

BOARD OF SELECTMEN MEETING

April 29, 2025

MINUTES

Present: Shawn Talbot (Chair), Jason Somero, Lou Alvarez, Debbie Deaton (Town Administrator)

Also present: Alan Doyle

5:00 Open Meeting with the Pledge of Allegiance

Below is the link to view the meeting on YouTube:

<https://youtu.be/KLp6Qu4wDyE?list=PLzGryVtWOBk8maGIwV0C7-1OgfgwrldjQ>

5:05 Round Table Discussion:

- The First Quarter budget review will be rescheduled to May 13th at 5pm.
- Debbie presented the ARPA report (attached) to the Board. This report had to be submitted before April 30th. The report lists the projects and how much has been paid for each one. The only outstanding amounts are for the second phase of the EMD project and some funds for generators. The total allotment must be expended by 12/31/2026. We should have ours expended by the end of 2025.
- Debbie informed the Board she had talked to Wendy (SVAS) regarding the liaison position. The Board decided to do interviews on May 20th. Debbie will contact candidates to confirm interview times.
- Debbie also informed the Board she had contacted JSJ Auctions regarding the 6 town owned properties the Board would like to auction. Jay St. Jean said they do have a new process regarding deeds. They have a 3rd party they've been working with and will incorporate that cost into the auction price.
- Shawn reminded everyone the tree cutting and drainage bids for Old Wilton Road as well as the 2025 paving bids are due no later than 3:00pm on Monday, May 5th. They will be opened on Tuesday, May 6th at 5pm.
- Shawn said he has heard from a few people regarding interest in forming the building committee. He will coordinate a date for a meeting.
- Debbie added the Trustees of the Trust Funds are still looking for a member. She said there was someone interested but they could only have in person meetings at night and the Trustees historically don't meet at night.
- Jason said we received the new payment for the school which will be effective on July 1st. The new payment will be \$1,035,164.28 per month for the next 12 months. The payment was \$818,101.30 per month from January 2025 through June 2025. He also questioned why we are paying over \$1 million per month and Greenville will only be paying \$173,856.83. Shawn said he had reached out to Rachel Anderson regarding this. He would like to see if she would be willing to come to a meeting to discuss the increase as well as how the amounts for New Ipswich and Greenville are calculated.
- Jason also mentioned the recent case regarding the school district taking the Trustees of the Trust Funds to court. The court ruled in favor of the school district allowing the "spare part" to be taken from the capital reserve fund. He questioned why the Town had to pay the legal fees if the Trustees of the Trust Funds were representing the school district trust funds. Debbie will contact NHMA regarding this.

- Jason stated the transformer at the Fire Department may be too small to handle the new cascade system.

5:31 Employee Handbook Draft:

Debbie gave the Board a copy of the draft handbook that Evelyn has been working on. She added that Evelyn had been cross-referencing labor laws as she was writing it. Suggestions were incorporated as well such as the gifting of sick time.

The Board would like to review the handbook on their own and discuss it as a board on May 27th. Debbie will ask Evelyn to attend.

There was some discussion regarding all of the listed items on page 15 and if it's necessary to include them. They would also like to see if Evelyn can send a version with the changes tracked.

- The Board would like to review the Social Media policy again as well, taking into consideration the comments from our attorney. This will be done on May 13th.

Alan Doyle asked who the liaison is for the Town Office. Shawn replied there isn't one appointed.

5:49 Non-public RSA 91-A:3, II (c)- Jason made a motion to go into Non-Public under RSA 91-A:3, II (c). Lou seconded the motion and it passed unanimously. At 7:12, Jason made a motion to return to public session. Lou seconded the motion and it passed unanimously. No decisions were made.

7:13 Round Table Discussion continued:

- Jason would like to start meeting every other week. After some discussion, it was decided the Board would meet every other week, beginning on June 3rd through the end of August.
- Jason also said the Patriotic Purposes Committee are planning on doing fireworks for the 4th of July.

At 7:20, Shawn made a motion to adjourn the meeting. Lou seconded the motion and it passed unanimously.

Respectfully submitted,

Debbie Deaton
Town Administrator

Minutes approved by BOARD OF SELECTMEN

Shawn Talbot, Chairman: _____

Jason Somero: _____

Lou Alvarez: _____

SLFRF Compliance Report - NH0197 - P&E Report - 2025

Report Period : Annual March 2025

Recipient Profile

Recipient Information

| | |
|---|--|
| Recipient UEI | KRL3YPDE7MT1 |
| Recipient TIN | 026000627 |
| Recipient Legal Entity Name | Town Of New Ipswich, NH |
| Recipient Type | Metro City or County |
| FAIN | |
| CFDA No./Assistance Listing | |
| Recipient Address | 661 Turnpike Road |
| Recipient Address 2 | n/a |
| Recipient Address 3 | N/A |
| Recipient City | New Ipswich |
| Recipient State/Territory | NH |
| Recipient Zip5 | 03071 |
| Recipient Zip+4 | 0000 |
| Recipient Reporting Tier | Tier 5. Metropolitan cities and counties with a population below 250,000 residents that are allocated less than \$10 million in SLFRF funding, and NEUs that are allocated less than \$10 million in SLFRF funding |
| Base Year Fiscal Year End Date | 12/31/2023 |
| Discrepancies Explanation | |
| Is the Recipient Registered in SAM.Gov? | Yes |

Project Overview

| | |
|--|-----|
| Up to and including this reporting period, have revenue replacement funds been allocated to government services and reflected in the below projects? | Yes |
| Recipient attestation that any amount not reported as obligated in this report, and will need to be returned to Treasury. | No |

Project Name: Police Radios

| | |
|---------------------------------|--|
| Project Identification Number | PD1 |
| Project Expenditure Category | 6-Revenue Replacement |
| Project Expenditure Subcategory | 6.1-Provision of Government Services |
| Status To Completion | Completed |
| Program Income Earned | \$31,734.00 |
| Program Income Expended | \$31,734.00 |
| Total Cumulative Obligations | \$31,734.00 |
| Total Cumulative Expenditures | \$31,734.00 |
| Current Period Obligations | \$31,734.00 |
| Current Period Expenditures | \$31,734.00 |
| Project Description | Replace antiquated mobile and portable police radios |

Project Name: Pool Filter

| | |
|---------------------------------|---|
| Project Identification Number | PR1 |
| Project Expenditure Category | 6-Revenue Replacement |
| Project Expenditure Subcategory | 6.1-Provision of Government Services |
| Status To Completion | Completed |
| Program Income Earned | \$27,038.87 |
| Program Income Expended | \$27,038.87 |
| Total Cumulative Obligations | \$27,038.87 |
| Total Cumulative Expenditures | \$27,038.87 |
| Current Period Obligations | \$27,038.87 |
| Current Period Expenditures | \$27,038.87 |
| Project Description | Replace antiquated pool filter and repair leaks in town pool. |

Project Name: DPW Alarm

| | |
|---------------------------------|--------------------------------------|
| Project Identification Number | DPW3 |
| Project Expenditure Category | 6-Revenue Replacement |
| Project Expenditure Subcategory | 6.1-Provision of Government Services |
| Status To Completion | Completed |

| | |
|-------------------------------|-----------------------------------|
| Program Income Earned | \$8,100.00 |
| Program Income Expended | \$8,100.00 |
| Total Cumulative Obligations | \$8,100.00 |
| Total Cumulative Expenditures | \$8,100.00 |
| Current Period Obligations | \$8,100.00 |
| Current Period Expenditures | \$8,100.00 |
| Project Description | Alarm/electrical for DPW building |

Project Name: Community Center

| | |
|---------------------------------|---|
| Project Identification Number | CC1 |
| Project Expenditure Category | 6-Revenue Replacement |
| Project Expenditure Subcategory | 6.1-Provision of Government Services |
| Status To Completion | Completed |
| Program Income Earned | \$900.00 |
| Program Income Expended | \$900.00 |
| Total Cumulative Obligations | \$900.00 |
| Total Cumulative Expenditures | \$900.00 |
| Current Period Obligations | \$900.00 |
| Current Period Expenditures | \$900.00 |
| Project Description | Survey for town owned land to potentially be used as a community center |

Project Name: DPW Electrical

| | |
|---------------------------------|--|
| Project Identification Number | DPW2 |
| Project Expenditure Category | 6-Revenue Replacement |
| Project Expenditure Subcategory | 6.1-Provision of Government Services |
| Status To Completion | Completed |
| Program Income Earned | \$17,950.00 |
| Program Income Expended | \$17,950.00 |
| Total Cumulative Obligations | \$17,950.00 |
| Total Cumulative Expenditures | \$17,950.00 |
| Current Period Obligations | \$17,950.00 |
| Current Period Expenditures | \$17,950.00 |
| Project Description | Update electrical system in cold storage |

Project Name: DPW air cleaner

| | |
|---------------------------------|--------------------------------------|
| Project Identification Number | DPW01 |
| Project Expenditure Category | 6-Revenue Replacement |
| Project Expenditure Subcategory | 6.1-Provision of Government Services |
| Status To Completion | Completed |

| | |
|-------------------------------|--------------------------|
| Program Income Earned | \$30,526.00 |
| Program Income Expended | \$30,526.00 |
| Total Cumulative Obligations | \$30,526.00 |
| Total Cumulative Expenditures | \$30,526.00 |
| Current Period Obligations | \$30,526.00 |
| Current Period Expenditures | \$30,526.00 |
| Project Description | Air Cleaner for DPW shop |

Project Name: EMD base station

| | |
|---------------------------------|--|
| Project Identification Number | EMD01 |
| Project Expenditure Category | 6-Revenue Replacement |
| Project Expenditure Subcategory | 6.1-Provision of Government Services |
| Status To Completion | Completed |
| Program Income Earned | \$78,576.12 |
| Program Income Expended | \$78,576.12 |
| Total Cumulative Obligations | \$78,576.12 |
| Total Cumulative Expenditures | \$78,576.12 |
| Current Period Obligations | \$78,576.12 |
| Current Period Expenditures | \$78,576.12 |
| Project Description | Replacement of antiquated base station and radios for Emergency Command Center |

Project Name: Police Ballistic Plates

| | |
|---------------------------------|---|
| Project Identification Number | PD2 |
| Project Expenditure Category | 6-Revenue Replacement |
| Project Expenditure Subcategory | 6.1-Provision of Government Services |
| Status To Completion | Completed |
| Program Income Earned | \$4,352.75 |
| Program Income Expended | \$4,352.75 |
| Total Cumulative Obligations | \$4,352.75 |
| Total Cumulative Expenditures | \$4,352.75 |
| Current Period Obligations | \$4,352.75 |
| Current Period Expenditures | \$4,352.75 |
| Project Description | Ballistic plates and carriers for patrol officers, lieutenant and chief |

Project Name: Fire Dept Radios

| | |
|---------------------------------|--------------------------------------|
| Project Identification Number | FD1 |
| Project Expenditure Category | 6-Revenue Replacement |
| Project Expenditure Subcategory | 6.1-Provision of Government Services |

| | |
|-------------------------------|--|
| Status To Completion | Completed |
| Program Income Earned | \$143,703.28 |
| Program Income Expended | \$143,703.28 |
| Total Cumulative Obligations | \$143,703.28 |
| Total Cumulative Expenditures | \$143,703.28 |
| Current Period Obligations | \$143,703.28 |
| Current Period Expenditures | \$143,703.28 |
| Project Description | New radios for Fire Department communications to replace unrepairable radios |

Project Name: Generator

| | |
|---------------------------------|--------------------------------------|
| Project Identification Number | PD3 |
| Project Expenditure Category | 6-Revenue Replacement |
| Project Expenditure Subcategory | 6.1-Provision of Government Services |
| Status To Completion | Completed 50% or more |
| Total Cumulative Obligations | \$44,606.80 |
| Total Cumulative Expenditures | \$25,151.00 |
| Current Period Obligations | \$25,151.00 |
| Current Period Expenditures | \$25,151.00 |
| Project Description | Generator for Police Department |

Project Name: Poll Ebook

| | |
|---------------------------------|---------------------------------------|
| Project Identification Number | Mod01 |
| Project Expenditure Category | 6-Revenue Replacement |
| Project Expenditure Subcategory | 6.1-Provision of Government Services |
| Status To Completion | Completed less than 50% |
| Program Income Earned | \$1,000.00 |
| Program Income Expended | \$500.00 |
| Total Cumulative Obligations | \$1,000.00 |
| Total Cumulative Expenditures | \$500.00 |
| Current Period Obligations | \$500.00 |
| Current Period Expenditures | \$500.00 |
| Project Description | Ebook for election electronic sign in |

