

**TOWN OF STOWE, VERMONT**  
**PERSONNEL RULES**  
**Effective October 28, 2019**

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## **ARTICLE 1            GENERAL INFORMATION**

### **1.1    AUTHORITY TO ADOPT PERSONNEL RULES**

A.     The Selectboard of the Town of Stowe hereby adopts these Personnel Rules pursuant to the authority granted under 24 VSA Chapter 11, Subchapter 33 and the Stowe Town Charter.

### **1.2    PURPOSE**

A.     The purpose of these Personnel Rules is to establish policies and procedures to ensure, in so much as possible, uniform application and administration of rules regarding the employment of persons by the Town of Stowe, as well as to inform current and potential employees of the working environment (e.g. terms and conditions of employment, including pay and benefits) which can be expected.

B.     It must be recognized, however, that the uniform treatment of personnel at all times is neither feasible, nor is it always in the best interest of both parties. This statement is made on the presumption that employee work performance, attitudes and capabilities vary to a degree based upon each individual's effort and personality. Therefore, it shall be the policy of the Town to encourage good employment behaviors and not condone poor employee conduct.

C.     In addition, these Personnel Rules are intended to serve as a set of procedures by which - employees may strive to deliver the government services that are desired by the taxpayers of Stowe in the most efficient, capable and friendly manner possible.

### **1.3    APPLICABILITY**

A.     These Personnel Rules shall apply to all non-unionized Town employees, , except Electric Department employees, elected officials, school district employees, members of boards and commissions, volunteers appointed by the Selectboard and persons who provide contracted services.

B.     The Town reserves the right to temporarily suspend the provisions of these Personnel Rules in the event the Selectboard declares an emergency situation, to the extent permitted by law.

C.     If any provision within these Personnel Rules is determined to be invalid by a court of competent jurisdiction or if a provision is superseded by federal or state law, such invalidity shall not affect any other provision or the application of the remaining procedures contained herein.

D.     These Personnel Rules are not meant to serve as a replacement for federal or

state laws governing personnel matters, but rather, in some cases they are designed to clarify mandatory regulations. And these Personnel Rules are also a means by which the Town, acting in its capacity as an employer, expresses its doctrines pertaining to Town employees in areas where no federal or state guidelines exist.

E. These Personnel Rules are not to be construed as an employment contract between the Town and any of its employees.

F. The terms and provisions changed in this version of the personnel rules are not meant to apply retroactively, but instead will be in effect from this day forward.

#### 1.4 ADMINISTRATION

A. The overall responsibility for the administration of the rules, regulations and policies contained in these Personnel Rules rests with the Selectboard. However, the day-to-day administration of these rules is delegated to the Town Manager, and to a lesser extent, the Department Heads as set forth in these Rules.

B. The Selectboard has adopted an organizational chart (See Appendix B) and all employees shall take direction and seek relief from their immediate supervisor as identified in the organizational chart for matters that are of concern to the employee.

C. In the event the Town Manager is temporarily unable to execute the delegated responsibilities due to an absence from the workplace, the Public Works Director shall assume all responsibilities of the Town Manager and have full authority to implement and execute those duties delegated to the Town Manager. In the absence of the Public Works Director, the Selectboard may designate another Town Official to act as Town Manager. In the event the position of Town Manager is vacant, the Selectboard shall appoint an Acting Town Manager.

D. To the extent possible, the Selectboard and Town Manager should utilize appropriate chains of command when dealing with employees consistent with the organizational chart.

E. The application of the rules, regulations and procedures contained in these Personnel Rules shall not be subject to any grievance, arbitration or appeals procedures except for those described in Article 10 below or as provided by law.

F. Upon a vote of the majority, the Selectboard may amend these Personnel Rules at anytime during a duly warned public meeting, provided that the proposed agenda contain notice of the proposed amendments to the Personnel Rules.

G. The provisions of these Personnel Rules may also be amended as a result of a Town Meeting vote, to the extent permitted by law.

H. These Personnel Rules shall amend in their entirety, the Revised Personnel Rules of July 14, 1997, and shall supersede and replace the July 14, 1997 Revised Personnel Rules and any and all other personnel rules, regulations, or policies for employees of the Town of Stowe.

## 1.5 DEFINITIONS

A. Creditable service shall mean the actual time for which an employee is compensated by the Town, to include all forms of paid leave. It shall not include overtime, call-in pay, on-call pay, time spent on unpaid leaves or periods when an employee is suspended for disciplinary reasons, nor shall the receipt of insurance payments be considered Town compensation for purposes of calculating creditable service.

B. Department Head shall mean an employee who is serving in one of the following positions: Town Manager, Zoning Director, Police Chief, Fire Chief, Emergency Medical Services Director, Library Director, Planning Director, Water Superintendent, Waste Water Superintendent, Public Works Director, Highway Superintendent, Town Clerk, Parks, Parks, Buildings & Grounds Superintendent, Parks & Recreation Director, Finance Director, and Town Appraiser.

C. Grievance shall mean a claim or dispute involving the application, meaning or interpretation of any portion of these Personnel Rules.

D. Probationary employee is one who is being considered for regular part-time or regular full-time work. Such employee remains on probationary status for a minimum of six (6) months from the date of hire. While on probation, the employee shall be considered an "at will" employee who may be terminated at any time with or without cause and without recourse to either the disciplinary or grievance procedures of these Personnel Rules. Also, prior to the expiration of the six-month probationary period, the Department Head or Town Manager may act to extend the probationary period for any employee for any reason whatsoever, provided the employee is informed of this decision in writing and the entire probation period does not exceed 12 months from the date of hire. Probation extensions are not subject to any appeal or grievance proceedings.

E. Provisional employee shall mean a regular full-time employee who has been promoted or voluntarily transferred to another position, during which time (not to exceed six (6) months) he or she shall be evaluated by the Town to determine if he or she is suitable for that position while being entitled to the grievance proceedings as set forth herein and all other benefits applicable under the Personnel Rules.

F. Light duty assignment shall mean a job classification that requires less physical

exertion than the employee's regular job due to the employee's physical impairment or medical condition as certified by a qualified physician.

G. Regular full-time employee shall mean an employee who has completed his or her probationary period and is scheduled to work a minimum of forty (40) hours per week, fifty-two (52) weeks per year.

H. Regular part-time employee shall mean an employee who has completed his or her probationary period and is scheduled to work at least one thousand five hundred sixty hours (1,560) per calendar year in the same position, but less than forty (40) hours per week for fifty-two (52) weeks per calendar year. Regular part-time employees hired before 10/12/15 who work more than one thousand (1,000) hours per calendar year, but less than forty (40) hours per week for fifty-two (52) weeks per calendar year, shall continue to be considered regular part-time employees.

I. Irregular employee shall mean an employee who is scheduled to work less than one thousand five hundred sixty (1,560) hours per calendar year in the same position. An irregular employee is an at-will employee whose employment may be terminated at anytime with or without cause, and without access to either the disciplinary or grievance procedures of these Personnel Rules.

J. Temporary assignment shall mean a job classification that differs from the employee's regular position. A temporary assignment shall be classified as such when its duration is more than forty (40) work hours and less than one thousand forty (1,040) work hours, but this may be extended upon mutual agreement of the Town and the employee. The Town Manager may reassign an employee back to his or her regular position at any-time.

K. Temporary employee shall mean an employee who is not a regular full or part-time employee, who is hired for a limited period of time for a specific reason. A temporary employee may be hired to complete a project, fill in during the absence of a regular full or part-time employee, or hired as a direct result of grant funding. A temporary employee is an at-will employee whose employment may be terminated at any time with or without cause and without access to either the disciplinary or grievance procedures of these Personnel Rules.

L. Job Descriptions shall mean those job descriptions approved by the Town Manager, which can be amended, added to or deleted from time to time. The Selectboard shall approve the Town Manager's job description or any amendments to it.

## **ARTICLE 2                   MANAGEMENT RIGHTS**

The Town Manager or the Manager's designee shall have the exclusive right to manage, direct and supervise the operations of all Town departments and employees, including, but not limited to the following examples:

- (1) To direct employees in the performance of work assignments;
- (2) To hire, promote, transfer, assign, retain, layoff, demote, and discharge employees;
- (3) To maintain the efficiency of all municipal operations;
- (4) To determine the methods, means and personnel by which municipal operations are to be conducted;
- (5) To establish work schedules, require overtime and limit or reduce hours of work;
- (6) To take whatever reasonable action may be necessary to protect public health and safety;
- (7) To contract out for goods and services;
- (8) To determine plans and programs to be undertaken by the departments;
- (9) To increase, decrease, create, disband, modify or change existing methods or facilities or services;
- (10) To develop work rules and regulations, including, but not limited to the adoption and implementation of workplace safety policies, and to instruct employees as to appropriate procedures;
- (11) To exercise sole discretion in the appointment, reappointment and term of service of any Town employee whose position is established by the Stowe Town Charter, to the fullest extent allowed by law;
- (12) To amend existing job descriptions, create new positions and corresponding job descriptions and eliminate or combine positions; and
- (13) To assign wage rates for all Town employees.

### **ARTICLE 3           EMPLOYEE RIGHTS**

A.     Employees should read these Personnel Rules very carefully and familiarize themselves with their rights and responsibilities.

B.     The Town shall indemnify and save harmless all Town employees (within the limits of the Town's insurance as prescribed by law) for loss or damage, and from any personal financial loss and expense including reasonable legal fees and costs if any, arising out of any claim, demand, suit or judgment against the indemnified person, provided the employee was acting reasonably within the course and scope of his or her authority and job responsibilities. The Town shall not pay or reimburse any employee for personal legal expenses incurred by the use of his or her own attorney unless ordered by a court or specifically authorized by the Selectboard.

