

PERSONNEL POLICIES MANUAL FOR TOWN OF WILTON



**Revisions Adopted:
10/31/2016**

**This document supersedes all personnel policies previously
established or approved by Town of Wilton.**

THE PERSONNEL POLICY WAS
ORIGINALLY ADOPTED
DECEMBER 18, 1995
BY
THE TOWN OF WILTON
BOARD OF SELECTMEN

WELCOME TO THE TOWN OF WILTON

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

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

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

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

Sincerely,

Wilton Board of Selectmen

ABOUT THIS MANUAL

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

This Employee Manual also summarizes the current benefit plans maintained by the Town of Wilton for eligible employees. If any questions arise regarding the implementation or interpretation of any benefit plan, the terms and conditions of the actual plan documents and summary plan descriptions will control rather than the summaries contained in this Manual. The Employee Manual (and other plan documents) are not contractual in nature and do not guarantee any continuance of benefits.

This Manual is not, and shall not be construed as, an explicit or implied contract, shall not modify any existing at-will status of any Town of Wilton employee, and shall not create any due process requirements in excess of federal or state constitutional or statutory requirements. Employment at-will means that employees are free to resign from their employment at any time, with or without cause or notice, and the employer has similar rights and can terminate the employment relationship at any time, with or without cause or notice. Please understand that neither the policies contained in this Personnel Manual, nor any other written or verbal communication by any other employee, including management employees, are intended to create a contract of employment or a warranty of any of the benefits described in this Manual.

Please also be aware that the Town of Wilton reserves the right to change, revise, or eliminate any of the policies, procedures, or benefits described in this Manual at any time, in its sole discretion.

RECEIPT AND ACKNOWLEDGMENT OF PERSONNEL MANUAL

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

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

- I have received a copy and understand it is my obligation to read the Personnel Manual. I understand that the policies described in the Manual are subject to change at the Town of Wilton's sole discretion at any time.
- I acknowledge that I have the right to terminate my employment with the Town of Wilton at any time without notice. In turn, I acknowledge that the Town of Wilton has the right to terminate my employment in its sole discretion, subject to any statutory or federal or state constitutional requirements, if applicable.
- I am aware that the descriptions of benefits in this Manual are not contractual in nature and do not guarantee any continuance of said benefits.
- I am aware that during the course of my employment, confidential information may be made available to me. I understand that this confidential information must not be given out or used outside of the Town of Wilton premises or with non-Town of Wilton employees, except as required by law.
- I understand that my signature below indicates that I have read and understand the above statements and have received a copy of the Personnel Manual.

Employee's Name (please print)

Date: _____

Employee's Signature

COPY FOR PERSONNEL FILE

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- I understand that my signature below indicates that I have read and understand the above statements and have received a copy of the Personnel Manual.

Employee's Name (please print)

Date: _____

Employee's Signature

COPY FOR EMPLOYEE

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SECTION 1: GENERAL PROVISIONS

INTRODUCTION

The Town of Wilton seeks to meet the needs of town residents as expressed and determined through the annual town meeting and the action of the Board of Selectmen throughout the year.

Town employees are part of a team that works to meet these public needs.

The Town seeks to develop and foster a work environment in which employees recognize their vital role in the functioning of the Town, and obtain personal satisfaction and monetary compensation for their efforts on behalf of the Town.

These policies and rules are intended to assist Town employees by providing clear statement of personnel policies, definitions of the rights and responsibilities of employees and rules that guide their performance.

Employees are urged to ask their supervisor, department head, Town Administrator or the Administrative Assistant, about any policies/procedures or rules that are unclear. It is better to ask than to guess or to assume and work with incomplete or inaccurate information.

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

NAME OF ADMINISTRATIVE RULES AND AUTHORITY

The policies and rules in this manual shall be known and cited as Personnel Policies and Rules and are hereby adopted by the Wilton Board of Selectmen. The Town Administrator shall maintain the responsibility for the administration of these policies for the Selectmen. He or she shall coordinate procedures with the department heads and shall require such regular reports and information necessary for proper implementation of these policies. The Board of Selectmen reserves the right to change these policies at any time.

EMPLOYEES COVERED

These policies and rules shall be applicable to all persons employed in the service of the Town, except persons under the direction and control of the Town School Board.

DEPARTMENTAL RULES

Each department may have specific policies and rules that apply to the department's operations

and activities. Such rules must be consistent with those presented in this manual and are subject to the approval of the Board of Selectmen. Upon approval by the Board of Selectmen, these rules shall be part of the official Policies and Rules of the Town. The Administrative Assistant or the Town Administrator shall make notification of any changes in existing departmental policies and rules, including the introduction of new policies and rules.

EQUAL EMPLOYMENT OPPORTUNITY

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

POLICY AGAINST HARRASSMENT

OVERVIEW: The Town of Wilton recognizes the harmful effects of harassment and will not tolerate harassment in the workplace on the basis of race, color, sex, pregnancy, national origin, age, religion, disability, marital status, sexual orientation or veteran status, *or any other status protected by applicable law*.

The Town of Wilton requires all employees to report violations of this policy. The Town of Wilton will respond promptly to reports of harassment, and will take corrective and/or disciplinary action, as appropriate, in an effort to ensure that the goals of this policy are met. The Town of Wilton will not tolerate any form of retaliation against any employee who reports harassment or who participates in an investigation of a report of harassment.

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

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

EXAMPLES OF PROHIBITED HARRASSMENT: This policy prohibits offensive, intimidating, threatening, or otherwise unwelcome comments or conduct based on sex, race, color, national origin, religion, age, military or veteran status, physical or mental disability, marital status, pregnancy, or sexual orientation. Examples of prohibited conduct include, but are not limited to:

- Written or spoken derogatory terms about sex, race, color, national origin, religion, age, military or veteran status, physical or mental disability, marital status, pregnancy, or sexual orientation;
- Slurs and epithets;
- Unwelcome jokes;
- Insults;
- Threats of physical violence or harm to a person's property;
- Display or circulation of materials, items, or images that are degrading or disparaging to individuals or groups based on the characteristics listed above;
- Any other unwelcome conduct or comments directed at a person or group because of particular protected characteristic (i.e. sex, race, age, etc.).

The Town of Wilton prohibits all of the activities noted above, whether engaged in by a supervisor, agent of our corporation, coworker, or nonemployee who is on town premises or who comes in contact with town employees.

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

Retaliation against an employee who complains in good faith about harassment in accordance with this policy is a violation of this policy. Retaliation is a form of unlawful harassment and will be handled in the same manner as other forms of harassment. If you believe that you have been subjected to retaliation, you should report the incident in accordance with the Reporting Procedure contained in this Manual.

It is important to note that the types of conduct explained in this policy are prohibited regardless of the intent of the person(s) engaging in the conduct (i.e. to be intentionally offensive, a misguided attempt at humor, attempts at establishing a romantic relationship, etc.). Prohibited conduct includes conduct that is direct as well as indirect (e.g. overheard conversations, e-mail messages set or forwarded by accident, etc.).

SPECIFIC INFORMATION ABOUT SEXUAL HARASSEMENT: The formal definition of sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal, physical, and non-physical conduct of a sexual nature when:

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

Less formally, the types of conduct prohibited by this policy cover a wide range of inappropriate behaviors including, but not limited to, the actual coercion of sexual relations, unwelcome

comments, jokes, innuendoes, sexually suggestive materials, and other unwelcome sexually oriented actions.

While it is not possible to list all of the types of conduct that might violate this policy, the following are some examples:

- Leering, i.e., staring in a sexually suggestive manner
- Making offensive remarks about looks, clothing, body parts
- Touching in a way that may make an employee feel uncomfortable, such as patting, pinching or intentional brushing against another's body
- Telling sexual or lewd jokes, hanging sexual posters, making sexual gestures, etc.
- Sending, forwarding or soliciting sexually suggestive letters, notes, emails, or images

INDIVIDUALS COVERED BY THE POLICY: This policy applies to all employees of the Town of Wilton at every level. This policy also prohibits harassment of or by nonemployees (members, vendors, Board members, consultants, etc.) who come in contact with Town of Wilton employees. This policy prohibits conduct whether it is directed at men by women, at women by men, at men by men, or at women by women, and regardless of whether the conduct occurs on or off the Town of Wilton's premises or during or outside of working hours.

MANDATORY REPORTING PROCEDURE: Employees must report any conduct that violates this policy using the "Reporting Procedure for Discrimination, Harassment, and Retaliation" below (referred to as the "Reporting Procedure"). Do not assume that the Town of Wilton is aware of the problem. Each employee has a responsibility to report harassment. It is only through the active involvement of all employees that the Town of Wilton can prevent and correct harassment in the workplace.

Using the Town of Wilton's mandatory Reporting Procedure does not preclude an employee who has experienced conduct in violation of this policy from discussing the matter directly with the person(s) engaging in the offensive conduct. Employees who are offended by conduct are encouraged, but not required, to inform the person(s) engaging in the conduct of how they feel. This discussion may resolve the issue, but even if it is resolved the matter must still be reported through the Reporting Procedure.