Project Name: EMD Bldg 2

| | |
|---------------------------------|--------------------------------------|
| Project Identification Number | EMD02 |
| Project Expenditure Category | 6-Revenue Replacement |
| Project Expenditure Subcategory | 6.1-Provision of Government Services |
| Status To Completion | Completed less than 50% |
| | |

| | |
|-------------------------------|--|
| Program Income Earned | \$71,584.28 |
| Program Income Expended | \$2,837.56 |
| Total Cumulative Obligations | \$71,584.28 |
| Total Cumulative Expenditures | \$2,837.56 |
| Current Period Obligations | \$2,837.56 |
| Current Period Expenditures | \$2,837.56 |
| Project Description | Infrastructure replacement for EMD communications tower. |

Project Name: Master Plan

| | |
|---------------------------------|---|
| Project Identification Number | PB1 |
| Project Expenditure Category | 6-Revenue Replacement |
| Project Expenditure Subcategory | 6.1-Provision of Government Services |
| Status To Completion | Completed less than 50% |
| Program Income Earned | \$25,000.00 |
| Program Income Expended | \$8,568.55 |
| Total Cumulative Obligations | \$25,000.00 |
| Total Cumulative Expenditures | \$12,296.12 |
| Current Period Obligations | \$12,296.12 |
| Current Period Expenditures | \$12,296.12 |
| Project Description | Development and completion of Master Plan |

Project Name: Generator

| | |
|---------------------------------|--------------------------------------|
| Project Identification Number | FD03 |
| Project Expenditure Category | 6-Revenue Replacement |
| Project Expenditure Subcategory | 6.1-Provision of Government Services |
| Status To Completion | Completed |
| Program Income Earned | \$71,770.00 |
| Program Income Expended | \$71,770.00 |
| Total Cumulative Obligations | \$71,770.00 |
| Total Cumulative Expenditures | \$71,770.00 |
| Current Period Obligations | \$71,770.00 |
| Current Period Expenditures | \$71,770.00 |
| Project Description | Generator for Fire Department |

Project Name: Generators

| | |
|---------------------------------|--------------------------------------|
| Project Identification Number | TO02 |
| Project Expenditure Category | 6-Revenue Replacement |
| Project Expenditure Subcategory | 6.1-Provision of Government Services |
| Status To Completion | Completed less than 50% |

| | |
|-------------------------------|--|
| Total Cumulative Obligations | \$5,249.17 |
| Total Cumulative Expenditures | \$1,695.02 |
| Current Period Obligations | \$1,695.02 |
| Current Period Expenditures | \$1,695.02 |
| Project Description | Generator work for town office and DPW |

Project Name: Town Website

| | |
|---------------------------------|--------------------------------------|
| Project Identification Number | TO01 |
| Project Expenditure Category | 6-Revenue Replacement |
| Project Expenditure Subcategory | 6.1-Provision of Government Services |
| Status To Completion | Completed |
| Program Income Earned | \$2,500.00 |
| Program Income Expended | \$2,500.00 |
| Total Cumulative Obligations | \$2,500.00 |
| Total Cumulative Expenditures | \$2,500.00 |
| Current Period Obligations | \$2,500.00 |
| Current Period Expenditures | \$2,500.00 |
| Project Description | Town website |

Report

Revenue Replacement

| | |
|---|---|
| Is your jurisdiction electing to use the standard allowance of up to \$10 million, not to exceed your total award allocation, for identifying revenue loss? | Yes |
| Revenue Loss Due to Covid-19 Public Health Emergency | \$564,591.27 |
| Were Fiscal Recovery Funds used to make a deposit into a pension fund? | No |
| Please provide an explanation of how revenue replacement funds were allocated to government services | The town has continued with the projects allocated in the previous compliance report. |

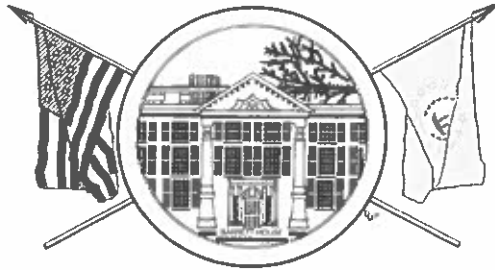
Overview

| | |
|------------------------------|--------------|
| Total Obligations | \$564,591.27 |
| Total Expenditures | \$459,630.72 |
| Total Adopted Budget | \$0.00 |
| Total Number of Projects | 16 |
| Total Number of Subawards | 0 |
| Total Number of Expenditures | 0 |

| | |
|---|----|
| Have you expended \$750,000 or more in federal award funds during your most recently completed fiscal year? | No |
|---|----|

Certification

| | |
|-------------------------------------|--|
| Authorized Representative Name | Debbie Deaton |
| Authorized Representative Telephone | (603) 878-2772 |
| Authorized Representative Title | Town Administrator |
| Authorized Representative Email | administrator@townofnewipswich.org |
| Submission Date | 4/24/2025 9:09 AM |



Town of New Ipswich Employment Handbook

Prepared By

| Document Owner(s) | Acknowledgement Signed |
|-------------------|------------------------|
| | |
| | |
| | |

Employment Handbook Version Control

| Version | Date | Author | Change Description |
|---------|------|--------|--------------------|
| | | | |
| | | | |
| | | | |

Note The content of a Handbook does not constitute nor should it be construed as a promise of employment or as a contract between Town of New Ipswich and any of its employees.

The Town of New Ipswich at its option, may change, delete, suspend, or discontinue parts or the policy in its entirety, at any time without prior notice.

Effective January 1, 2021

Employee Handbook Adopted November 1, 2011; revised 7-17-2014 and 8-25-2020

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INTRODUCTION

Section 1.01 Changes and Revisions in Policy

The Town reserves the right to modify, suspend, or terminate any of the policies, procedures, and/or benefits described in the Handbook with or without prior notice to employees.

This Town of New Ipswich Employment Handbook dated June 1, 2025 supersedes all other Handbooks previously issued. Updates to the Handbook will be distributed on an item-by-item basis. It will be the responsibility of the employee to update this Handbook with any items approved and distributed from the office of the Board of Selectmen. The Employee Handbook applies only to employees as defined in Article II.

This Handbook is designed to acquaint you with the Town of New Ipswich (Town) employment guidelines and to provide information about working conditions, employee benefits, and policies affecting your employment. You should read, understand, and comply with all provisions of the Handbook. It describes many of your responsibilities as an employee and outlines the programs developed by the Town to benefit employees. One of the objectives is to provide a work environment that is conducive to both personal and professional growth.

The policies, procedures and benefits described in this Handbook are not terms or conditions of employment but are only guidelines. This Handbook is not an offer of employment and does not create an employment contract in any way alter an employee's at-will status. The State of New Hampshire is an at-will employment state, meaning that either employer or employee may terminate the employment at any time and for any reason that is not in violation of local, state, or federal law, without advance knowledge.

Employees with questions or concerns regarding violations of policies and procedures outlined in this Handbook are encouraged to bring the issue to the attention of their immediate supervisor or the Board of Selectmen.

No employee handbook can anticipate every circumstance or question related to policy. As the Town continues to grow, the need may arise and the Town reserves the right to revise, supplement, or rescind any policies or portion of the Handbook from as it deems appropriate in its sole and absolute discretion. Employees will, of course, be notified of such changes to the handbook as they occur.

Article II. EMPLOYMENT DEFINITION AND STATUS

All employees in the state of New Hampshire are considered at will (see Section 3.09 At Will Employment for more.)

REGULAR FULL-TIME HOURLY EMPLOYEE (NON-EXEMPT)

Non-elected hourly employees who are assigned to a regular work week of at least thirty-two (32) hours on a continuous basis shall be considered full-time employees and shall be eligible for benefits. Hourly employees are paid on an hourly basis. Time in excess of forty (40) hours worked in a single week will be paid at the rate of time and one-half (1.5). No compensatory time or benefits will be provided for overtime worked.

REGULAR PART-TIME HOURLY EMPLOYEE (NON-EXEMPT)

Employees who are assigned a regular work week of less than thirty-two (32) hours on a continuous basis shall be considered part-time employees. Hourly employees are paid on an hourly basis. Time in which exceeds forty (40) hours will be paid at the rate of time and one-half. No compensatory time or benefits will be provided for overtime worked.

TEMPORARY EMPLOYEE

Employees who are assigned to either full-time or part-time hours for a predefined period of time shall be considered temporary employees. The period of appointment shall be contingent on funding for the position and/or duration of the assignment. No benefits will be provided to such an employee.

SALARIED EMPLOYEE (EXEMPT)

Full-time employees who receive a fixed amount of compensation each pay period regardless of the number of hours worked. Exempt salaried employees often represent management or professional positions in the Town. It is expected that these individuals will be required from time to time to work additional hours and are paid a fixed salary. If a salaried employee is required to work a significant amount of hours, the Board of Selectmen may grant the employee some time off with pay but not necessarily at a ratio of 1 - 1. Extra time worked by management employees is not accruable for purposes of monetary compensation and will not be paid for.

Salaried Employees are not required to be paid overtime, in accordance with applicable federal wage and hour laws, for work performed beyond forty hours in a workweek. Exempt employees are generally executives, professional employees, and certain employees in administrative positions as defined by law.

CONTRACT EMPLOYEE

A contract employee, also known as an independent contractor, is a self-employed person hired by the Town to complete a specific job and often for a set period of time. Contract employees are not considered Town employees and are not eligible for benefits or time.

STIPEND POSITION

A stipend position is one that is paid a set fee for periodic job performance. A financial stipend is set to cover miscellaneous incidental out of pocket expenses including but not limited to postage, mileage and other supplies. Stipend positions are not eligible for

benefits or cost-of living adjustments.

VOLUNTEER

A volunteer is an individual who performs hours of service for the Town without promise, expectation, or receipt of compensation for services rendered. Volunteers may be reimbursed for out-of-pocket expenses. The Town may pay a nominal fee for service as a volunteer provided the fee is not tied to productivity or as a substitute for compensation. Volunteers are not employees and are not eligible for benefits.

ELIGIBLE SERVICE

One (1) Month of eligible service is 30 days of active service from an employee's date of hire.

Six (6) Months of eligible service is 180 days of active service from an employee's date of hire.

A year of eligible service is 365 days of active service from an employee's date of hire.

Any time spent on leave, other than leave for Military Service, will not count towards eligible service.

BENEFIT YEAR

Refers to the 12-month period, beginning on the first day of each calendar year, during which an employee's health insurance or other benefits are considered active. The benefit year for the Town runs from the first day of January until the last day of December for any respective year. Employee benefits are renewable on the first day (January 1st) of each calendar year.

Commented [TS1]: What is the purpose of "eligible service" definition?

Commented [TS2R1]: Am I correct in understanding this to be in reference to days someone is employed and working and does not include days on leave? And this contributes to calculating an employee's PTO over the years?

Article III. EMPLOYMENT POLICIES

Section 3.01 Probationary Period

All new employees and employees in new positions (including promotions, transfers, and demotions) are subject to a probationary period of six months. During such time, Department Managers will monitor and evaluate the performance of each employee to determine whether further employment in the designated position and/ or with the Town is appropriate and should continue.

The probationary period for employees of the police department is one year (365 days).

A probationary period does not guarantee continued employment and shall be considered a trial period for both employee and the Town. The Town of New Ipswich reserves the right to terminate an employee at any time (see Section 3.09 Employment at Will.)

Section 3.02 Equal Employment Opportunity (EEO)

The Town of New Ipswich is an equal employment opportunity employer. Employment decisions are made on the basis of merit, qualifications, and administrative/ town needs and without regard to race, color, religion, age, sex, national origin, disability status, veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local law. EEO policy applies to all employment actions including hiring, promotions, transfers, demotions, layoffs, terminations, compensation, benefits, training, and work assignments.

Section 3.03 Fair Labor Standards Act (FLSA)

Employees of State and local governments are covered by the FLSA section 3(s) (1) (C). The FLSA requires employers to:

- Pay all covered nonexempt employees, for all hours worked, at least the Federal minimum wage of \$7.25 per hour effective July 24, 2009; pay at least one and one-half times the employees' regular rates of pay for all hours worked over 40 in the workweek; comply with the youth employment standards; and comply with recordkeeping requirements.

Section 3.04 Americans with Disabilities Act (ADA)

The Town is committed to complying fully with the Americans with Disabilities Act (ADA) and providing equal employment opportunities for qualified individuals with disabilities. Employment decisions are made based on the merits of the situation and in accordance with defined requirements of the position.

