

TOWN OF BRADLEY PERSONNEL POLICY

PREAMBLE

- A. The Town Council hereby adopts the following Personnel Policy for utilization of the Town Manager of the Town of Bradley in the administration by the Town Manager of the personal activities of the Employees of the Town of Bradley on this ____ day of _____, 2012. These rules and subsequent modifications shall supersede any policy and rules made previously by the Town of Bradley.
- B. The town may delete, amend, modify or change any or all of the provisions contained in this policy. The provisions set forth are not contractual, but rather, are for the general guidance of the Town in its relationship with its employees.
- C. The general purpose of this policy is to recruit, select, develop, and maintain an effective and respective workforce.
- D. The Town of Bradley is an equal opportunity employer and all appointments and promotion shall be made without regard to race, sex, color, creed, religion, age, marital status, veteran status or political affiliation. A copy of this personnel policy shall be available to all employees of the town.
- E. This policy and the procedures herein shall apply to all town employees including those covered by collective bargaining agreements, unless otherwise provided in such agreements, specified under a separate contract or except for individual cases where differing procedure is provided for in town ordinances or town charter.

EMPLOYMENT

- A. The employment of all personnel shall be the primary responsibility of the Town Manager in accordance with Bradley Personnel Policy and Bradley Town Charter.
- B. All applicants must submit a written application (resume) for employment.
- C. All employees are considered probationary for the first (6) months of employment. The probationary period shall be considered an extension of the selection process. Probationary employees may be removed at any time during the probationary period without cause without right to file a grievance. Probationary employees may accrue, but may not take sick or vacation time or leave.
- D. The Town desires that Town employees be given maximum opportunity for advancement in the service of our community. Present employees shall be given first consideration in filling a vacancy and may be given training opportunities to qualify for a transfer or promotion, but it is recognized that from time to time, it may be deemed necessary to fill a position from outside the organization. Such a decision shall be made only after careful review of the qualifications of Town employees who apply for the position.
- E. Former employees who left with good records shall be considered as new applicants having forfeited all seniority rights by their termination.
- F. Applications must submit to various employment tests, if required.
- G. The Town Council desires that the town employee be paid on a basis that is commensurate with salaries and wages for comparable work in town and the surrounding area and other similar occupations in order that it will help retain and attract well qualified employees.
- H. The Town is committed to providing an equitable and competitive compensation package that will attract and retain well-qualified employees. The Town Council presents the Town budget for referendum each June, which includes compensation for employees. The pay plan is to be determined by the raised budget and the personnel director.

- I. New employee orientation - each new employee will be given an orientation to the town. Such orientations may include:
 - a. A review of this personnel policy
 - b. A review of the employee's job description
 - c. A copy of the collective bargaining agreement, if applicable 4.) Review of benefits and the submission of completed application forms
 - d. A review of all required training.
- J. Nothing contained in the policy shall constitute an employment contract either for duration of employment or conditions of employment therein contained.
- K. All full time and regular part time employees shall be evaluated at least once annually in writing on a standardized form. The evaluation shall become part of the employee's personnel file. The Town Manager shall evaluate each employee and discuss the results of each evaluation with the employee within five (5) days of the evaluation. The employee shall sign the completed form certifying the evaluation and review occurred. Employees will have the opportunity to provide a written response to be attached to the evaluation and placed in their personnel file.
- L. The policies and procedures relating to relationships with employee organizations will be governed by applicable State laws.

TYPES OF APPOINTMENTS

Except for where otherwise noted all appointment classifications for all town positions will be based on duties, authority and responsibility for each position, with adequate provision for reclassification of any position whenever warranted by changed circumstances will be at the discretion of the Town Manager.