C.     Town employees shall not use confidential information that is not public information for any non-business or personal reason, and their conduct during work hours shall not impair the operations of Town government in any way.

D.     It is the Town's policy to provide equal opportunity to all employees with respect to appointment (hiring), advancement and general working conditions, without regard to age, race, creed, color, gender, sexual orientation, gender identity, national origin, ancestry, place of birth, HIV status, veteran or military status or disability (as defined by law) for which reasonable accommodations can be made.

### **ARTICLE 4           RECRUITMENT AND HIRING**

A.     No person shall be deemed to have been hired as an employee of the Town without the Town Manager's authorization.

B.     The Town Manager or designee shall administer these hiring procedures for every department. Department Heads shall participate in all hiring decisions for personnel within their departments.

C.     Whenever there is an employment vacancy for a non-elected position below the level of Department Head, the Department Head shall notify the Town Manager of the vacancy date, the existing and proposed wage classification of the position and any other pertinent facts which may be necessary to fill the position.

D.     Whenever there is an employment vacancy at the Department Head level, the Town Manager shall undertake to fill the position; the Town Manager has the authority to designate a current Town employee as an "Acting" Department Head and to pay an "Acting" Department Head a salary commensurate with the position and responsibilities to the extent funds are available.

E. Unless waived by the Town Manager, job vacancies generally shall be advertised in at least one local newspaper, and include title, pay range, and a brief description of responsibilities and qualifications. The Town will provide the full job description of the vacant position to applicants.

F. The determination and selection of candidates for interviews shall not be subject to any appeal or grievance proceedings.

G. The Town Manager or designee may conduct background checks in accordance with the law. After extending a conditional offer of employment, the Town reserves the right to require any prospective employee to undergo a physical examination at Town expense prior to being hired, to determine if the candidate meets the minimum eligibility requirements for the position.

H. Prior to assuming a position as a Town employee, each person must report to the Benefits Administrator to complete applicable forms and paperwork as may be required for the processing of paychecks and benefits.

## **ARTICLE 5            COMPENSATION**

A. All regular full and part time employees shall be paid either an hourly wage or weekly salary pursuant to the wage classification plan attached as Appendix A. (For the purposes of these Personnel Rules, salaried employees are exempt from overtime under the Fair Labor Standards Act.)

B. The wage classification plan generally will be adjusted annually, (effective on July 1), based on the change in CPI-U New England for the year ending October 31<sup>st</sup> when compared to the previous year ending October 31<sup>st</sup>. The minimum increase, however, shall be one and one-half percent (1.5%). All eligible employees, (as otherwise set forth in these Personnel Rules), shall immediately thereafter be entitled to a wage increase based on the adjusted wage classification plan as it applies to their specific pay grade and step.

C. Employees shall be eligible to advance one (1) step (but not beyond step 10) upon the completion of a probationary or provisional employment period. In addition, all eligible employees shall advance one step, (but not beyond step 10), within their assigned pay grade upon the completion of two (2) years of creditable service at a step level.

D. Employees shall not be entitled to receive step increases or any other wage rate increases while serving a probationary or provisional period, or while on unpaid leave or administrative leave, or whenever such raises are to be delayed as set forth in a disciplinary notice.

E. The Town Manager may increase an employee's step classification or reclassify an employee's job title and wage grade in his or her sole discretion, or upon request of a Department Head for compelling reasons.

F. Whenever an employee is promoted to a different position at a higher pay grade, he or she shall be eligible for a minimum five percent (5%) base wage increase using the wage classification plan, (but not beyond step 10).

G. Non-salaried employees shall be paid at a rate of one and one-half (1.5) times the regular rate for all actual time worked in excess of forty (40) hours per week upon authorization by the Department Head (See also Article 6.6.H). An employee on temporary assignment filling in for a Department Head shall obtain authorization from the Town Manager prior to working overtime. To the extent practical, overtime shall be distributed as evenly as possible among the employees qualified to perform that particular job, as determined solely by the Department Head.

H. Non-salaried employees shall be paid at a rate of ten percent (10%) of their base wage rate for all actual time assigned as on-call status by their Department Head. On-call status time shall not be considered hours actually worked for the computation of overtime or creditable service.

I. Non-salaried employees shall be paid at a rate of one and one-half (1.5) times their regular base wage for call-in pay upon reporting to work after having been authorized to leave the work place or when directed by their Department Head to report to work more than two (2) hours prior to the scheduled start of the work day. Notwithstanding the provisions of Article 7.A, employees notified at least seventy-two (72) hours in advance of an early work day start or scheduled overtime that requires a return to the work place (for staff meetings or training or specific purposes) shall not be eligible for call-in pay. The minimum call-in pay period shall be three (3) hours. Employees shall not be entitled to on-call pay while being compensated by the Town for any other purpose.

J. Non-salaried employees required by a Department Head to work on an observed holiday shall be eligible for time and one-half (1.5) for the time actually worked on the observed holiday plus pay for the holiday as set forth in Article 6.6.

K. Employees who have been placed on temporary assignment to fill-in for a Department Head must have that assignment made in writing with beginning dates and ending dates with copies sent to the Finance Department and Town Manager and shall be paid an hourly wage rate commensurate with the Step 1 level for the wage grade most recently held by that Department Head or a step level that is at least ten percent (10%) more than his or her current pay level (whichever is higher). The rate of pay for employees placed in all other temporary assignments shall be an hourly wage rate commensurate with the Step 1 level for the wage grade most recently held by the

former employee or a step level that is at least five percent (5%) more than his or her current pay level (whichever is higher). This provision does not apply to employees who are appointed as an Acting Department Head because they shall be eligible for a salary upon mutual agreement of the employee and the Town Manager.

L. Employees temporarily assigned to a light duty job classification because of a worker's compensation injury that occurred while working for the Town, shall continue to be paid their previous wage rate, subject to any scheduled wage increases. The Town reserves the right to discontinue any temporary or light duty assignment as it deems appropriate.

M. Non-Salaried Employees shall maintain daily time sheets to be used as the basis for determining all compensation periods. Time sheets shall report accurately all work arrival times, departure times, (except for paid breaks) and authorized leaves, (using a Town clock and the next closest 15-minute interval). Employees must sign their time sheets and submit them to the Department Head when so directed. The Town reserves the right to mandate the use of punch clocks for non-salaried employees.

N. Employees with 10 years of creditable service to the Town, who have been classified as a Step 10 for at least 2 entire consecutive fiscal years, shall be entitled to a longevity bonus payment of two percent (2%) of their base fiscal earnings (the base fiscal earnings are calculated by multiplying the hourly wage rate by the number of hours worked in the previous fiscal year up to 2080 hours) in effect on June 30<sup>th</sup> immediately prior to the date of eligibility. The Town will pay longevity bonus payments in one lump sum in the first pay period of each new fiscal year. Employees otherwise eligible shall not be entitled to longevity bonus payments upon separation.

O. Upon approval of the Department Head, (which shall not be unreasonably denied), non-salaried employees may accrue and utilize compensatory leave time in lieu of overtime pay, subject to the following conditions:

- (1) Comp time shall be earned at a rate of 1.5 hours for every hour actually worked in excess of forty (40) hours per week.
- (2) The maximum amount of comp time to be accrued shall not exceed forty (40) hours.
- (3) Comp time must be utilized prior to the use of annual leave.
- (4) The use of comp time leave shall be considered creditable service.

P. Upon the recommendation of the Town Manager the Selectboard may award an employee a meritorious bonus of 1 day pay for exemplary conduct above and beyond the call of duty.

Q. From time-to-time, or upon direction by the Selectboard, the Town Manager shall review the wage classification plan to assess whether it is consistent with current labor trends when compared with other Vermont municipalities.

R. Hourly employees shall be paid at a rate of ten percent (10% of their base wage rate for all actual time assigned as on-call status by their Department Head. On-call status time shall no be considered hours actually worked for computation of overtime.

## **ARTICLE 6 EMPLOYEE BENEFITS FOR FULL-TIME EMPLOYEES**

### **6.1 HEALTH & FITNESS CLUB MEMBERSHIPS**

A. Upon proof of payment submitted to the Department Head, the Town shall reimburse each employee up to two hundred dollars (\$200.00) per fiscal year towards the cost of a Fitbit or membership for any wellness program of the employee' s choice.

B. Town employees and their spouse/civil union partner and/or children shall be eligible for a fifty percent (50%) reduction in fees to participate in programs of the Stowe Parks & Recreation Departments. This shall not include activities of the Stowe Parks & Recreation Departments that require an admission cost or fee to a third party.

### **6.2 EDUCATION & LICENSES**

A. Upon prior approval and proof of payment submitted to the Department Head, the Town shall reimburse any employee for reasonable costs attributable to continuing education, training, certification, licensing and testing when these activities are required by law to legally perform the duties assigned to that employee or when these activities are required by the employee's Department Head. The Town shall not reimburse employees for costs associated with (1) reinstating a license or certification that was revoked by the issuing authority or deemed legally invalid for cause or (2) obtaining or renewing a Class 1 driver's license. Employees shall be compensated for time spent engaged in these activities upon prior authorization by the Department Head.

B. Subject to the availability of budgeted funds, upon prior authorization of the Department Head and proof of payment, the Town may, reimburse an employee for reasonable expenses attributable to college courses costs, attendance at technical schools or similar course work provided such courses are a clear benefit to the Town, (as determined solely by the Town), and designed to improve the quality of performance and bring more efficiency and economy to municipal operations. Payment shall be contingent upon proof of a passing grade (C or better) and shall not exceed five hundred dollars (\$500.00) per employee per fiscal year. Time spent engaged in these activities-is not compensable or creditable.

