and equipment that they have been properly trained and/or licensed on.
 - Must follow all accident reporting procedures.
 - Employees required to have a license as a condition of employment must report to immediate supervisor or Department Head:
 - Any motor vehicle law enforcement action;
 - Any motor vehicle conviction or any administrative action by the Department of Motor Vehicles.
 - These provisions shall not supersede any law or Commercial Driver's license requirements.
 - Follow Disciplinary Policy as it relates to this program.

Administrative Regulations and the Town Wide Safety Manual provide further information on safety policies and procedures.

Section VI – 2 WORKPLACE VIOLENCE

Unfortunately, violence in the workplace has become a reality for many employers. We hope that we never have to face this growing problem. Moreover, violence and verbal and physical threats of violence of any kind in the workplace or on Town of Meredith property will not be tolerated, and employees engaging in such conduct will be subject to discipline, up to and including separation from employment. If you become aware of any violence or threat of violence, you must immediately report the matter to your Department Head or Town Manager.

Section VI – 3 ALCOHOL AND DRUG POLICY

It is the Town of Meredith's intent and obligation to provide a safe and efficient work environment for all employees. The Town of Meredith recognizes alcohol and drug abuse as potential health, safety and security problems. All employees are expected to assist in maintaining a work environment that is free from the effects of alcohol, drugs and other intoxicating substances. Compliance with the Town of Meredith's substance abuse policy, which is made a condition of employment, is available in full as an Administrative Regulation for Drug & Alcohol Testing Policy.

ALCOHOL AND DRUG FREE WORKPLACE POLICY

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

2. **EMPLOYEE RESPONSIBILITIES.**
 - A. No employee shall unlawfully manufacture, dispense, possess, use, or distribute any controlled substance, medication, or alcohol.

 - B. Any employee convicted under a federal or state statute regulating controlled substances shall notify Their Department Head within five (5) days after the conviction.

 - C. Employees are prohibited from consuming alcoholic beverages immediately before work, during work hours, or while at work during breaks or lunches.

 - D. No employee shall be impaired by alcohol, illegal drugs, or medication during work hours.

 - E. No employee shall represent the Town of Meredith in an official capacity while impaired by alcohol, illegal drugs, or medication.

 - F. No employee using medication that may impair performance shall operate a motor vehicle or engage in safety sensitive functions while on duty for the Town of Meredith.

 - G. If an employee is using prescription or non-prescription medication that may impair the ability to safely perform duties, the employee shall report that fact to their Department Head.

 - H. An employee who has reason to believe that the performance of another employee is impaired by alcohol, illegal drugs, and/or medication shall immediately notify their Department Head or the Town Manager. .

3. **DISCIPLINARY ACTION.** Because of the serious nature of illegal use or abuse of alcohol, controlled substances, and/or medication, violations of this policy will lead to appropriate disciplinary action, up to and including termination.

Section VI – 4 SMOKING POLICY

The Town of Meredith is committed to providing a safe, healthy, and smoke-free work environment for our employees, visitors, and vendors. Consistent with our commitment and state law, we have declared a no smoking policy within our buildings and in Town of Meredith vehicles. Department Heads may implement specific departmental policy with Town Manager approval.

No smoking is allowed in any areas of Town of Meredith buildings. Anyone wishing to smoke must do so only during authorized breaks in the designated area. The Town of Meredith hopes and expects that our employees will comply with the no-smoking policy. If an employee fails to comply with these rules, the employee will be subject to disciplinary action.

Section VI – 5 WORKPLACE SEARCHES

To safeguard the safety and property of our employees, residents, and the Town of Meredith, the Town reserves the right to search any employee’s office, desk, files, locker, or any other area or article on our premises based on probable cause. Employees should understand that all offices, desks, files, lockers and so forth are the property of the Town of Meredith and are issued for the use of employees only during their employment with the Town of Meredith. Inspections may be conducted at any time at the discretion of the Town of Meredith. Employees will be informed that the inspection occurred if they were not present during the inspection. Employees who refuse to cooperate in an inspection will be subject to disciplinary action up to and including discharge if after investigation, they are found to be in violation of the Town of Meredith’s security procedures or any other Town of Meredith rules and regulations.

ARTICLE VII

SEPARATION FROM EMPLOYMENT

Section VII – 1 TERMINATION

Should you decide to resign from your employment with the Town of Meredith, we ask that you notify your Department Head of your decision at least two weeks in advance or your planned departure date. Your thoughtfulness will be appreciated, and will allow the Town of Meredith to maintain work schedules and provide important services to the public.

Pay in lieu of vacation earned but not taken will be made in the case of employment terminated by resignation, dismissal, retirement or death of an employee. Additionally, full-time employees will receive any longevity pay to which they are entitled. Employees forfeit all accrued sick leave upon termination for cause. Please see Vacation and Sick leave.

If a permanent employee dies while in the Town’s services, wages earned to the time of death, any longevity pay to which the deceased was entitled and lump sum for any unused vacation leave credits shall be paid to:

- (a) A beneficiary named by the deceased and recorded with the Town;
- (b) Surviving spouse of deceased if no other beneficiary has been named and recorded with the Town;
- (c) The estate of the deceased if neither of the foregoing is applicable.

Section VII – 2 EXIT INTERVIEWS

All employees who terminate their employment will be asked to participate in an exit interview with Town Manager or their designee. The purpose of the exit interview is to discuss any relevant separation benefits and benefit continuation, and to receive feedback from you on ways in which our Town can improve our operations and retention of employees.

Section VII – 3 RETURN OF TOWN OF MEREDITH PROPERTY

Town of Meredith property of any type or value may not be used or removed from the Town of Meredith premises without authorization from the Town Manager. All Town tools, equipment, documents, or records made or compiled by you or made available to you in connection with the business of the Town of Meredith must be delivered to the Town of Meredith promptly upon the termination of your employment or at any other time upon request.

Section VII – 4 LAYOFF

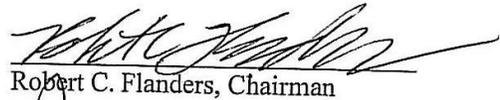
The Town reserves the right to lay off any employee, without discredit to the employee, if circumstances dictate that such layoff is necessary for the public’s best interest. Decision that such a layoff is necessary shall be made by the Town Manager.

Employees shall be laid off within pay-position groups affected based on the most recent annual merit review. If merit, ability and capacity are equal, length of service shall be the determining factor. No employee shall be laid off without at least two weeks notice.

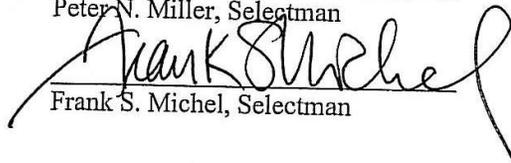
An employee, if qualified therefore, shall be offered a lower paid position if a vacancy in such a position exists. Acceptance of such a position shall in no way prejudice the employee’s return to his/her former position, should rehiring take place.

Adopted this date: 3/6/06


Town Manager


Robert C. Flanders, Chairman


Peter N. Miller, Selectman


Frank S. Michel, Selectman