Reasonable Accommodation

Reasonable accommodation is available to any employee with a known disability when such accommodation would assist in their ability to perform essential job duties. It is the responsibility of the employee to notify their supervisor or Department Head of the need for accommodation related to any physical or mental disability. Persons with disabilities are defined by the ADA as individuals who have a physical or mental impairment that substantially limits one or more major life activities, have records of such impairment, or are regarded as having such an impairment. This definition encompasses a wide range of conditions, including but not limited to, mobility issues, sensory disabilities, chronic illnesses, mental health disorders, and intellectual disabilities. It can also include individuals with temporary disabilities or impairments, such as injury or pregnancy.

When appropriate, the Town may 1) ask that the employee provide or 2) request the employee's permission

to obtain additional information from a health provider for the purposes of documenting the disability and assisting in the assessment of any functional limitations for which reasonable accommodation may be needed. All medical information will be treated as confidential in accordance with the American with Disabilities Act (ADA).

The Town takes all requests for accommodation seriously and will promptly determine whether the employee is a qualified individual with a disability and whether reasonable accommodation exists. The Town is committed to providing accommodation which would allow the employee to perform the essential functions of the job so long as doing so would not cause undue hardship on its operations or other employees.

Any employee seeking accommodation should speak to the Town Administrator or their direct supervisor regarding the process.

Section 3.05 Immigration Law Compliance (IRCA)

The Town is committed to employing only those who are authorized to work in the United States and does not unlawfully discriminate based on citizenship or national origin.

All offers of employment are contingent on verification of the candidate's right to work in the United States. In compliance with Federal Law, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form.

Employees who are rehired must complete Supplement B on a new I-9 form. Employees should refer to their supervisor and to the U.S. Citizenship and Immigration Services website for additional information on Supplement B.

Section 3.06 Youth Employment

The Town is in compliance with State (see RSA 276-A on Youth Employment) and Federal (see Fair Labor Standards Act's Child Labor Provisions) laws with respect to youth employment. When federal and state standards differ, the rules that provide the most protection to young workers will apply. Note that federal and state employment laws on safety, health, discrimination, benefits, etc. apply to youth in addition to adult workers.

Fire Department:

Except when enrolled in an explorer program approved by the New Hampshire Department of Labor under rules adopted by the commissioner, no youth less than 16 years of age shall volunteer or be permitted to work in firefighting.

Youth shall not be assigned any task or duty in support of firefighting prior to completing training pursuant to RSA 276-A:24. Fire organizations shall follow the requirements of RSA 276-A and rules adopted by the Department of Labor when permitting 16- or 17-year-old youths to work in support of firefighting.

Lifeguarding:

New Hampshire requires a person be fifteen years old or older to serve as a lifeguard at a public swimming pool. Lifeguards must be trained and certified by the American Red Cross, or a similar certifying organization, in aquatics and water safety. Lifeguards must be employed in compliance with all the other applicable provisions of the youth employment laws, including the restrictions on the hours and times of day that 15-year-olds may be employed.

Section 3.07 Employee Background Check

Prior to making an offer of employment, the Town may conduct a job-related background check. A comprehensive background check may consist of prior employment verification, professional reference checks, education confirmation, and credit check. For the purposes of this policy, police officers, firefighters, EMTs, and lifeguards are included under Public Safety positions.

The following table is guidance as to when an employee may be subject to a specific type of test or investigation:

| | |
|-------------------------------|---|
| Medical Examinations | All Public Safety positions including On-Call firefighters |
| Criminal Investigation | All full-time and part-time employees, Public Safety, exposure to Town funds, or direct contact with children. |
| Motor Vehicle Record | When position requires driving or transport of minors. |
| Credit History | Exposure to Town funds. |
| Drug & Alcohol | May be applicable for employees whose position requires a Commercial Driver's License (CDL) and Public Safety positions |

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

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

Section 3.08 Criminal History Records

The Fair Chance Act of 2019 prohibits federal agencies from asking about criminal history prior to a conditional job offer. A criminal record, with some exceptions, does not preclude an individual from applying for most government jobs. However, when appropriate, employees may be subject to a criminal record check that is reasonably job related and consistent with business necessity to protect the Town's interest and that of its employees and citizens. In such case, employees will be required to authorize both a background criminal check and a Release of Motor Vehicle Records (DSMV 505.) If either a Criminal History Record/ Background Check or a release of Motor Vehicles Records is required, the Town shall incur the cost of such request.

If a Criminal History Record Request is required, the employee will complete a Criminal History Record Information Release Authorization Form. The request can be made via mail through the Town or in-person. Should the employee decide to submit via mail, the completed form will be submitted to the Town Administrator or employee's supervisor and will be subject to a turnaround period of two to three weeks. Should the employee wish to start sooner and is approved by the Town to do so, the employee may go in person to the Criminal Records Unit in Concord, NH for same-day turnaround. If the employee chooses to complete the request in-person, the employee will be required to pay the processing fee at the time of request and will be reimbursed by the Town. In this case, employees must obtain a receipt from the Criminal Records Unit.

Section 3.09 Employment at Will

Unless otherwise provided by statute or contract approved and signed by the Board of Selectmen, employment relationships with the Town are "at-will." At-will employment means that the employee and employer are equally free to terminate the employment relationship at any time with or without cause, with or without notice.

Exception: Full-time police officers are not considered at-will employees and have certain protections under New Hampshire laws that require "just cause" for termination. RSA 41:48 Tenure of Office; Any permanent constable or police officer who is either elected under the provisions of RSA 41:47 or appointed for full-time duty under the provisions of RSA 105:1, and who is in compliance with the requirements of RSA 188-F: 27, shall continue to hold such office during good behavior, unless sooner removed for cause by the selectmen, after notice and hearing, or unless the Town has rescinded its action as provided in RSA 41:47. Any such elected permanent constable or police officer shall be deemed to be a permanent policeman, and entitled to benefits under the provisions of RSA 103 if otherwise qualified.

[Note: RSA 41:48 applies to full-time police officers.]

Section 3.10 Job Postings

The Town is committed to promoting and hiring from within whenever possible. Job postings are a way to inform employees of openings and to identify qualified and interested applicants who might not otherwise be known to the hiring manager. Other recruiting sources may also be used to fill open positions in the best interest of the Town.

To be eligible to apply for a posted job, employees must be in good standing and have acted in their current position for at least 90 calendar days. Employees who have a written warning on file or are on probation or suspension are not eligible to apply for posted jobs. Eligible employees can only apply for those posted jobs for which they possess the required skills, competencies, and qualifications.

To apply for an open position, employees should submit a job application to the Town Administrator along with either a resume or a CV. Employees are encouraged but not required to submit a cover letter for the position, outlining how their experience with the Town and prior work and/or educational background qualifies them for the position.

The Town recognizes the benefit of developmental experiences and encourages employees to talk with their supervisors about their career plans. Supervisors are encouraged to support employee efforts to gain experience and advance within the Town.

An applicant's supervisor may be contacted to verify performance, skills, and attendance. Any staffing limitations or other circumstances that might affect a prospective transfer may also be discussed. Applicants may be asked to provide additional references depending on the amount of time they have worked with the Town and/or relevancy of their current and previous positions held to the position they are applying to.

Section 3.11 Employment Application

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

Section 3.12 Reference Checks

As part of the hiring process, the Town conducts reference checks for all applicants while complying with relevant state and federal privacy laws. To be considered for an available position, employee applicants must provide 2-3 references and in doing so are consenting to the Town contacting such references for the purpose of employment verification. Reference checks will be conducted by the Town Administrator, or other staff as deemed appropriate, for the purpose of verifying employment history, job title, duties, performance, and work ethic.

The Town will respond in writing only to external reference check inquiries that are submitted in writing. No employment data will be released without written authorization and release signed by the individual who is the subject of such inquiry.

Section 3.14 New Employee Orientation

The formal welcoming process, or "employee orientation," is conducted by the Department Supervisor and the Town Administrator. During the orientation period, employees are expected to read through and understand the Employee Handbook in full and clarify anything as needed with their immediate supervisor.

Section 3.15 Personnel Records and Administration

The task of handling personnel records and related administration functions at the Town has been assigned to the Town Administrator. Due to the sensitive nature and potential for Court review under New Hampshire RSA 105:13-b, personnel files of police department employees are maintained in the office of the Chief of Police. Personnel files of any employee of the Town may include the following documents:

- Application
- Form W4 Employee's Withholding Allowance Certificate
- Form I9 Employment Eligibility Verification
- Emergency Contact Form
- Health Application
- Retirement Application
- Performance Evaluations
- Pay Change Forms
- Certificates of Accomplishment
- Written Disciplinary Documentation

Court Orders

Medical records, if any, will be kept in a separate confidential file.

Section 3.16 Change of Personal Data for Personnel Record

It is the responsibility of each employee to ensure that their information is accurate and up to date. Any change in an employee's name, address, telephone number, marital status, emergency contacts, dependents, or insurance beneficiaries or a change in the number of tax withholding exemptions must be reported in writing as soon as possible to the Town Administrator.

Section 3.17 Access to Personnel Files

The Town maintains a personnel file on each of its employees. Personnel files are the property of the Town and access to them is restricted. With reasonable advance notice, employees may review their own personnel files in the Town Office and in the presence of an individual appointed by the Town Administrator. Former employees may, with reasonable advance notice, review their files by contacting the Town Administrator.

Section 3.18 Employment of Relatives - (Nepotism)

For the purposes of this policy, the Town defines family members as: any person related by blood or by marriage, or whose relationship with the employee is equivalent to that of persons related by blood or marriage.

The employment of relatives in the same area of an organization may result in serious challenges impacting employee morale and productivity. To avoid this, the Town asserts that full-time employment of relatives shall not be approved if another family member would have the practical authority to appoint, evaluate, supervise, discipline, or in any way influence the employment status of the other.

- If a family member of a current employee is hired, the new hire may not be supervised or in any way managed by their relative.
- Employees may not participate in any hiring decisions, evaluations, or disciplinary discussions related to relatives.
- Employees must disclose any family relationships to the Town Administrator or Board of Selectman
- Such policy is not to discourage family members from seeking employment with the Town but to prevent favoritism and conflicts of interest in Town business. If a need arises for part-time or seasonal employment by a department, then any proposal to employ a member of the Department Manager's immediate family shall be subject to prior approval by the Board of Selectmen. The Selectmen and Department Manager shall ensure that the interests of the community and fairness to all seeking employment are the primary considerations.

Article IV. STANDARDS OF CONDUCT

Section 4.01 General Guidelines for Standards of Conduct

All employees are urged to become familiar with the Town rules and standards of conduct and are expected to follow these rules and standards faithfully in doing their jobs and conducting Town business.

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

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

- ☐ Theft or inappropriate removal or possession of property
- ☐ Falsification of timekeeping records
- ☐ Not being truthful with supervisors, town officials, other town employees, and the public
- ☐ Working under the influence of alcohol or illegal drugs
- ☐ Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- ☐ Fighting or threatening violence
- ☐ Boisterous or disruptive activity
- ☐ Negligence or improper conduct leading to damage of Town property
- ☐ Insubordination or other disrespectful conduct
- ☐ Violation of safety or health rules
- ☐ Sexual or other unlawful or unwelcome harassment
- ☐ Possession of dangerous or unauthorized materials, such as explosives or firearms
- ☐ Excessive absenteeism or any absence without notice
- ☐ Violation of personnel policies
- ☐ Unsatisfactory performance or conduct

Section 4.02 Attendance and Punctuality

The Town and its functions rely on the reliability and work of Town employees. Regular attendance is crucial to the ability of the Town to function smoothly. The Town expects employees to be ready to work at the beginning of their assigned work hours, and to reasonably complete their projects by the end of assigned work hours or a timeline predetermined by the employee and their supervisor.

Employees who are absent from their assigned work for more than two consecutive days without notifying their Supervisor or Town Administrator, will be assumed to have voluntarily resigned their position. Excessive tardiness, absenteeism, or failure to report to work is cause for discipline up to and including termination.

Section 4.03 Work Schedule

At the start of their role, employees (part-time, full-time, etc.) have agreed to a set number of hours per week and/ or a set schedule. Employees are expected to adhere to such schedule unless otherwise discussed between them and their supervisor or Department Head. Town operations depend on adherence to such schedules and ongoing inability to adhere to their predetermined schedule must be reported to a supervisor as soon as possible, failure to do so or to make attempt to remedy such may result in disciplinary action up to and including termination.