The following types of appointments may be made to the Town's service in conformity with the rules established:

- A. Full Time. A full time employee is scheduled to work thirty five (35) or more hours in a workweek on a continuous basis. He/she is subject to all personnel rules and regulations and receives all benefits and rights as provided by these rules. Full time appointments are subject to Town Council approval.
- B. Regular Part -Time. A regular part time employee is an employee that is scheduled to work for less than thirty-five (35) hours in a workweek, but more than twenty (20) hours per week. Regular Part - time employees are subject to all applicable personnel rules and regulations. Regular part time employees receive pro-rated benefits except as noted hereafter. Additional benefits may be granted by the Town Manager subject to the written approval of a majority of the Town Council.
- C. Part-Time /Temporary/Seasonal. A part-time employee is an employee that is scheduled to work less than a full-time or regular part-time employee, or at intermittent, varying, seasonal or on call times during the work year. Part-time, temporary and seasonal employees are provided with Social Security, Worker's Compensation, and Unemployment Compensation.
- D. Volunteer. A volunteer provides a service of his/her own free will to the community without valuable remuneration. This shall not be constituted to prohibit volunteers from receiving stipend compensation or on call payments. A regular or temporary employee may also be considered a volunteer except that the employee may not be considered a volunteer for performance of services of the same type for which the employee is usually compensated.
- E. Compensated and Contracted. A compensated and contracted employee is one that has a signed employment contract with the Town Council and is compensated according to the contract. Such employees can be classified in contract as full time, regular full time and part-time, temporary or seasonal. Benefits will be specified in contract.

WORK WEEK/OVERTIME

- A. Work week-The actual hours for Town employees shall be set by the Town Manager subject to the approval of a majority of the Town Council.
- B. Overtime. Employees not exempt from the overtime provisions of the Fair Labor Standards Act shall receive overtime pay after forty (40) hours of actual work per week. All overtime shall be paid at the rate of one and one-half the employee's normal rate of pay.

PUBLIC AND EMPLOYEE RELATIONS

- A. All Town employees must avoid any action, which might result in or create the impression of using public employment for private gain, giving preferential treatment to any person, or losing complete impartiality in conducting Town business.
- B. Cooperation of all employees is essential to efficiency. Our taxpayers are entitled to the best service we can give them. Cooperation, courtesy and responsibility are the key elements of good service.
- C. These policies and regulations are provided to assist the employees and Town administration in functioning at peak efficiency with minimal cost to the taxpayers.
- D. A town employee is prohibited from soliciting or accepting any gift, gratuity, favor, entertainment, loans, or any other item of monetary value from any person, within or outside Town employment, whose interests may be affected by the employees performance or nonperformance of his/her official duties. Acceptance of normal gifts, such as food and refreshments in the ordinary course of business meetings, or unsolicited advertising or promotional materials such as pens note pads, calendars, etc., is permitted.
- E. No employee should engage in any business other than his/her regular duties during work hours.
- F. Many Town employees have access to confidential information pertaining to persons or property in the Town. Employees must not use this privileged information to their private advantage or to provide friends or acquaintances with private advantages. Each employee is charged with the responsibility of releasing only information which is required under this "right to know" law, MRSA Section 401-410.

ATTENDANCE

- A. Employees shall be at their respective place of work at the appointed starting time. It is the responsibility of the employee who may be absent from work to see that their immediate supervisor is advised of the reason for such absence, not previously arranged for, if possible, within two (2) hours of the beginning of the starting time of his/her work day.
- B. Employees will be issued a standard timesheet to record their working hours on a daily basis. Timesheets must be accurate, filled out and signed only by the employee. The employee must accurately indicate on the timesheet their regular time, any overtime, any leaves taken for the payroll period covered including but not limited to sick, leave, vacation leave, holiday pay and time away without pay as approved by the Town Manager. Where an employee is unexpectedly out the day that payroll sheets are turned in, the Town Manager may complete a tentative sheet to be used to report various information for the payroll to be processed. The employee must report to the Town Manager upon their return to formally sign the payroll sheet and confirm timesheet completion.