### 6.3 INSURANCES FOR FULL-TIME EMPLOYEES

The Town provides the benefits described below. If there is a discrepancy between the descriptions below, the Summary Plan Descriptions, and the plan documents, the plan documents control. The Town may amend, modify, add to, or delete benefit plans.

A. The first day of the month following the completion of 30 days of employment, the Town shall provide regular full-time employees with a choice between two medical insurance plans as follows: (i) Blue Cross/Blue Shield's Vermont Freedom Plan Option 1; or (ii) Blue Cross/Blue Shield's Vermont Health Partnership Plan with vision rider. Eligible Town employees may select a single plan, two-person plan, family plan, or make plan changes as necessary depending upon eligibility and in accordance with the provider's rules. The Town shall contribute ninety-five percent (95%) of the premiums for the Freedom plans and ninety percent (90%) of the premiums for the Vermont Health Partnership plans. Eligible employees can contribute to their premium costs on a pre-tax basis through an IRS approved Section 125 Premium Offset Plan. Employee contributions are calculated in fifty-two (52) weekly payroll deductions over the course of a calendar year. Contribution amounts are subject to change as plan premiums increase or decrease each plan year (beginning January 1).

B. Regular full-time employees who have medical insurance from another source and choose not to participate in the medical insurance coverage offered by the Town of Stowe are eligible to receive a stipend equal to fifty percent (50%) of the premium for a single Vermont Health Partnership Plan beginning on the first day of the month following a complete calendar month without subscribing to the Town's medical insurance plan. The Town will pay the stipend over a twelve-month period in equal installments determined by dividing the stipend by the number of paychecks in a calendar year. To be eligible for this benefit, the employee must provide the Benefits Administrator with proof of insurance coverage elsewhere on an annual basis.

C. The first day of the month following the completion of 30 calendar days of employment, the Town shall provide regular full-time employees with a Northeast Delta Dental Plan #2 to include Orthodontic Rider (Coverage D-A). Eligible employees may select a single plan, two-person plan, family plan, or make plan changes as necessary depending upon eligibility and in accordance with the provider's rules. Employees shall be required to contribute to the premium cost of such plans by paying five percent (5%) of the premiums. Eligible employees can contribute to their premium costs on a pre-tax basis through an IRS approved Section 125 Premium Offset Plan. Employee contributions are calculated in fifty-two (52) weekly payroll deductions over the course of a calendar year. Contribution amounts are subject to change as plan premiums increase or decrease each plan year (beginning January 1).

D. In the event an employee's weekly paycheck is not sufficient to make that employee's insurance premium contribution for any reason, the employee shall make

arrangements to pay the balance within seven (7) days of the payment shortfall. Otherwise, the Town shall automatically deduct the amount due from the next paycheck, or if that amount is not sufficient, the employee shall be removed from the Town's coverage.

E. The first day of the month following the completion of 30 calendar days of employment, the Town will provide regular full-time employees with a term life insurance policy having a face value of fifty thousand dollars (\$50,000.00), with additional coverage for accidental death and dismemberment in such amounts as is provided in conjunction with the life insurance coverage. The Town will pay the entire cost of premiums for this benefit. It is understood that Life/AD&D insurance disbursements shall be made in accordance with the provider's rules.

F. The first day of the month following the completion of 30 calendar days of employment the Town will provide regular full-time employees with a short-term disability insurance policy that pays sixty-six and two-thirds percent (66 2/3%) of the eligible employee's weekly pay, up to six hundred fifty dollars (\$650.00) per week, after fifteen (15) consecutive calendar days of disability, for a period not to exceed twenty-six (26) weeks. The Town will pay the entire cost of premiums for this benefit. (Employees determined to be eligible for short-term disability insurance shall be considered to be on an unpaid administrative leave up until one year after the disability began or one year after STD eligibility or six months after LTD eligibility, whichever comes first. During this period, the Town shall reinstate the employee upon medical clearance to return to work. It is understood that employees shall be subject to the eligibility standards and disbursement rules established per the plan documents or insurance policy relating to the STD insurance coverage.

G. The first day of the month following the completion of 30 calendar days of employment, the Town will provide eligible full-time employees with a long-term disability (LTD) insurance policy that pays sixty percent (60%) of the employee's monthly pay, up to five thousand dollars (\$5,000.00) per month, after one hundred eighty (180) consecutive calendar days of disability, and contributing until the eligible employee reaches up to age sixty-five (65). The Town will pay the entire cost of premiums for this benefit. (Employees determined to be eligible for long-term disability insurance shall be considered to be on an unpaid administrative leave up until one year after the disability began or six months after LTD eligibility, whichever comes first. Upon the exhaustion of the administrative leave, if the employee is still unable to return to work, the employee shall be considered to have voluntarily terminated his or her status as a Town employee in good standing as if the employee tendered his or her resignation, with property notice. During any period of disability covered by this paragraph, the Town shall reinstate the employee upon medical clearance to return to work. It is understood that employees shall be subject to the eligibility standards and disbursement rules established per the plan documents or insurance policy relating to LTD insurance coverage. All medical benefits shall be provided to the employee while

on long-term disability consistent with the terms of this agreement. However, after 26 weeks of disability, employees shall no longer accrue earned time off or sick leave.

H. In the event the plans being offered are no longer available to the Town, the Town reserves the right to substitute any other plan as may be available.

I. The Town will provide regular full-time and part-time employees with an IRS recognized Flexible Benefit program to include a health care reimbursement plan and a dependent care reimbursement plan. Employees can make pre-taxable income contributions based on fifty-two (52) weekly payroll deductions over the course of a calendar year. Disbursements will be made in accordance with federal regulations as determined by the plan administrator.

#### 6.4 RETIREMENT

A. All regular full-time employees shall be eligible to participate in the Town of Stowe Retirement Plan beginning on the first day of the month following one year of employment. "Existing employees" shall have the option to continue in the current retirement plan in effect as of July 1, 2004 or enter into the Vermont Municipal Employee Retirement System. All employees hired after July 1, 2004 shall participate in the Vermont Municipal Employee Retirement System.

For employees participating in the Town of Stowe Retirement Plan, the Town will contribute an amount equal to ten point six percent (10.6%) of the employee's gross wages into the retirement system toward the employee's retirement account. The following plan features will be offered in addition to any and all other components set forth in the plan documents:

- (1) The Town will provide employees with one annual statement;
- (2) Administrative expenses for the plan will be paid using plan funds to be deducted from the plan value prior to employee allocation;
- (3) Employees will be considered one hundred percent (100%) vested upon the completion of twenty-four (24) full calendar months of participation, prior to which employees shall be fifty percent (50%) vested; and
- (4) No age limitations will be applicable.

B. Employees who have been participating in the Vermont Municipal Employee Retirement System may continue to do so in accordance with the existing program rules. For existing and new employees who participate in the Vermont Municipal Employee Retirement System, the Town will contribute up to ten point six percent

(10.6%) towards the combined employee and employer contributions and employees shall pay the difference (if any) through payroll deductions. Any employee who so chooses, may roll-over any existing Stowe Retirement Plan funds into the Vermont Municipal Employee Retirement System in accordance with state and federal regulations. However, the Town will not contribute to an employee's account for any loss realized by individuals who change plans.

C. In addition to the retirement options identified in 6.4.A and 6.4.B above, the Town will also make payroll deductions for any employee who voluntarily contributes to an Article 457 Deferred Compensation Plan in accordance with IRS regulations. The Town will make weekly payroll deductions and pay employee authorized contributions on a monthly basis (at no charge to the employee) to any IRS recognized Article 457 provider selected by the employee. The total amount of contribution shall not exceed the maximum amounts allowed by law.

D. Upon the retirement of any employee with 41,600 hours or more of creditable service to the Town, the Town will make available its health insurance program to the employee, the employee's spouse, and any minor dependents at the expense of the subscriber, for as long as the employee or the employee's spouse shall live. Any employee who retires with less than 41,600 hours of creditable service shall be eligible to participate in the Town's medical insurance plan in accordance with the applicable provisions of COBRA.

## 6.5 PAID TIME OFF

A. The Town provides Regular Full-Time Employees with compensated earned time off ("ETO") to be used as paid time-off for vacation, illness, personal or bereavement reasons, upon authorization by the Department Head, which shall not be unreasonably denied. Earned time off shall be accrued based on hours worked and shall be earned and paid out on straight time rates. From the date of this Contract until June 30, 2014, ETO shall accrue as noted below, with each amount added to an employee's annual leave bank on the anniversary of the employee's date of hire:

Upon completion of 6 months of continuous employment:	80 hours
Upon completion of years 1 – 3 of continuous employment:	160 hours
Upon completion of years 4 – 6 of continuous employment:	240 hours
Upon completion of years 7 – 9 of continuous employment:	288 hours
Upon completion of year 10 and beyond of continuous employment:	320 hours

Commencing on July 1, 2014, eligible employees will start to accrue ETO on their anniversary date at the following accrual rates:

Start of employment to end of 3 years of service – 10 hours per month not to exceed 120 hours per year;

Start of 4<sup>th</sup> year of service to end of 6 years of service -13.34 hours per month – not to exceed 160 hours per year.

Start of 7<sup>th</sup> year of service to the end of 9 years of service – 16.67 hours per month – not to exceed 200 hours per year;

Start of 10<sup>th</sup> year of service to end of employment – 20 hours per month – not to exceed 240 hours per year.

B. An employee must use at least 50% of their annual accrual of ETO each year.

C. After the first year of employment, unless otherwise waived by the Town Manager for good cause, all employees shall take one week (five business days in a row) off during each year of their employment. Finance employees shall be required to have their duties performed by another employee while they are taking time off during this time period.

