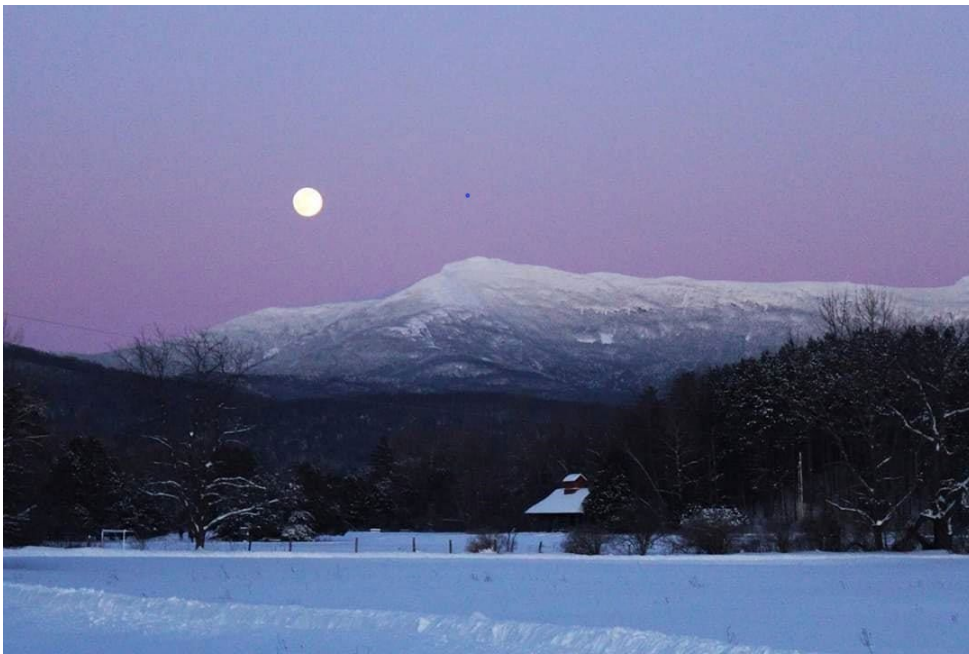


**Town of Underhill**  
**Personnel Policy Handbook**



***Revised and Approved, November 29, 2021***

# TABLE OF CONTENTS

1.	Introduction	
	A. Purpose .....	4
	B. Title and Authority... ..	4
	C. Employment At Will .....	4
	D. Equal Employment Opportunities .....	4
	E. Persons Covered. ....	5
	F. Types of Appointments.....	5
2.	Employment	
	A. Position Vacancy .....	6
	B. Recruitment .....	6
	C. Proof of Citizenship.....	7
3.	On The Job	
	A. Attendance, Punctuality and Dependability... ..	7
	B. Gratuities and Gifts .....	7
	C. Job Safety .....	7
	D. Town Property... ..	8
	E. Confidentiality.....	8
	F. Conduct and Appearance.....	8
	G. Political Activity.....	8
	H. Outside Employment .....	9
	I. Anti-Nepotism .....	9
	J. Violence in the Work Place .....	9
	K. Computer System .....	10
	L. Personnel Files .....	11
	M. Drug Free Workplace .....	11
	N. Smoking in the Workplace.....	12
	O. Employment Harassment and Discrimination.....	12
	P. Sexual Harassment.....	14
	Q. Health and Safety Policy .....	16
	R. Americans with Disabilities “ADA” .....	17
	S. Open Door Policy and Internal Complaint System .....	18
4.	Compensation	
	A. Compensation Rates .....	18
	B. Payment of Salary .....	18
	C. Overtime Pay .....	19
	D. On-Call Pay .....	20

E.	Work Related Expenses and Reimbursement .....	20
5.	Time Off	
A.	Vacation.....	20
B.	Holidays.....	21
C.	Personal Time .....	22
D.	Jury Duty Leave .....	22
E.	Military Leave .....	23
F.	Bereavement Leave .....	23
G.	Time off to Vote .....	24
H.	Parental and Family Leave... ..	24
I.	Short Term Family Leave .....	24
J.	Leave of Absence Without Pay .....	25
6.	Employee Benefits	
A.	Disclaimer .....	25
B.	Federal Social Security .....	26
C.	Workers' Compensation.....	26
D.	Health Insurance .....	27
E.	Dental Insurance .....	27
F.	Group Life Insurance .....	27
G.	Short Term Disability .....	28
H.	Long Term Disability .....	28
I.	Retirement Plan .....	28
J.	Employee Professional Development.....	29
K.	Employee Assistance Program (“EAP”) .....	29
7.	Disciplinary Action	
A.	Discipline Other Than Immediate Termination .....	30
B.	Progressive Disciplinary Process .....	30
8.	Termination of employment	
A.	Resignation .....	31
B.	Post Resignation/Termination Process .....	31
9.	Reference checks .....	32
10.	Severability .....	32
11.	Employee Acknowledgment of Receipt.....	33

## PERSONNEL POLICIES

### 1. Introduction

#### A. Purpose

The purpose of this Handbook is to inform employees of personnel policies, personnel guidelines of the Town of Underhill, and to establish effective communication between Town employees and management.

The Selectboard reserves the right to add, amend or delete any benefit or policy statement herein at any time, with or without notice. The manual contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. Please read all the information presented in this booklet and keep it as a ready reference. Some of the subjects described here are covered in detail in policy documents. You should refer to those documents for specific information since the handbook only briefly summarized those benefits.

#### B. Title and Authority

This policy shall be known as the Town of Underhill “Personnel Policies”. These Personnel Policies are adopted by the Town of Underhill Selectboard under the authority set forth in 24 V.S.A. § 1121 and 1122 and by their adoption supersede any rules previously in force.

This personnel policy will be administered by the Selectboard or its authorized representative.

#### C. Employment at Will

This manual and the provisions contained herein do not constitute a contract for employment in whole or in part. Employment with the Town of Underhill is at will and not for any definite period or succession of periods of time. The Town or the employee may terminate employment at any time, with or without notice. No supervisor or other Town representative, except for the Selectboard, has the authority to enter into any agreement for employment for any specified period.

#### D. Equal Employment Opportunity

Equal Employment Opportunity has been, and will continue to be, a fundamental principle of the Town of Underhill, where employment is based upon personal capabilities and qualifications without discrimination because of color, religion, sex including sexual orientation, gender identity, national origin, age, disability, military

service, or any other category protected by federal, state or local law.

This policy of Equal Employment Opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination and all other terms and conditions of employment.

E. Persons Covered

Except as provided elsewhere, this personnel policy applies to full-time, part-time and seasonal/temporary employees of the Town of Underhill. Except as stated herein, elected officers and their statutory assistants, members of Town boards and commissions, volunteers, seasonal employees and persons who provide the Town with services on a contract basis are not covered by this policy.