HOLIDAY

- A. All full time, regular part time, part-time, temporary/seasonal scheduled employees will be reimbursed for pay lost due to a holiday that falls on an employee's regularly scheduled shift. Holiday pay will be computed as the base hourly wage rate times the normally scheduled work hours in a scheduled work day. Subject to these rules, the following holidays, the shall be paid holidays for those full time, regular part-time, part-time, temporary/seasonal scheduled Town employees who qualify:
- a. New Year's Day
 - b. Martin Luther King, JR. Day
 - c. President's Day
 - d. Patriots Day (Third Monday in April)
 - e. Memorial Day
 - f. Independence Day
 - g. Labor Day
 - h. Columbus Day
 - i. Veteran's Day
 - j. Thanksgiving
 - k. Day after Thanksgiving
 - l. Christmas Day
- B. Should a holiday fall within a vacation period, it shall not be counted as part of annual vacation allowance; an additional day of vacation may be added to the earned vacation time. An employee on leave of absence shall not be entitled to holiday pay.
- C. The Bradley Town Office will be open a half the day, morning shift on Christmas Eve and New Year's Eve. The Town Office need only be staffed with one scheduled employee on these two dates.
- D. If a regular holiday falls on a Sunday, the following Monday is considered a holiday; if on a Saturday, the proceeding Friday, unless otherwise regulated by law.
- E. A person on a leave of absence without pay shall not be entitled to holiday pay.
- F. When occasion warrants, employees may be required to work whole or part of a holiday. Employees working a holiday shall receive straight time pay plus their applicable holiday pay.

VACATION

Vacation privileges are available to full-time and regular part-time employees subject to the following conditions. Vacation pay will be computed as the base hourly wage rate times the normally scheduled work hours in a scheduled work week.

- A. Full time employees and regular part time employees shall earn vacation with pay on the following basis:
- a. After an employee has completed one year of continuous service, he/she is entitled to receive one week of vacation.
 - b. After an employee has completed three years of continuous service, he/she is entitled to receive two weeks' vacation.
 - c. After an employee has completed five years of continuous service, he/she is entitled to receive three weeks' vacation.
- B. Vacations will be scheduled at such time or times as shall be mutually agreeable to the Town Manager and the employees. Due consideration will be given to an employee's seniority in regard to scheduling vacations.

Vacation leave will ordinarily be taken in blocks of one (1) or two (2) weeks periods, but vacations for lesser period may be prearranged and permitted with approval of the Town Manager.

- C. Employees will be permitted to carry over vacation time from one fiscal year (July 1-June 30) to the next. Accumulated time cannot be equal to more than 60 hours. Vacation time not taken in that year may be "cashed in" for the equivalent of the time accumulated at the salary rate in effect at the time of the expiration of the year.
- D. Vacation leave shall accrue from the date of hire; however, employees shall not receive vacation leave until they have completed their first year of employment by the Town. An employee, upon separation is entitled compensation in the proportionate amount of annual vacation time due him or her according to the regular vacation schedule. The employee shall be paid at the highest wage or salary rate attained while employed by town.
- E. An employee shall not be allowed to work and be paid double his or her usual wages during his or her vacation.

SICK-LEAVE

- A. Sick leave may be used for personal illness or physical incapacity of such a degree as to render the employee unable to perform the duties of his/her position. Unless the employee is capable of other work in his/her division and assigned to such other work; or for personal medical or dental appointments; or to care for members of his/her family affected by illness.
- B. Sick leave accrual for full-time employees shall accrue at the rate of 1 day work day for each full calendar month of service. For the purpose of this section, the first month of an employee's service shall be counted as a full month of service if employment begins on or before the 15th day of the month. Full-time employees shall be eligible to use and sick leave after thirty (30) days of service with the Town.
- C. Sick leave accrual for regular part-time employees shall accrue at the rate of 1/2 of a work day for each full calendar month of service. For the purpose of this section, the first month of an employee's service shall be counted as a full month of service if employment begins on or before the 15th day of the month Regular part-time employees shall be eligible to use and accrue sick leave after 6 months of service with the Town.
- D. An employee, upon separation is entitled compensation in the proportionate amount of sick time due him or her according to the regular sick time schedule. The employee shall be paid at the highest wage or salary rate attained while employed by the Town.
- E. Absences for a part of a day that are chargeable to sick leave shall be charge proportionately in an amount not smaller than on half (1/2) day.
- F. Sick leave usage shall be recorded regularly by the Town Manager. The Town shall review all sick leave records periodically and shall investigate any cases, which indicate abuse of the privilege. Abuse of the sick leave privilege shall be cause of discipline.
- G. Sick leave is not to be carried through fiscal years (July 1-June 30). The employee shall be paid at their current wage on or as of June 30 each year for all earned sick time.