D. ETO may be accumulated from fiscal year to fiscal year up to a maximum of 1,040 hours-through June 30, 2015. Starting July 1, 2015, an employee may not have more than 800 hours as of their anniversary date of employment. Between July 1, 2015 and June 30, 2016, any eligible employee with more than 800 hours of ETO (the amount over 800 hours shall be defined as “excess ETO”) as of their anniversary date of employment, may cash in such excess ETO as follows: 60% of the value paid in cash, less lawful deductions, and the remaining 40% of the value of the excess ETO shall be converted to sick time and added to their sick bank or such employee may convert the entire excess ETO amount to their own sick bank at a rate of 120% of the value of the excess ETO.

E. Employees shall request ETO from their Department Head as far in advance as possible, but at least seventy-two (72) hours prior to the leave, except in the case of unforeseen illness or emergencies, in which case employees shall notify their Department Head prior to the start of the work day or as soon thereafter as reasonably practicable. Leave approval shall be granted on a first-come, first-served priority, but may be denied in order to ensure adequate staffing levels or respond to an emergency situation. Once approved, employees may be asked to voluntarily report to work in the event of an unforeseen emergency if they are available.

F. The Town reserves the right to require employees to provide a doctor’s note (at the employee’s own expense) to verify any instances of leave in excess of forty (40) hours per calendar month whenever such leave has not been approved at least seventy-two (72) hours in advance.

G. Upon two weeks written notice submitted to the Department Head, employees may utilize accumulated leave time as a cash benefit (treated as wages) at a buy-out rate of sixty percent (60%), provided the employee has used at least eighty (80) hours of paid leave as time-off from work within the previous twelve (12) months. (For

example: an employee may cash in 100 hours of leave time and be paid for 60 hours).

H. Employees may utilize leave pay to accumulate compensatory time, overtime or wages in excess of forty (40) hours per week

### 6.6 Sick Leave Bank

A. Commencing on July 1, 2014, the Town shall provide regular full-time employees with paid time off to be used specifically and only as sick leave. Employees may choose to use accrued Sick Bank Time for preventative medical care (e.g. physicals, vision, dental, chiropractic, physical therapy) provided a written doctor's note is submitted to the Town.

Employees may choose to use accrued Sick Bank Time to cover any time off not covered by workers compensation or disability including waiting periods for eligibility if an employee is ultimately determined to be eligible. In addition, time off may be used to substitute for unpaid time off under Family Medical Leave or the Vermont Parental and Family Leave Act (collectively referred to as "FMLA").

Employees with 100 hours or less of accrued time in their Sick Leave Bank must use earned time off for any short-term illness up to two days duration. After two days a written doctor's note must be provided to the Town.

Employees with over 100 hours of accrued time in their Sick Leave Bank may choose to use their accrued hours to cover lost time due to short term illness of up to two days duration, without the need to provide proof of a visit to a physician for diagnosis or treatment. After two days a written doctor's note must be provided to the Town.

B. Sick leave pursuant to this Article shall be accrued for eligible employees in their sick leave bank on their anniversary date at the rate of 6.66 per month – not to exceed 80 hours per year. The maximum accrual of time in an employee's sick bank may not exceed 480 hours as of their anniversary date of employment. Any accrued time in an employee's sick bank that is not used will be lost upon termination of employment and shall not be compensable upon termination.

C. Proof of doctor's visit needs to be turned in to the Benefits Coordinator within five (5) normal work days of the visit.

### 6.7 Donation of Time

If an employee is on Family Medical Leave Act or Vermont Parental and Family Leave Law, worker's compensation, or disability, another employee may voluntarily donate their accrued time off, vacation or sick time to them.

## 6.8 HOLIDAY PAY

A. The following events are recognized as paid holidays (eight hours of pay) for regular full-time employees of the Town:

New Year's Day  
President's Day  
Martin Luther King Jr. Day  
Memorial Day  
Independence Day  
Labor Day  
Columbus Day  
Veteran's Day  
Thanksgiving Day  
Day after Thanksgiving  
Christmas Eve (1/2 day)  
Christmas

B. Employees shall be eligible for paid leave for the holidays listed above in accordance with their regular work schedule.

C. In the event a holiday falls on a Saturday, it will be observed on the preceding Friday. In the event a holiday falls on a Sunday, it will be observed on the following Monday.

D. The Town Manager shall, on or before July 1 of each fiscal year-issue a list to all employees indicating the actual dates when the Town will observe legal holidays.

E. Notwithstanding the provisions of Article 6.7, in the event that the observed holiday falls on an employee's regularly scheduled day off, he or she will receive 8 hours (4 hours for Christmas Eve) of additional pay during the applicable pay period; however, the additional hours shall not count as hours worked towards the computation of overtime.

F. In the event of a work emergency as determined either by the Department Head or Town Manager, employees may be called in to work on holidays if they are available; all employees of the Highway Department are expected to be available for snow removal operations during winter months. Employees working on a holiday will be paid at time and one-half for hours worked in addition to the eight (8) hours of straight time paid for the holiday.

G. Employees shall not be eligible for holiday pay or any benefits related thereto while on administrative or disability leave.

H. Holiday pay shall be considered as creditable service and shall count as hours actually worked towards the computation of overtime pay unless it is a scheduled day off.

#### 6.-9 WORKER'S COMPENSATION

A. Worker's compensation issues shall be administered in accordance with the provisions of 21 VSA Chapters 9 and 11, and any applicable state regulations. This shall include, by way of example but not limitation, employment reinstatement rights.

B. Employees are entitled to use their annual leave to make up the difference between payment the workers' compensation benefit paid to the employee by the Town's workers compensation carrier and his/her weekly straight time base wage (up to 40 hours per weekly pay period and do not include overtime or on call pay). All required withholdings would be deducted from the town check. Employees must inform the Finance office in writing their request to use annual leave. - The employee shall continue to be eligible for all benefits as set forth in these Personnel Rules for a one year period, except that after 26 weeks, the employee will stop accruing any ETO or sick leave time for his/her sick leave bank.-- Once an employee has been absent from work and receiving Workers' Compensation benefits for one year, -if the employee is still unable to return to work, the employee shall be considered to have voluntarily terminated his or her status as a Town employee in good standing (unless a claim is otherwise determined to be fraudulent) as if the employee tendered a two (2) week notice.

C. 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 a "fit for duty" medical diagnosis shall be discharged.

D. An employee found to be gainfully employed by someone other than the Town while on leave due to a worker's compensation injury shall be discharged.

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

F. Employee's out on workers' compensation leave must pay their weekly portions of all premiums within 7 business days of the payroll ending period or they may be dropped from the Town's insurance plans.

G. While out on workers' compensation leave, employee's must check in with the Benefits Coordinator to keep him/her updated on their status and respond within two working days of receipt to any reasonable request for information. They must also provide all medical notes and records to the Town's worker's compensation carrier

within 48 hours of receipt.

## 6.-10 FAMILY AND MEDICAL LEAVE

The Town provides eligible employees with time off to take care of family and medical issues consistent with the federal Family and Medical Leave Act (“FMLA”) and Vermont’s Parental and Family Leave law (“VPFL”). The Town also provides eligible employees with unpaid short-term family leave each year to participate in school activities and to attend medical appointments with certain relatives consistent with the VPFL. The Town’s complete Family and Medical Leave Policy is attached at Appendix C.

### 6.11 JURY DUTY & COURT APPEARANCES

A. Jury leave will be granted in accordance with the provisions of 21 VSA §499. Employees on jury leave who miss work shall receive from the Town the difference between his or her regularly scheduled work week base pay and any compensation (not including mileage) received for attendance in court. Prior to receiving payment from the Town, the employee must provide the Finance Department with proof of payment received.

B. In the event an employee must miss work due to a court appearance for work related reasons or to recount an event witnessed during work hours, the employee shall receive from the Town the difference between his or her regularly scheduled work week base pay and any compensation (not including mileage) received for attendance in court. Prior to receiving payment from the Town, the employee must provide the Finance Department with proof of payment received.

C. Employees who will miss work due to a court appearance must notify their Department Head as soon as practicable and furnish written evidence of a subpoena, summons, etc., in order to be paid wages for actual work time missed.

D. In the event an employee must miss work due to a court appearance for non-work related reasons, such time shall not be compensable as actual work time, but the employee may utilize available leave pay, as long as procedures for requesting paid leave time have been followed according to Article 6.5 D.

E. For the purposes of this Article, court time shall also include administrative hearings, quasi-judicial proceedings, depositions and consultations with legal counsel in preparation of a court case.

#### 6.-12 MILITARY LEAVE

A. Military leave and reinstatement shall be provided in accordance with the provisions of the Uniformed Services Employment and Reemployment Rights Act and 21 VSA §491-493 and pursuant to federal law. Employees on military leave may elect to -use any of their accrued ETO in such increments as they desire, (up to 40 hours per week), to meet insurance contribution payments or for any other reason.

#### 6.-13 UNPAID ADMINISTRATIVE LEAVE

A. Upon the successful completion of the probationary period, employees may, with prior written approval of the Town Manager, be granted an unpaid leave of absence of no more than six (6) months for compelling and urgent personal reasons. During such time, employees shall not be entitled to any benefits, other than insurance benefits provided through the Town at his or her own cost under COBRA.

B. Employees accepting full-time employment elsewhere while on unpaid administrative leave shall be immediately discharged from employment by the Town.