Consequences for Violating the Policy: Violations of this policy, whether intended or not, will not be tolerated. Any employee who violates this policy will be subjected to corrective and/or disciplinary action, up to and including termination of employment. Note that the Town of Wilton may take corrective and/or disciplinary action to address inappropriate conduct even if it does not rise to the level of unlawful harassment.

REPORTING PROCEDURE FOR DISCRIMINATION, HARRASSMENT

(INCLUDING SEXUAL HARRASSMENT), AND RETALIATION: Any employee who has observed, been made aware of, or experienced conduct in violation of our Policy Against Harassment or policy regarding Diversity and Equal Employment Opportunity (collectively referred to in this Reporting Procedure as the "Policies") must report the incident to his/her supervisor. The Supervisor will notify the Town Administrator who will notify the Board of Selectmen. In the case of the Supervisor as violator of the policy, the employee has the freedom to go directly to the Town Administrator.

INVESTIGATION: The Town of Wilton will investigate reports made through this Reporting Procedure promptly and fairly. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. The investigation may be conducted internally or, in appropriate circumstances, an outside investigator may be retained.

Investigations will typically include private interviews with the person filing the report and with witnesses. The person alleged to have violated the Policies will also typically be interviewed. Any employee asked to participate in an investigation is expected to cooperate fully and truthfully. When the investigation is complete, to the extent appropriate, the Town of Wilton will inform the person filing the report and the person alleged to have violated the Policies of the results of the investigation.

A claim of harassment requires that the complaining party must be a member of a protected category; must be subjected to unwelcome verbal or physical behaviors related to his/her membership in the protected category and the behavior was specifically based on the complaining party's membership in the protected category; the undesired behavior affected a term or condition of employment and interfered, unreasonably, with the work performance of the complaining party, and/or created an intimidating, hostile or offensive work environment.

RETALIATION IS PROHIBITED: Retaliation will not be tolerated. The Town of Wilton requires employees to report violations of this policy and will not tolerate any form of retaliation against an employee who makes a report or who participates in an investigation of a report under this policy. All incidents of retaliation must be immediately reported using the Reporting Procedure. Employees who make reports in good faith under this Reporting Procedure and/or participate in good faith in any investigation under this Reporting Procedure have the Town of Wilton's assurance that it will not tolerate any form of retaliation against them for their participation in the process. Any concerns regarding retaliation must be reported using the Reporting Procedure.

CORRECTIVE/DISCIPLINARY ACTION: Any employee who has violated the Policies or otherwise acted inappropriately will be subject to corrective and/or disciplinary action, up to and including immediate termination of employment.

THE AMERICANS WITH DISABILITIES ACT

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

SECTION 2: EMPLOYEE CLASSIFICATIONS

EMPLOYMENT AT WILL

Unless otherwise provided in a written contract signed by the Board of Selectmen, or unless set forth by statute, Town of Wilton employees are considered to be employees at-will. Town of

Wilton employees at will, therefore, may resign from their employment at any time, for any reason. Likewise, the Town of Wilton may terminate the employment relationship of such employees at any time, for any reason. Neither the policies contained in this Manual, nor any other written or verbal communication by a supervisor, are intended to change the at-will relationship or create a contract of employment.

If an employee believes he/she was terminated unjustly, he/she may request a hearing with the Board of Selectmen. The request must be made within 5 business days of termination. The Board has up to 14 business days to schedule a hearing. The hearing will be a non-public meeting unless the employee requests the meeting to be open to the public.

EMPLOYMENT CLASSIFICATIONS

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

FULL-TIME EMPLOYEES: Individuals who are regularly scheduled to work 30 or more hours per week.

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

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

PER DIEM/ON-CALL EMPLOYEES: This employee classification shall not accrue vacation or other benefits.

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

SECTION 3: COMPENSATION AND HOURS OF WORK

COMPENSATION

DEFINITIONS

Salaried employees: Salaried employees are those employees retained in positions of advanced responsibility and of a professional nature. As such, they are subject to fluctuating work schedules. It is understood that these positions are frequently required to attend meetings, called to situations outside of normal working hours, or required to contribute additional time within a work week to accomplish assigned tasks or meet designated responsibilities.

Wage earning employees: Wage earning employees are compensated at an hourly rate for a scheduled workweek with designated hours.

REPORTING OF TIME WORKED

It is important that your time be accurately reported so that you are compensated for the hours that you work. You are required to complete time sheets. Falsification of time records could lead to disciplinary action, up to and including separation from employment.

Each employee and their supervisor will sign a time card at the end of each pay period, and the supervisor will deliver the time cards to the Select Board office for data entry and storage. Time cards should include start and finish times per day, actual hours worked, and any vacation hours taken for that pay period. If an employee will be absent at the end of the pay period because of vacation or other time off, they will submit their time card in advance. The Select Board office will track vacation hours, and their record will be the official record. Any discrepancy will be decided by the Board of Selectmen.

WORKWEEK/HOURS OF WORK

The Town of Wilton's work week begins on Sunday at 12:00, midnight, and ends on Saturday at 11:59 p.m. Because of the nature of the town's business, work schedules may vary depending on specific jobs and departments. When employees are hired, immediate supervisors will provide information pertaining to hours of work.

PAY/PAY PERIODS

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

Paychecks are issued on the Wednesday following the close of the pay period. Paychecks should be reviewed for errors, as soon as they are received. If a mistake is found, it should be reported it to Administrative Assistant or Department Head immediately. Paychecks will be distributed only to the payee, unless payee provides the Town of Wilton with written authorization for someone else to receive the paycheck.

When a scheduled payday falls on a legal holiday, paychecks will be available the last working day preceding the scheduled pay day.

INCREASES

Discretionary Wage Increases: All wage increases will be set at the discretion of the Board of Selectmen and the Budget Committee.

PAYROLL DEDUCTIONS

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

Payroll deductions are also permitted by law for: required clothing not considered to be uniforms; voluntary rental fees for non-required clothing; voluntary cleaning of uniforms and non-required clothing; medical, surgical, hospital, and other group insurance benefits having no financial advantage for the employer; payments into savings funds held by someone other than the employer; housing and utilities; strictly voluntary contributions to charities; and health, welfare pension, and apprenticeship fund contributions. Please contact the Administrative Assistant with any questions about payroll deductions.

PAYROLL DIRECT DEPOSIT

For the convenience of its employees, The Town of Wilton offers direct deposit. Employees have the option of receiving a payroll check or having their paycheck directly deposited to their bank account. The maximum direct deposits will be two (2) per employee. Forms may be obtained from the Administrative Assistant.

WORK RELATED EXPENSES/REIMBURSABLE

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

Employees who, as a part of their job, are required to travel in the fulfillment of their jobs, shall be reimbursed for those expenses according to the following:

Transportation:

- a. Whenever possible, employees will use Town vehicles for job related travel. No expense may be charged for travel when a Town owned vehicle is used with the exception of parking and tolls when applicable.
- b. In the event that travel is actually performed in the employee's personal vehicle in the course of Town duties it shall be reimbursable. No expense may be charged for travel that is not in fact performed. Necessary travels pertinent to Town duties and

performed in the Town employee's vehicle shall be reimbursed at a rate to be set by the Selectmen, plus any charges for tolls or parking. No travel expense shall ever be allowed between an employee's residence and their department office or post of duty. Evidence of vehicle insurance must be on file with the Selectmen for any personal vehicle used for town business. Vehicle insurance shall include coverage for public liability and property damage at a rate to be set by the Selectmen.

- c. Town vehicle use: All vehicles are assigned or reassigned at the discretion of the Board of Selectmen. There shall be no use of Town vehicles by any employee in any manner except in his or her capacity as a Town official. This means that no employee on or off duty will run errands of a personal nature or transport family, friends or other non-Town related employees in a Town vehicle unless it is directly related to a Town function or otherwise authorized. Town vehicles shall be left at the appropriate Town facility unless requested otherwise by the Town at the end of the shift.
- d. Seat Belts: The Town of Wilton recognizes that seatbelts help to avoid injuries and to reduce insurance costs. Therefore, it is the policy of the Town to provide seat belts and shoulder harnesses in all Town vehicles and require their use at all times.
- e. Meals. No Town employee or official shall be reimbursed for meals except when on official business, travel status involving an overnight stay. In such cases, actual expense of the meal and a gratuity not to exceed 20% shall be allowed, upon presentation of the pay slip. The receipt must be dated and have a breakdown of the meal, not only a total amount. Meals must be approved in advance whenever possible. Meals in lieu of other meals, the price of which is included in the registration fee, shall not be allowed. **UNDER NO CIRCUMSTANCES WILL THE PURCHASE OF ALCOHOL BE REIMBURSED.**

OVERTIME

Town Employees may be required to work overtime. The possibility of such overtime shall be included in the formal description of positions in which it may be required. All non-salaried employees are subject to the minimum wage and overtime requirements of the Federal Fair Labor Standards Act. The Town will compensate employees for overtime worked on a weekly basis after completion of forty (40) hours unless otherwise designated. Scheduling shall be determined and preauthorized by each department head. Department heads will exercise extreme discretion in the utilization of overtime within their departments. Temporary adjustments in working hours or realignment of duties within the department shall be used as alternatives to the use of overtime. Overtime shall be considered necessary only in emergencies, wherein additional effort is needed to complete a task that is critical in nature.