F. Type of Appointments

Based on the conditions of employment, employees of the Town fall into the following categories:

- Full-time
- Part-Time
- Temporary/Seasonal

**Full-Time:** A regular full-time employee works on a continuous basis a minimum of 30 hours per week. The full-time employee is subject to all rules and regulations and receives all benefits and rights as provided by this Personnel Policy except where noted.

Exempt employees are classified as such if their job duties are exempt from the overtime provisions of the Federal and State Wage and Hour Laws. Exempt employees are not eligible for overtime pay. Their salaries are calculated on a weekly basis.

Non-exempt employees receive overtime pay in accordance with our overtime policy. Their salaries are calculated on an hourly basis.

**Regular Part-Time:** Are classified as exempt or non-exempt and work a regular schedule of 17.5 hours or more but less than 30 hours per week. Employees working less than 30 hours per week are not eligible to receive benefits beyond those required by law.

**Temporary/Seasonal:** A full-time or part-time employee who is appointed to a position for a limited time period not to exceed six months of continuous service. Temporary employees are not eligible to receive benefits beyond those required by law.

## 2. Employment

### A. Position Vacancy

As soon as a vacancy occurs or is anticipated in a Town position except Town clerk/treasurer appointees, the Town Administrator shall, as soon as practicable, notify the Selectboard of that vacancy. At the time of providing said notice, the Selectboard may suggest, as he or she deems necessary, the elimination of the vacant position, filling of the vacancy by promotion from within the department, or revision of the relevant job description.

Whenever there is a need to create and fill a new position, it must be submitted to the Selectboard with a proposed job description (including suggested pay rate) together with a written statement substantiating the need for the proposed position. No new position will be established without the prior approval by the Selectboard.

### B. Recruitment

The Selectboard shall post a notice of every municipal vacancy in all municipal buildings for a period of at least five business days. Notices of vacancies may also be posted in newspapers, on the municipal web site, and in such other appropriate media. Notices may also be placed in professional or trade journals. The Town may also use the services of VLCT for recruitment.

Notice shall specify the vacant position, nature of the work to be performed, required or preferred qualifications of the applicants, and other such information as may be considered desirable. Notice shall include verification that the municipality does promote Equal Employment Opportunity.

All applications for employment shall be in the form as prescribed by the Selectboard. Said form shall include information concerning the applicant's identity, work experience, and any other matter deemed relevant by the Selectboard. Any materially false statement shall be grounds for rejection of any application or dismissal from the Town's service.

As part of the pre-employment procedure, former supervisors, employers, and references provided by applicants may be contacted to confirm application information. Reference checks may be personal or telephone contact and shall be documented. These reference checks shall be completed prior to an offer of employment and the information shall be made part of the application file. Motor vehicle, criminal background and/or credit checks may be included and will be completed after a conditional offer of employment has been conveyed and accepted by the applicant. All such information is to be handled as privileged and confidential.

At its discretion the Selectboard may establish a Search Committee to conduct the initial recruitment and selection of viable candidates for the Selectboard to consider. The Search Committee shall assume all of the initial responsibilities for recruitment to

include advertising for the position, screening the applicants, reference checking and recommending finalists for the Selectboard to interview. The final hiring decision will remain the responsibility of the Selectboard as will the offering of the position to the candidate selected by the Selectboard.

C. Proof of Citizenship

All new Town employees must provide the Town with proof of citizenship or legal immigration status in conformance with federal law. Failure to provide such proof shall result in non-hiring or dismissal after three days of employment without providing proof of eligibility. If the individual obtains the necessary proof they may reapply for the position.

3. On the Job

A. Attendance, Punctuality and Dependability

Because the Town of Underhill depends heavily upon its employees, it is important that employees attend work as scheduled. Dependability, attendance, punctuality, and a commitment to do the job right are essential at all times. As such, employees are expected at work on all scheduled work days and during all scheduled work hours and to report on time. An hourly employee should notify their supervisor as far in advance as possible if the employee expects to be late or absent. To the extent permitted by law, absenteeism and lateness lessen an employee's chances for advancement and may result in dismissal. Exempt employees, should notify co-workers of upcoming absences.

B. Gratuities and Gifts

Employees may not directly or indirectly ask, demand, exact, solicit, accept or receive a gift, gratuity, act or promise beneficial to that individual, or another, which could influence any action or inaction associated with their official duties on behalf of the Town, or create the appearance of impropriety in connection with any actions or inactions associated with their official duties on behalf of the Town.

C. Job Safety

Maintaining a safe work environment requires the continuous cooperation of all employees. The Town strongly encourages employees to communicate with fellow employees, their supervisor, or the Selectboard regarding safety issues.

All employees shall conduct themselves in the discharge of job obligations in a manner which expose him/her, fellow employees, and Town property to the least risk of injury or damage.

Employees should contact their supervisor or call 911 in the event of an emergency.

If an employee is injured on the job, the Town provides coverage and protection in accordance with the Workers' Compensation Law. When an injury is sustained at work, it must be reported immediately to their supervisor and the Town Clerk.

D. Town Property

The Town provides supplies, equipment, vehicles and materials necessary for employees to perform their jobs. These items are to be used solely for Town authorized purposes. Employees are expected to exercise care in the use of Town equipment and property. Loss, damages or theft of Town property should be reported at once. Employees shall not use Town equipment and vehicles while under the influence of a controlled substance. Failure to adhere to any of these policies may result in a disciplinary action.

Employees who are issued keys to Town buildings or vehicles are expected to maintain security of property and to not distribute copies of their keys.

E. Confidentiality

An employee shall not disclose confidential information gained by reason of their position except as authorized or required by law, nor shall they otherwise use such information for personal gain or benefit. All employees of the Town are required to read and sign the Town's Confidentiality Policy, which is given to them on their first day of employment.

F. Conduct and Appearance

All employees are considered representatives of the Town of Underhill and as such are expected to conduct themselves in a courteous, helpful and respectful manner in all their interactions with the public and with other employees during both work and non-work hours. While the attire of town employees is casual, employees are still expected to present themselves in a professional manner.

All employees are expected to faithfully execute the duties and responsibilities of their office to the best of their ability and in compliance with the provisions of this personnel policy. Work shall be performed in an efficient, timely and effective manner. All employees shall strive to acquire, develop and expand the skills required by their position.

G. Political Activity

No employee may use his or her official authority for the purpose of interfering with or affecting the nomination or election of any candidate for public official, or demand or



solicit from any individual direct or indirect participation in any political party, political organization or support of any political candidate. Employees are prohibited from using Town facilities, equipment or resources for political purposes and from pursuing political activities while working.

This personnel policy is not to be construed to prevent employees from becoming or continuing to be members of any political party or organization, from attending political party or organization meetings or events, or from expressing their views on political matters, so long as these views are clearly articulated as being those of the individual and not of the Town, and these activities do not interfere with the individual's ability to effectively perform his or her duties and take place or are expressed during non-working hours. Nor is this personnel policy to be construed from prohibiting, restraining or in any manner limiting an individual's right to vote with complete freedom in any election.