OTHER LEAVE

- A. Bereavement Leave. A full-time employee may be excused from work for up to three (3) work days because of death in his/her immediate family, as outlined below, and shall be paid his/her regular rate of pay for the scheduled work hours missed. It is intended that this time off be used for the purpose of handling necessary arrangements and attendance at the funeral. For purposes of this article only, immediate family is defined to mean spouse, parents, children, stepchildren, in-laws, grandfather, grandmother, grandchildren. A regular part-

time employee may be excused from work for up to two (2) working days because of death in his/her immediate family, as outlined above, and shall be paid his/her regular rate of pay for the scheduled work hours missed.

- B. Leave without pay. A full-time employee may be granted a leave of absence without pay by the Town Council for a period deemed necessary by the employee for the purpose of the leave, but not in excess of sixty (60) calendar days. A regular part-time employee may be granted a leave of absence without pay by the Town Manager for a period deemed necessary by the employee for the purpose of the leave, but not in excess of thirty (30) calendar days. The employee must use all accrued vacation and holiday entitlement as part of the leave. The employee is expected to return to work upon the expiration of a granted leave or to have arranged an extension of a leave granted at the discretion of the Town Council (full time employee) or Town Manager (regular part time employee). Continued absence without having arranged for an extension of a leave may be deemed a resignation from the service. Employees may choose to continue insurance benefits for the duration of the leave assuming the employer contribution, reimbursement to the Town must be paid in advance. Vacation and sick leave will not continue to accrue during the leave. Employees are not eligible for holiday pay for the duration of the leave. Employment and leave of absence shall terminate when the employee accepts other employment.
- C. Reserve Station and Air National Guard Leave: Full-time and regular part-time employees who are members of the organized reserves and who are required to perform filed duty will be granted reserve leave in addition to vacation time, but not to exceed two weeks in any calendar year. For any such period of reserve service leave, the town will pay the employee the difference between the service pay and the employee's regular compensation, the total of which will equal the regular pay of the employee.
- D. Family and Medical Leave: In compliance with the state and federal Family and Medical Leave Acts, the town provides an unpaid leave of absence for up to 12 weeks in a 12 month period for full-time employees and regular part-time employees. They would have to be employed by the town for at least 925 hours during the preceding 12 months. The family and medical leave may be requested for any of the following reasons:
- a. The birth or care of a newborn child provided the leave is completed within 12 months of birth.
 - b. The placement with the employee of a child for adoption or foster care provided the leave is completed within twelve months of placement.
 - c. To care for the employee's spouse, son, daughter, step children or parent with a serious Health condition if supported by medical certification issued by the family member's Health care provider; or
 - d. Because of a serious health condition that makes the employee unable to perform the function of their job.
 - i. Any eligible employee wishing to take family and medical leave should make an appointment with the Town Manager or designee to discuss in full detail the provisions that are available to the employee under the Acts.
 - ii. Employees are required to provide at least 30 day's advance written notice should they intend to take family and medical leave. In emergency situations employee should give notice of their intent to take family and medical as soon as practicable.
 - iii. Any employee must use **all accrued** vacation and sick leave as a part of family and medical leave.
 - iv. While on family or medical leave the employee will have the opportunity to continue group health coverage at their expense, by reimbursing the Town, in advance for premium costs--
 - v. The employee shall not accrue additional vacation or sick leave during any unpaid portions of family and medical leave.
 - vi. The employee shall not be paid holiday pay during any unpaid portions of family and medical leave.

- vii. Any employee on family and medical leave will be entitled to return to the same or an equivalent position as the one they left. The Town may inquire from time to time of the employee's status and intent to return to work. An employee may return to work upon submission of :
 - 1. Written request to return to work one week prior to the anticipated date of return
 - 2. A physician's statement that the employee is able to perform the duties of the assigned position, if applicable.
- e. If the employee fails to return to work promptly at the end of the approved family and medical leave, the employee may be subject to disciplinary action, up to and including termination.
- f. If the employee's serious health condition is related to performing work for the Town and it is covered by workers compensation benefits provided through the town, once family medical leave is exhausted an additional unpaid leave under this section of up to 12 weeks may be granted by the town.

JURY DUTY

All full time, regular part time, and part time employees will be reimbursed for pay lost due to jury duty service, provided the duty falls on an employee's regularly scheduled shift. Reimbursement will be computed as the base hourly wage rate times the normally scheduled work hours in a scheduled day.

The town shall pay all full time, regular part time, and part-time employees called for jury duty his/her regular pay provided the employee presents an official statement of jury pay received.