#### 6.-14 CLOTHING, EQUIPMENT & TOOL ALLOWANCES

- A. The EMS Chief, Police Chief, Fire Chief, Wastewater Superintendent, Highway Superintendent and employees of the Park's & Arena Departments shall be provided a uniform allotment of up to \$500.00 per fiscal year for approved uniforms (shirts, pants, jackets and work gloves). Unused balances from any annual uniform allotment can be carried forward to the following fiscal year. However, this carried-forward balance plus the current year uniform allotment cannot exceed an amount that is twice the annual uniform allotment. All shirts, jackets and hats will be ordered by the town with a town logo affixed to it. Pants & gloves will be ordered by the employee and subject to taxation in accordance with IRS regulations. The Benefits Coordinator will take taxes out of employee pay checks quarterly for this purpose.
- B. The EMS Chief, Police Chief, Fire Chief, Wastewater Superintendent, Highway Superintendent, Public Works Director, Public Works Project Manager, and Parks & Arena employees shall be provided up to \$150.00 per fiscal year for work boots/shoes with a safety toe to be worn at all times during the work day unless otherwise directed by the Department Head. Unused balances from any boot/shoe allotment shall not carry forward to the following fiscal year.
- C. The Town may require on-call personnel to wear a beeper or pager provided at no cost to the employee.

- D. The Town will provide all employees with the necessary tools of the trade and safety gear, as required by law or otherwise determined by the Town, to perform the essential duties of the position.
- E. All personal equipment, protective gear, (excluding footwear), tools, communication devices, etc., purchased for an employee shall remain the property of the Town. As such, it is incumbent upon each employee to properly maintain and care for these items at all times. All such items provided to employees by the Town shall be returned to the Town when directed by the Department Head, Town Manager or upon employment separation. Employees shall be responsible for providing replacements of such items, except for losses attributable to normal wear and tear or incidents beyond the control of the employee, in which case the Department Head shall authorize replacements at Town expense.
- F. In the event that an employee's personal clothing is torn or damaged while working, the Town shall reimburse the employee for reasonable costs upon proof of payment for the replacement article.

#### 6.-15 TRAVEL & MEAL ALLOWANCES

- A. From time-to-time employees may be required to use their personal vehicle in the performance of official duties for the Town. Employees shall be notified of such a condition at the time of hire and this requirement shall be set forth in applicable job descriptions as well. Upon specific authorization by the Department Head or Town Manager to use a personal vehicle for official Town duties, employees shall be reimbursed for mileage according to the Internal Revenue Services Standard Mileage Rate. In order to receive reimbursement, employees must submit completed mileage forms as provided by the Town, which will be processed within a reasonable amount of time by the Finance Department. Employees who drive their personal vehicle shall be responsible for insuring the vehicle at their own expense and shall assume all liability for its operation.
- B. When employees have been authorized to travel for work purposes by the Department Head or Town Manager, they will be reimbursed for all reasonable travel expenses, upon proof of payment. Business-related meal expenses shall be reimbursed for actual expenses, but in no case more than the standard meal allowance set by the Internal Revenue Service.
- C. Employees authorized (or required) by the Town to utilize a Town owned vehicle and/or a Town credit card for official purposes, shall use the utmost care and diligence to safeguard Town property and minimize Town liability at all times.

## 6.-16 VOLUNTEERISM

- A. In recognition of the important role that volunteers play in the provision of emergency services in the Town of Stowe, employees who serve on active duty and are in good standing with the Stowe Fire Department, Stowe Emergency Services Department, and/or the Stowe Hazardous Terrain Team, may leave their regular work duties (using reasonable discretion with regards to their activities at the time of a call) in order to provide emergency services. Employees who serve in this capacity shall have made prior arrangements with his or her Department Head to deal with these situations. The Town reserves the right; however, to revoke such authorization upon a determination that repeated, abrupt, unscheduled departures are adversely impacting departmental operations.
- B. When employees perform emergency services for a Stowe Public Safety Agency during their regular work schedule as noted above, they will be paid by the Department to which they are assigned as actual hours worked at their normal rate of pay in accordance with the provisions of Article 5. However, employees shall not be entitled to on-call pay, call-in pay or any other form of compensation by the Town when they provide emergency services.
- C. In recognition of the vital role that volunteerism plays in our community; employees may request to alter their normal work schedule in order to participate in volunteer activities of a civic nature. Any such activities are permitted at the sole discretion of the employee's Department Head and shall be treated as uncompensated time. The employee may, at his or her discretion, choose to use eligible leave time, flexible scheduling, or similarly eligible methods to make-up for the approved time away from work. The employee must make prior arrangements with his or her Department Head to provide coverage for his or her position (if required) during the period the employee is absent from work.

## 6.-17 BENEFITS UPON SEPARATION

- A. Upon employment separation from the Town, employees shall be eligible to receive one hundred percent (100%) of their accumulated leave benefits, up to the maximum of 1,040 hours before 6/30/15 and up to 800 hours after 7/1/15, except as noted in Article 6.17.B below.
- B. Employees who resign with less than two week's written notice shall be eligible to receive fifty percent (50%) of their accrued leave pay up to a maximum amount of 520 hours (1,040 divided by 2) before 6/30/15, and 400 hours after 7/1/15 (800 hours divided by 2).
- C. If an employee has sufficient ETO to cover the advanced notice, employees

may provide formal written notice of their retirement up to sixty calendar days in advance of their retirement date. They shall not continue to accrue earned time off or sick time, but may continue to receive all other medical benefits (e.g. health, dental, vision, retirement, disability and life insurance).

- D. Except as noted in Article 6.4.D, insurance benefits at Town expense shall cease as of the last day of the month on which the employee stopped working. Thereafter continued coverage shall be in accordance with COBRA regulations.
- E. The Town reserves the right to place employees on paid administrative leave in conjunction with a pending separation, whether voluntary or otherwise, during which period the employee shall continue to be eligible for all benefits except wage rate increases.
- F. The Selectboard reserves the right to credit re-hired employees with previously earned creditable service, or portions thereof as it deems necessary.
- G. In the event of the death of an employee, his or her designated beneficiary (or spouse or estate) shall be entitled to receive payment for unpaid wages and one hundred percent (100%) of accrued leave time up to the maximum of 1,040 hours before 6/30/15 and 8—hours after 7/1/15..
- G. Payments for accrued leave pay upon separation shall be in the form of one lump sum, unless otherwise approved by the Selectboard in its sole discretion, and will be subject to all applicable taxes.

#### 6.18 BENEFITS FOR IRREGULAR EMPLOYEES

irregular employees shall be eligible for the following benefits:

- (1) Workers' Compensation, (Article 6.8)
- (2) Jury and Court Appearances, (Article 6.10) (pro-rated)
- (3) Military Leave, (Article 6.11) (pro-rated)
- (4) Unpaid Administrative Leave, (Article 6.12)
- (5) Holiday Pay, (Article 6.7) shall be paid to seasonal irregular employees (Summer Recreation/Grounds employees) provided they are regularly scheduled to work.
- (6) Clothing, - Allowance, (Article 6.13 – Parks Employees only \$75 boot allowance – Uniform shirts/sweatshirts and gloves will be provided by Town as needed)
- (7) Travel and Meal Allowances, (Article 6.14)
- (8) Volunteerism, (Article 6.15)
- (9) Paid Sick Leave

Accrued Sick Leave for Irregular employees who,

- are age 18 or older;
- work at least an average of 18 hours per week;
- are scheduled to work more than 20 weeks during the year;
- will receive 1 hour sick leave accrued for every 52 hours actually worked, including overtime.

Accrued sick leave does not apply to the following individuals,

- works on a per diem or intermittent basis;
- works only when her or she indicates that he or she is available to work;
- is under no obligation to work for the municipality; and
- has no expectation of continuing employment with the municipality.

The **five reasons** for taking accrued paid leave are:

1. The employee is ill or injured.
2. The employee obtains professional diagnostic, preventive, routine, or therapeutic health care.
3. The employee cares for a sick or injured parent, grandparent, spouse, child, brother, sister, parent-in-law, grandchild, or foster child, including helping that individual obtain diagnostic, preventive, routine, or therapeutic health treatment, or accompanying the employee's parent, grandparent, spouse, or parent-in-law to an appointment related to his or her long-term care.
4. The employee is arranging for social or legal services or obtaining medical care or counseling for the employee or for the employee's parent, grandparent, spouse, child, brother, sister, parent-in-law, grandchild, or foster child, who is a victim of domestic violence, sexual assault, or stalking or who is relocating as the result of domestic violence, sexual assault, or stalking. As used in this section, "domestic violence," "sexual assault," and "stalking" shall have the same meanings as in 15 V.S.A. § 1151.
5. The employee cares for a parent, grandparent, spouse, child, brother, sister, parent-in-law, grandchild, or foster child, because the school or business where that individual is normally located during the employee's workday is closed for public health or safety reasons.

Proof of health care or legal services visit, or school or business closure from item 5, needs to be turned in to the Benefits Coordinator within five

(5) normal work days of the visit or closure.

The maximum amount of sick leave to be accrued shall not exceed forty (40) hours.

Any accrued time in employee's sick leave that is not used will be lost upon termination of employment and shall not be compensable upon termination.

It shall be expressly understood that irregular employees shall not be eligible for any benefits that are not specifically listed above.

#### 6.19 SPECIAL WORKING CONDITIONS FOR SALARIED EMPLOYEES

A. Salaried employees shall devote all time reasonably required to properly perform the duties required of their position with the expectation that they will work at a minimum (40) hours per week. - It is recognized that salaried employees may have to work outside of normal office hours to perform their duties.

B. Salaried employees shall not be required to submit timesheets to the Finance Department. Salaried employees will submit vacation/leave request forms and advise the Finance Department when they have worked on a holiday to receive credit per Article 6.17 D. (2) see below. In the event that a salaried employee works on a previously requested leave day, he or she will notify the Finance Department, in writing, of the change so that his or her leave bank will be updated accurately.