Section 4.04 Absence and Lateness

From time to time, it may be necessary for an employee to be late or absent from work. The Town is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside work hours may arise. It is the responsibility of an employee to contact their supervisor if they are going to be absent or late. Excessive absenteeism or failure to report to work may be cause for disciplinary action up to and including employee termination.

Section 4.05 Unscheduled/ Unexcused Absence

Unscheduled or unexcused absence refers to a time when an employee misses work without prior notification provided to or approval from a supervisor. In other words, the employee in such case has missed their scheduled work without providing valid reason and is considered a "no-show". If an employee is absent from work for three (3) consecutive days of scheduled work, without notifying the employee's supervisor or the Town Administrator, the employee may be considered to have voluntarily resigned.

Section 4.06 Meal and Break Periods

New Hampshire law requires that all employees who work five or more consecutive hours are entitled to a meal break of at least 30 minutes. Town Employees are allowed a one-hour unpaid lunch break generally taken between the hours of 11:00 a.m. and 2:00 p.m.

The Town encourages employees to take a rest period and provides a paid rest period of fifteen minutes in the morning work period and fifteen minutes in the afternoon work period. This is in addition to the hour lunch-break allotted.

Section 4.07 Anti-Harassment and Non-Discrimination Policy

Equal Employment Opportunity

The Town asserts that every individual has the right to employment free from illegal discrimination or harassment on the basis of national origin, religion, creed, race, color, sex (including pregnancy and medical conditions which result from pregnancy), age, marital status, sexual orientation, gender identity, genetic information, veteran status, or physical or mental disability, or any other status protected by law. All employees should be able to work in an environment free from all forms of discrimination, intimidation, and harassment, including sexual harassment. All employees must treat each other with courtesy, consideration and professionalism.

Objective: The Town will not discriminate against any employee or applicant for employment because of national origin, religion, creed, race, color, sex (including pregnancy and medical conditions which result from pregnancy), age, marital status, sexual orientation, gender identity, genetic information, veteran status, or physical or mental disability, or any other status protected by law.

Details: The Town has established the following Complaint Procedures to address all types of discrimination complaints. Employees have the right to use these procedures without jeopardizing their current or prospective employment status.

To achieve our goal of providing a workplace free from harassment and discrimination, the conduct described in this policy will not be tolerated and we have provided a procedure by which inappropriate conduct will be dealt with. Where inappropriate conduct is found, The Town will act promptly to eliminate the conduct and impose such corrective actions as are necessary including disciplinary action or termination where appropriate.

Please note that while this policy sets forth The Town's goals of promoting a workplace free of harassment and discrimination, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace conduct which we deem unacceptable, regardless of whether that conduct satisfies the legal definitions of harassment or discrimination.

Definitions

Harassment is a form of employment discrimination in violation of Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, and the Americans with Disabilities Act of 1990. Harassment of any form will not be tolerated

Harassment refers to unwelcome conduct or behavior which is personally offensive or threatening, impairs morale, or interferes with the work effectiveness of employees. Examples of harassment include conduct or comments that threaten physical violence; offensive, unsolicited remarks; unwelcome gestures or physical contact; display or circulation of written materials, items or pictures degrading to members of a protected class; and verbal abuse or insults about or directed at any employee, or group of employees because of their relationship in any of the groups listed above.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature:

- submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or,
- such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, adjustments to scheduled work hours, or continued employment constitutes sexual harassment.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a workplace environment that is hostile, offensive, intimidating, or humiliating to employees may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which, if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and/or its pervasiveness:

- Verbal: sexual innuendoes, racial or sexual epithets, derogatory slurs, off-color jokes, propositions, threats or suggestive or insulting sounds;
- Visual/Non-verbal: derogatory posters, cartoons, or drawings; suggestive objects or pictures; graphic commentaries; leering; or obscene gestures;
- Physical: unwanted physical contact including touching, interference with an individual's normal work movement or assault; and
- Retaliation: making or threatening reprisals as a result of a negative response to harassment.

Each employee must exercise his or her good judgment to avoid engaging in conduct that may be perceived by others as harassment.

Harassment can come from superiors, fellow employees, residents, visitors, or vendors. Men as well as women can be victims of sexual or other harassment. **It cannot be stressed enough that the Town will not tolerate any form of illegal discrimination or harassment. Violations of this policy, whether intended or not, will not be permitted.**

All employees should take special note that retaliation against an individual who has complained about sexual or other harassment or discrimination, and retaliation against individuals for cooperating with an investigation of a sexual or other harassment or discrimination complaint is unlawful and will not be

tolerated.

Harassment/Discrimination Grievance Procedure

Should you feel that you are being harassed or discriminated against or that you have observed harassment or discrimination, please follow these guidelines to help us remedy the problem.

Harassment or discrimination by other employees or by clients or vendors of the Town should immediately be brought to the attention of the employee's supervisor, the Town Administrator, or the Board of Selectmen. These individuals are also available to discuss any questions or concerns you may have and to provide information to you about policies and procedures related to harassment in the workplace and to guide you through the complaint process.

Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the problem. No employee in this organization is exempt from this policy.

If, at any point in the process, a complaining employee is dissatisfied with the investigation being conducted, the employee should bring it to the attention of the individuals listed above.

Please note that this policy in no way is meant to replace legal investigations or recourse should an employee choose to report the experience externally. In such case that an employee chooses to engage in legal proceedings of their own accord, The Town shall comply with all that is legally required of them in such proceedings.

Harassment/Discrimination Investigation

When a complaint of harassment or discrimination is received, The Town will work promptly to investigate the allegation. The Town will make every effort to protect the confidentiality of employees who report harassment or who participate in harassment investigations or proceedings. Complaints will be kept confidential to the extent possible and consistent with the Town's obligation to thoroughly investigate and remedy any harassment or discrimination.

For most matters, the investigation will include an interview with the person filing the complaint, an interview with the person alleged to have committed the harassment, and to the extent necessary, interviews with co-employees or other witnesses. All employees are expected to be truthful, forthcoming and cooperative in connection with a complaint investigation.

Once the investigation is complete, we will, to the extent possible, inform the person filing the complaint and the person alleged to have committed the conduct of the results of the investigation.

If it is determined that inappropriate conduct occurred, we will act promptly to eliminate the offending conduct, and where it is appropriate, we will impose disciplinary action.

There may be instances when, depending upon the nature of the allegations of harassment or discrimination, an alleged wrongdoer will be suspended, with pay, pending investigation. A suspension pending investigation should not be considered as a conclusion of wrongdoing.

Disciplinary Action

The Town does not condone, permit or tolerate harassment or discrimination of any kind. Any employee who is found to have engaged in harassment or discrimination will be subject to disciplinary action, up to and including suspension or termination, depending, among other things, on the nature of the conduct. As stated previously, this sexual and anti-harassment and discrimination policy is not designed or intended to limit our authority to discipline or take remedial action for workplace conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of illegal or sexual harassment or discrimination.

Retaliation

The Town prohibits any form of retaliation against an employee for filing a good faith complaint under this policy or for assisting in an investigation. Anyone found to have engaged in such retaliation will be subject to disciplinary action up to and including suspension or termination. Any employee who believes they are being retaliated against should bring it to the attention of the Town Administrator or the Board of Selectmen, so that appropriate action may be taken.

Section 4.08 Violence in the Workplace

The Town does not tolerate workplace violence of any kind. Acts or threats of physical violence, including intimidation, harassment, and/or coercion are strictly prohibited and may result in disciplinary action up to and including immediate termination.

Section 4.09 Workplace Search

Employees have a reasonable expectation of privacy as it relates to their personal items, even in the workplace. However, in the event The Town has reason to believe an employee is involved in policy violation, misconduct, or illegal activity at work or while acting in their role, The Town reserves the right to conduct a search of that employee's belongings, work area, and equipment. To protect the safety and property of our employees, residents, and the Town, the Town reserves the right to inspect and/or search through any packages, parcels, purses, handbags, briefcases, lunch boxes, or any other possessions or articles carried onto Town property by its employees. In addition, the Town reserves the right to search through any employee's office, desk, files, locker, or any other area or article on its premises.

Town-issued devices may be subject to search at any point as they are the property of the Town.

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

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

Section 4.10 Confidential Information and Nondisclosure

The Town complies with RSA 91-A (Right to Know Law). Information shall be disclosed as required by law. If an employee receives a right to know request, the employee should forward the request to the Town Administrator.

No public official or employee shall disclose any confidential information regarding any other official, employee, board member, commission member, person, property or governmental affairs of the Town unless and until prior approval by the public body having jurisdiction or the Board of Selectmen permits disclosure. Regardless of whether disclosure is involved, no official or employee shall allow or use confidential information to advance his own personal gain or that of any other person.

Section 4.11 Dress Code

Unless otherwise specified for those in positions required by either safety regulations or collective bargaining agreements, employees of the Town are expected to present a clean and professional appearance while at work or representing the town. Dressing in a fashion that is clearly unprofessional, that is deemed unsafe or that negatively affects the Town's reputation or image is not acceptable may result in disciplinary action. Employees are expected to dress appropriately for their respective roles. Employees will refrain from wearing clothing with overtly political, graphic, pornographic, or in other ways explicit

imaging or language.

Any Town employee who meets with or may be observed by the public or otherwise represents the Town to the public, while performing their regular duties may not wear or display any button, badge or sticker relevant to any candidate or ballot issue during working hours. For questions or concerns related to appropriate attire, employees should speak with their direct supervisor.

Section 4.12 Use of Equipment

The Town will provide employees with the equipment needed to complete their work. Equipment should not be used for personal use, nor removed from the workplace unless it is approved by the Board of Selectmen for a job that specifically requires use of Town equipment outside the physical facility. Any issued equipment remains the property of the Town and must be returned upon demand or upon separation from employment.

Section 4.13 Use of Computer, Phone, and Mail

All Town property, including computers, phones (land-based and cellular), electronic mail, and voice mail, and standard mail services should be used only for conducting Town business. Incidental and occasional personal use of Town computers, phones, or electronic mail and voice mail systems is permitted, but information and messages stored in these systems will not be treated differently from other Town related information and messages and may be subject to disclosure under RSA 91-A. All computer network passwords shall be assigned and maintained by the Department Managers with a copy maintained by the Town Administrator.

Section 4.14 Use of Internet

Employees are responsible for using the internet in a manner that is ethical and lawful. Use of the internet must be for Town purposes; incidental and occasional personal use is permitted but must not interfere with the employee's ability to effectively do their work. Employees should refrain from using Town devices to access personal accounts, particularly social media accounts, for the security of Town information. Employees should exhibit caution when using the internet and should not click on internet or email ads or pop-ups which are often are often tools used by scammers and those seeking to gain access to personal or private information. Information surrounding the use of the internet will be treated no differently from other business-related information and may be subject to disclosure under RSA 91-A.

Section 4.15 Use of Social Media Addendum (see....)

Section 4.16 Use of Computer Software

Employees are not permitted to install any software to Town devices without prior authorization by the Town Administrator or Board of Selectmen. Employees are expected to keep their equipment software up to date and follow guidance for password security and updates.

Section 4.17 Smoking Policy

In keeping with the Town's intent to provide a safe and healthful work environment, smoking (including vaping) in the workplace and in Town vehicles is prohibited.

Section 4.18 Alcohol, Drug and Substance Abuse

It is the Town's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on Town premises and conducting business-related activities off Town premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of their job effectively and in a safe manner that does not endanger other individuals in the workplace. Please also see the Town's Americans with Disabilities Act (ADA) policy.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Employees should be aware, such violations may also have legal consequences.

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify the Town of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction.

All employees who operate a vehicle requiring a CDL license are subject to random drug testing. Employees in "safety-sensitive" positions such as police officers, firefighters, EMTs, and lifeguards may also be subject to random drug testing. Employees in such positions who do not pass their drug test may be subject to discipline up to and including termination.

Section 4.19 Gifts and Favors

Consistent with the Code of Ethics stated in Appendix I no gifts, whether in the form of money, favors, intangible objects, loans or promises, are to be accepted by any employee while acting in their capacity as a public servant of the Town.

Exceptions:

- ☐ Unsolicited advertising or promotional materials of nominal value
- ☐ Awards for meritorious civic service contributions;
- ☐ Unsolicited consumable (excluding alcoholic beverages items) that are donated to an entire work group during holidays;
- ☐ Election contributions; and
- ☐ Any discounts provided to a group of employees which has been appropriately authorized by the Board of Selectmen.