#### H. Outside Employment

The primary employer of all full-time employees shall be the Town. Employees may not engage in any outside business activities during their normal working hours. Employees are prohibited from undertaking outside employment that interferes with their job performance or constitutes a conflict of interest.

#### I. Anti-Nepotism

No employee of the Town shall appoint or attempt to influence the appointment or participate in the decisions to hire, retain, promote or determine the salary of any person related to him/her by blood, marriage or close personal relationship to any position for which compensation is received from the Town.

It is the policy of the municipality that immediate relatives shall not be employed in the same municipal department. Temporary employees may be exempted from this provision where the possibility of any conflict of interest is deemed to be minimal and with prior approval of the Selectboard. For the purpose of this subsection, immediate relative shall include (step) mother, (step) father, parent-in-law, sister (in-law), brother (in-law), spouse, son, daughter, (step) children or domestic partner. Any individual applying for employment in conflict with this policy shall be notified in writing of their ineligibility.

#### J. Violence in the Work Place

The Town of Underhill strongly believes that all employees should be treated with dignity and respect. Acts of violence will not be tolerated. Any instances of violence must be reported to the Selectboard. All complaints will be fully investigated. The Town will promptly respond to any incident or suggestions of violence.

## K. Computer System

The Town computer system is to be used by employees for the purposes of conducting Town business. Occasional, brief, and appropriate personal use of the Town computer system is permitted, provided it is consistent with this policy and does not interfere with an employee's job duties and responsibilities.

Employees should have no expectation of privacy regarding anything created, sent or received on the Town computer system. The Town may monitor any and all computer transactions, communications and transmissions to ensure compliance with this policy and to evaluate the use of its computer system. All files, documents, data and other electronic messages created, received or stored on the Town computer system are open to review and regulation by the Town and subject to the provisions of Vermont's Public Records Law.

Employees may not introduce software from any outside source on the Town's computer system without explicit prior authorization from their supervisor. Employees may be held responsible for any damages caused by using unauthorized software or viruses they introduce on the Town computer system.

Employees who have a confidential password to access the Town's operating system should be aware that this does not mean the computer system is for personal confidential communication, nor does it suggest that the computer is the property of that person.

Transmission of electronic messages on the Town computer system shall be treated with the same degree of propriety, professionalism, and confidentiality as written correspondence. The following are examples of uses of the Town computer system which are prohibited:

- Communications that in any way may be construed by others as disruptive, offensive, abusive, discriminatory, harassing, or threatening;
- Communications of sexually explicit images messages;
- Transmission of chain letters or solicitations for personal gain, commercial or investment ventures, religious or political causes, outside organizations, or other non-job-related solicitations during or after work hours;
- Access to Internet resources, including web sites and news groups, that are inappropriate in a business setting;
- Any other use that may compromise the integrity of the Town and its business in any way.

E-mail messages that are intended to be temporary, non-substantive communications may be routinely discarded. However, employees must recognize that e-mails sent, received, or stored on the Town computer system are subject to Vermont's Public Records Law and may be covered by the State of Vermont's retention scheduled for municipal records.

For purposes of this section, computer system means all computer-related components and equipment including, but not limited to, host computers, file servers, workstation terminals, laptops, software, internal or external communication networks, the world wide web, the Internet, commercial online services, bulletin board systems, backup systems and the internal and external email systems accessed via the Town's computer equipment.

#### L. Personnel Files

Personnel records will be maintained for each employee of the Town. In accordance with Vermont's Public Records Law, any employee or the employee's designated representative may inspect or copy his or her personnel file at a mutually agreeable time during regular office hours. The Town reserves the right to have its representative present at that time its files are examined or copied.

To keep necessary Town records up to date, employees must notify Finance Officer of any changes in:

- Name and or marital status
- Address and/or telephone number
- Number of eligible dependents
- W-4 deductions
- Person to contact in case of an emergency

#### M. Drug Free Workplace

The Town of Underhill is responsible, as an employer, for maintaining safe, efficient working conditions for their employees by providing a drug-free workplace. Therefore, municipal employees shall not engage in the unlawful manufacture, distribution, possession or use of controlled substances (drugs) on the job or on any municipal work site.

An employee who is under the influence of any drug on the job may pose serious safety and health risks not only to the user but to co-workers and the general public at large.

#### Applicability and Conditions

1. Employees shall be required, as a condition of their employment, to abide by the terms and conditions of this Drug-Free Workplace Policy.

2. An employee shall notify the Selectboard of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. Failure to notify will result in discipline, up to and including dismissal.
3. An employee convicted under any criminal drug statute for a violation occurring in the workplace, while on or off duty, or on duty away from the workplace, shall be immediately dismissed for the first offence.
4. Any disciplinary action must comply with the American with Disabilities Act, if applicable.
5. An employee not convicted under any criminal drug statute, but who engages in the illegal manufacture, distribution, dispensation, possession or use of controlled substances in any municipal workplace while on or off duty, or on duty away from the workplace, shall be subject to discipline up to and including dismissal for the first occurrence. An employee engaging in such actions while off duty and away from the workplace may be subject to discipline, up to and including dismissal, including for the first offense.
6. Any employee on municipal premises who appears to be under the influence of, or who possesses illegal or non-medically authorized drugs, or who has used such drugs on municipal premises, may be temporarily relieved from duty pending further investigation.
7. If the use of legal drugs endangers safety, management may reassign work on a temporary or permanent basis.
8. For certain positions, the legal use of a drug can pose a significant risk to the safety of the employee and others. Employees who feel, or have been informed, that the use of such a drug may present a safety risk, are to report such drug use to their supervisor.
9. Misuse of prescription drugs is considered to be the illegal use of drugs. This includes both the use of such drugs in a manner inconsistent with the prescribed use and any use of prescription drugs by persons for whom they are not prescribed.

#### N. Smoking in the Workplace

The Town prohibits all smoking throughout its workplace within the Town Hall and anywhere on the Town Hall Property to include the Town Garage. This prohibition extends to smokeless tobacco products and e-cigarettes

#### O. Employment Harassment and Discrimination

The Town is committed in all areas to providing a work environment that is free from unlawful harassment and discrimination. Vermont and federal law prohibit employment

discrimination or retaliation based on race, color, religion, sex, gender identity, marital status, national origin, age, pregnancy, genetic information, crime victim or veteran status, any other category of person protected under federal or state law, or against a qualified individual with a disability with respect to all employment practices. Vermont law also prohibits discrimination based on sexual orientation, ancestry, HIV status, and place of birth. It is also unlawful to retaliate against employees or applicants who have alleged employment discrimination.