Requests for employees to work overtime will be made with as much advance notice as is possible. However, unexpected circumstances or emergencies may arise which make advance notice impossible. Employees are expected to honor requests for overtime work, except in unusual circumstances. An employee shall not refuse to work an overtime assignment except in the case of his/her own illness or serious illness in the family. Repeated failure or refusal to perform overtime work when requested will result in disciplinary action.

BREAKS AND MEAL PERIODS

The Town of Wilton provides its employees who work more than five (5) consecutive hours a thirty (30) minute unpaid meal-break. If it is feasible to eat while on duty (specifically Police and Ambulance Departments) then no break is required.

SECTION 4: PERSONNEL ACTIONS

EMPLOYMENT OPPORTUNITIES

It is the policy of the Town in every instance to seek the best-qualified person available for vacancies as they occur.

- A current employee will be promoted to fill the vacancy if they are qualified and they follow the promotion procedures set forth below.
- Employees on lay-off status will be recalled, subject to the seniority provisions of this manual, if qualified for the opening.

RECRUITMENT

When open recruitment for a position is in the best interest of the Town, the Town shall recruit qualified applicants in a manner consistent with its commitment to Equal Employment Opportunity.

APPLICATION

Application for positions shall be on approved Town forms.

SELECTION

Selection for appointments shall be made based on merit and suitability.

PHYSICAL EXAMINATIONS: In positions in which health or physical abilities are a bona fide occupational qualification, a physical examination will be required as part of the selection process.

REFERENCES: As part of the selection procedure, former supervisors, employers, and references provided by applicants shall be checked. Reference checks made by personal or telephone contact shall be documented, made part of the applicant's file, and used in determining an applicant's eligibility. Reference checks shall be completed before an offer of employment and handled as privileged information. Weights will be assigned to these factors, as deemed appropriate by the Board of Selectmen and the Town Administrator.

DEMOTION

A Town employee may be demoted to a position of lower classification for which they are qualified for any of the following reasons:

Position Abolished: When an employee would otherwise be laid off because a position is

being abolished.

Position Reclassified: When a position is being reclassified to a higher classification for which the employee does not have the required qualifications.

Employee Returning from Authorized Leave: When another employee returns to work from authorized leave to the position, in accordance with the Rules on leave.

Lack of Qualifications: When an employee does not possess, or loses, the necessary qualifications to render satisfactory service in the position held.

Voluntary Request: When an employee voluntarily requests such a demotion and a position is available at the lower classification for which the employee is qualified.

Disciplinary Action: As a disciplinary action in conformance with the provisions set forth in this manual.

REDUCTION IN FORCE

A reduction in force will be undertaken only when the best interest of the Town requires. Any reductions in force will be undertaken in a manner that minimizes the adverse effects on the Town and affects the least number of employees as possible.

RECALL

It is the policy of the Town to recall employees who are on layoff as vacancies occur within the Town service for which the employees are qualified. Such recall shall be used to fill vacancies before new employees are recruited or hired.

PERSONNEL RECORDS

The Town of Wilton maintains certain records containing job-related information on all employees to ensure compliance with state and federal law and to keep a record of your progress as an employee. Your personnel file is our continuous record of information relative to your employment. Files may contain pertinent information relating to the employment with the Town including, but not limited to: the employment application; resume; test results; documentation of anniversary date; performance evaluations; substantiated letters or written comments from the public regarding the performance of the employee; written reprimands; commendations; warnings; disciplinary action; promotions; or other actions taken by the Selectmen or their designees regarding the employee. You may inspect your own personnel file during regular office hours, upon reasonable request. File inspection must be done on your own time, and must be arranged through the Administrative Assistant or the Town Administrator. You may read your personnel file, but you may not remove any portion of the file. Upon request, you will be provided with a copy of all or part of your personnel file.

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

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

Departmental Records: A department head may maintain limited files of current activities or actions of the department's employees. These files may contain information regarding leaves, commendations, and disciplinary actions. Unless otherwise provided in these Policies and Rules, information in departmental files may not be retained for more than twelve (12) months. After twelve months, any information is sent to the Administrative Assistant for inclusion in the employee's permanent file.

PERFORMANCE APPRAISALS

In order for employees to improve performance and better understand the Town of Wilton's expectations, the performance of employees will be periodically reviewed at the discretion of the Department Head.

EMPLOYEE REFERENCES

The Town will provide references for former employees as follows: verify their employment with Town, verify dates of employment, and verify ending salary/wage level.

Such requests for references shall be directed to the Administrative Assistant or Town Administrator.

FALSE STATEMENTS

The Town of Wilton expects and requires that applicants and employees provide complete and accurate information regarding their previous employment, qualifications, and other questions that may arise regarding their employment with the Town. Providing false statements shall be grounds for non-hiring or for immediate dismissal at the time the falsification is discovered.

PROOF OF CITIZENSHIP

Any Town employees hired after November 6, 1986 must provide the Administrative Assistant or Town Administrator with proof of citizenship or legal immigration status in conformity with federal law. Failure to provide such proof shall result in non-hiring or immediate dismissal.

ORIENTATION

To assist new Town employees, each new employee shall receive an orientation to the Town, department and the position.

This orientation shall include, but not be limited to:

- ◆ Town policies and procedures
- ◆ Specific policies and procedures of the department
- ◆ An introduction to co-workers

- ◆ A review of the expectations and requirements of the position, with an identification of significant dates or deadlines
- ◆ Training in specific job functions or operations in which the employee is not specifically trained. The supervisor or a designated co-worker will normally provide such training. Training here does not include external training which would require time off from your job or additional expense to the Town, except in the case of the Fire and Police Departments.

TRAINING

The Town of Wilton seeks to continually improve the effectiveness of the services provided and to encourage employees to develop and improve their abilities. It is recognized that the training and education can have a direct benefit for both the Town and its employees.

Participation in training programs with release time will be determined on the basis of relevance to current position/job; relevance and potential benefit to the Town; value and relevance to the employee; length of time, if any, the employee will be absent from work; and, program cost and available budgetary allocation.

SECTION 5: TIME AWAY FROM WORK AND OTHER BENEFITS

LEAVE GRANTS

The department head shall grant leaves in conformance with rules established for each type of leave. Leave will be subject to approval of the Board of Selectmen.

LEAVE RECORDS

The Department Head shall maintain the official record of each employee's leave status. A statement of vacation leave status shall be provided upon request. The employee shall verify the vacation leave record and immediately notify their department head of any apparent errors in the record. In the absence of any notification of errors by the employee, the record maintained by the Town shall be the official record.

HOLIDAYS

Regular full-time employees are entitled to the following paid holidays, provided that the employee normally works on that day and provided that the employee works his or her assigned day preceding and following the holiday. Holiday pay will be paid at the straight time hourly rate and will be pro-rated for employees that regularly work fewer than eight (8) hours on that day.

Regular part-time employees are entitled to the following paid holidays, provided that the employee normally works a minimum 20 hour week for an average of 45 weeks per year; that the employee normally works on that day; and provided that the employee works his or her assigned day preceding and following the holiday. Regular part-time employees will only be paid the number of hours they are normally scheduled to work for that holiday.

Some employees may be required to work on holidays. Employees who are required to work on a holiday may take a floating holiday. The floating holiday must be scheduled at least one week in advance and approved by the Department Head. Holidays not taken or used within a fiscal year may not be carried forward or accrued.

If a holiday occurs during an employee's vacation leave, the employee is entitled to an additional day of leave.

Holidays:

New Year's Day	January 1
President's Day	3rd Monday of February
Memorial Day	Last Monday of May
Independence Day	July 4
Labor Day	1st Monday in September
Thanksgiving Day	4th Thursday in November
Thanksgiving Friday	
Christmas	December 25

Columbus Day and Veterans' Day are considered regular business days at the Town of Wilton. These holidays may be taken as "floater" holidays and used as such with Supervisor approval prior to the end of the calendar year.

VACATION

EFFECTIVE JANUARY 1, 2017 for CURRENT EMPLOYEES – EFFECTIVE IMMEDIATELY FOR NEW HIRES AFTER JANUARY 1, 2016

Permanent full-time and permanent part-time employees who work 20 hours or more per week are eligible for paid vacation in accordance with their regularly scheduled work hours.

Temporary, seasonal, or permanent part-time employees that are scheduled to work less than 20 hours per week are not entitled to paid vacation time.