C. Creditable service shall be allocated based on weeks, not hours.

D. Full-time salaried employees shall be eligible to receive the same benefits as other regular full-time employees except as follows:

- (1) They shall not be eligible to earn or accrue compensatory leave time
- (2) They shall not be eligible for extra pay for working during scheduled time-off or for being on-call or called-in after hours, however they shall be eligible for additional annual leave at a rate of two (2) hours earned for every one (1) hour worked when required to work on an observed holiday as defined in Section 6.7.
- (3) In the event that the observed holiday falls on a salaried employee's day off, he or she are eligible for additional earned time off of 8 hours (4 hours for Christmas Eve).

## 6.20 PROMOTIONS AND TRANSFERS

A. When an employee accepts a promotion or voluntarily transfers to another position, if he or she fails to satisfactorily complete the provisional employment period for reasons other than misconduct or if the employee submits a written request for re-assignment, he or she may be reassigned to the position from which he or she was promoted with all pay and benefits appropriately applied if that position (or some other mutually acceptable position) is available, otherwise the employee shall be laid off.

B. Notwithstanding the provisions of Article 7.A, the Town reserves the right to transfer employees from one department to another department provided that such a transfer does not result in a wage rate reduction or lower pay grade classification, (unless it is voluntarily agreed to by the employee or it is the result of a demotion for disciplinary reasons as set forth in Article 8). Within six (6) months of the transfer, if the employee who is involuntarily transferred fails to meet the Town's employment expectations for reasons other than misconduct, he or she will be reassigned to his or her previous position, (or some other mutually acceptable position), with all pay and benefits appropriately applied.

## **ARTICLE 7 EMPLOYEE CONDUCT & WORK CONDITIONS**

A. Subject to the Town Manager's approval, the Department Heads determine the actual work day starting and finishing times, which may vary from department to department. The sole consideration for determining the hours shall be the needs of the public and the ability of the Town to pay for staff to meet them. Existing work hours may be altered upon twenty-one (21) calendar days advance notice to affected employees, except in the case of an emergency in which case no notice is required. Nothing in this Article shall be construed to prevent the Town from relieving an employee from his or her regular work schedule duties for safety reasons or from relieving an employee from duty to avoid overtime work.

B. Upon the written request of an employee, a Department Head may, using his or her sole discretion, allow an employee to work a flexible schedule in order to deal with personal or family commitments, take education classes, perform volunteer community services or for other compelling reasons. A Department Head may revoke such permission upon seven (7) days notice. Employees working a flexible schedule shall not be eligible for call-in pay. If the flexible schedule was approved to allow an employee to take a tuition class that was not paid for in its entirety by the Town, the flexible schedule shall not be revoked during the term or semester of the class.

C. The weekly pay period for all employees shall begin on Sunday at 12:00 a.m. and end on the following Saturday at 11:59 p.m. Paychecks will be issued on a weekly basis no later than 12:00 noon on Thursday, except in the event of an unforeseen

emergency in which case the Town will issue pay checks as soon as practical in accordance with applicable state and federal law.

D. Non-salaried employee work breaks shall be administered on a daily basis, as follows:

- (1) Employees who work eight (8) hours or more per day but less than twelve (12) hours per day shall take a thirty (30) minute unpaid meal break and may be eligible to take up to two paid "coffee breaks per day, not to exceed fifteen (15) minutes per break. However, essential staff members who are required to be on duty during meals shall be paid for meal breaks.
- (2) Employees who work five (5) hours or more per day but less than eight (8) hours per day shall take a thirty (30) minute unpaid meal break. Essential staff members who are required to be on duty during meals shall be paid for meal breaks.
- (3) Employees who work twelve (12) hours or more per day shall take a thirty (30) minute paid meal break, a thirty (30) minute unpaid meal break and may be eligible to take up to up to three paid "coffee breaks per day, not to exceed fifteen (15) minutes per break.
- (4) Employees who work less than five (5) hours per day shall not be eligible for a thirty-minute meal break, but may take short breaks with the Department Head's authorization.
- (5) Break times shall be subject to approval by Department Heads, giving due consideration to the needs of the Town, its customers and other employees. Employees must take breaks at times that absolutely minimize any inconvenience to the public and other employees who may require assistance. As such, breaks are not automatic events to be taken at an employee's discretion, but rather the use of breaks shall require mature judgment as to timing, length and frequency.
- (6) Meal breaks that are not paid may be taken away from the work place, but other breaks shall be subject to the discretion of Department Heads. Unpaid meal breaks shall normally be thirty (30) minutes unless otherwise authorized by the Department Head.
- (7) Unused break time shall not be accumulated.

E. The swapping of shifts shall require the pre-approval of the Department Head, at his or her sole discretion, provided that approval does not result in unauthorized overtime.

F. Employees must keep the work place neat, clean, organized, tidy and uncluttered at all times. This includes Town vehicles, the surrounding work area and any other area open to the public which the Department Head deems to be an employee's responsibility.

G. Employees must dress appropriately for work. Department Heads have the authority to require any employee who is inappropriately attired to change clothing. Employees sent home to change shall not be paid for time spent away from work. However, in the event that clothing is torn or damaged while working, a Department Head may allow an employee to change his or her clothing in the most expeditious manner possible without a loss of wages.

H. The Town Manager or designee(s) may shut down non-essential services and buildings during inclement weather if the state closes its offices or in order to otherwise protect the employees from adverse work conditions or safety concerns. If non-essential services and buildings are shut down, employees shall continue to receive their normal rate of pay for the time they would have otherwise worked.

I. There is no smoking allowed in any Town building at anytime. Employees may only smoke at work in approved areas during approved break times and when otherwise allowed by the Department Head.

J. Employees must refrain from conducting social activities with family members or friends during working hours. This applies to telephone calls, baby-sitting, casual conversations and personal business. Although Department Heads may permit occasional exceptions, repeated abuse shall result in disciplinary action. Nothing in this Article shall be construed to limit an employee's ability to respond as may be appropriate in an emergency or to have family and friends present during special events.

K. It is recognized that any wage rate changes or other changes in benefit eligibility shall take effect as of the first day of the following pay period.

L. No one below the rank of Department Head is allowed to issue verbal press releases or conduct press conferences during work hours unless specifically authorized by the Department Head.

M. All outgoing written press releases, informational sheets, brochures, pamphlets, memorandums and other forms of official correspondence must be approved and authorized by the Department Head prior to release. Any written correspondence that expresses an opinion on a vote warned by the legislative body or otherwise may be interpreted as controversial shall be reviewed and approved by the Town Manager prior to its release.

N Employees shall reimburse the Town for long-distance personal telephone calls. In the rare event when an employee charges more than ten dollars (\$10.00) for personal telephone calls in any given month, the employee shall immediately upon invoice present a personal check made out to the Town. Whenever possible, employees should use personal cell phones for long distance calls of a personal nature or bill the calls directly to the caller (not the Town), using either operator assistance or a credit card.

O. Except as otherwise noted in Article 7.O above, no charges shall be made using Town accounts for a personal purpose.

P. No employee shall solicit or engage in any employment or self-employment during regular work hours or use Town vehicles, equipment or facilities in the pursuit of such employment, except in response to a Department Head's request to provide Town agencies with items or services at bargain prices in cases where the employee normally provides such items or services to others as a business venture.

Q. Employees are subject to job performance evaluations using such forms as the Town Manager deems reasonable. Department Heads are encouraged to give feedback to their employees throughout the year. However, formal written evaluations will be provided at least once per year. Results shall be submitted in writing to the employee, the Town Manager and shall also become a part of the employee's personnel file.

R. The Town shall make reasonable accommodations necessary to provide employment opportunities and service to the public in accordance with the Americans with Disabilities Act and Vermont law. The Town Manager is the compliance officer for administering this policy. The Town reserves the right to periodically review and modify job descriptions to ensure minimum job qualifications are accurately described so that essential functions are clearly defined. (For example, employees who perform on-site inspections must meet certain mobility requirements).

S. All employees required to possess a valid driver's license or other certificate to perform the essential functions of their job as stated in the job description or mandated by a state or federal regulation, shall immediately notify their Department Head if their license or certificate is revoked or expired. No employee shall operate a Town vehicle without a valid driver's license. Employees who fail to comply with the provisions of this Article may face immediate discharge, even for a first offense.

T. Employees who are required to drive in the course of their work shall maintain a valid driver's license and comply with all applicable local, state and federal vehicle regulations at all times. Whenever applicable, a Vermont driver's license shall be required within six (6) months of appointment. Any employee who drives a Town

vehicle or is involved in a motor vehicle accident while working or who receives a motor vehicle citation while working shall notify his or her Department Head as soon as possible. Copies of any citations or accident reports shall also be provided as soon as possible for insertion into the personnel file. Thereafter, employees shall furnish their Department Head with copies of any administrative or judicial dispensation records relating to the citation. (Dismissals or findings of not guilty shall result in those records being purged from the personnel files.) Employees required to have a valid driver's license as a condition of employment shall immediately notify the Town Manger of any suspension or revocation of their license. The Town assumes no responsibility for the payment of any fines for employee motor vehicle citations. The Town reserves the right to discharge any employee for:

- (1) Failure to comply with this policy;
- (2) Multiple or criminal motor vehicle citations; or
- (3) The suspension or revocation of a driver's license.

U. All employees shall furnish the Town Manager with written and official documentation within seventy-two (72) hours in the event they are convicted or plead nolo contendere to a felony. This documentation will become a permanent part of that employee's personnel file and may result in discharge.

V. The Selectboard, Town Manager or Department Head may, from time-to-time and in their sole discretion, require Town employees to submit written reports as a means of keeping informed of departmental activities.

W. Employees in positions that provide for public health and safety must respond to emergency overtime needs whenever possible. Employees who refuse to report to work in an emergency situation when they are otherwise able to do so will be subject to disciplinary action.