Examples of harassment include the following: insulting comments or references based on a person's race, color, religion, sex, gender identity, marital status, national origin, age, pregnancy, genetic information, crime victim or veteran status, disability, sexual orientation, ancestry, HIV status, place of birth; aggressive bullying behaviors; inappropriate physical contact or gestures, physical assaults or contact that substantially interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment; retaliation against an employee for complaining about the behaviors described above or for participating in an investigation of a complaint of harassment.

Petty slights, annoyances, and isolated incidents (unless serious) will not rise to the level of illegality. To be unlawful, the conduct must create a work environment that would be intimidating, hostile, or offensive to reasonable people.

The Town will not tolerate unlawful harassment based on a person's race, color, religion, sex, gender identity, marital status, national origin, age, pregnancy, genetic information, crime victim or veteran status, disability, sexual orientation, ancestry, HIV status, place of birth, or membership in a classification protected by law. Likewise, the Town will not tolerate retaliation against an employee for filing a complaint of harassment or for cooperating in an investigation of harassment.

All employees, including supervisors and other management personnel, are expected and required to abide by this policy. Employees who are found to have engaged in harassment may face disciplinary action up to and including termination. Any individual who believes that she or he has been the target of this type of harassment, or who believes she or he has been subjected to retaliation for having brought or supported a complaint of harassment, is encouraged to directly inform the offending person or persons that such conduct is offensive and must stop.

Any employee who wishes to report harassment should file a complaint with the Selectboard.

A prompt, thorough and impartial investigation will be conducted and confidentiality will be protected to the extent possible. If it is determined that unlawful harassment has occurred, the Town will take immediate and appropriate corrective action. No person will be adversely affected in employment with the Town as a result of bringing a complaint of unlawful harassment.

Complaints of harassment or retaliation may also be filed with the following agencies:

Civil Rights Unit  
Vermont Attorney General's Office  
109 State Street  
Montpelier, VT 05609-1001  
Tel: (802) 828-3657 (voice)  
(888) 745-9195 (Toll Free VT)  
(802) 828-3665 (TTY)  
Fax: (802) 828-2154  
Email: [ago.civilrights@vermont.gov](mailto:ago.civilrights@vermont.gov)

Equal Employment Opportunity Commission  
JFK Federal Building  
475 Government Center  
Boston, MA 02203  
Tel: 1 (800) 669-4000 (voice)  
1 (800) 669-6820 (TTY)  
1 (844) 234-5122 (ASL Video)  
Fax: 617-565-3196  
Email: [info@eeoc.gov](mailto:info@eeoc.gov)  
Online: [www.eeoc.gov](http://www.eeoc.gov)

These agencies may conduct impartial investigations, facilitate conciliation, and, if they find that there is probable cause or reasonable grounds to believe unlawful harassment occurred, they may take a case to court.

#### P. Sexual Harassment

Sexual harassment in the workplace is illegal under federal and Vermont law and is strictly prohibited. The Town is committed to providing a workplace free from this unlawful conduct. All employees have the right to work without being subjected to insulting, degrading or exploitative treatment on the basis of their gender. It is against the policies of the Town for any individual, male or female, to sexually harass another individual in the workplace. In accordance with 21 V.S.A. § 495h, the Town has adopted the following sexual harassment policy. All employees are required to read this policy before signing the employee acknowledgement form.

Sexual harassment is a form of sex discrimination and means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- submission to that conduct is made either explicitly or implicitly a term or condition of employment;
- submission to or rejection of such conduct by an individual is used as a component of the basis for employment decisions affecting that individual; or
- the conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Examples of sexual harassment include, but are not limited to, the following when such instances or behavior come within one of the above definitions:

- either explicitly or implicitly conditioning any term of employment (e.g., continued employment, wages, evaluation, advancement, assigned duties or shifts) on the provision of sexual favors;
- touching or grabbing a sexual part of an individual's body;
- touching or grabbing any part of an individual's body after that party has indicated, or it is known, that such physical contact was unwelcome;
- continuing to ask an individual to socialize on or off-duty when that person has indicated they are not interested;
- displaying or transmitting sexually suggestive pictures, objects, cartoons or posters if it is known or should be known that the behavior is unwelcome;
- continuing to write sexually suggestive notes or letters if it is known or should be known that the person does not welcome such behavior;
- referring to or calling a person a sexualized name if it is known or should be known that the person does not welcome such behavior;
- regularly telling sexual jokes or using sexually vulgar or explicit language in the presence of a person if it is known or should be known that the person does not welcome such behavior;
- retaliation of any kind for having filed or supported a complaint of sexual harassment (e.g., ostracizing the person, pressuring the person to drop or not support the complaint, adversely altering that person's duties or work environment, etc.);
- derogatory or provoking remarks about or relating to an employee's sex;
- harassing acts or behavior directed against a person on the basis of his or her sex;
- off-duty conduct which falls within the above definition and affects the work environment.

It is also unlawful to retaliate against employees for filing a complaint of sexual harassment or for cooperating in an investigation of sexual harassment. Any individual who believes that she or he has been the target of sexual harassment, or who believes she or he has been subjected to retaliation for having brought or supported a complaint of harassment, is encouraged to directly inform the offending person or persons that such conduct is offensive and must stop. Employees who are found to have engaged in sexual harassment may face disciplinary action up to and including termination.

Any employee who wishes to report sexual harassment should file a complaint with the Selectboard. A prompt, thorough and impartial investigation will be conducted and confidentiality will be protected to the extent possible. If it is determined that unlawful harassment has occurred, the Town will take immediate and appropriate corrective action. No person will be adversely affected in employment with the Town as a result of bringing a complaint of unlawful harassment.

Complaints of sexual harassment or retaliation may also be filed with the following agencies:

Civil Rights Unit

Vermont Attorney General's Office

109 State Street

Montpelier, VT 05609-1001

Tel: (802) 828-3657 (voice)

(888) 745-9195 (Toll Free VT)

(802) 828-3665 (TTY)

Fax: (802) 828-2154

Email: [ago.civilrights@vermont.gov](mailto:ago.civilrights@vermont.gov)

Online: <http://ago.vermont.gov/about-the-attorney-generals-office/divisions/civil-rights/>

Equal Employment Opportunity Commission

JFK Federal Building

475 Government Center

Boston, MA 02203

Tel: 1 (800) 669-4000 (voice)

1 (800) 669-6820 (TTY)

1 (844) 234-5122 (ASL Video)

Fax: 617-565-3196

Email: [info@eeoc.gov](mailto:info@eeoc.gov)

Online: [www.eeoc.gov](http://www.eeoc.gov)

These agencies may conduct impartial investigations, facilitate conciliation, and, if they find that there is probable cause or reasonable grounds to believe sexual harassment occurred, they may take a case to court.

#### Q. Health and Safety Policy

The Town of Underhill recognizes its employees as a most important asset. As such, the Town of Underhill's safety and health mission is to provide a safe and healthy workplace for all employees and dependents, when possible, as a priority both on and off the job. The Town of Underhill' recognizes that the safe and healthy behavior of each employee is crucial to meeting this mission.