All positions are created with a certain number of scheduled hours per week in mind. This schedule is what is used to calculate vacation time, and for the purposes of this policy will be referred to as "scheduled hours." Department Heads may increase the scheduled hours for a position (and thus the allotted vacation) by meeting with and gaining approval from the Select Board.

Vacation time is accrued by eligible employees based upon length of service and anniversary date according to the following table. If there is a break in service, eligibility for vacation will be determined by the Select Board. For all eligible employees, vacation leave shall begin to accrue from their hire date.

TABLE: HOURS OF VACATION PER YEAR BASED ON YEARS OF SERVICE AND APPROVED HOURS FOR POSITION

HOURS PER YEAR		Position's Approved Hours per Week				
Years of Service	Vacation in Weeks	20 hours	25 Hours	30 Hours	35 Hours	40 hours/ Salaried
0 - 4 years	2 weeks	40	50	60	70	80
5 - 9 years	3 weeks	60	75	90	105	120
10+ years	4 weeks	80	100	120	140	160
MAXIMUM YTY CARRYOVER	2 weeks	40	50	60	70	80

Department Heads, at their discretion, may allow an employee to take up to one week vacation time before it has been accrued, resulting in a negative balance for that employee. In the event of a negative balance upon separation from the Town, the negative balance will be deducted from the employee's final paycheck at the employee's current rate of pay. Acceptance of this manual by the employee shall constitute authorization of such deduction.

Except as noted below, annual vacation leave is based on continuous service to the Town and is awarded in hours per pay period according to the following schedule. Overtime, or hours worked in excess of a scheduled work week for that employee, will not accrue additional vacation time. Thus, vacation time accumulated per pay period will remain the same, regardless of hours worked, unless the employee's position is changed and approved by the Select Board.

TABLE: VACATION HOURS ACCUMULATED PER PAY PERIOD BASED ON YEARS OF SERVICE AND POSITION'S SCHEDULED HOURS PER WEEK

PER PAYCHECK					
(26 Pay Periods Per Year)	Position's Scheduled Hours per Week				
Years of Service	20 hours	25 Hours	30 Hours	35 Hours	40 hours/ Salaried
0 - 4 years	1.5385	1.9231	2.3077	2.6923	3.0769
5-9 years	2.3077	2.8846	3.4615	4.0385	4.6154
10+ years	3.0769	3.8462	4.6154	5.3846	6.1538

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

An employee may not use more vacation hours in a week than their position's approved hours. The total vacation that may be taken in any given week is capped at 40 hours.

If an employee uses vacation time in the same week that they have also worked, the total number of hours may not exceed the normal scheduled hours for that employee, except at the discretion of the Department Head. In addition, no overtime will be awarded in that week unless the total WORKED HOURS exceeds 40 hours. (i.e. A 40 hour employee may take 20 hours of vacation, and then work 25 hours in that same week, but the 25 hours is at straight pay, not 20 hours straight pay plus 5 hours overtime. Overtime is based on hours WORKED, nonexclusive of sick

or vacation pay). Hours worked in excess of an employee's normally scheduled hours do not accrue additional vacation time.

EXTRAORDINARY EVENT

Department Heads have the discretion to approve overtime pay for any hours in excess of 40 per week **INCLUSIVE OF VACATION HOURS** in the event of an emergency or other extraordinary circumstance. The Department Head has to provide justification to do so to the Select Board.

VACATION BALANCE

Effective immediately, all employees will have their vacation balance printed on their pay stub (displayed as hours available), and updated each pay period.

Employees are expected to take vacation during the year in which it is earned. The Town of Wilton does not pay out vacation time at any time except at separation from employment. Vacation time of two weeks, based on that position's scheduled hours, may be carried over with the Department Head's approval. On January 1, vacation in excess of two weeks is lost, and there is no pay out. Employees are encouraged to monitor their vacation banks using their pay stubs and manage their vacation time accordingly.

Separation: All unused accrued leave shall be paid to an employee upon separation at the employee's regular rate of pay.

Scheduling of Vacations: An employee is required to submit a written request for vacation time two weeks in advance of the use of time. The department head shall grant or deny the request, based on the requirements of the department.

SICK LEAVE

The Town of Wilton provides 6 (six) sick days to all permanent full-time employees and permanent part-time employees who work more 20 hours per week or more. Sick leave must be used for legitimate health/medical purposes and employees will be paid at the normal straight time rate for the number of hours the employee was scheduled to work. Sick pay may not exceed the employee's regular workday and/or workweek hours. Use of sick leave is allowed only for the following conditions and circumstances:

- Personal illness or physical incapacity resulting from causes beyond the employee's control;
- Enforced quarantine of the employee in accordance with the community health regulations;
- To meet medical or dental appointments or other sickness prevention measures;
- Illness or physical incapacity of employee's immediate family requiring the employee's personal attention
- Abuse of sick leave eligibility shall be considered sufficient-cause for suspension or dismissal.

Sick Leave Procedure: To qualify for sick leave, the employee must: notify the department head or shift supervisor of their inability to work within one (1) hour of the time the employee was to

begin duty, if they were unable to report for work, except in the case of the police department and emergency medical services, where this requirement will be two (2) hours; notify their department head immediately when illness during the work day requires the employee to leave work; and, return to work as soon as the health of the employee permits. Employees who do not report to work due to illness must contact their department on a daily basis relative to the need for and status of their absences, unless otherwise directed. Reporting of the absence to any employee other than the department head will not be accepted as compliance with the daily reporting requirement. An employee shall provide a doctor's certificate or other proof of an illness to the department head, when the employee takes three (3) consecutive days of absence on authorized sick leave. If satisfactory documentation is not available, the absence will be charged to the employee's vacation time. If all vacation time is exhausted, the absence shall be unpaid.

Employees who fail to report to work and fail to call in to their department head for three consecutive work days may be considered to have voluntarily resigned from their position.

The Town reserves the right to require any employee to furnish medical proof or a release from the attending physician attesting to their ability to return to work.

Sick Leave Record: Sick leave eligibility used shall be recorded regularly in the employee's leave record, maintained by the Administrative Assistant. The Town shall provide each employee with a record of their sick leave upon request. Employees will not be paid for earned, unused sick days upon separation from employment.

Sick Time Rollover: If an employee has not used their sick time by the end of December, the time may roll over into the following year. The total accumulated sick time in the sick bank at any given time may not exceed twelve days.

FAMILY AND MEDICAL LEAVES OF ABSENCE

General Provisions

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

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

In order to be eligible to take FMLA leave, the employee must have worked for the Town of Wilton for at least 12 months, must have worked at least 1,250 hours in the preceding 12 month period,

and must be employed by an employer with at least 50 employees. As of the date that this Manual was prepared, the Town of Wilton has at least 50 employees.

As stated above, an eligible employee is entitled to a total of twelve (12) work weeks of leave during any twelve (12) month period. That twelve (12) month period is defined as a "rolling" twelve (12) month period measured backward from the date an employee begins an FMLA leave. In other words, the number of weeks which an employee has available upon the beginning of a FMLA leave shall be twelve (12) weeks less the number of FMLA leave weeks taken in the twelve (12) month period prior to the beginning of the current FMLA leave (the "Available Leave Weeks"). For example, if an employee has taken eight (8) weeks of FMLA leave during the past twelve (12) months, an additional four (4) weeks of leave could be taken when a second leave is requested. If an employee used four weeks beginning February 1, 1999, four weeks beginning June 1, 1999, and four weeks beginning December 1, 1999, the employee would not be entitled to any additional leave until February 1, 2000. Beginning on February 1, 2000, the employee would be entitled to four weeks of leave, on June 1, 2000, the employee would be entitled to four additional weeks.

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

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

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

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

Status of Employee Benefits

While on FMLA leave, employees may continue to participate in the Town of Wilton's group health insurance in the same manner as employees not on FMLA leave. In the event of unpaid FMLA leave, an employee shall pay to the Town of Wilton the employee's share of any medical insurance premiums once per month in advance on the first day of each month. In the event that the employee elects not to return to work upon completion of a FMLA leave of absence, the Town of Wilton may recover from the employee the cost of any payments to maintain the employee's medical coverage, unless the employee's failure to return to work was for reasons beyond the employee's control. Benefit entitlements based on length of service will be calculated as of the

last paid work day prior to the start of the leave of absence; for example, an employee on leave will not accrue vacation or sick time. At the end of an authorized FMLA leave, an employee will be reinstated to his or her original or a comparable position.

Basic Regulations and Conditions of Leave

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

Notification and Reporting Requirements

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

Procedures

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

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

Coordination with Maternity Leave

The Town of Wilton provides employees with a leave of absence for the period of temporary physical disability resulting from childbirth and related medical conditions. A maternity leave begins when an employee is medically determined to be disabled and ends when medically determined to be able to return to work.