X. Employees who repeatedly refuse overtime may be dropped from the overtime rotation and may also risk disciplinary action for being unable to fulfill the duties of the position.

Y. Personnel files for current and past Town employees shall be administered as follows:

- (1) The Town Manager or designee shall retain a personnel file for all employees. The personnel file shall include, but not be limited to, resumes, applications, examinations, interview notes, records of investigations, evaluations, notices of disciplinary action, letters of commendation, and miscellaneous correspondence. Medical records

shall also be retained in separate folders. These materials shall be secured at all times when not being accessed. Personnel files shall not include any informal notes, reminders or other records.

- (2) The Finance Department shall maintain records of attendance, payroll deduction information, levels of benefits by plan, type and vendor, and wage related materials.
- (3) No Department Head shall retain personnel files, but he/she may keep personal mementos, informal notes and records and private correspondence.
- (4) Any employee may inspect his or her personnel file upon request during break times and after normal working hours. Copies of materials shall be provided at no charge. No other access to a personnel file shall be allowed without the written authorization of the employee, except by the Town Manager, Executive Assistant, Department Head, Finance Manager, Benefits Coordinator or Selectboard.
- (5) The Town and its agents shall keep all personnel file information confidential, except when responding to inquiries by potential employers or creditors, in which case the Town will confirm title, pay and period of employment. No additional information will be released without a letter of authorization signed by the employee or former employee. (6)  
Employees shall be notified when items of a disciplinary or adverse nature are included in their personnel file and they may insert written letters of rebuttal.

## 7.0 EMPLOYEE VEHICLE USE

Municipal Vehicles shall only be used for work related purposes and shall not be used for personal purposes. The Police Chief, Detective, Fire Chief, and Highway Superintendent are authorized to commute to and from work with the understanding that they are reasonably available for major emergency responses.

## 7.1 EMPLOYEE COMPUTER USE

The Town has a policy on computer use by employees to ensure the appropriate use of personal computers assigned to employees for work. The complete policy is attached at Appendix D.

## 7.2 ALCOHOL AND DRUG TESTING FOR CDL EMPLOYEES

A. CDL employees shall not possess, use, sell or be under the influence of any controlled substance, medication or alcohol, which might affect the safe operation of a motor vehicle. Possession shall include but not be limited to concealment or storage in a locker, bag, vehicle or other place accessible to the employee during work hours. Use of an alcoholic beverage shall include but not be limited to the consumption of an intoxicating beverage regardless of its alcohol content within four (4) hours before going on-duty.

B. All CDL employees shall be subject to urine testing for drugs and breath tests for alcohol under the following circumstances: post-accident, random sampling, reasonable suspicion and return to duty follow-up. Drug testing shall be for the following substances: marijuana, cocaine, amphetamines, phencyclidine and opiates.

C. The Town will designate testing facilities. Transportation to a testing facility (if required) shall be done under Town supervision. Refusal to be tested when directed by the Town or attempts to alter test outcomes shall result in an employee's immediate discharge.

D. Post-accident testing: In the event that an employee is involved in a motor vehicle accident with bodily injury (requiring medical attention or a fatality) or if the employee is cited for a moving violation, the employee shall be required to immediately (as soon as possible) submit to a test at Town expense to determine if drugs or alcohol are present. Tested employees under this Article are presumed to be sober unless circumstances suggest otherwise, and may be allowed to return to work, however they shall not be allowed to perform any safety sensitive functions until the test results are known.

E. Random testing: The Town shall participate in a drug and alcohol testing consortium of its own choosing to administer the testing (drug and/or alcohol), time frames and actual random selections. All employees shall be required to submit to a drug and/or alcohol test at the Town's expense immediately upon notification that their names have been selected. Tested employees under this Article are presumed to be sober and will be allowed to return to work with no restrictions pending test results.

F. Reasonable suspicion testing: In the event the Town Manager or Highway Superintendent or other designated Department Head has reason to suspect an employee has reported to work under the influence of a substance which might affect the safe operation of a motor vehicle or inhibit the employee's ability to perform his or her job safely, the employee shall be required to submit to testing at Town expense to determine if drugs or alcohol are present. Testing for alcohol may also be administered by certified Police Department personnel. Tested employees under this Article shall be placed on administrative leave from the time the employee is returned to the workplace

until such time as the test results are known. A positive test shall result in the leave being unpaid and a negative result shall result in paid leave without the depletion of accumulated annual leave.

G. Except as otherwise noted herein, all follow-up testing shall be administered in accordance with the recommendations of a certified substance abuse professional, provided, however, such tests shall be done at the employee's expense and if such tests are required while the employee is on-duty, leave time may be utilized upon approval by the Department Head. Once the initial return to work test clearance has been provided, tested employees under this Article are presumed to be sober and shall be allowed to return to work with no restrictions pending future test results.

H. A determination as to whether any test is positive or negative shall be made by a certified medical review officer in accordance with federal regulations. A positive test as a result of post-accident testing or return to duty follow-up shall result in an employee's immediate discharge. However, a positive test as a result of random sampling or reasonable suspicion will result in the following:

- (1) An immediate suspension for up to thirty (30) days without pay, and not before a negative test is confirmed by a certified testing facility, to be paid for at the employee's expense. In the event that no negative test is submitted within 30 days, the employee shall be discharged; and/or
- (2) A referral to the employee assistance program and a requirement that the employee be evaluated by a certified substance abuse professional (sap). The employee shall also be required to have the sap submit a written report to the Town Manager within thirty (30) days of the positive test result as a pre-requisite for returning to work. All expenses associated with this evaluation and report shall be the responsibility of the employee. Failure to submit a written report from a sap within 30 days shall result in the employee being discharged.

I. All urine tests shall be conducted using a split container to allow for two separate samples. An employee who tests positive for a prohibited substance may immediately undertake a subsequent test at his/her own expense using the same laboratory or one of their own choosing subject to secure chain of custody procedures. Employees who desire a blood test to refute a positive test may do so under Town supervision using a certified laboratory at their own expense. In the event a re-test overturns a positive test, all disciplinary action and records related to the test shall be purged from an employee's file and the employee shall be entitled to retroactive payment of all regular wages that were missed. However, any attempts to consume food or beverages or alter a second test result in any way will result in immediate discharge.

J. Employees must notify their Department Head before reporting to work if they are

under the influence of alcohol (consumed an alcoholic beverage within 4 hours), medication or a controlled substance. If the employee is under the influence of a prescribed medication, the employee must have a doctor's note that indicates his or her ability to safely operate a motor vehicle. If the employee has consumed alcohol, he or she must wait at least 4 hours before operating a motor vehicle. However, employees are expected to be available for winter storm duty free from the influence of drugs or alcohol. Repeated abuses will result in a referral to the employee assistance program and possible disciplinary action, including discharge. Employees who are unable to work a regular shift under these circumstances for reasons other than taking prescribed medication or a genuine illness shall be ineligible for paid leave benefits.

K. The Town will notify the Federal Highway Administration and the Vermont Agency of Transportation of the name and test results (or refusal) for any person that is discharged as an employee under these provisions.

L. The Town Manager will retain records of all tests and refusals. In addition, individual test results and refusals shall be placed in each employee's medical file. Information in this file will be released to parties other than the employee only upon written authorization of the employee, subpoena, or government investigation.

M. Employees shall be determined to be in non-compliance with this policy under the following circumstances:

- (1) Failure to cooperate with the Town Manager in the administration of this policy;
- (2) Intoxication which results in the exhibition of behavior that is harmful or potentially harmful to the public or other employees while at work;
- (3) Failure to obtain professional treatment for alcohol or drug dependency;
- (4) Refusal to provide documentation of treatment; and
- (5) Failure to meet the goals of the treatment plan in a timely fashion.

N. The Town will make available through an employee assistance program, confidential counseling referrals for treatment and educational programs that explain the dangers of substance abuse. The Town shall also provide periodic education about this substance abuse policy, the procedures used for testing and employee rights with regards to the testing program.

O. Notwithstanding the Town's ability to impose disciplinary action for violations of this policy, any employee who receives a first-time diagnosis for being dependent on alcohol or drugs by a medical professional, a certified counselor or an accredited

treatment facility shall receive the same consideration as employees with other serious illnesses. An employee so diagnosed for the first time will be placed on paid leave (if available) after any disciplinary action has been served, under the terms of this policy while undergoing a plan of treatment from a medical professional, a certified counselor or an accredited treatment facility. The employee must present periodic documentation to the Town from the medical professional, certified counselor or accredited treatment facility, of ongoing treatment whether the employee remains on leave or in order to return to work. The Town Manager reserves the sole right to decide, without being subject to any appeal proceedings, against reinstating any employee who continues to be unable to return to work after the leave period has expired.

### 7.3 DRUG FREE WORK PLACE POLICY

A. All work places owned, controlled or used by the Town shall be free from the unlawful manufacture, distribution, dispensing, possession or use of alcohol, illegal drugs or controlled substances without a valid prescription.

B. It shall be a violation of Town Policy for any employee to report for work under the influence of alcoholic beverages, or report for work under the influence of illegal drugs, to use illegal drugs or become intoxicated from alcoholic beverages while on the job, or fail to inform his or her Department Head of an impaired condition resulting from the use of medication prescribed by a health care provider for the employee.

C. Any employee who has a controlled substance dependency or any other controlled substance problem shall immediately seek professional assistance or counseling.

D. The criminal conviction of any employee for the unlawful manufacture, distribution, dispensing, possession or use of illegal drugs or controlled substances without a valid prescription may be cause for immediate discharge at the discretion of the Town.