It is the responsibility of each employee to follow any safety procedures and to follow any ergonomic recommendations based upon an evaluation of their workspace and duties. If an employee is unsure of how to do a particular task safely, they should seek further instruction from their supervisor or workplace professional. Each employee is also obligated to report all unsafe or unhealthy working conditions to their supervisor or the Town Administrator. It is the responsibility of each supervisor to monitor and assist employees in the safe performance of his or her duties including following ergonomic recommendations. Safe and healthy behaviors and attitudes, at work, are an expected part of each employee's job performance.



When a town employee, specifically a member of the Road Crew, is required to use a chainsaw they must only do so with discretion and with personal safety as a priority. If another member is unavailable, the member must communicate with another employee for guidance; personal safety is a priority. Failure to do so may result in disciplinary action.

An employee who sustains a work-related injury or illness should report it immediately to their supervisor or to the Town Administrator. A "First Report of Injury" form will be completed by the Town and a copy given to the employee.

#### R. American With Disabilities Act ("ADA")

The Town is committed to complying with all applicable provisions of the Americans with Disabilities Act ("ADA"). It is the Town's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, the Town will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the Town aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the Town.

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact human resources. The Town encourages individuals with disabilities to come forward and request reasonable accommodation.

#### Procedure for Requesting an Accommodation

On receipt of an accommodation request, a member of the Selectboard will meet with you to discuss and identify the precise limitations resulting from the disability and the potential accommodation that the Town might make to help overcome those limitations.

The Selectboard will determine the feasibility of the requested accommodation considering various factors, including, but not limited to the nature and cost of the accommodation, the availability of funding, the Town's overall financial resources and the accommodation's impact on the operations of the Town, including the impact on the ability of other employees to perform their duties and on the Town's ability to conduct provide its services.

The Selectboard will inform the employee of its decision on the accommodation request or on how to make the accommodation. If the accommodation request is denied, employees will be advised of their right to appeal the decision by submitting a written statement explaining the reasons for the request. If the request on appeal is denied, that decision is final. The ADA does not require the Town to make the best possible accommodation, to reallocate essential job functions, or to provide personal use items

(i.e., eyeglasses, hearing aids, wheelchairs, etc.).

#### S. Open Door Policy and Internal Complaint System

The Town of Underhill promotes an atmosphere whereby employees can talk freely with members of the management staff. Employees are encouraged to openly discuss with their supervisor any problems so that appropriate action may be taken. If the supervisor cannot be of assistance, the Selectboard is available for consultation and guidance. The Town of Underhill is interested in all of our employees' success and happiness with us. We, therefore, welcome the opportunity to help employees whenever feasible.

In situations where employees feel a complaint is in order, the following steps should be taken:

If an employee believes they have a legitimate work-related complaint, the employee is encouraged to first attempt to resolve the issue(s) thru discussions with their supervisor and/or the Selectboard. If the situation is not resolved within five working days from the time the complaint is discussed with the Supervisor or the Selectboard barring extenuating circumstances, it should be brought to the attention of Selectboard with a written complaint. The Selectboard will attempt to resolve the complaint within a reasonable period of time while preserving the confidentiality and privacy of those involved to the extent feasible.

#### 4. Compensation

##### A. Compensation Rates

The Selectboard will set annual salary rates for the upcoming fiscal year during the fall budget preparation schedule taking into consideration responsibility, length of service, education, comparable studies and cost of living among other variables.

##### B. Payment of Salary

The Town's work week begins on Monday and ends on Sunday. Salary payment is made bi-weekly for base salary covering salary or hours worked in the prior biweekly period. Paydays are bi-weekly on every other Thursday.

Overtime payment, which is included with the non-exempt employee's base salary payment, is also paid bi-weekly with such payment **covering actual hours worked** in the prior bi-weekly period. **The use of vacation, holidays, or personal time shall not be used when calculating hours worked in a given work week.**

**If an employee is called to work after normal work hours and not while they are on On Call pay status, they will be paid at a rate of one and a half times their regular rate of pay for the actual hours worked.**

It is the Town's policy that employee paychecks will only be given personally to that employee. All other arrangements for mailing or pick-up must be made in advance and in writing with the Finance Officer.

If the normal payday falls on a Town-recognized holiday, paychecks will be distributed one workday prior. Under no circumstances will the Town release any paychecks prior to the announced schedule.

Employees may be paid by check or through direct deposit of funds to either a savings or checking account at their bank (providing the bank has direct deposit capability). To activate direct deposit, a Direct Deposit Authorization form should be completed and returned with a voided personal check to the Finance Officer. Due to banking requirements, it may take several weeks for activation of the Direct Deposit.

In the event of a lost paycheck, the Finance Officer must be notified in writing as soon as possible before a replacement check can be issued. In the event the lost paycheck is recovered and the Town identifies the endorsement as that of the employee, the employee must remit the amount of the replacement check to the Town within 24 hours of the time it is demanded.

A statement of earnings is given each pay period to employees indicating:

- Gross Pay
- Statutory Deductions
- Voluntary Deductions

### C. Overtime Pay

Depending on Town work needs, employees may be required to work overtime when requested to do so. Prior approval of the Selectboard is required before any non-exempt employee works overtime. Employees working overtime without approval will be subject to disciplinary action.

**Non-exempt employees are eligible for overtime pay at 1.5 times the regular rate for all actual hours worked in excess of 40 hours per week. Only hours worked during the work week are counted when calculating overtime. Additionally, overtime is calculated based upon hours worked during the work week that are in excess of 40 hours and not hours worked in excess of 8 (eight) hours on a given day. Holiday, vacation and personal time will not be counted towards hours worked.**

Non-exempt employees are responsible for calculating their own hours on a daily basis. All Time Records must be signed by the employee and the employee's supervisor and submitted to the Finance Officer by 10:00 a.m. on the Monday preceding the payday in order for an employee's pay to be processed for payday.

All attendance records are Town records and care must be exercised in recording the hours worked, overtime hours, and absences. Hourly employees will also be required to clock in and out. The hours will be recorded in an Internet- accessible hosted attendance system. A paper time sheet will continue to be used for verification. Time sheets that are not consistent with the Internet-based attendance program, will need a brief explanation and supervisors' signature.

Exempt employees are not required to prepare time records; however, vacation, holidays, personal time and other leave taken must be recorded on a time sheet and submitted to the Finance Officer.

#### D. On Call Pay

Full-time regular employees are eligible for On Call Pay. Compensation begins on December 1 and ending on March 31; on-call pay rate is established by the Selectboard. On-call pay will be divided by 17 (number of eligible weeks) and added incrementally to the base pay rate during the four months it is paid. Eligible employees are required to remain in the local area and be able to respond to emergencies within one hour.