Maternity disability will be treated in the same manner as a type D FMLA leave of absence. The employee is required to exhaust accrued, unused personal, sick and vacation time before taking any unpaid leave. However, maternity leaves are not limited by any measure other than the period of medical disability. If a maternity disability is for the number of available FMLA leave weeks or less, the employee will be reinstated in accordance with this policy. If a maternity disability exceeds the available FMLA leave, the employee will be reinstated unless business necessity makes reinstatement impossible or unreasonable.

An employee who uses less than the Available Leave Weeks for type D leave for maternity may take additional type A FMLA leave after the end of the disability period for a period not to exceed the Available Leave Weeks.

Coordination with Other Town of Wilton Policies; Reference to FMLA

In the event of any conflicts between this policy and other Town of Wilton policies, the provisions of this policy shall govern. The FMLA contains many limitations and qualifications for entitlement and governance of FMLA leave not stated herein. The terms of the FMLA are incorporated herein and will be applied in all instances of requested or designated FMLA leave.

MATERNITY LEAVE

All female employees may take an unpaid leave of absence for the period of temporary physical disability resulting from pregnancy, childbirth, or related medical conditions. A maternity leave begins when an employee is medically determined to be disabled and ends when medically determined to be able to return to work. Employees will be required to take FMLA leave as set forth above, if they are eligible for such leave. In addition, employees will be required to exhaust accrued, unused vacation time before taking any unpaid leave. When the employee is physically able to return to work, her original job or a comparable position will be made available to her unless business necessity makes this impossible or unreasonable. Employees who cannot be returned to their former or a comparable position remain eligible to apply for any available position with the Town of Wilton. Employees on maternity leave should contact the Administrative Assistant or the Town Administrator to make arrangements for payment of their health insurance premiums during their leaves.

An employee on maternity leave, who states that she will not be returning to work, will be considered to have resigned as of the date that her leave commenced.

DISCRETIONARY LEAVE OF ABSENCE

Part-time and full-time employees may apply for an unpaid, discretionary leave of absence for up to six (6) months if they have exhausted their vacation time, and either have exhausted their Family and Medical Act Leave or are not eligible for Family and Medical Act Leave. (See Family and Medical Leave Act policy.) Requests for such unpaid leaves are granted at the sole discretion of the Town of Wilton. Discretionary leaves of absence will not ordinarily be granted to employees with less than one (1) year of continuous employment. In determining whether to grant a discretionary leave of absence, the Town of Wilton will consider, among other factors, the employee's length of service, the employee's work record, the reason(s) for leave, and staffing needs. Discretionary leaves will be unpaid, and the employee on discretionary leave is not entitled to accrue any benefits, including vacation, sick leave, holidays, and personal days. In addition,

participation in any medical, dental, disability or life insurance coverage must be paid entirely by the employee during the discretionary leave. The employee must make arrangements with Administrative Assistant to make the insurance premium payments.

If a vacancy exists at the time of the expiration of the approved discretionary leave, the employee will be reinstated to his or her prior position or a comparable position unless business necessity makes reinstatement impossible or unreasonable. If a vacancy does not exist, the employee will be considered for the next available position for which the employee qualifies. If the employee does not report to work on the work day following the expiration of the approved leave, the Town of Wilton will assume that the employee has voluntarily resigned from his or her employment.

Requests for discretionary leave should be submitted to Department Head at least thirty (30) days prior to the requested date of leave. The request must be made in writing, stating the length of leave and a brief description of the reason for the request. All considerations and approval for discretionary leave are handled on a case by case basis.

MILITARY LEAVE

It is the Town of Wilton's policy to grant leaves of absence without pay to regular full-time or regular part-time employees who are activated or are recalled to active service in the armed forces of the United States.

If you are in the military reserve, you will receive the required time off, without pay, to complete your training and your drill obligations. You must present a copy of your official orders or instructions to the Department Head. This information shall be made a part of your permanent personnel record.

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

You must notify the Administrative Assistant or the Town Administrator of your availability to return to work.

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

BEREAVEMENT LEAVE

Full-time employees and part-time employees who work more 20 hours per week or more bereaved by the death of a relative will be granted time off from work without loss of pay in accordance with the following policy.

In the event of the death of a member of a full-time immediate family, the Town of Wilton provides three (3) days paid time off. The three work days usually include the day before the funeral and a day after. "Immediate family" includes spouse, domestic partner, children, step-children, parents, brothers, sisters, step-parents, step-brothers, step-sisters, mother-in-law, father-in-law, grandparents, and grandchildren of the employee.

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

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

CIVIL DUTY & JURY DUTY LEAVE

POLICY: The Town of Wilton encourages employees to exercise their Constitutional and civil rights and responsibilities and will make whatever temporary work adjustments are possible to enable them to meet these rights and responsibilities.

Voting: All employees entitled to vote in national, state, and municipal elections shall, when necessary, be allowed sufficient time off, with pay, to exercise this right. The department head shall give approval of such leave.

Jury Duty: The Town of Wilton considers it a civic duty to serve on a jury if summoned and will grant you leave in order to serve on a jury. Employees summoned for jury duty will be paid the difference between their regular rate of pay and the pay provided by the government for jury service. You must show your jury summons to Administrative Assistant as soon as you receive the notice. In order to receive jury duty pay, you will be required to furnish the amount you received for jury duty with copies of the checks you receive for jury duty pay. Failure to report such payment will result in a loss of pay for the period.

While serving on a jury, you are expected to call the department head daily to advise him or her of your status. In addition, you are expected to return to your job if you are excused from jury duty during your regular working hours.

EDUCATIONAL LEAVE

At the sole discretion of the Town of Wilton, Board of Selectmen, permanent part-time and full-time employees may be granted paid or unpaid leave to attend workshops, institutes, or short-term courses. All considerations and approval for an educational leave are handled on a case by case basis.

MEDICAL BENEFIT PLAN

The Town of Wilton provides all full-time employees who have met the eligibility requirements of the insurance plan with health insurance of single, dual, or family coverage. The town is responsible for 80% of the cost of the premium and 20% of the cost is the responsibility of the employees. Details concerning the health insurance plan may be obtained from the Administrative Assistant or the Town Administrator.

DENTAL PLAN

The Town of Wilton provides all full-time employees who have met the eligibility requirements of the insurance plan with dental insurance of single, dual, or family coverage. The town is

responsible for 80% of the cost of the premium and 20% of the cost is the responsibility of the employees. Details concerning the dental insurance plan may be obtained from the Administrative Assistant or the Town Administrator.

CONTINUATION OF GROUP HEALTH INSURANCE

The Consolidated Omnibus Budget Reconciliation Act of 1985 (“COBRA”) requires that most employers sponsoring group health plans offer employees and their families the opportunity for a temporary extension of health coverage at group rates in certain instances where coverage under the plan otherwise would end. Temporary extension of health insurance premiums will be at the former employee’s expense. Please contact Administrative Assistant for more details regarding COBRA.

WORKERS' COMPENSATION

The Town of Wilton pays a premium for Workers' Compensation insurance for all employees. This insurance coverage protects employees from a loss of income and pays medical expenses, resulting from a workplace accident or injury. You are required to report all work-related injuries to the Department Head immediately and complete the required forms within the obligatory seventy-two (72) hours.

Employees with work-related injuries may be entitled to temporary alternative duty in accordance with the New Hampshire Workers’ Compensation law. Employees with non-work-related injuries or other physical or mental impairments who require accommodations to perform their jobs should make any accommodation requests to Department Head. The Town of Wilton will consider the request in accordance with its Americans with Disabilities Act policy.

UNEMPLOYMENT INSURANCE

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

SOCIAL SECURITY

Social Security is a mandatory payroll deduction representing your contribution to the federal government’s Social Security Program. The Town of Wilton also contributes money on your behalf to the Social Security Program, except for employees enrolled in the New Hampshire Retirement System.

LIFE INSURANCE

Life Insurance is provided for all eligible full-time town employees. There is no cost to employees for this benefit. The life insurance coverage provides up to ten thousand (\$10,000.00) dollars in case of the employee's death from any cause while insured. Life insurance coverage is based on employee’s current yearly salary.

Commencement of Coverage: Eligible employees are covered on the first of the calendar month following one (1) month of continuous service.

RETIREMENT PLAN

Eligible full-time Police Officers are enrolled upon their date of hire in the New Hampshire Retirement System.

The Town and these employees are required to contribute to the NH Retirement System at their respective percentage rate set by the NH Retirement System.

Eligible employees who work 20 hours per week or more are eligible to participate in the Town of Wilton's 457(b) Retirement Plan. The Town of Wilton will match employee contributions in accordance with the table below:

457(b) Employer Match Schedule			
Employee Contribution %	Employer Match %		
1%	0.0050	<i>or</i>	0.50%
2%	0.0100	<i>or</i>	1.00%
3%	0.0150	<i>or</i>	1.50%
4%	0.0200	<i>or</i>	2.00%
5%	0.0225	<i>or</i>	2.25%
6%	0.0250	<i>or</i>	2.50%
7%	0.0275	<i>or</i>	2.75%
8% (and over)	0.0300	<i>or</i>	3.00%

SHORT & LONG TERM DISABILITY

The Town of Wilton provides all full-time employees who have met the eligibility requirements with short term and long term disability at the employer's expense. Details regarding these plans may be obtained from the Administrative Assistant or the Town Administrator.