INSURANCE

The town shall make available to the full-time employees; group health and dental insurance at a benefit level and with a carrier of the town's choice. All employees will be allowed to enroll with the insurance carrier of the town's choice health and dental insurance by reimbursing the Town, in advance for premium costs.

GRIEVANCE PROCEDURES

Should an employee feel aggrieved concerning the interpretation, meaning, or application by the Town of any provisions of the Town's personal rules, regulations and policies or the term of employment, they will have recourse to strictly impartial hearing providing the procedure is followed in the following manner:

Present the grievance orally to the immediate supervisor. In the event that the grievance is not resolved to the employee's satisfaction, the employee may within three weeks; refer, in writing to the Town Manager. The Town Manager will within 30 days, forward a copy of the complaint to the immediate supervisor. The aggrieved employee, Town Manager and immediate supervisor will meet to discuss the grievance; providing the grievance is not resolved at this point, the employee may within 5 days submit the details of the grievance in writing to the Town Council. Within thirty (30) calendar days thereafter, the Town Council shall meet with the employee, the immediate supervisor and Town Manager for the purpose of discussing the grievance and the Town Council shall render their final written decision within fifteen (15) days after said meeting.

POLITICAL ACTIVITY

While performing their normal work duties, employees shall refrain from seeking or accepting nomination or election to any office in the Town government, and from using their influence publicly in any way for or against any candidate for elective office in the Town government. This rule is not to be construed to prevent Town employees from becoming, or continuing to be members of any political organization, from attending political meetings, from expressing their views on political matters, or from voting with complete freedom in any election.

RESIGNATION, LAY OFF

- A. Any employee wishing to leave Town government service in good standing shall file with the Town Manager a written notice of intent to terminate employment two (2) weeks prior to such termination. All Town property issued to the employee shall be returned to the Town prior to the employee receiving a final pay settlement.
- B. An employee may be laid off by the Town Manager for lack of work, lack of funds, or other legitimate reasons. All employees shall be furnished a statement in writing setting forth the reasons for the layoff. Full-time and regular part-time employees shall be given a two week notice before the effective date of the layoff.

DISCIPLINE, DISCHARGE, AND SUSPENSION

- A. The Town Manager shall have the authority to take disciplinary action which may include such remedies as verbal or written reprimands, suspension without pay, demotion or dismissal.
- B. All disciplinary action involving suspension without pay, demotion or dismissal shall be for just cause and notice of such action against an employee must be in writing and shall occur no later than effective date of the action. Such notice shall specify the penalty and contain a statement of the reason (s) for taking such action. No suspension without pay, demotion or dismissal shall take place without their first being a meeting between the employee and the Town Manager.

POLICY ON HARASSMENT

The Town of Bradley is committed to providing equal employment opportunities for all persons making application to the Town and for equity in the treatment of advancement opportunities for all of its employees. The Town therefore sets forth a policy of non-discrimination in hiring, employment and personnel actions based upon religion, age, sex, marital status, race, color, ancestry, national origin, physical or mental handicap.

When an employee feels that he/she is being subjected to harassment by a supervisor, co-worker, and agent of the employer or anyone else in the workplace, that employee should report same to the Town Manager. The Town Manager shall immediately investigate the complaint(s) and shall take whatever corrective action that he/she deems necessary to remedy the situation. If the Town Manager is the subject of the complaint, the employee should report same to the Chairman of the Town Council who shall investigate and see that corrective action is taken.

- A. Sexual Harassment. Under both federal and state law, unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when
 - a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment
 - b. submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual
 - c. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile or offensive work environment.

POLICY ON SMOKING/DRUG FREE WORKPLACE

The Town restricts tobacco use to areas outside of all town buildings at least twenty-five (25) feet from the entrance to such public buildings.

To ensure the safety and well-being of all employees and the public, it is the Town's policy to maintain a drug and alcohol free workplace and prohibit all employees from working under the influence of any illegal drug, alcohol or controlled substance. The town further prohibits the unlawful manufacture, distribution, dispersing; possession or use

on a property or place owned or under the control of the Town of Bradley, doing either will be grounds for immediate dismissal.