#### E. Work Related Expenses and Reimbursement

Employees who are required to travel in the fulfillment of their jobs are reimbursed at the mileage rate allowed by the Internal Revenue Service. Other expenses related to work will be reviewed by the Selectboard and reimbursed after the completion of an expense voucher.

Reasonable travel advances will be provided to employees when they are required to travel out of Town on behalf of the Town with the approval of the Selectboard.

Expense reports should be prepared and submitted monthly.

### 5. Time Off

#### A. Vacation

Time away from work to relax and pursue special interests is important to everyone. All full-time employees are eligible for paid vacation. Time is earned and taken in what is considered a "vacation year". The vacation year for all employees is the calendar year. For the first vacation year, vacation time will accrue at the rate of 1.25 days per month. Employees will be eligible to take vacation time after completing three months of service.

After the first vacation year of employment, employees will earn their annual vacation days on the first day of their vacation year.

<u>Length of Service</u>	<u>Annual Vacation Days</u>
1 <sup>st</sup> through 10 <sup>th</sup> calendar year	15
11 <sup>th</sup> calendar year	16
12 <sup>th</sup> calendar year	17
13 <sup>th</sup> calendar year	18
14 <sup>th</sup> calendar year	19
15 <sup>th</sup> and each subsequent calendar year	20

Employees may carryover vacation time up to 80 hours without special request to the Selectboard. Requests for carryover in excess of 80 hours will be considered on an individual basis upon request to the Selectboard.

Vacation time may be taken at any time, but employees should make their vacation requests as far in advance as possible. Based upon department needs, every reasonable attempt will be made to grant an employee the vacation dates they requested.

When a Town holiday falls during a scheduled vacation, it is not counted as a vacation day. However, if an employee is required to work on a holiday, they will be paid at the rate of 1.5 times their regular rate of pay.

Any employee that becomes ill during a scheduled vacation cannot change a vacation day to a personal day; scheduled vacation days count as vacation days even if an employee would ordinarily take a personal day.

An employee who resigns from employment with the Town will be compensated for unused vacation leave.

## B. Holidays

All full-time employees (including those in initial employment period) are eligible for 13 paid holidays per year as follows:

New Year's Day  
 Martin Luther King Day  
 President's Day  
 Memorial Day  
 Juneteenth Day  
 Independence Day  
 Labor Day  
 Veterans Day  
 1/2 Day Before Thanksgiving  
 Thanksgiving Day

Day after Thanksgiving  
1/2 Day on Christmas Eve  
Christmas Day

Employees are also eligible for one "floater" holiday. Non-exempt employees may take the floater holiday in 1/2-day increments. A holiday is an 8-hour day, unless an employee's typical work day is less than 8-hours. If an employee is working ten-hour days or four ten-hour days, the employee must use personal or vacation days to reach the 10 hours.

At the end of each year the holiday schedule for the coming year will be posted at Town Hall and the Town Garage.

When a holiday falls on a weekend, it will be observed on either the preceding Friday or the following Monday as approved by their supervisor.

No holiday pay may be carried forward to another year.

#### C. Personal Time

##### Personal Time – Full-Time Employees

Full-time employees are eligible for five paid personal days per calendar year, not to exceed their normally scheduled weekly hours, to be used for any reason, including the reasons described in section 2 for use of Earned Sick Time. These paid personal days substitute for Earned Sick Time. During the first year of employment with the Town, personal days are prorated, and may not be used until the employee has worked for at least three months.

Employees who wish to use personal days must make reasonable efforts to schedule appointments outside of regular work hours. Employees must obtain the advance approval of their supervisor to take personal days for foreseeable absences. In the case of an unforeseeable absence, the employee must notify the supervisor as soon as practicable.

Employees may carry over accrued but unused personal days to the next calendar year, up to a maximum of twenty (20) days.

The Town will not pay for personal days in lieu of time off, or pay for unused, accrued personal days when employment terminates.

#### D. Jury Duty Leave

In compliance with 21 V.S.A. § 499 and in recognition by the Town that it is a civic obligation of each Town employee to serve jury duty when called, a leave of absence will be granted to all full-time and part-time employees who have been notified to serve. During this leave, employees will be compensated at their normal rate of pay, but not to

exceed 5 business days. An employee on jury duty is expected to report to work any day they are excused from jury duty.

Upon receipt of the notice to serve jury duty, the employee should immediately notify their supervisor, as well as the Finance Officer. Additionally, a copy of the notice to serve jury duty should be attached to the employee's attendance record for attendance purposes.

Upon the employee's return, the employee must notify The Finance Officer and must submit a signed Certificate of Jury Duty indicating the number of days served.

#### E. Military Leave

The Town will comply with the requirements of the Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C. § 4303 et seq., and 21 V.S.A. § 791 et seq. Employees who take military leave subject to the provisions of these laws will be granted leave without pay. At the option of the employee, any paid leave accrued prior to the commencement of the leave may be used.

During a military leave of less than 31 days, an employee is entitled to continued group health plan coverage under the same conditions as if the employee had continued to work. For military leaves of more than 31 days, an employee may elect to continue their health coverage for up to 24 months of uniformed service, but may be required to pay all of the premium for the continuation coverage.

Upon receipt of orders for active or reserve duty, an employee should notify their supervisor, as well as the Finance Officer, as soon as possible, and submit a copy of the military orders.

Employees will also be granted time off for military training (normally 14 days plus travel time) and other related obligations, such as for an examination to determine fitness to perform service.

#### F. Bereavement Leave

In the unfortunate event of a death in the immediate family, a leave of absence of up to 5 days with pay will be granted. These five days are to be taken consecutively within a reasonable time of the day of the death or day of the funeral, and may not be split or postponed. At its discretion the Selectboard may grant additional paid time off.

For this purpose, immediate family is defined as:

- Spouse/Domestic Partner
- Child
- Step Child
- Parents (including in-laws of spouse or domestic partner)
- Step Parents
- Siblings

Step Siblings  
Grandparents (including in-laws of spouse or domestic partner)  
Grandchildren  
Ward  
Any relative residing in the employee's home

Employees should notify their supervisor or the Selectboard of their situation. In turn, the supervisor or the Selectboard should notify the Finance Officer.

G. Time Off to Vote

On days when elections for public office are scheduled in the Town, employee schedules will be changed as needed to ensure that the employee has adequate time to vote.

H. Parental and Family Leave

Eligible employees may receive leave as described in the Vermont Parental and Family Leave Act (VPFLA). This State law will determine employee eligibility, the qualifying reasons for such leave and the length of leave.

The Town reserves the right to designate any qualifying leave of absence granted under this policy as leave under VPFLA. A request for leave must be made to Town Clerk. Where an employee's leave request is covered by the VPFLA, the Town will adhere to the law that provides the most benefits to the employee.