Section 4.20 Solicitations and Distributions

Solicitation for non-Town activities is not permitted on Town property without prior written approval. No private business activity may be conducted on Town property without prior written approval of the Board of Selectmen. Employees shall not solicit, on town property or Town time (while acting in their role), a contribution for a partisan political cause of any kind.

Section 4.21 Problem Resolution

The Town is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open atmosphere in which all issues brought to the attention of Town supervisors and management receive a timely response.

If an employee disagrees with or has questions related to established rules of conduct, policies, or practices, they are encouraged to voice these to their supervisor or Town Administrator. No employee who raises concerns or questions in good faith shall be penalized for doing so.

If a situation should arise in which an employee believes that the condition of their employment or a decision affecting them is unjust or inequitable for any reason, they are encouraged to take the following steps:

1. Employee presents the problem to the Department Manager within seven calendar days of the incident. If the Department Manager is unavailable or the employee believes it would be inappropriate to contact that person, the employee may present the problem to a member of the Board of Selectmen or the Town Administrator.
2. The Department Manager shall respond to the problem during the initial discussion or within seven calendar days. The Department Manager must document the discussion.
3. The Department Manager counsels and advises the employee, assists in putting the problem in writing, visits with employee's manager(s), and if necessary directs employee to the Board of Selectmen for review of problem.
4. Employee presents the problem to the Board of Selectmen in writing. The Board of Selectmen will review and consider the problem and render a written decision within seven days. A copy of the decision will be provided to the employee and the Department Manager for placement in the employee's file. The Board of Selectmen has full authority to make any adjustment deemed appropriate to resolve the problem.

The employee may discontinue the above procedures at any step by notifying the appropriate parties.

Section 4.22 Progressive Discipline

The Town is committed to administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The Town's best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem and prevent recurrence.

Disciplinary action may call for any of four steps depending on the severity of the conduct and the number of occurrences. There may be circumstances when one or more steps are bypassed. Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed:

1. verbal warning
2. written warning
3. suspension with or without pay
4. termination of employment

There are certain types of employee conduct serious enough to justify termination of employment, without progressive discipline.

By using progressive discipline, most employee problems can be corrected at an early stage, benefiting both the employee and the Town.

Section 4.22 Employment Termination/Resignation

Termination of employment can occur for a variety of reasons. Some of the more common reasons are listed below:

- a. Resignation is a voluntary act initiated by the employee to terminate employment with the Town. Although advance notice is not required, the Town requests at least 2 weeks' written resignation notice from all employees.
- b. Upon termination of any employee, be it voluntary or involuntary, the final pay of said employee shall be in the form of an actual paycheck and not processed through Direct Deposit, if applicable.
- c. Discharge - involuntary employment termination initiated by the Town.
- d. Layoff - involuntary employment termination initiated by the Town for non-disciplinary reasons.

- f. Retirement - voluntary employment termination initiated by the employee meeting age, length of service.

All accrued, vested benefits that are due and payable at termination will be paid. COBRA benefits may be continued at the employee's expense if the employee so chooses.

Section 4.22 Exit Interview

The Town will generally schedule an exit interview at termination. If an employee has given their notice or received notice of termination and not received the option for an exit interview, they may contact the Town Administrator about scheduling one.

Section 4.23 Return of Town Property

All Town property issued to employees, such as computer equipment, keys, pagers, cell phones or credit cards shall be returned to the Town Administrator or Department Manager at the time of termination. Employees may be financially responsible for any lost or damaged items. This does not apply to clothing purchased via the Town's clothing allowance (See 8.05 Clothing Allowance).

Section 4.24 Building Security

Each and every employee must follow the building security rules and regulations listed here:

- Keys or fobs will be assigned to employees who are required to access buildings during non-posted hours.
- Each employee will be assigned an access code/ alarm code. Employees who are the first or last ones in the building are expected to ensure proper disabling and setting of alarms.
- Buildings may only be used for Town purposes, unless otherwise authorized in writing by the Board of Selectmen.
- Employees are not permitted on Town property after hours without prior authorization from their supervisor or Town Administrator.

Section 4.25 Community Relations

Interaction with residents/vendors/officials is an integral part of the duties of a Town employee. All employees must be sensitive to the importance of providing courteous treatment in all working relationships and always strive to provide the best service.

Article V. COMPENSATION POLICIES

Section 5.01 Base Compensation

Subject to budget limitations, the Town desires to pay all employees wages or salaries that are competitive, motivational, and equitable. Compensation may vary based on roles and responsibilities, individual and departmental performance, and in compliance with all applicable laws.

Section 5.02 Timekeeping Procedures

Accurately recording time worked is the responsibility of every hourly employee. Federal and state laws require the Town to keep an accurate record of time worked in order to calculate employee pay and benefits.

Time worked is all the time actually spent on the job performing assigned duties.

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

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

It is the responsibility of the employee to sign their time records to certify the accuracy of all time recorded. The supervisor will review and then initial the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.

It is the responsibility of the Department Manager or employee where no Department Manager is involved, to be sure that all time cards are turned in to the Town Office no later than 9:00 a.m. Monday. Failure to have time cards submitted in a timely fashion will result in pay checks being issued the following week.

Section 5.03 Overtime Pay

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

Overtime compensation is paid to all Non-exempt employees in accordance with federal and state wage and hour regulations. Non-Exempt employees will be paid overtime at the rate of 1.5 times their regular hourly rate for every hour that worked that exceeds forty (40) hours in a week. Employees must obtain permission from their supervisor before working overtime. Employees who work overtime without prior authorization are expected to record their hours accurately. Employees who work unauthorized overtime may be subject to discipline.

Exempt employees are not eligible for overtime pay. However, in the event that an exempt employee is required to work a significant number of hours, the Board of Selectmen may grant the employee time off with pay but not necessarily at a ratio of 1 - 1. Extra time worked by management employees is not accrueable for purposes of monetary compensation and will not be paid for.

Section 5.04 Payroll and Paydays

The frequency of the Town payroll distribution is dependent upon an employee's employment status. Regular full-time and regular part-time employees (exempt or nonexempt) are paid weekly on Wednesday by check or through direct deposit with written authorization. Employees are provided a direct deposit form along with the rest of their new-hire paperwork. For any changes to payroll such as enrollment in direct deposit or changes to personnel information that impacts payroll, employees should speak to the Town Administrator.

Section 5.05 Performance Evaluations and Salary Reviews

A new hire must work at least six months before receiving a pay increase, unless otherwise approved by the Board of Selectmen.

Reviews/evaluations will be done by immediate supervisors on an annual basis. Wage increases and promotion considerations will be based primarily on employee reviews and evaluations.

Section 5.06 Opportunities for Promotion and Raises

The Town recognizes the benefit of developmental experiences and encourages employees to talk with their supervisors about their career plans. Supervisors are encouraged to support employee efforts to gain experience and advance within the Town. Note that the Town does not provide automatic pay raises and that raises are based on merit and performance on a case-by-case basis.

The Town would like to provide employees with opportunity for advancing to other positions. Approval of progression moves or promotions depends largely upon training, experience, work record, and need. However, the Town reserves the right to look outside for potential employees as well.

Temporary changes to position

The Town reserves the right, in the case that no other viable options are available, to request that an employee temporarily work in another position until a more suitable candidate or solution is available.

Pay Rates upon Promotion, Demotion or Transfer

- Employees who are promoted or transferred shall be paid a weekly salary or hourly wage as set forth on the pay scale (grade) for that classification.
- For employees who are being promoted, the Town shall generally provide a pay rate increase that is equivalent to:
 - o (1) the step 1 pay rate on the pay scale (grade) for the applicable classification; or
 - o (2) some other amount to be determined by the Board of Selectmen, taking into account (i) the request of the employee; (ii) the recommendation of the Department Manager; (iii) the availability of budgeted funds; (iv) the wages paid to subordinate employees – if applicable; and (v) any other factors that may be worthy of consideration.
- Employees who have their pay rates changed as the result of a promotion or transfer shall thereafter be assigned a new anniversary date for annual job performance evaluations and merit pay increases (if applicable) as of the effective date of promotion or transfer.
- Employees who are promoted from part-time to full-time shall not otherwise be eligible for a pay rate increase due to the value of the new benefits that will be received by the employee, unless they are being reclassified with additional job responsibilities. In addition, there shall be no change in that employee's anniversary date for job performance evaluations and merit disbursements.

Article VI. GROUP HEALTH AND RELATED BENEFITS

Section 6.01 Employee Benefits

Eligible employees of the Town are provided with a wide range of benefits. A number of the programs (such as Social Security, Workers' Compensation, and Unemployment Insurance) cover all employees in the manner prescribed by law.

Benefit eligibility is dependent upon a variety of factors, including employee classification and number of years of service. It should be noted that while some employee benefits are fully paid by the Town some others require employee contributions.

The Town reserves the right to change or eliminate benefits, insurance carriers and benefit providers. The

following benefit programs are available to eligible employees:

- ☐ Health Insurance
- ☐ Dental Insurance
- ☐ Life Insurance
- ☐ Professional Development
- ☐ Holidays
- ☐ Vacation Time
- ☐ Personal Time Off
- ☐ Sick Leave
- ☐ Bereavement Leave
- ☐ Jury Duty Leave
- ☐ Military Reserve Leave
- ☐ Family Medical Leave
- ☐ Personal Leave
- ☐ Crime Victim Leave
- ☐ New Hampshire Retirement System
- ☐ Direct Deposit
- ☐ 457 Retirement Plan
- FSA – MRA (Flexible Spending Account – Medical Reimbursement Account)

Section 6.02 Benefits Summaries and Eligibility

Where this Handbook varies from information provided by a benefit provider (ex. insurer), the benefit provider's information controls. The Town sponsors a comprehensive medical benefits program for eligible employees, and each benefit plan has specific eligibility conditions. The benefits are summarized in separate booklets provided by the insurance carrier, which are provided to all eligible employees.

All full-time employees may participate in the benefits described as soon as they meet all of the eligibility requirements for each particular benefit. Part-time employees are not eligible for paid benefits. Employees should refer to benefit provider and plan documents for most updated information regarding available benefits.

Section 6.03 Health Insurance

The Town health insurance plan provides regular full-time employees and their dependents access to medical insurance benefits. Please refer to plan documents for more information about the Town's health insurance plans. The Town covers 85% of the cost of health and dental insurance and the employee pays the remaining 15% of the cost associated with those plans.

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

Coverage will begin on the first of the month following a 30-day probationary period; deductions are prepaid and begin immediately.

Part-Time employees who regularly work a minimum of twenty hours per week may participate in the Health insurance program provided they pay in advance of the month of coverage the full premium amount due.

A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to 6.6 COBRA Notification for more information.

Section 6.04 Dental Insurance

Dental insurance is provided to regular full-time employees and their dependents. Please refer to plan documents for more information about the Town's health insurance plans and enrollment.

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

Coverage will begin on the first of the month following a 30-day probationary period; prepaid deductions begin immediately.

Part-Time employees who regularly work a minimum of twenty hours per week may participate in Dental insurance coverage provided they pay in advance of the month of coverage the full premium amount due.

Section 6.05 Life Insurance

The Town offers a basic life insurance plan for regular full-time eligible employees. Eligible employees may voluntarily participate in the life insurance plan subject to all terms and conditions of the agreement between the Town and the insurance carrier. Please refer to plan documents for more information about the Town's health insurance plans and enrollment.

Section 6.06 COBRA Notification

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the Town's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, death of an employee, a reduction in an employee's hours, a leave of absence, a divorce or legal separation and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at the Town's group rate plus an administration fee. Eligible employees will be given written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the Town's health insurance plan. The notice contains important information about the employee's rights and obligations.

Section 6.07 Workers' Compensation

The Town shall provide workers' compensation insurance for all employees in accordance with the provisions of RSA 281-A. This coverage is automatic and protects employees from loss caused by work-related injury or illness. Employees involved in an accident at work or while performing their work duties, after attending to their immediate safety and health needs, should notify their supervisor and the Town Administrator immediately. When seeking medical treatment, employees seeking workers' compensation should notify their provider that the illness or injury they are seeking treatment for is related to a workplace injury. For more information on medical or legal support related to workers' compensation, employees should refer to the website for New Hampshire Department of Labor.

Injuries, no matter how minor, must be immediately reported to the employee's Supervisor. Supervisors must notify the Department Manager or Town Administrator of all injuries in writing as soon as possible after the occurrence and in all cases within twenty-four (24) hours of receiving notice themselves. This will enable an eligible employee to qualify for coverage as quickly as possible. (NOTE: the Town is legally required to report all injuries to the New Hampshire Department of Labor within 5 days of occurrence. Therefore, Supervisors may be held responsible for any late filing penalties that are the result of untimely reports.)