WHISTLERBLOWERS PROTECTION

The Town tries to conduct its business with integrity and in strict compliance with all applicable, federal, state and local laws and regulations. Accordingly, employees are encouraged to bring to the attention of their supervisor or town manager any actions of town officials or employees that they believe may be improper. The town will not retaliate against any employee who makes a report of good faith to either his/her supervisor, the town manager or regulatory body.

WORKPLACE VIOLENCE

Violence is action, which includes the use of physical force, harassment, intimidation, or abuse of power or authority against another person. Acts of violence in and around the workplace are unacceptable and will not be tolerated. It is the responsibility of all employees, supervisory and otherwise to foster a work environment of respect and healthy conflict resolution.

SAFTEY

All incidents to personnel, no matter how minor, occurring during the work schedule must be reported immediately to the employee's immediate supervisor or the Town Manager, whichever is applicable. A written report will be made on forms for that purpose, a determination as to whether a doctor's examination shall be required; if so, the examination shall be at the Town's expense. Medical expenses above and beyond the examination will be subject to Worker's Compensation eligibility. Time lost because of accidents incurred while on duty will not be deducted for any reason when computing length of service.

PERSONNEL FILES

The Town shall maintain a personnel record for each employee in the service of the Town of Bradley. It may contain the following types of information, but is not all inclusive: employee's name, address, phone number, title of position held, the department to which the employee is assigned, salary, changes in employment status, employment performance reviews and other performance related information, and such other information that may be considered pertinent. The employee shall have access to such records during normal work hours of the administration department and the office shall provide one copy of employee's record to any employees who request a copy of the information in their personnel files. All personnel records of each employee shall be retained by the town following termination as required by law. The employee is responsible for notifying the town of all changes of address, telephone numbers or family status (births, deaths, divorce, marriages, and separations) in order to provide for accurate record keeping and appropriate benefit information.

RIGHT, TO AMEND, MODIFY, REPEAL POLICY

The Municipality reserves the right to repeal, modify, or amend these policies as necessary. These policies are intended as informational guidance and the municipality reserves the right to interpret any provisions and to change the policies with reasonable notice to employees. These policies are not meant to be interpreted as promises of specific treatment or as creating contractual rights to any employee. In addition, conflicting changes in local, state or federal laws take precedence over the contents of personnel policies, whether or not those changes were incorporated in to the policy.

TRAINING, MEETING AND SEMINARS

The Town is committed to the maintenance of a well-trained and efficient staff. It shall attempt to make opportunity for development available to its employees within the frame work of its organizational needs and priorities. Employees, as

a condition of employment, shall attend and participate in such training programs and courses as may be directed by the Town Manager and for which the Town assumes the cost.

The Town will attempt to make opportunities available to employees within the constraints of the Town budget for the further development of specific skills and expertise deemed of mutual benefit to the employee and the Town. Prior written approval for staff development involving expenditure of funds must be obtained from the employee's immediate supervisor or Town Manager, whichever is applicable. In the event that the immediate supervisor or Town Manager approves a training or course the cost shall be borne by the Town. The Town Manager will make the determination if the training is to be considered time worked.

Whenever it is deemed to be in the best interest of the Town, an employee may be granted time off with pay to attend professional seminars, conferences and conventions, or such other meetings as may contribute to the effectiveness of his/her service to the Town. In all such cases, such leaves shall require approval of the Town Manager. Such leave shall not detrimentally affect the accrual of an employee's vacation time, sick leave or other accrued benefits.

TRAVEL TIME

Employees that receive "stipend" pay are not eligible to receive travel reimbursement.

Specified portions of the time will be considered as time worked for all employees traveling on Town business. While not all inclusive, this provision is designed to address the most common circumstances. Municipal employees who are on official business of the Town will be paid for expenses of such trips. The mode of travel should be by the method of transportation which is most cost effective to the Town.

When traveling by means of public transportation away from home overnight, regardless of the day of the week, employees time spent in such travel which falls between their customary starting and quitting time will be considered as time worked. Lunch time and home travel time will not be considered as time worked.

When traveling during the same day, to and from a work location other than your normal location, all time spent traveling will be considered as time worked.

The Town shall reimburse an employee who uses their personal vehicle for Town business based upon the prevailing Internal Revenue Service vehicle reimbursement rate. The employee shall continue to present a documented request monthly for such reimbursement unless other arrangements have been made with the Town Manager.