SECTION 6: EMPLOYEE CONDUCT

ATTENDANCE

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

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

CONFIDENTIALITY

Employees are prohibited from discussing, disclosing or using confidential knowledge of official business which is acquired as a result of employment with the Town. Divulging, discussion, or using such knowledge shall result in disciplinary action, up to and including dismissal.

TOWN OF WILTON EQUIPMENT, TELEPHONES, FACSIMILE, E-MAIL AND INTERNET USE

All electronic and telephonic communication systems and all communications and information transmitted by, received from, or stored in Town of Wilton equipment and systems are the property of the Town of Wilton and as such are to be used for job-related purposes *in compliance with the law and all policies and procedures of the Town of Wilton. There shall be no expectation of privacy with the use of any device, and the Town may monitor use at any time.* Personal use of any electronic communications systems and software and business equipment, including, but not limited to facsimiles, computers, e-mail, and copy machines, although not strictly prohibited, must be kept at a minimum to maximize employee productivity

Employees are not permitted to use a code, access a file, or retrieve any stored communication unless authorized to do so or unless they have received prior clearance from a Department Head, the Administrative Assistant, or the Town Administrator. All pass codes are the property of the Town of Wilton. No employee may use a pass code that has not been issued to that employee or that is unknown to the Town of Wilton. Moreover, personal use of the e-mail system will not be tolerated. Employees who violate this policy are subject to disciplinary action, up to and including separation from employment.

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

For more details on the Town of Wilton's Network Use Policy, see Appendix C.

COMMUNICATIONS

Good communications are vital for efficient and effective operations. Bulletin boards are maintained within each department location to bring to the attention of employees any matters relating to federal and state regulations, safety and health, Town of Wilton policies and announcements. No notices, posters or other material may be displayed on these boards without the approval of Department Head. All employees are urged to check these boards daily. Failure to read bulletins will not serve as an excuse for violations of posted policies.

PERSONAL DRESS

Discretion in style of dress and behavior is extremely important to the Town of Wilton. Employees are therefore required to dress in attire safe and appropriate for their positions. Work clothing worn by employees must not be torn, must meet safety requirements, and must not contain inappropriate language or graphics. Please use good judgment in your choice of work clothes and hygiene and remember to conduct yourself at all times in a way that best represents you and the Town of Wilton. Any questions regarding appropriate dress for your department should be addressed to the department head. Uniforms shall be worn in accordance with each department's policies.

SNOW DAYS

Employees generally are expected to report to work during inclement weather. However, there may be occasions on which the Town of Wilton will be closed due to severe inclement weather.

You should contact the Department Head, the Administrative Assistant, or the Town Administrator for information as to whether the Town of Wilton will be open for business.

SOLICITATIONS

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

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

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

PARKING FACILITIES

The Town of Wilton assumes no liability to any person or employee for any damage to or by any motor vehicle owned or operated by any person or employee upon Town of Wilton property.

MOTOR VEHICLE VIOLATIONS

All employees who operate Town of Wilton vehicles are required within 72 hours to notify their Department Heads if they have been convicted of all moving vehicle violations. If the license of any employee who operates Town of Wilton vehicle[s] is suspended, revoked, or otherwise restricted, the employee must notify his or her Department Head immediately upon learning of the suspension, revocation, or restriction. Employees who are required but unable to drive and/or who fail to comply with this policy may be subject to discipline, up to and including termination of employment.

TOWN OF WILTON PROPERTY

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

TOWN OF WILTON SECURITY

It is each employee's responsibility to help ensure that proper security measures are exercised at all times. You should be familiar with emergency exits and with alarm systems and the proper steps to take upon hearing them. If you notice any suspicious person, event, or activity, call 911 immediately. If it is a past issue or event, then it should be brought to the immediate attention of the Department Head, the Town Administrator or Wilton Police Department.

CONFLICT OF INTEREST

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

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

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

POLITICAL ACTIVITY

Policy: Town employees are encouraged to exercise their normal civic rights and responsibilities. They retain the right to vote and to freely express their opinion on all political subjects, to become or continue to be a member of any political party or to attend political meetings.

Restrictions: Several restrictions apply as a result of employment with the Town. Town employees shall not use their official authority for interfering with or affecting the nomination or election of any candidate for public office or command from any other employee direct or indirect participation in any political party, organization or the support of political candidates. The pursuit of political activities while working, or using, Town facilities is strictly prohibited.

SUGGESTIONS AND IDEAS

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

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

STANDARDS OF CONDUCT

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

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

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

1. **Absence and Lateness:** An employee's absence and lateness without good reason, failure to report when absent, overstaying allotted break time, excessive or unexcused absences will result in disciplinary action.
2. **Employment/Town of Wilton Records:** Making a false statement on the application form; falsifying Town of Wilton and employment records.
3. **Attitude:** Abusive language, creating any type of disturbance, complaining in front of visitors, uncooperativeness, abuse or neglect of visitors or residents, and abuse, neglect, or intentional destruction of Town of Wilton property.
4. **Safety:** Violation of safety regulations or endangering the health or safety of other persons.
5. **Employee Relations:** Abusive or profane language to another employee, intentional destruction of another employee's personal possessions, threatening bodily harm, intent to strike, and/or striking another employee, creating a disturbance, causing dissension among employees.
6. **Crime:** Conviction of a crime that adversely impacts the employee's position with the Town of Wilton.
7. **Dishonesty:** Dishonesty to a coworker, resident, visitor or to the Town of Wilton.
8. **Incompetence:** Repetition of avoidable mistakes to a point that the mistakes demonstrate a willful disregard for the Town of Wilton's interest.
9. **Intoxicants:** Bringing, possessing, or using alcoholic beverages or illegal drugs on Town of Wilton property or while on the job; being under the influence of or testing positive for these substances during working hours will result in immediate discharge.

10. **Neglect of Duty:** Negligence in the performance of duties which seriously conflict with the Town of Wilton's interest.
11. **Unsatisfactory Job Performance:** Failing to demonstrate the requisite skill or abilities to satisfactorily discharge the employee's duties will result in disciplinary action.
12. **Weapons:** THIS POLICY DOES NOT SUPERSEDE ANY LOCAL, STATE OR FEDERAL LAWS. At all times, employees are required to comply with all local, state and federal laws. While on duty, performing duties for the Town of Wilton, employees may not engage in open carry of firearms, except as required by specific duties or positions, such as Police Officers. While on duty, employees may engage in concealed carry of firearms, provided they have the appropriate license to do so unless otherwise outlined in department policy and approved by the Selectmen. Employees may keep firearms in their personal vehicle, as long as they also comply with all local, state and federal laws.

While off duty, engaging in private activities, employees may engage in open carry of firearms, provided it is otherwise allowed at that location.

13. **Theft or Destruction of Property:** The theft or negligent or intentional destruction of any Town of Wilton property or the personal property of a coworker, customer or visitor.
14. **Sexual or Other Unlawful Harassment:** Discrimination, sexual or other unlawful harassment, and inappropriate conduct in violation of Town of Wilton policies.
15. **Insubordination:** Acting in an insubordinate manner toward any supervisor or any other directive of the Town of Wilton.

SECTION 7: PROGRESSIVE DISCIPLINE

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

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

When an employee's work performance or personal conduct is unacceptable, certain guidelines will be followed to ensure fair and consistent treatment for all employees. Where a problem exists, the supervisor will discuss the problem with the employee, identify causes, outline corrective action steps, and establish a time in which to correct the problem. The employee will be made

aware of the consequences of repeated infractions or continued deficient performance. A notation of the incident will be made by the supervisor and filed in the employee's personnel file.

The progressive discipline system will be used except in those cases where the Town of Wilton, at its discretion, determines that immediate termination is necessary. Furthermore, if circumstances warrant, the Town of Wilton, at its discretion, may skip or repeat steps in the progressive discipline system. The progressive discipline steps are as follows:

Oral Reprimand: The most immediate and least severe disciplinary action is given by the immediate supervisor for initial, minor misconduct. Department heads may verbally warn employees of area that needs improvement or of a specific incident. Warning shall be informal in nature and include specific steps for performance improvement or corrective action. **A record of such reprimand will be placed in the employee's personnel file.** If no other disciplinary action occurs during the next six-month period, the record of the oral reprimand will no longer be considered for any future action.