### 7.4 ANTI-HARASSMENT POLICY

Town employees are entitled to a work environment free of discrimination, including freedom from harassment based on race, color, religion, national origin, sex, sexual orientation, gender identity, ancestry, place of birth, age, disability, genetic information, veteran's status, or any other legally protected status. The Town will not tolerate such conduct in the workplace or in other settings connected with employment. A complete copy of the Town's -Sexual Harassment Policy can be found at Appendix E.

### 7.5 CODE OF ETHICS AND CONFLICT OF INTEREST POLICY

The Town's Code of Ethics and policy regarding conflict of interest are attached at

## **ARTICLE 8           DISCIPLINARY PROCEDURES**

A.     The provisions of Article 8 shall apply only to regular full-time and regular part-time employees; they shall not apply to “at-will” employees. The Town may exercise its right to discipline, suspend or discharge an employee in whatever manner is deemed necessary. Grounds for disciplinary action may include, but shall not be limited to situations where an employee:

- (1)     Is convicted of a felony while an employee of the Town;
- (2)     Exhibits uncivil or discourteous attitudes or behavior through the use of indecent, abusive, impolite, offensive, rude, lewd and/or slanderous language towards the public or other Town officials or employees;
- (3)     Violates the work conditions or fails to comply with other applicable employment terms and conditions as set forth in these Personnel Rules and other Town policies;
- (4)     Is absent from work without his or her Department Head’s permission except for unforeseen emergencies or fails to promptly notify his or her Department Head of a need for authorized leave without good reason;
- (5)     Is repeatedly or excessively tardy for work or absent;
- (6)     Acts recklessly or endangers him or her self or others;
- (7)     Refuses or fails to perform job assignments or the reasonable orders of a Department Head;
- (8)     Falsifies municipal records or time sheets or removes official records from Town property without authorization by his or her Department Head;
- (9)     Misappropriates or willfully damages property not owned by him or her during work;
- (10)    Commits any acts of violence or threatens violence toward another person during work;
- (11)    Leaves work early without his or her Department Head’s permission;
- (12)    Displays conduct unbecoming of a Town employee;

- (13) Violates any written Town policies, especially with regards to safety;
- (14) Is found to have misrepresented his or her application credentials;
- (15) Posts or publicly displays materials or information on Town property that is aimed at the public, other employees or any Town official and is derogatory in nature; or
- (16) Engages or entices any strikes, work stoppage, slowdowns, mass resignations, mass absenteeism, picketing during work hours, conduct or action that interferes with or prevents the Town from effectively and efficiently discharging its responsibilities to the public; or any other similar actions that would involve suspension of or disruption of the normal work of the Town.

B. The Department Head, Town Manager or Selectboard may bring any violation of these Personnel Rules to the attention of the employee and impose disciplinary action.

C. Disciplinary action may normally be dispensed in the following manner, although it need not be administered in this order:

- (1) Verbal warning with - memo to personnel file;
- (2) Written warning;
- (3) Suspension without pay;
- (4) Discharge.

D. Disciplinary action shall be applied in a fair manner and shall be consistent with the infraction for which disciplinary action is being administered, taking into consideration an employee's past conduct. The Town is not required to follow the sequence of disciplinary action described in this Article if an infraction is sufficiently severe to merit immediate suspension or discharge, as determined by the Department Head, Town Manager or Selectboard, subject to the employee's right of appeal in accordance with the provisions of Article 10.

E. If an employee is suspended, he or she shall be notified in writing of the effective date(s), reason, duration, and rights of appeal under the grievance procedures of the Personnel Rules. The notice shall be presented upon the employee's return to work, or within seventy-two (72) hours of the start of the suspension, whichever comes first. A suspension shall be unpaid (suspended employees shall not be eligible for leave pay)

and shall not exceed two (2) weeks. During the period of suspension, employees shall remain obligated to pay the employee's share of insurance premiums.

F. If the Town is considering a discharge, it shall provide the affected employee with notice that it may terminate his/her employment, with a description of the charges and the evidence, and with the opportunity to present reasons why the Town should not discharge him/ her. If the Town decides to discharge the employee, the Town will notify the employee of the effective date and rights of appeal under the grievance procedures of the Personnel Rules within seventy-two (72) hours of the discharge G. All actions of a disciplinary nature shall become a part of that person's permanent personnel file.

H. Employees shall be required to acknowledge all records of disciplinary action inserted into their personnel file by signing the document and returning it to the Town Manager or Department Head, whether or not they agree with the action. Employees shall be entitled to submit a written rebuttal of a disciplinary action to insert in their personnel file, provided such correspondence is received by the Town Manager within fifteen (15) working days of the notice being acknowledged by or given to the employee. Every disciplinary notice shall include a statement advising employees of their right to grieve and/or refute the disciplinary action as set forth in these Personnel Rules.

I. In the event an employee is the recipient of three (3) disciplinary actions (not including verbal warnings) within a five (5) year period, that employee shall be immediately discharged for misconduct.

## **ARTICLE 9 LAYOFFS & LABOR FORCE REDUCTIONS**

A. The provisions of Article 9 apply only to regular full-time and regular part-time employees; they do not apply to "at-will" employees. In the event the Town implements a reduction in the labor force and two or more people are employed in the same position classification identified for the reduction, the Town will determine which employee(s) are most qualified to remain employed, based on qualifications and job performance.

B. Laid off employees shall be entitled to all insurance benefits as set forth herein through the last day of the month following the effective date of layoff and two (2) weeks severance pay (base wage only), less any employee contributions for insurances.C.

Laid off employees shall be given hiring preference for any Town vacancies (upon employee application if the Town determines the employee to be qualified) for one year from the date of layoff. Laid off employees shall also be given the right to reinstatement to their former position if the Town decides to fill the position within one (1) year of the layoff, the Town notifies the employee in writing at his or her last known address and he or she affirmatively responds in writing within seven (7) days. The provisions of Article 9 A. shall be used to determine which employees are called back.

C. If an employee is laid off, he or she shall be paid all accumulated leave pay in

one lump sum in accordance with the provisions of Article 6.15 A as of the effective date of layoff. In the event a laid off employee is reinstated within one (1) year of layoff, he or she shall have all previous creditable service restored and shall be immediately eligible for pro rated annual leave that would have otherwise been allocated at the start of a fiscal year.

D. The Town reserves the right to have regular full-time positions reclassified as regular part-time or irregular upon twenty-one (21) days written notification to the affected employee. The Town shall utilize the procedures set forth in Article 9 A. when necessary to select which position to reclassified. An employee in a position reclassified as regular part-time shall be subject to all of the terms and conditions of employment that are applicable for regular part-time employees.

## **ARTICLE 10                    GRIEVANCE PROCEDURES**

A. The provisions of Article 10 shall apply only to regular full-time and regular part-time employees; they shall not apply to “at-will” employees. A grievance is defined as an alleged violation of the express written provisions of these Personnel Rules. Any grievance which may arise between an employee and the Town or another employee(s) shall be settled in the simplest and most direct manner. The procedures shall be as follows unless a Department Head or the Town Manager waive their role because of their partiality:

- Step 1.            Any employee or group of employees having a grievance shall first present the grievance orally to the Department Head within five (5) working days after the event giving rise to the grievance or upon receipt of written notification, whichever comes last. If the grievance is not resolved to the satisfaction of the employee, then the grievance may be appealed as noted in step 2.
  
- Step 2.            A written grievance shall be submitted to the Town –Manager within five (5) working days of the informal meeting with the Department Head. The grievance must specifically identify the provision(s) of these Personnel Rules or Town policies that are disputed and the desired outcome and shall be signed by the affected party (or parties). The Town Manager will schedule an informal hearing to review the matter with the Department Head and grievant and/or with the employee’s representative (if so chosen) within five (5) working days of receipt of the grievance. The Town Manager shall render a written decision on the matter within five (5) working days of the hearing. If the grievance is not resolved to the satisfaction of the employee, then the grievance may be appealed as noted in step 3.

Step 3. An appeal of the Town –Manager’s decision shall be submitted in writing to the Selectboard within five (5) working days after the date on which the Town Manager rendered or was supposed to render his or her decision. The Selectboard shall convene a hearing in executive session within fifteen (15) days of receiving the written appeal at its sole convenience, to consider evidence and testimony from the Town Manager, the Department Head, the grievant and/or his or her representative. The Selectboard shall render a written decision on the matter, signed by a majority of the Selectboard members, within ten (10) days of the close of the hearing. The decision of the Selectboard is final and not subject to any further appeal. Failure of the Selectboard to render a decision within the specified time shall be construed as approval of the grievance.

C. Failure by the grievant to adhere to the deadlines within this grievance procedure shall terminate the grievance.

These Personnel Rules are hereby APPROVED AND ADOPTED by the Stowe Selectboard on this the 28th day of October 2019 to be effective immediately.

William Adams  
William Noyes  
Lisa Hagerty  
Morgan Nichols  
Neil Van Dyke

**TOWN OF STOWE, VT  
PERSONNEL RULES  
EFFECTIVE 10/28/19  
Appendix A – Wage Schedule  
Appendix B – Organization Chart  
Appendix C – Family and Medical Leave Policy  
Appendix D – Computer Use Policy  
Appendix E – Sexual Harassment Policy  
Appendix F – Ethics & Fraud Policy**

**ACKNOWLEDGEMENT FORM**

I, \_\_\_\_\_, acknowledge that:

- (a) I received a copy of the Town of Stowe’s Personnel Rules including Appendices A - F;
- (b) I have been given an opportunity to ask questions about said Rules and Policies and I have been provided with satisfactory information in response to my questions;
- (c) I acknowledge that I understand the Town of Stowe’s Personnel Rules and Policies and I agree that I will comply with all of the provisions of said Rules and Policies.

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

\_\_\_\_\_  
Name Signature