For the purposes of determining the twelve-month period in which an employee may be entitled to VPFLA and/or FMLA leave, the Town will use a rolling twelve-month period measured backward from the date an employee uses such leave.

I. Short Term Family Leave

Short term family leave applies to all employees regardless of whether the municipality is covered by the Vermont Parental and Family Leave Act (VPFLA). An employee is eligible for this type of leave if the employee has been employed by the municipality for at least one year for an average of at least 30 hours per week.

In accordance with 21 V.S.A. § 472a, eligible employees may be entitled to take unpaid leave not to exceed four hours in any thirty-day period and not to exceed twenty-four hours in any twelve-month period for the following purposes:

- To participate in preschool or school activities directly related to the academic educational advancement of the employee's child, stepchild, foster child, or ward who lives with the employee, such as a parent-teacher conference;
- To attend or accompany the employee's child, stepchild, foster child, or ward who lives with the employee or the employee's parent, spouse or parent-in-law to routine



medical or dental appointments;

- To accompany the employee's parent, spouse or parent-in-law to other appointments for professional services related to their care and well-being; or
- To respond to a medical emergency of the employee's child, stepchild, foster child, or ward who lives with the employee or the employee's parent, spouse or parent-in-law.

The Town may require that leave (including vacation and personal leave) be taken in a minimum of two-hour segments. At the option of the employee, accrued paid leave may be used. Before taking leave under this section an employee shall make a reasonable attempt to schedule appointments outside of regular work hours. An employee shall provide the Town with the earliest possible notice of the intent to take short term family leave, but in no case later than seven days before leave is to be taken, except in the case of an emergency where the required seven-day notice could have a significant adverse impact on the family member of the employee.

#### J. Leave of Absence Without Pay

All requests for leaves of absence without pay for any reason other than those covered by federal or state law must be submitted in writing to the Selectboard and must set forth the purpose for which the leave is requested. All leave requests must be for a definite period of time and include a specific date of return.

If a leave of absence without pay is granted, the employee may, at the Selectboard's sole discretion, continue the employee's group health plan coverage by paying the required premium in accordance with a payment schedule established by the Town. Other employee benefits, such as personal time off, vacation, seniority, etc. do not accrue during the unpaid leave period.

### 6. Employee Benefits

#### A. Disclaimer

The Town has established a variety of employee benefit programs designed to assist employees and their eligible dependents in meeting the financial burdens that can result from illness and disability, and to help employees plan for retirement. This portion of the Personnel Policy Handbook contains a very general description of the benefits to which employee may be entitled. Please understand that this general explanation is not intended to, and does not, provide employees with all the details of these benefits. Therefore, this policy does not change or otherwise interpret the terms of the official plan documents. To the extent that any of the information contained in this policy is inconsistent with the official plan documents, the provisions of the official documents will govern in all cases.

Please note that nothing contained in the benefit plans described herein shall be held or construed to create a promise of employment or future benefits, or a binding contract between the Town and its employees, retirees or their dependents, for benefits or for any other purpose. All employees shall remain subject to discharge or discipline to the same extent as if these plans had not been put into effect.

As in the past, the Town reserves the right, in its sole and absolute discretion, to amend, modify or terminate, in whole or in part, any or all of the provisions of the benefit plans described herein, including any health benefits that may be extended to retirees and their dependents. Further, the Town reserves the exclusive right, power and authority, in its sole and absolute discretion, to administer, apply and interpret the benefit plans described herein, and to decide all matters arising in connection with the operation or administration of such plans.

For more complete information regarding any of our benefit programs, please refer to the Summary Plan Descriptions, which were provided to you separately or contact human resources. If you lost or misplaced those descriptions, please contact the Finance Officer for another copy.

#### B. Federal Social Security

The Town participates in the Social Security program. The Social Security System provides disability, retirement and Medicare services to qualified employees. All employees must participate in the Social Security program. Both employees and the Town contribute a percentage of wages as established by the federal government.

The current percentages can be found in Circular E at <http://www.irs.gov/formspubs>. Benefits of the program can be found at [www.socialsecurity.gov](http://www.socialsecurity.gov).

#### C. Workers' Compensation

The Town is covered under statutory state Workers' Compensation Laws. Should you sustain a work-related injury, you must immediately notify the Town Clerk. A "First Report of Injury" form will be completed by the Town and a copy given to the employee.

It is the Town's policy that if medical care is needed, except in the event of an emergency, the employee must use the Town's designated careprovider for at least the first visit. In the event that an employee must take time off because of a work-related injury or illness, the employee will be paid by the workers' compensation insurance carrier. Any voluntary deductions from the employee's pay must be reimbursed by the employee during the absence.

#### D. Health Insurance

Employees are eligible for group health insurance if you are employed by the Town on a full-time or part time basis at least 30 hours per week. The plan year for the health insurance is the calendar year.

Employees will become eligible to receive benefits from the plan on the first day of the calendar month coincident with or next following the date you first perform an hour of service as an eligible employee.

Once made, an employee's election to join the group is generally fixed for the remainder of the plan year. However, if an employee undergoes a change in family status (as defined in the Plan document), the employee may make a midyear change in coverage (i.e., change coverage from individual to family or from family to individual, add or delete dependents, or revoke coverage), provided the employee does so within 30 days from the date of the change in family status, in a manner provided by the Plan. Please contact the Finance Officer to determine if a family status change qualifies under the Plan document and IRS regulations.

At the end of each calendar year, during open enrollment employees are free to change medical elections for the following calendar year, whether or not the employee has a change in family status.

The Finance Officer will assist employees in making the necessary arrangements for enrollment. A complete description of the plans is provided to each employee as a Summary Plan Description and appropriate supplements.

The Selectboard will decide annually during open enrollment whether to adjust deductibles, HRA contributions, employee premium contributions and Town premium contributions.

#### E. Dental Insurance

Regular, non-temporary, non-seasonal employees regularly scheduled to work at least 30 hours per week, are eligible for the Town's Dental Plan.

Employees become eligible to receive benefits from the plan on the first day of the calendar month coincident with or next following the date the employee first performs an hour of service as an eligible employee.

The Town pays 100% of the premium.

#### F. Group Life Insurance

The Town offers regular employees who are scheduled to work at least 30 hours per week and have been employed by the Town for at least 30 days an employer paid basic group term life policy along with an accidental death and dismemberment policy. Each policy

pays a flat \$10,000 life and \$10,000 ADD.

The Town pays 100% of the premium.

#### G. Short Term Disability

The Town's short-term disability plan is an insurance benefit that provides 60% of weekly wages up to a maximum of \$500 for employees who are unable to work due to non-work-related illness, injury or disability, after an absence of 7 consecutive calendar days. Benefits begin on the 8th day of disability and continue for related absences up to a maximum of 12 weeks. Eligibility is the same as that for life insurance. This short-term disability insurance plan does not provide employees any additional leave time.

The Town pays 100% of the premium.