Written Reprimand: A written reprimand shall be given to an employee by the department head, after consultation with the Town Administrator, when an oral warning has not resulted in the expected improvement; or, a further similar incident has occurred within a short period of time; or, a more severe initial action is warranted due to the seriousness of the action. The reprimand will include the nature of the offense and possibly of future disciplinary action and steps for correction of the situation. **A copy of the reprimand, signed by both the department head and employee will be placed in the employee's personnel file and reviewed with the Selectmen.** In the event that the employee refuses to sign the reprimand, this fact will be noted on the reprimand by the department head. The written reprimand shall be placed in the employee's personnel file. If no other disciplinary action occurs during the next twelve month period, the record of the written reprimand will no longer be considered for any future action.

Suspension: Department head, after consultation with the Town Administrator and the Selectmen, may suspend employee without pay. Suspension without pay, shall occur when an employee repeats an action for which a written reprimand has previously been given; takes unauthorized absence from work; refuses to follow a legitimate directive from a supervisor or is otherwise grossly insubordinate; is negligent in the performance of work such that the Town may, or does experience a delay in work, or the public or other Town employees safety is endangered; engages in conduct, on or off the job, which effectively limits or curtails the ability of the employee to perform an assigned job as set forth in the employee's job description.

Suspension Period: On the first unauthorized absence from work, an employee will be suspended without pay for a period equal to the unauthorized absence. An employee may be suspended without pay for up to three (3) days by the department head. Notice of such action must be forwarded to the Town Administrator and the Board of Selectmen immediately. The department head shall make suspension exceeding three (3) days after obtaining the approval of the Board of Selectmen.

Factors Determining Length of Suspension: The employee's performance history and the seriousness of the action are factors used to determine suspension length.

Record of Suspension: Employee will receive confirmation of suspension in writing with the date, time and nature of the offense and date or dates of suspension period and corrective steps. The employee will be advised of more serious disciplinary action or dismissal in case of further offenses. A record of the suspension of an employee shall become a permanent part of the

employee's personnel record.

Termination: An employee may be dismissed from the Town's service when, in the judgment of the department head, and concurrence of the Town Administrator and the Board of Selectmen, the employee's work or conduct so warrants, and such action will serve the best interest of the Town. The employee shall be notified immediately in writing of such action and will be presented all final compensation due. Notification will include effective date of the termination and reason or reasons for the action.

Dismissal Procedure: The Board of Selectmen, when dismissing any employee shall submit, to the employee, the department head and the Town Administrator a written description of the reasons for such action, including all evidence prior to any action being taken. The employee shall be given a notice of the appeal procedure provided in Chapter VIII of these Rules.

This progressive discipline system does not prevent the Department Head or Town Administrator from placing any employee on administrative leave, paid or unpaid, on a temporary basis.

SECTION 8: APPEALS TO PERSONNEL AND DISCIPLINARY ACTIONS

The Town shall make a reasonable effort to be equitable and fair in its relations with employees. An appeal procedure is provided for employees who disagree with personnel or disciplinary actions taken by the Town.

Right of Appeal: Town employees have a right to appeal actions regarding position classification, compensation, dismissal, demotion and suspension. Disagreements over interpretations of specific rules are not subject to appeal, but may be dealt with through the grievance provisions of this manual.

Appeal Procedure: Appeals of personnel actions must be made by submitting to the Town Administrator a written appeal within five (5) working days of the receipt of the personnel action. The purpose of the hearing will be to enable the Board of Selectmen to gather information regarding the personnel action being appealed. The hearing will be closed and informal; the employee and the department head or supervisor will be present; the employee may be represented by counsel. A decision shall be given, in writing, by the Board of Selectmen within five (5) working days after the hearing. The Board of Selectmen may uphold the original actions; modify the severity of the action; or, overrule the action of the department head.

Restoration of Position/Status: If the original action is overruled, the employee shall be restored to the original position or status with no loss of rights, privileges or compensation.

SECTION 9: GRIEVANCE PROCEDURE

The effective accomplishment of the work of the Town of Wilton requires prompt consideration and equitable adjustment of employee grievances. It is the intent of the Town to rectify grievances informally whenever possible. Both supervisors and employees are expected to make every effort to resolve problems as they arise.

SECTION 10: GRIEVANCE/DISPUTE RESOLUTION PROCEDURE

We encourage you to bring your questions, suggestions and complaints to the attention of the Board of Selectmen. Careful consideration will be given to each of these in our continuing effort to improve operations.

If you feel you have a problem, you should present the situation to your supervisor so that the problem can be settled by examination and discussion of the facts. We hope that the supervisor will be able to satisfactorily resolve most matters.

An employee who is not satisfied with the supervisor's response is urged to go to the Department Head and again try to resolve the issue. If the matter is not resolved by the Department Head, the Board of Selectmen is available to hear the issue. The Board urges every employee to follow through rather than be dissatisfied. Any complaint will be investigated and the findings and determination reported back to the employee.

A form for the purpose of filing a grievance with the Board of Selectmen can be found at the end of this document, within Appendix B.

SECTION 11: EMPLOYEE SAFETY AND HEALTH

HEALTH & SAFETY

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

ALCOHOL AND DRUG POLICY

It is the Town of Wilton's intent and obligation to provide a safe and efficient work environment for all employees. The Town of Wilton recognizes alcohol and drug abuse as potential health, safety and security problems. All employees are expected to assist in maintaining a work environment that is free from the effects of alcohol, drugs and other intoxicating substances. Compliance with the Town of Wilton's substance abuse policy, which is attached as Appendix A, is made a condition of employment.

SMOKING POLICY

The Town of Wilton recognizes that smoking and a smoke environment may be hazardous to the health of the employee. In addition, the State of New Hampshire provides in RSA Chapter 155 Section 66 as amended, that employers must provide a smoke free work place effective January 1, 1991. Therefore, it is the policy of the Town to provide a smoke free work environment. To that end, smoking shall be prohibited in any building owned by the Town.

The Town of Wilton is committed to providing a safe, healthy, and smoke-free work environment for our employees, visitors, and vendors. Consistent with our commitment and state law, we have declared a no smoking policy within any building owned by the town and in Town of Wilton vehicles.

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

WORKPLACE SEARCHES

To safeguard the safety and property of our employees, residents, and the Town of Wilton and to help prevent the possession, and use of weapons and illegal drugs on Town of Wilton premises, it may become necessary to question employees and all other persons entering and leaving our premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunch boxes, or any other possessions or articles carried to and from Town of Wilton property. In addition, A department head reserves the right to search any employee's office, desk, files, locker, or any other area or article on our premises in pursuit of our concern to safeguard the safety and property of employees and the Town of Wilton. Employees should understand that all offices, desks, files, lockers, and so forth, are the property of the Town of Wilton and are issued for the use of employees only during their employment with the Town of Wilton. Inspections may be conducted at any time at the discretion of the department head.

Employees working on or entering or leaving the premises who refuse to cooperate in an inspection, as well as employees who after the inspection are believed to be in possession of stolen property, weapons, or illegal drugs, will be subject to disciplinary action up to and including discharge if after investigation, they are found to be in violation of the Town of Wilton's security procedures or any other Town of Wilton rules and regulations.

SECTION 12: SEPARATION FROM EMPLOYMENT

REQUESTED NOTICE OF DECISION TO TERMINATE EMPLOYMENT

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

EXIT INTERVIEWS

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

RETURN OF TOWN OF WILTON PROPERTY

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

APPENDIX A ALCOHOL & DRUG POLICY

ALCOHOL & DRUG FREE WORKPLACE POLICY

Purpose and Goal: *The Town of Wilton is committed to protecting the safety, health and well-being of all employees and other individuals in our workplace. The Town of Wilton, Board of Selectmen, recognizes that alcohol abuse and drug use pose a significant threat to our goals.*

Covered Workers and Applicability: *This drug-free workplace policy is intended to apply whenever anyone is representing or conducting business for the town, therefore, ANY individual who conducts business for the town, or is conducting business on the town's property is covered by this drug-free workplace policy. This policy includes, but is not limited to supervisors, full-time employees, part-time employees, off-site employees, contractors and interns. This policy applies during all working hours, whenever conducting business or representing the town while on call, paid standby and while on town property.*

Prohibited Behavior: *It is a violation of this alcohol and drug-free workplace policy to use, possess, sell, trade, and/or offer for sale alcohol, illegal drugs or intoxicants.*

Notification of Convictions: *Any employee who is convicted of a criminal drug violation must notify the town in writing within five calendar days of the conviction. The town will take appropriate action within 10 days of notification.*

Searches: *Entering the town's property constitutes consent to searches and inspections. If an individual is suspected of violating the alcohol and drug-free workplace policy, he or she may be asked to submit to a search or inspection at any time.*

Drug Testing: *To ensure the accuracy and fairness of the testing program, all testing will be conducted according to Substance Abuse and Mental Health Services Administration (SAMHSA) guidelines where applicable and may include a screening test; a confirmation test; the opportunity for a split sample; review by a Medical Review Officer, including the opportunity for employees who test positive to provide a legitimate medical explanation, such as a physician's prescription, for the positive result; and a documented chain of custody.*

All alcohol and drug-testing information will be maintained in separate confidential records.