In all cases, you must be traveling on Town business at the request of the Town.

USE OF TOWN PROPERTY

The buildings, equipment, supplies, materials, reputation and status of the Town belong to the citizens of the Town. No employee, officer, volunteer, or citizen is entitled or authorized to take, use, borrow, or trade on property except as is intended for and is available to the general public.

Unless expressly authorized, no person may use Town facilities, equipment, supplies, materials or resources for his or her own personal use or benefit or profit, or authorize such use for the personal or commercial use or profit of others except as is generally available to the public.

No employee shall use or authorize the use of the purchasing power, tax exempt status, municipal discount programs, credit record, authority of his or her position or other marketplace privilege of the Town for any purpose other than official business of the Town, unless expressly authorized by the Town Manager or Town Council.

Town owned or leased equipment and vehicles shall be for official business only. If an employee is assigned a Town vehicle for transportation to and from work sites and home, or for emergency stand-by purposes, said vehicle shall not be used for private or personal business, except when expressly authorized.

Town facilities shall not be used for repair or work on private vehicles.

Town-owned tools, equipment, electronics, radios, boats, sporting gear and other property may not be lent or borrowed for home or personal use except as generally available to the public.

This shall not be construed so as to exclude personal and private use of office desks, lockers, and storage areas, the incidental use of photocopiers, personal computers and similar property of the Town, provided such use is incidental and does not interfere with the operations of official business.

DRESS CODE

While the Town encourages and supports a friendly and congenial work environment, all employees are expected to maintain a professional demeanor and appearance. Personal appearance of employees is extremely important for maintaining a professional image. Town office employees are expected to wear clothing that is appropriate for a municipal office with consideration for members of the public and fellow employees. The Town Manager in his/her sole discretion may determine whether or not an employee's attire is appropriate.

WORK AREA

All employees are responsible for keeping their work area clean and orderly. Common areas should always be left clean and orderly following meetings, meals etc. All employees are expected to contribute to maintaining the cleanliness of common areas on a day-to day basis.

CELL PHONE USE

Personal cell phones shall not be used while working unless it is directly related to work being performed or is an emergency. All functions of personal cell phones are included (phone, text messaging, internet, games, camera, etc) It includes both incoming and outgoing calls.

Unauthorized use of personal cell phone use age may result in disciplinary action.

TOWN TELEPHONE USE

Outgoing and incoming personal telephone calls should be kept to a minimum. If personal calls must be made, the conversation should be brief and conduct any such calls outside the hearing of the general public. No long distance personal telephone calls may be made except in the case of an emergency. An employee shall inform the Town Manager of any long distance personal telephone calls made on a Town telephone.

INCLEMENT WEATHER DAYS

The authority to close the town office due to inclement weather will rest with the Town Manager. The Town Manager will consider the actions of other governmental agencies, weather conditions and the workload of the town office. Employees are not paid when the office is closed due to inclement weather. Sick leave, vacation leave may be taken in consideration for hours worked.

If the Town is open for business on a day when the weather conditions are poor, any employee may make their own decision not to come to work, or to leave work early. Any day of partial day taken when the Town is open for business may be taken as sick leave, vacation time, or without pay.

PARKING

Employees are required to park in the first row or the row beside the municipal building. The rows directly in-front of the municipal building are for customer use only. During inclement weather all employees park on the rows beside the municipal building.