If injured, after notifying their supervisor or Town Administrator, employees should fill out an incident report (form 8aWCA) right away. This form will be provided by the Town Administrator. Employees should keep a copy of their own records. While employees have up to two years to file a report related to workplace injuries or illnesses, it is in their best interest to report as soon as possible.

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

The amount of weekly workers' compensation benefit is set by the New Hampshire Department of Labor. (The weekly benefit is currently based upon 60% of an employee's average weekly wages after that employee has missed more than three days of work due to the injury. The Town's workers' compensation carrier pays these benefits to eligible employees.)

During such time as an employee is unable to work due to a worker's compensation claim, the injured employee shall be allowed to use their accumulated leave (if available) in order to receive their regular weekly pay, upon written request to be noted on the weekly timesheet; provided, however, that when an employee receives worker's compensation insurance payments, leave time must then be bought back to ensure the cumulative weekly compensation does not exceed the gross wages normally paid during a regular work week in accordance with the rules of the insurance carrier. (In most cases, this means the employee will be "made whole" by being paid 60% of their regular weekly wages from the insurance carrier and 40% through the use of accumulated leave.) In addition, employees will be required to use available leave to make-up the difference in gross wages normally paid during a regular work week whenever they are not eligible for FMLA. (NOTE: Leave time must be used in the following order, until each category is depleted: comp time, sick leave, vacation leave, personal day, banked holiday pay.)

An employee injured at work who fails to immediately report back to work (in accordance with the work schedule in effect at that time) upon medical clearance or an employee found to be working for someone other than the Town while on paid administrative leave due to a worker's compensation injury is subject to immediate termination.

The Town reserves the right to have any employee who is out of work due to a workers' compensation claim evaluated by medical professional(s) of its choice at Town expense (including mileage reimbursement) at mutually convenient times.

The Town shall, as required by RSA 281-A, provide temporary "light duty" assignments if such work is approved by a health care provider, as otherwise set forth in the Town's Safety Program Manual. Hourly employees who work "light duty" shall be paid by the Town at their customary pay rate for the actual hours worked and worker's compensation will then pay 60% of the difference between the average weekly wage and any Town wage payments. Salaried (FLSA exempt) employees who are working light duty shall be paid their regular weekly pay, but they shall be required to reimburse the Town for any payments received by the worker's compensation insurance carrier. Employees who refuse temporary "light duty" may be subject to disciplinary action, up to and including termination.

[Note: RSA 281-A:31 allows the insurance carrier to treat leave pay that is used to make-up the difference in lost wages as part of the earnings to be deducted from the average weekly wage when determining the amount of temporary partial benefits. Example: if an employee's average weekly wage is \$400 (= \$10 per hour) and if they work 20 hours per week on light-duty while recovering from a workplace injury, and if they also request the use of 8 hours of leave pay for a total town payment of \$280, the amount to be paid by worker's compensation may be 60% of 400-200-80 (= \$72).]

An employee out of work due to an undisputed workplace injury shall be considered as on administrative leave for a period of up to eighteen (18) months from the date of injury. During this period, they shall continue to be eligible for insurance benefits as set forth in these Personnel Policies and such leave time shall count towards length of service, but the employee shall not be eligible for paid holidays or leave

accumulation or pay increases upon the expiration of twelve (12) weeks of FMLA, if applicable, and the depletion of all other forms of leave. A regular full-time employee will be reinstated to their former position upon request within eighteen (18) months of the date of initial injury if the position still exists and is available and the employee is still able to perform the duties of that position. If an employee is unable to return to their normal duties within eighteen (18) months from the date of the injury, the Town shall have the right to discharge the employee for medical reasons. However, an employee may not be eligible for eighteen (18) months of administrative leave (or any other benefits) if the injury:

- a. (1) occurs while in the employ of someone other than the Town;
- b. (2) is the result of the employee's own gross negligence or horseplay
- c. (3) is a condition that existed prior to being employed by the Town;
- d. (4) is not reported to a Supervisor within twenty-four (24) hours.

The Town shall not be liable for any injury to an employee that is the result of the employee being intoxicated (as defined by RSA 281-A:2,XII-a), or by the serious and willful misconduct of the employee (as set forth in RSA 281-A:14).

Section 6.08 Unemployment Compensation

Depending upon the circumstances, employees may be eligible for Unemployment Compensation upon termination of employment with Town. The Department of Employment Security determines eligibility for Unemployment Compensation. Employees with questions regarding eligibility for this program should refer to the State of New Hampshire's website.

Section 6.09 Social Security

Certain employees are required by law to contribute a set amount of their weekly wages to the trust fund from which benefits are paid. As employer, the Town is required to deduct Social Security contributions from each paycheck an applicable employee receives. In addition, the Town matches employee contribution at a rate set by the Federal Government.

Section 6.10 Medicare

Medicare is a social insurance program administered by the United States government, providing health insurance coverage to people who are aged 65 and over; to those who are under 65 and are permanently physically disabled or who have a congenital physical disability or to those who meet other special criteria. Medicare is financed by a portion of the payroll tax deductions paid by workers and matched by the Town.

Section 6.11 Retirement Plan

The Town participates in the New Hampshire Retirement System (NHRS), a public employee pension plan which offers benefits to its eligible members. As a defined benefit plan that is governed by statute (NH RSA 100-A), benefits are based on salary and service credit. Pursuant to RSA-100:16 the Town and the employee contribute to the fund a percentage of wage that is mandated by law. Employees who work 35 hours per week or more on a continuous basis are eligible for New Hampshire Retirement System plans. Employees with questions regarding their retirement plan should speak to the Town Administrator.

Section 6.12 Training and Professional Development

The Town encourages employees to take advantage of continuing job specific training through seminars and conferences. All courses must be approved in writing by the employee's supervisor and the Town Administrator and be funded through a department budget line item. The Town will not provide funding or reimbursement for education or professional development that is not pre-approved by the Town

Administrator and employee's supervisor.

Section 6.13 Temporary Alternative Duty

Policy - The Town will provide alternative/transitional work opportunities to all employees temporarily disabled by a work-related injury or illness, as required by RSA 281-A:23-b.

Purpose – Temporary Alternative/Transitional duty is meant to provide meaningful work during the time of healing and strengthening following a work-related illness or injury.

This program will last as long as the employee continues to transition back to the position at full duty, but no longer than 6 months. Once the transition stops, the supervisor will reevaluate the temporary program the employee is participating in. This program is not intended to address those situations in which an employee has been deemed to be permanently disabled and unable to resume their previous position.

Procedure

- a. The injured employee shall have the treating physician complete the NH Workers' Compensation Medical Form (75 WCA-01). Upon completion, the injured employee will be responsible for returning the form to the Town Administrator.
- b. The Town Administrator will work with the employee's supervisor to facilitate a safe return to work program with limitations listed by the treating physician. The Town Administrator may contact the treating physician if additional information is needed regarding the employee's limitations.
- c. The employee will be responsible for obtaining an updated medical form completed by the treating physician following every medical appointment but in intervals no longer than 30 days, and returning the form to the Town Administrator.
- d. Additional modifications will be made to the temporary/transitional alternate duty program as necessitated by the treating physician's New Hampshire Workers Compensation Medical Form.
- e. Steps a) through d) may be repeated until such time as the employee is able to return to his/her normal position or has been deemed to be permanently disabled.
- f. To the extent that this policy is ambiguous or contradicts the RSA or DOL regulations, the language of the RSA or DOL regulations controls.

Article VII. TIME-OFF BENEFITS

Section 7.01 Holiday Policy

The Town provides paid holiday time off to all full-time eligible employees on the holidays listed below:

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

Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day.

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

If eligible non-exempt employees work on a recognized holiday, they will receive holiday pay plus wages at one and one-half times their straight-time rate for the hours worked on the holiday.

In addition to the above recognized holidays, eligible employees will receive 2 floating holidays each calendar year. These holidays must be scheduled with the prior approval of the employee's supervisor and must be used before the end of the calendar year. Any floating holiday not used prior to the end of said calendar year will be forfeited and will not roll over into the following year. A floating holiday may be used for the observance of any religious or cultural holiday, a state or federal holiday, or for any other celebration during which the Town Office remains open.

Paid time off for holidays will be counted as hours worked for the purpose of determining overtime pay.

Exceptions: Non-Exempt full-time Police Officers will be paid 10 hours of Holiday Pay lump sum at the end of June and December for each holiday within the preceding 6-month period.

Section 7.02 Vacation Time

Vacation time off with pay is available to eligible full-time employees to provide opportunities for rest, relaxation, and personal pursuits. The amount of paid vacation employees receive each year increases with the length of employment as shown in the following schedule:

After one year of eligible service the employee is entitled to 5 vacation days (40 hours) or the equivalent of their normal base work week hours if less than 40.

Employees with two to four years of eligible service are entitled to 10 vacation days (80 hours) each year or the equivalent of their normal base work week hours if less than 40.

Employees with five to nine years of eligible service are entitled to 15 vacation days (120 hours) each year or the equivalent of their normal base work week hours if less than 40.

Employees with ten to fourteen years of eligible service are entitled to 20 vacation days (160 hours) each year or the equivalent of their normal base work week if less than 40.

Employees with fifteen to nineteen years of eligible service are entitled to 25 vacation days (200 hours) each year or the equivalent of their normal base work week if less than 40.

After twenty years of eligible service the employee is entitled to 30 vacation days (240 hours) each year or the equivalent of their normal base work week if less than 40.
Eligible service is defined in Article II.

Paid vacation time can be used in minimum increments of one full day. To take vacation, employees should request advance approval from their supervisors. Requests will be reviewed based on several factors, including needs and staffing requirements.

Vacation time off is paid at the employee's base pay rate and hours at the time of vacation. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

In the event that available vacation is not used by the end of the benefit year, employees will forfeit the unused time.

Upon termination of employment, employees will be paid for any unused vacation time that has been earned through the last day of work.

Section 7.03 Personal Time Off (PTO)

Personal Time Off is an all-purpose time-off policy for eligible employees that work more than 28 hours per week to use for vacation, illness or injury, and other personal business.

After 6 months of eligible service the employee is entitled to 5 PTO days each year. The beginning of each new benefit year the employee will be given 5 days.

PTO can be used in minimum increments of one half (1/2) hour. Employees who have an unexpected need to be absent from work should notify their direct supervisor before the scheduled start of their workday, if possible. The direct supervisor must also be contacted on each additional day of unexpected absence.

To schedule planned PTO, employees should request advance approval from their supervisors. Requests will be reviewed based on a number of factors, including work needs and staffing requirements.

PTO is paid at the employee's base pay rate at the time of absence. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

If available PTO is not used by the end of the benefit year, employees will forfeit the unused PTO.

Upon termination of employment, employees will not be paid for any unused PTO that has been earned through the last day of work.

Part-time employees, or those who work less than 32 hours weekly are eligible for PTO, the amount of which shall be calculated based on their average weekly hours worked. So, if an employee works an average of 20 hours weekly, they are eligible for 20 hours of annual PTO.

See also ADAAA Policy.

Section 7.04 Sick Leave

The Town provides paid sick leave benefits to all full-time eligible employees for periods of temporary absence due to illnesses or injuries.

Eligible employees will accrue sick leave benefits at the rate of 5 days per year. Sick leave benefits are calculated on the basis of a "benefit year," the 12-month period that begins on the first day of employment.

Employees can request use of paid sick leave after completing a waiting period of six (6) months from the first day of full-time employment. Paid sick leave can be used in minimum of one-half hour increments. Eligible employees may only use sick leave benefits for an absence due to their own illness/injury, the injury/ illness of a family member/ dependent, or to attend to a health-related appointment for themselves or a family member/ dependent.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday if possible. The direct supervisor must also be contacted on each additional day of absence. Sick leave may be taken up to but not exceeding three consecutive working days. If the employee requires use of additional time, they are expected to utilize any other available accrued paid time (PTO or vacation time) first. The use of sick leave will not preclude the employee from using FMLA or other available medical leave (refer to NH Paid Family Medical Leave Plan and State of New Hampshire Family Medical Leave Policy for State Employees).

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence.

Unused sick leave benefits will be allowed to accumulate until the employee has accrued a total of 15 calendar days (120 hours) worth of sick leave benefits. Once an employee has reached this amount, the

employee with more than 15 days (120 hours) will be paid for 2 hours, at the employee's regular hourly rate of pay, for each day not taken. Thus, beginning a new year with a maximum of 15 days (120 hours).

Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence. Unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment.

Transferred sick time

Transferred sick time refers to unused sick time which is voluntarily donated to another employee who may need it. Sick time may be transferred in the case of medical emergency or if an employee has exhausted all other accrued time (sick, vacation, and personal). To be eligible for use of transferred sick time, an employee must be in good standing, have exhausted all other accrued time, and no longer in the probationary period for their respective role. Accumulated sick time that exceeds 15 days (120 hours) may be donated as well should the employee choose this over payout.

See also ADA Policy.

Section 7.05 Bereavement Leave

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

Up to 3 days of paid bereavement leave will be provided to regular full-time eligible employees.

Bereavement pay is calculated using the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

Bereavement leave will normally be granted unless there are unusual needs or staffing requirements. Employees may, with their supervisors' approval, use any available paid leave for additional time off as necessary.

The Town defines "immediate family" as the employee's spouse, parent, child, sibling, the employee's spouse's parent, child, or sibling, the employee's child's spouse, grandparents or grandchildren. Special consideration will also be given to any other person whose association with the employee was similar to any of the above relationships.

Section 7.06 Jury Duty

The Town encourages employees to fulfill their civic responsibilities by performing jury duty when required. Employees must request leave for jury duty through their supervisor as soon as practically possible after receiving a summons.

Employees are expected to keep their immediate supervisor up to date on any changes that may impact their attendance at work. During jury leave, employees are expected to report for work whenever the court schedule permits.

Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence.

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

Vacation, sick leave, and holiday benefits will continue to accrue during paid and unpaid jury duty leave.

Section 7.07 Uniformed Services Leaves of Absence

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

Employees may use any available paid time off for an unpaid absence due to service in the United States uniformed services.

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

Vacation, sick leave, and holiday benefits will continue to accrue during a military leave of absence.

Section 7.08 Family Medical Leave of Absence (FMLA)

The Town of New Ipswich complies with the Federal Family and Medical Leave Act (FMLA) of 1993 and all applicable State laws related to family and medical leave. This means that, in cases where the law grants you more leave than our leave policies provide, we will give you the leave required by law.

FMLA Leave Eligibility: The FMLA provides up to twelve (12) weeks of unpaid leave every twelve (12) months to eligible employees for certain family and medical reasons. To be eligible, you must have worked for the Town for twelve (12) months, and for one thousand two hundred fifty (1250) hours over the previous twelve (12) months. (See the FMLA regarding exemptions for certain highly compensated employees). Intermittent leave will be permitted for eligible employees where necessary.

Please note: You are not an eligible employee unless there are at least fifty (50) employees (as employees are counted under the FMLA) working for your employer within a 75 mile radius of your work location.

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

- a. To care for a newborn, an adopted child or a foster child within a year of the child's arrival
- b. To care for a spouse, child, or parent who has a serious health condition, or
- c. For a serious health condition that makes you unable to perform the functions of your job.
- d. Because of any qualifying exigency (as the Department of Labor Regulations shall define that term) arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces. Covered active duty for members of a regular component of the Armed Forces means duty during deployment of the member with the Armed Forces to a foreign country. Covered active duty for members of the reserve component of the Armed Forces (members of the U.S. National Guard and Reserves) means duty during deployment of the member with the Armed Forces to a foreign country under a call or order to active duty in a contingency operation as defined in section 101(a)(13)(B) of title 10, United States Code.

Service Member Family Leave: An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty shall be entitled to a total of 26 workweeks of leave during a 12-month period to care

for the service member. The terms in this paragraph shall only be available during a single 12-month period.

During this 12-month period, an eligible employee shall be entitled to a combined total of 26 workweeks of leave (including any time taken because of any qualifying exigency arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation). Covered Service member includes a veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness if the veteran was a member of the Armed Forces at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy. For purposes of this type of leave, "serious injury or illness" includes not only a serious injury or illness that was incurred by the member in the line of duty on active duty but also a serious injury or illness that existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member's office, grade, rank or rating. For a veteran, a "serious injury or illness" is defined as a qualifying injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran.

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

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

Certification: The Town requires that you provide a medical certification of your need for leave because of a serious health condition (whether your own or that of your child, spouse, parent's, or next of kin's in the case of Service Member Family Leave) whenever the leave is expected to extend beyond five (5) consecutive working days or will involve intermittent or part time leave.

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

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

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

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

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

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

The complete provisions of the FMLA are too lengthy to include in this policy. However, if you have questions about the FMLA or would like to review the statute itself, please contact the Town Administrator, the Board of Selectmen, or the United States Department of Labor.

Section 7.09 Parental Leave

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

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

Requests for additional time off to care for a new child will be considered under the terms of our FMLA policy. Employees will be required to take FMLA leave, if they are eligible for such leave, concurrently with Maternity/Paternity leave, as described in our FMLA policy.

Employees must use their accrued vacation and sick/personal time before taking unpaid leave under this policy. Employees on Maternity/Paternity leave who are not eligible for FMLA leave or who have exhausted their FMLA available leave weeks will be allowed to continue to participate in our health insurance benefit for the calendar month during which the leave begins. When that calendar month expires, the employee may continue medical insurance coverage by making arrangements with the Town Administrator to pay the entire amount of the appropriate monthly premium in advance each month.

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

Section 7.10 Personal Leaves of Absence

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

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

Requests for leave will be considered on a case-by-case basis, taking into account the Town's staffing needs and other factors. If a personal leave is granted, you may not accept other employment of any kind, including a business of your own, while you are on leave. If you are granted a personal leave of absence, you must inform us when you are able to return to work.

Personal leaves of absence will be unpaid, and an employee on an unpaid personal leave of absence is

not entitled to accrue any benefits, including, but not limited to, holidays, vacation time, sick leave, and personal days. Employees who are granted a personal leave of absence may continue to participate in our health insurance benefit for the calendar month during which the leave begins. When that calendar month expires, the employee may continue health insurance coverage by making arrangements with the Town Administrator to pay the entire amount of the appropriate monthly premium in advance each month.

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

Please also see the Town Policy Section 3.04 Americans with Disabilities Act (ADAAA).

Section 7.11 Crime Victim Leave

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

Definitions: For purposes of this policy:

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

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

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

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

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

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

Article VIII. EXPENSES

Section 8.01 Introduction

The following is a guide to the Town expense reporting and reimbursement policy. Any manager responsible for approving expense reports should be familiar with this policy. When authorizing an expense report, the manager indicates to the Town that the expenses reported are legitimate, reasonable, and comply with this policy.

Section 8.02 Town Supplies, Other Expenditures

Only authorized persons may make purchases on behalf of the Town. The Town Administrator will maintain a list of authorized persons.

Section 8.03 Use of Town Vehicles

Employees responsible for operating Town vehicles are required to have a valid NH driver's license for the respective class of vehicle. Employees should be responsible for ensuring their licensing is up to date and are responsible for the cost of any renewals or reissued licenses due to loss. Under no circumstances are employees permitted to operate a Town vehicle under the influence of any illicit substance OR any substance which may impair their ability to safely operate such vehicle. Employees operating Town vehicles may be asked to undergo additional training or testing prior to authorized use of such vehicles or may be required to show proof of licensure for such operations. This policy applies to contracted employees as well.

Section 8.03 Use of Private Vehicles

The Town will reimburse employees mileage and tolls whenever it is necessary for them to use their personal vehicles for Town business. The reimbursement will not exceed the IRS Standard Mileage Rate in effect at that time.

Employees may not use their own vehicle without prior permission of their Department Manager, and an expense voucher must be submitted to cover such expenses, indicating where the employee went, why, the number of miles driven, and the amount of reimbursement due them. Vehicles being used for Town business are expected to be in safe operating condition and have all appropriate and up to date documentation such as registration and inspection stickers.

The voucher must be approved by the Department Manager. Use of private vehicles on Town business should be kept to a minimum, and only authorized use of vehicles will be approved for expense reimbursements.

Employees who must operate a vehicle while in their role for the Town are expected to adhere to all motor vehicle laws and regulations for the state of New Hampshire. Employees found in violation of state laws and regulations while operating a vehicle and acting in their role for the Town may be subject to penalty up to and including termination, depending on the severity of the violation.

Section 8.04 Travel Reimbursement

Employees traveling on Town business are entitled to transportation, hotel accommodation, meals, and limited incidentals that meet reasonable and adequate standards for convenience, safety, and comfort. All travel reimbursement must be preapproved.

Section 8.05 Clothing Allowance

Police Department: The Chief and each officer shall be fully equipped to department standards with uniform specifications as determined by the Chief of Police and the Board of Selectmen. All uniforms and equipment shall remain the property of the Town.

Highway Department: Each full-time employee shall be provided uniforms through the Town's vendor. Each full-time employee shall be reimbursed, upon submission of a receipt, for the purchase of steel-toed shoes. A maximum of \$175.00 is allowed per year for each employee. This amount is not transferable to another employee.

Transfer Station: Each regular employee shall be provided with uniforms through the Town's vendor. Each regular employee shall be reimbursed, upon submission of a receipt, for the purchase of safety-toed shoes. A maximum of \$175.00 is allowed per year for each employee. This amount is not transferable to another employee.

Section 8.06 Call Out Time

Employees who are called out to work will be paid a minimum of 2 hours at their regular hourly rate of pay.

Section 8.07 Responding to Ambulance Calls / Fire Calls

All full-time employees certified as Emergency Medical Technicians, or higher, responding as a Souhegan Valley Ambulance attendant on an ambulance call during their regularly scheduled time will be compensated at their regular hourly rate of pay for the following calls: third tone calls, code three calls or calls in the immediate area of work.

Those employees responding as members of the New Ipswich Fire Department responding on calls during their regularly scheduled work time will be compensated at their regular rate of pay for the following calls: confirmed fires, motor vehicle accidents, confirmed cardiac arrest or upon the request of Souhegan Valley Ambulance Service.

Section 8.08 Travel – Meetings Training Workshops

If the Town requires employees to attend meetings, trainings, or workshops, employees will be paid for their attendance and travel requirements (see 8.04 Travel Reimbursements)

Article IX. EMPLOYEE COMMUNICATIONS

Section 9.01 Open Door Policy

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

The Town encourages employees to discuss any issues they may have with a co-worker with their direct supervisor. If the concern, problem, or issue is not properly addressed, employees should contact the Town

Administrator. Retaliation against any employee for appropriate usage of open communication channels is unacceptable.

Section 9.02 Staff Meetings

In order to keep the communication channels open, the Town implements an annual Town-wide staff meeting. Other staff meeting frequencies are subject to the discretion of each department.

Section 9.03 Suggestions

The Town encourages all employees to bring forward their suggestions and good ideas about making the Town a better place to work and enhancing service to residents. Any employee who sees an opportunity for improvement is encouraged to talk it over with management. Management can help bring ideas to the attention of the people in the Town that will be responsible for possibly implementing them. All suggestions are valued.

Article X. APPENDICES

APPENDIX I CODE OF ETHICS

Ethical Standards – Code of Ethics All employees must adhere to the Code of Ethics

All municipal officials, employees and agents shall give each and every person fair and equal treatment. No official, employee or agent shall give any person special consideration, advantage or favor as a result of public status, wealth, position, religious, family, personal or financial interest.

- a) Financial and Personal Interest - No person serving in a public position shall have, for himself, an immediate family member, or any other person, any personal, financial or pecuniary interest in any business, contract, or transaction with any public body without the complete prior disclosure to the Board of Selectmen showing the full extent and nature of his interest.
- b) Disclosure and Disqualification - No public official shall advise, deliberate and/or vote on any matter in which he holds any interest, whether it be personal, financial or pecuniary, and must publicly disclose to the public body with jurisdiction the nature and extent of that interest, and must disqualify himself from advising, deliberating and/or voting on the matter.
- c) Incompatible Employment - No official or employee shall be active in private employment with, or render services for, any private citizen, immediate family member or household member having business contracts or transactions with any public body unless and until he publicly and fully discloses the nature and extent of his interest.
- d) Representations of Private Persons - No person serving in public position shall represent any private citizen other than himself or an immediate family member before any public body of the Town without disclosure.
- e) Gifts and Favors - No gifts, whether they be money, favors, things, loans or promises, are to be accepted by any public official, employee or board member while acting in his capacity as a public servant of the Town.

Definitions:

Financial Interest - any interest which, either directly or indirectly, promote or obtains a monetary or material

benefit due to its exercise (other than the authorized salary for public service to the Town) to the official or employee, the immediate family of the official or employee, or to anyone retaining the services of the official or employee.