Each employee, as a condition of employment, may be required to participate in periodic, random and reasonable suspicion testing upon selection or request by Department Head.

Any employee who tests positive will be immediately removed from duty and required to pass a Return-to-Duty test and sign a Return-to-Work Agreement.

An employee will be subject to the same consequences of a positive test if he/she refuses to cooperate in the testing process in such a way that prevents completion of the test.

Consequences: *One of the goals of the town's drug-free workplace program is to encourage employees to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, the consequences are serious.*

In the case of applicants, if he or she violates the alcohol and drug-free workplace policy, the offer of employment can be withdrawn. The applicant may reapply after six months and must successfully pass a pre-employment drug test.

If an employee violates the policy, he or she will be subject to progressive disciplinary action and may be required to enter rehabilitation. An employee required to seek rehabilitation and who fails to successfully complete it and/or repeatedly violates the policy will be terminated from employment. Nothing in this policy prohibits the employee from being disciplined or discharged for other violations and/or performance problems.

Return-to-Work Agreements: *Following a violation of the alcohol and drug-free workplace policy, an employee may be offered an opportunity to participate in rehabilitation. In such cases, the employee must sign and abide by the terms set forth in a Return-to-Work Agreement as a condition of continued employment.*

Assistance: *The Town of Wilton recognizes that alcohol and drug abuse and addiction are treatable illnesses. The town further realizes that early intervention and support improve the success of rehabilitation. To support the town's employees, this drug-free workplace policy:*

- *Encourages employees to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem.*

Treatment for alcoholism and/or other drug use disorders may be covered by the employee benefit plan. However, the ultimate financial responsibility for recommended treatment belongs to the employee.

Confidentiality: *All information received by the town through the drug-free workplace program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.*

Shared Responsibility: *A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. Both employees and management have important roles to play.*

All employees are required to not report to work or be subject to duty while their ability to perform job duties is impaired due to on- or off-duty use of alcohol or other drugs.

In addition, employees are encouraged to:

- *Be concerned about working in a safe environment.*
- *Support fellow workers in seeking help.*
- *Report dangerous behavior to their supervisor.*

It is the supervisor's responsibility to:

- *Inform employees of the drug-free workplace policy.*
- *Observe employee performance.*
- *Investigate reports of dangerous practices.*
- *Document negative changes and problems in performance.*
- *Clearly state consequences of policy violations.*

Communication: *Communicating the drug-free workplace policy to both supervisors and employees is critical to success. To ensure all employees are aware of their role in supporting this drug-free workplace program:*

- *All employees will receive a written copy of this policy within the Town of Wilton's Personnel Policy Handbook.*

**APPENDIX B
EMPLOYEE GRIEVANCE FORM**

EMPLOYEE GRIEVANCE FORM

Employee Name: _____ Date: _____

Job Title: _____ Date of Hire: _____

Mailing Address: _____

Best number to reach employee: _____

Date, time and place of event leading to grievance:

Detailed account of occurrence (include names of persons involved):

(If additional space is needed, please use back of form.)

Steps taken to resolve issue:

Date:

Result of steps taken to resolve issue:

Employee Signature

Date

Received by

Date

Employee should retain a copy of this form for his/her records. Signature indicates that employee is filing a grievance, and the information on the form is truthful.

APPENDIX C NETWORK USE POLICY

INFORMATION TECHNOLOGY (IT) RESOURCES POLICY

Overview: Computers, computer networks and files, the E-mail system, voice mail system, Internet access, PDAs (Blackberries, etc.), cell phones and other electronic devices and software furnished to employees by the Town of Wilton (collectively referred to in this Policy as "IT Resources") are the property of the Town of Wilton and are intended for business use. All employees are obligated to use IT Resources lawfully and responsibly for the best interests of the Town of Wilton. No employee should have any expectation of privacy in their use of IT Resources or with respect to any information stored in, created, received, or sent using IT Resources.

Passwords: Employees shall not use a password, access a file, or retrieve any stored (other than their own) communication without authorization. Security and individual passwords shall remain confidential and shall not be shared or misused by other employees or anyone outside the organization. However, passwords must be shared with the IT Department upon request. Employees should also note that the use of passwords does not create a right of privacy or diminish the Town of Wilton's right to access and/or monitor IT Resources.

E-Mail: E-mail is a communication tool to be used for business purposes. It may not be used to send personal messages (except for limited personal use consistent with that allowed for telephone and provided that such limited personal use does not interfere with work or violate and Town of Wilton's policies), to solicit others for commercial ventures, to contact outside organizations (except to conduct Town of Wilton business), or for other non-business matters. Generally, employees should not put anything into E-mail that would not be appropriate for a formal memo. E-mail messages and other electronic communications should be written with the same care, judgment, and responsibility as would be used with business correspondence on the Town of Wilton letterhead. In addition, any external telecommunication, E-mail or otherwise, must be for business purposes only and should comply with Town of Wilton's policies.

Monitoring: The Town of Wilton reserves the right, but does not have the duty, to access and review at any time, all information in any Town of Wilton IT Resources. The Town of Wilton reserves the right to install filters and/or to monitor employee use with or without notice. This may also include monitoring of deleted files, metadata, and other electronic information stored on Town of Wilton's central back-up systems or otherwise available as part of its data management. For this reasons, employees should not have any expectation of privacy in their use of Town of Wilton computers, E-mail system, Internet, or other IT Resources.

Internet Use: Access to the Internet is also intended for business use. Employees should keep non-business use of the Internet to a minimum and should ensure that it does not interfere with work and that any such use complies with all Town of Wilton policies. There shall be no expectation of privacy in the use of town operated internet connections (Wi-Fi or LAN) by any employee, or visitor, and the Town may monitor use at any time.

EEO Policy Compliance: The Town of Wilton strives to maintain a workplace free of harassment. Therefore, the Town of Wilton prohibits the use of its IT Resources in ways that are disruptive, offensive to others, or harmful to moral. For example, downloading, displaying or transmitting of sexually explicit images, messages, cartoons and off-color jokes, ethnic slurs and racial comments or other remarks that may be construed as harassment or disrespect for others is not allowed. All us of the Town of Wilton's IT Resources must be lawful, responsible, and in the best interest of the Town of Wilton.

Software: The Town of Wilton's computers, software, and other IT Resources are important assets of the Town of Wilton and are to be used only in full compliance with the laws and only for the purposes required by the Town of Wilton. Copyright laws protect a copyright owner's property rights in its software and provide substantial civil and criminal penalties for any violations. Software publishers have become increasingly aggressive in protecting their software; therefore, properly utilizing these resources in more important than ever.

The guidelines listed below are to be observed by all Town of Wilton employees, whether or not their computers or

other IT Resources are located on Town of Wilton property:

- *No employee may install or store any software (even if the software is free or has been paid for by another party) on the hard drive of any Town of Wilton computer or other IT Resource without prior written clearance from Information Technology Department (“IT Department”).*
- *No employee may move or copy any software acquired for use by the Town of Wilton (except copies may be made as are reasonably required for backup or archival purposes).*
- *No employee of the Town of Wilton may lend the original or any copy of any software to other department or other parties without receiving written approval from the IT Department.*
- *No employee may remove any software diskettes, drives, documentation, or use manuals acquired for use by the Town of Wilton from the company premises, to run on a personal computer or device or other non-company computer or device without first receiving written approval from the IT Department.*
- *No employee may bring on Town of Wilton premises, or run on a Town of Wilton computer or other IT Resource, any software acquired for use on a personal or other non-company computer without first receiving written approval from the IT Department.*
- *No employee may access or attempt to gain access to a computer or other IT Resource or to a file or other information stored on a computer or other IT Resource to which that employee is not authorized.*

Sabotage is prohibited: Destruction, theft, alteration, or any other form of sabotage of Town of Wilton’s IT Resources is prohibited. The breaking into and/or corrupting of any IT Resource and/or hacking into third party IT resources using Town of Wilton’s IT resources is also prohibited. Likewise, the Town of Wilton will not tolerate the use of viruses, worms, or other destructive programs.

Any vulnerability in the Town of Wilton’s IT Resources must be report immediately to the IT Department.

Procedure upon Termination of Employment: All information on the Town of Wilton’s IT Resources is the property of the Town of Wilton. Deleting, altering, or sharing confidential, proprietary, or any other information during employment or after separation from employment is prohibited, unless the employee has prior management authorization. Upon separation from employment, any IT Resources of the Town of Wilton including, but not limited to, computer or other business equipment, CDs, disks, Zip drives, USB portable drives, personal digital assistants, and other removable drive devices, must be returned with the appropriate passwords, identification codes, and other information necessary for the Town of Wilton to continue using the equipment.

Consequences for violating this Policy: Any violations of this Policy should be report to the Administrative Assistant or Department Head. Violations of this policy may lead to disciplinary action up to and including termination of employment.