EMPLOYEE COMPUTER, INTERNET AND ELECTRONIC MAIL (E-MAIL) USE POLICY

- A. Computer equipment, e-mail, Internet and telecommunication access are resources made available to Town employees to provide an efficient means of communication with each other, other governmental entities, companies, and individuals for the benefit of the Town.
- B. The Town's E-mail system is designed to facilitate Town business communication among employees and other business associates for messages or memoranda. Employees with access to e-mail are expected to check for messages on frequent and regular basis and respond with a reasonable time as needed. Since no computer system is completely secure, the e-mail system is not intended to transmit sensitive materials, such as personnel decisions and other similar information, which may be more appropriately communicated by written memorandum or personal conversation. The e-mail system is Town property and intended for Town business. The system is not to be used for employee personal gain or to support or advocate for non-Town related business or purposes. All data and other electronic messages within this system are the property of the Town. E-mail messages have been found to be public records and may be subject to the right to know laws, depending on their content. In addition, the Town, through its managers and supervisors, reserves the right to review the contents of employee' email communications. Employees may not intentionally intercept, eavesdrop, record, read, alter or receive others persons' email messages.
- C. The Town, purchases, owns and administers the necessary software and licenses to provide access to e-mail, internet services and other applications. Employees may not rent, copy or loan the software, or its documentation. The Town has invested much time and money to secure its electronic systems from intrusion and harmful viruses. Therefore, employees may not provide alternative software to access the system. Employees may be held responsible for any damages caused by using unauthorized software or viruses they introduce into the Town system.
- D. While the employee may have a confidential password, users should be aware that this does not mean that the system is for personal confidential communication, nor does it suggest that e-mail is the property or right of the employee. The use of the e-mail system is for Town business. Passwords should be periodically changed to ensure security of the e-mail system. Users should not share their passwords with anyone else, other than as his or her manager may require.
- E. The Internet provides the Town with significant access and distribution of information to individuals outside of the Town. The use of the Internet system for access and distribution is intended to serve Town business. Like all e-mail messages, Internet messages are capable of being forwarded without the express permission of the original author.
- F. Internet messages are also routinely passed through routers before they reach their final destination. A message is "touched" many times before it gets to its recipient, and the message author should be aware of this. Therefore, users must use caution in the transmission and distribution of messages outside of the Town, and must comply with all State and Federal laws.

- G. When using Town computers and sending e-mail messages, courtesy and good judgment should be used. Following are examples of Internet and e-mail uses which are prohibited:
- a. Communications that in any way may be construed by others as disruptive, offensive, abusive or threatening.
 - b. Communications of sexually explicit images or messages.
 - c. Communications that contain ethnic slurs, racial descriptions or anything else that may be construed as harassment or disparagement of others based on race, national origin, sex, age, disability or religious beliefs.
 - d. Solicitation for commercial ventures, religious or political causes, outside organizations, or other non-job related solicitations.
 - e. Any communication that represents personal views as those of the Town or that could be misinterpreted as such
 - f. Sending mass e-mails to Town employees or outside parties for non-Town purposes.
 - g. Incidental personal use of the Town's computers is permitted as long as such use does not interfere with the employees' job duties and performance with system operations or other system users.
 - h. Any other use that may compromise the integrity of the Town and its business in any way.
 - i. Downloading or loading software or applications without permission for the Town Manager.
- H. E-mail messages are intended to be temporary communications, which are non-vital and may be discarded routinely. However, depending on the content of the e-mail message, it may be considered a more formal record and should be retained pursuant to a record retention schedule. As such, these e-mail messages are similar to printed communication and should be written in the same care.
- I. Employees should be aware that when they have deleted a message from their workstation mailbox it may not have been deleted from the e-mail system. The message may be residing in the recipient's mailbox or forwarded to other recipients. Furthermore, the message may be stored on the computers back-up system for an indefinite period.
- J. The Internet is developing into an effective channel for the Town to share information with citizens, visitors, and customers. Employees are strongly encouraged to assist in development and up to date information on the Town's website, townofbradley.net.
- K. This e-mail policy applies to all employees, contractors, volunteers, and other individuals who are provided access to the Town's e-mail system. Third parties should only be provided access to the e-mail system as necessary for their business purpose with the Town, and only if they abide by all the applicable rules.
- L. Employees who leave employment with the Town have no right to the contents of their e-mail messages and are not allowed to access the e-mail system. Supervisors or management may access an employee's email if employees are on leave of absence, vacation, or are transferred from one department to another department and it is necessary for the Town's business purposes.
- M. The misuse of the Internet or e-mail privileges may be considered sufficient cause for discipline. In addition, violations of this policy or misuse of the e-mail system may be referred for criminal prosecution.

EFFECTIVE DATE

This policy shall be immediately effective upon its adoption at a legally called and publicly held meeting of the Town Council.

Approved by the Bradley Town Council at a duly called meeting on March 12, 2012.

Amended by the Bradley Town Council at a duly called meeting on February 24, 2015-Jury Duty

I have read and understand the above personnel policy.

EMPLOYEE SIGNATURE

DATE