Personal Interest - any interest created due to blood, marriage, close business relationships, political associates, or household residence (either relative or live-in - boyfriends or girlfriends) regardless of whether or not a financial interest is involved.

Pecuniary Interest - any advantage in the form of money, property, commercial interest or anything else, the primary significance of which is economic gain; it does not include economic advantage applicable to the public generally, such as tax reduction or increased prosperity generally.

Immediate Family - immediate family encompasses spouses, dependents, anyone residing in the person's household and anyone who, by virtue of blood or marriage, in such a direct relation as to be a parent, child, grandparent, grandchild, brother, sister, or in-law.

Disclosure - the revelation of secretly known information that would either bias or change the result of a municipal decision if not fully admitted. Disclosure must be public and must be confirmed in writing. Where appropriate and where time permits, disclosure is to be made to the Board of Selectmen, both orally and in writing, before the public body with jurisdiction meets on the matters

Exceptions: Any discounts provided to a whole class which has been appropriately authorized by the Board of Selectmen, and three other exceptions:

1. Unsolicited advertising or promotional materials of nominal intrinsic value
2. Awards for meritorious civic service contributions;
3. Unsolicited consumable (excepting alcoholic beverages) items that are donated to an entire work group during holidays, and are consumed on the premises.
4. Election Contributions. This section shall not apply to election contributions or other gifts given to any person running for public office in accordance with applicable Federal and State law.

APPENDIX II SAFETY

The Town makes every effort to comply with all federal and state workplace safety requirements. Only through the joint commitment on the part of management and employees can workplace accidents and injuries be reduced or eliminated.

Purpose

Every employee has the right to a work place free from occupational safety and health hazards. This document provides the framework for safety.

Management Commitment

The safety and health of employees is a priority. The Town maintains the philosophy that:

1. All injuries are preventable
2. Working safely is a condition of employment
3. All operating exposures can be safeguarded
4. Training employees to work safely is essential
5. Injury prevention saves money

Responsibilities

Employee Handbook

The responsibilities listed are minimum standards and should be not be construed as limits to individual initiative to implement more comprehensive procedures for controlling losses.

Board of Selectmen

The Board of Selectmen shall:

- Provide overall support, direction and commitment to safety
- Ensure the personnel responsible for carrying out the provisions of this program understand it, have a copy of it, and are held accountable for their actions/inactions
- Correct unsafe conditions brought to their attention
- Provide required resources such as:
 - funding - safety equipment, personal protective equipment, training materials
 - personnel - outside experts, loss prevention consultants
 - time - review all inspection/investigation reports
 - mandate participation in safety training programs

Employees:

The term Employees is intended to include Elected Officials, Paid Employees and Volunteers. Employees are required, as a condition of employment, to exercise due care in the course of their work to prevent injuries to themselves and to their fellow workers. It is the responsibility of all employees to cooperate in making the safety program work. Employees shall:

- Attend all mandatory meetings and training.
- Take and active role in the safety and health of all
- Understand and follow all work rules.
- Be informed of and observe established safe practices.
- Use and wear required personal protective gear when required including safety hats, gloves, boots, ear protection, vests and clothing
- Inspect all equipment prior to use.
- Report all unsafe acts, conditions and equipment to the supervisor.
- Operate machines and equipment only if trained and authorized by the supervisor.
- Not remove guards of other protective devices from machinery or equipment, replace missing guards.
- Follow all accident reporting procedures.
- Assist supervisors in their investigation of any accident, as needed.
- Attend required safety training programs.
- Participate in the Joint Loss Management Committee.

Department Managers

The Department Manager or designee shall:

- Be responsible for the education and training of all employees and/or volunteers within their department.
- Inform employees of and enforce all established safe practices and use of personal protective equipment.
- Take unsafe equipment out of service.
- Report and document all incidents, investigations and inspections as well as the record corrective actions taken, if any.
- Participate in the Joint Loss Management Committee.

Safety Equipment

Employees are expected to always use personal protective equipment when performing certain hazardous tasks or when in unsafe environments.

1. **Safety Equipment:** It is the policy of the Town to require employees to wear personal protective equipment and to utilize appropriate safety equipment as required by circumstance, departmental guidelines and/or the law.
2. **Universal Precautions:** As there is no practical way to be informed regarding potential contamination due to an exposure to a given individual's bodily fluids, employees are expected to treat all sources of exposures as if they were contaminated. All reasonable precautions shall be taken by the employee to avoid exposure to injury and/or communicable diseases to themselves or others. (Blood borne pathogen training may be required by individual departments and is available to all.)

Seatbelts

It shall be the responsibility of each Town employee to wear a seatbelt while operating or riding in any Town vehicle so equipped, and while operating or riding in any private vehicle for the purpose of conducting Town business. There may be special circumstances in which the use of seatbelts may hamper efficient conduct of Town business functions. In these situations, supervisory personnel may grant exceptions to the seatbelt requirement. These exceptions should be infrequent and for limited durations.

Penalties

Failure to comply with or enforce mandatory requirements for wearing safety apparel and/or using safety equipment may result in disciplinary action, including possible termination

Joint Loss Management Committee (JLMC) – Safety Committee

The purpose of the Joint Loss Management Committee is to bring together employees and management in a non-adversarial cooperative effort to promote safety and health in the workplace. More specifically:

1. Create open lines of communication for the benefit of all.
2. Investigate accident and injury causes.
3. Evaluate and suggest steps to prevent recurrence.
4. Review applicable statutes, rules and standards.
5. Encourage responsibility and participation for safety and health at all levels.
6. Educate employees and volunteers in safe work practices.
7. Reinforce these principals through consistent application, oversight, investigation, discipline and reeducation as needed.

Duties:

1. **Accident Review:** All accident and subsequent recommendations for prevention will be reviewed and approved/returned for clarification. Any recommendations made will be followed through to completion and communicated to other departments with similar exposures. The JLMC may also provide assistance as needed with departmental investigations of incidents when requested by supervisor or employee involved.
2. **Inspection:** The committee may choose to conduct an inspection of a particular location, piece of machinery or job site. Any recommendations will be communicated to those responsible for having them completed.
3. **Communication of Relevant Information:**
4. All minutes from the meeting will be distributed to all members and posted at the employer buildings.
5. As committee members come across safety information/literature, it should be made available to others. A bulletin board will be maintained at each Town facility for display of JLMC minutes.

safety posters, and other safety education materials.

Membership and Structure:

The committee shall have enough members to satisfy the law. The committee shall be equally divided between management and employee representatives.

Membership shall ideally include members from the Fire, Highway, and Police Departments.

The committee shall elect a Chairman and the position will be rotated between employee and employer representatives.

Meetings:

The committee shall meet a minimum of four times per calendar year, on a date, time and location determined by the Committee.

Safety Statutes, Rules and Standards

The safety policies are enabled through the State of New Hampshire laws (RSA's) that define the legislation under which the safety standards are established.

Lab 1400 rules, Administrative Rules for Safety and Health Lab
500 rules, Safety Programs
RSA 277, Safety & Health of Employees RSA
277-A Employees, Right to Know RSA 281-
A:64 Safety Provision
RSA 155-A, State Building Codes

Disciplinary Policy

Disciplinary action may call for any of four steps depending on the severity of the safety problem and the number of occurrences. There may be circumstances when one or more steps are bypassed. Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed:

1. verbal warning
2. written warning
3. suspension with or without pay
4. termination of employment

Handling Injuries and Accident Reporting and Investigation

A workers' compensation injury is defined as an accidental injury, disease or death arising out of and in the course of employment. There are State requirements for reporting these injuries which are summarized in this section.

The first thing to do when an accident occurs is to ensure that proper medical treatment is provided.

1. Handling Emergencies

Employees are expected to exercise their best judgment based upon circumstances. The following is a list of guidelines to follow. However, if there is any question whatsoever about the seriousness of any injury, call for help (911).

- a. Call the appropriate emergency service (medical, fire police, etc.)
- b. Notify the supervisor
- c. Follow reporting requirements
- d. Accident or Incident Reporting
- e. Report as soon as practicable to the responsible supervisor
- f. Supervisors will gather enough information to accurately complete the Employer's First Report of Injury or Occupation Disease (form 8-WC)
- g. File the First Report of Injury within 24 hours (weekends and holidays excluded).
- h. Submit the 8-WC information to the Town Administrator upon completion.
- i. Town Administrator will file form with the Workers Compensation carrier.

Accident/Incident Investigation: The immediate supervisor, or other designated individual, will investigate all accidents and incidents that occur within their span of control. The purpose is to determine what happened, why it happened, and most importantly, how to prevent it from happening again. An accident investigation report will be required for all injuries requiring medical treatment. Investigations should be completed by the department supervisor. If the supervisor involved feels assistance is needed, he should contact the JLMC.

Inspections

Inspection of the work area and equipment are to be conducted regularly, a minimum of once pre year. All employees are expected to constantly be alert for unsafe acts and conditions, and take necessary corrective actions.

Guidelines for Correcting Unsatisfactory Conditions:

- a. Take action to prevent any injury! (Remove the tool from service; post a warning sign, etc.).
- b. If within your authority, take steps to permanently correct the hazard. Report all action taken to your Department Manager/supervisor. Report the problem in writing and your recommended solution to the person who has to the authority to correct it.
- c. Recordkeeping Guidelines. Document the inspection with:
 - date
 - location
 - piece of equipment
 - inspector's name
 - unsatisfactory conditions noted
 - actions taken
 - recommendation

A copy of all inspection reports should be kept on file for a minimum of one year (unless other legal requirements apply).

Education and Training

Safety education and training raises the employee's level of safety awareness and also provides management with an opportunity to demonstrate their concern for the welfare of employees.

Orientation

All new or transferred Town employees will receive a safety orientation at the beginning of employment. As part of their orientation, the employees will be told of their responsibilities, and be given a copy of the Employee Handbook. When the training is complete, the employee and supervisor will complete and sign a receipt. The receipt acknowledges possession of and adherence to the guidelines included in the Handbook. The receipt will be included in the employee's personnel file.

When the supervisor identifies the need, follow-up training will be conducted; this training can be provided through any approved training facility. Training will occur when a new process or piece of equipment is introduced.

Emergency Evacuation

In the event of a major building fire, hazardous spill, or on site violence, the work area shall be evacuated:

1. Get out of the area
2. Call 911 and report the incident
3. Employee will follow reporting requirements

Safety and Health Communication

Employees are required to read and abide to all aspects of the employee Handbook. Employees will be notified by their immediate supervisor of available training Minutes of the Joint Loss Management Committee will be posted

Members of the Joint Loss Management Committee will be posted

All required safety & health signs and posters will be displayed openly

Visitors in the Workplace

For safety, insurance, and other business considerations, only authorized visitors are allowed in the workplace. When making arrangements for visitors, employees should request that visitors enter through the main reception area and go directly to the appointed location.

Weather-related and Emergency-related Closings

At times, emergencies such as severe weather, fires, or power failures can disrupt operations. In such instances, the Chairman of the Board of Selectmen, followed by the other Board Members or the Town Administrator will decide on the closure and Department Managers will provide the official notification to the employees.

ACKNOWLEDGMENT

I acknowledge that I have received a copy of the Town of New Ipswich **CODE OF ETHICS POLICY**, and I do commit to read and follow these policies. I also am aware that the Town of New Ipswich, at any time, may on reasonable notice, change, add to, or delete from the provisions of this policy.

Printed Name

Position

Signature

Date

I acknowledge that I have received a copy of the Town of New Ipswich **SAFETY REQUIREMENTS**, and I do commit to read and follow these policies. I also am aware that the Town of New Ipswich, at any time, may on reasonable notice, change, add to, or delete from the provisions of this policies.

Printed Name

Position

Signature

Date

I acknowledge that I have received a copy of the Town of New Ipswich **EMPLOYEE HANDBOOK**, and I do commit to read and follow these policies. I am aware that if, at any time, I have questions regarding the policies I should direct them to my Manager or the Town Administrator or the Board of Selectmen.

I know that the policies and other related documents do not form a contract of employment and are not a guarantee by the Town of New Ipswich of the conditions and benefits that are described within them. Nevertheless, the provisions of the policies are incorporated into the acknowledgment, and I agree that I shall abide by its provisions.

I also am aware that the Town of New Ipswich, at any time, may on reasonable notice, change, add to, or delete from the provisions of these policies.

Printed Name

Position

Employee's Signature

Date

Original in file (date) _____ by _____

Copy returned (date) _____ by _____