#### H. Long Term Disability

The Town offers full-time employees a Long-Term Disability (LTD) plan. This plan provides for month LTD benefits of 50% of basic monthly earnings to a maximum benefit of \$4,000 per month. LTD benefits have a 180-day elimination period and are payable to age 65 or Normal Retirement Age (NRA). Eligibility is the same as that for life insurance.

The Town pays 100% of the premium.

#### I. Retirement Plan

The Town is a member of Vermont Municipal Employees Retirement System (VMERS). VMERS is the public pension plan provided by the State of Vermont for participating municipalities' employees. It was created in 1975 and is governed by Vermont Statute Title 24, Chapter 125.

All employees who work on a regular basis for not less than 24 hours per week and for not less than 1040 hours in a year must join the system as a condition of employment and begin contributions immediately upon date of hire.

The Town is enrolled in Group C of the Defined Benefit Plan of VMERS. With a defined benefit plan a participant's actual retirement benefit is specifically determined by a formula, which contains three variables; the participant's service credit, the participant's age at retirement, and their average final compensation. The final benefit is not determined by the amount of contributions made to the plan.

As of July 1, 2021 Group C members make annual pre-tax contributions equal to 10.75% of their pay into a Trust Fund. Earnings on the Trust Fund investments provide a portion of your benefits, along with 8.00% Employer's contributions. Continuation rates are subject to change. Complete details concerning contributions, benefits and investments of the plan can be found at [www.vermonttreasurer.gov/retirement](http://www.vermonttreasurer.gov/retirement)

## J. Employee Professional Development

In order to maintain and improve the quality of services provided to the public, the Town encourages the continuing professional development of all employees. Toward this end, the Town provides a number of opportunities to staff as follows:

1. Training seminars, conferences and single college courses which are directly related to job responsibilities may be attended by employees after securing prior approval by the Selectboard. The Town will pay all the related costs of these activities, including payment for meals and overnight accommodations as may be required to allow attendance. Receipts for all expenses must be provided in order for an employee to be reimbursed for travel, meals and lodging. Paid time off from work is included if the course, conference or seminar cannot be scheduled during non-working hours.
2. Workshops presented by state agencies, computer software providers, and professional associations are provided for in each departments budget and may be attended by employees of that department without prior Selectboard approval in order to keep current on statues, regulation and laws governing their positions.
3. Membership in professional organizations related to the employee's position or encouraged and provided for in department budgets.

## K. Employee Assistance Program ("EAP")

The Town offers a voluntary and professional service that provides information, counseling, and referral service to all full-time and part-time employees and their dependents. There is no cost to access EAP services. However, anyone who is referred to an outside specialist will be responsible for payment to such third party (health insurance may apply).

INVEST EAP is the service provider. Their counselors provide support, information, and referrals to other professionals in the areas of family/relationship problems, workplace stress, anxiety/depression, stress, substance abuse, legal issues, financial problems, daycare and eldercare resources, grief and loss, career planning, as well as anger and violence. EAP counselors are available by telephone 24 hours per day, seven days per week at (800) 287-2173. They are also available in person or on the web at [www.investeap.org](http://www.investeap.org).

## 7. Disciplinary Action

### A. Discipline Other Than Immediate Termination

All employees are expected to meet the Town's standard of work performance. Work performance encompasses many factors, including attendance, punctuality, personal conduct, job proficiency and general compliance with the Town's policies and procedures.

If an employee does not meet these standards, the Town may, under appropriate circumstance, take corrective action, other than immediate dismissal.

The intent of corrective action is to formally document problems while providing the employee with a reasonable time within which to improve performance. The process is designed to encourage development by providing employees with guidance in areas that need improvement such as poor work performance, attendance problems, personal conduct, general compliance with the Town's policies and procedures and/or other disciplinary problems.

### B. Progressive Disciplinary Process

The Town has adopted a progressive discipline process to identify and address employee and employment related problems. The Town's progressive discipline process applies to any and all employee conduct that the Town in its sole discretion, determines must be addressed by discipline.

The progressive discipline process does not apply to elected officers and their statutory assistants. Statutory assistants include the assistant clerk and the assistance treasurer.

Under the Town's progressive discipline process, an employee may be subject to disciplinary action, up to and including termination, for violation of the provisions of this personnel policy and/or failure to maintain an acceptable level of performance. The Town may take prior disciplinary action into consideration when disciplining or terminating an employee. Violations of different rules may be treated as repeated violations of the same rule for purposes of progressive discipline.

Most often, employee conduct that warrants discipline results from unacceptable behavior, poor performance, or violation of the Town's policies, practices, or procedures. The Town also reserves the right to impose discipline for off-duty conduct that adversely impacts the legitimate interests of the Town.

Notwithstanding this progressive disciplinary process, employment with the Town of Underhill is at-will and the Town reserves the right in its sole discretion to bypass progressive discipline and to take whatever action it deems necessary to address the issue at hand. This means that more or less severe discipline, up to and including termination may be imposed in a given situation at the Town's sole discretion.

The Town also retains the right to unilaterally eliminate positions or reduce the work hours of a position or positions due to economic conditions, shortage of work, organizational efficiency, changes in departmental functions, reorganization or reclassification of positions resulting in the elimination of a position, or for other related reasons.

The Town will normally adhere to the following progressive process, but reserves the right to bypass any or all steps of progressive discipline when it determines, in its sole discretion, that deviation from the process is warranted.

- Verbal warning
- Written warning
- Suspension (with or without pay at the discretion of the Selectboard)
- Termination

Employees who have had formal written warnings are not eligible for salary increases, bonus awards, promotions or transfers during the warning period.

## 8. Termination of Employment

### A. Resignation

When an employee decides to leave for any reason, their supervisor and the Selectboard would like the opportunity to discuss the resignation before final action is taken. The Town often finds during this conversation that another alternative may be better. If, however, after full consideration the employee decides to leave, it is requested, but not required, that the employee provide the Town with a written two-week advance notice period (bear in mind that vacation days or personal days may not be included in the two-week notice period).

The Town will compensate employees for unused vacation. If as sometimes happens, the employee's supervisor wishes for the employee to leave prior to the end of the employee's voluntary two-weeks' notice, the employee may be paid for the remainder of the period.

### B. Post Resignation/Termination Process

Upon termination all property including building or file cabinet keys, credit cards, manuals and other issued property, voice mail passwords and all computer passwords. While an existing employee is not obligated to attend the exit interview, the employee is strongly encouraged to do so.

Employees may choose the continuation or waiver of comprehensive medical coverage and dental coverage under COBRA.

Benefits end on your last day of employment. An employee, unless dismissed for gross misconduct, has the option to convert to individual life insurance, and/or to continue

Medical/Dental Benefits in accordance with the Consolidated Omnibus Budget Reconciliation Act ("COBRA") regulations. The Town's COBRA administration is handled by Choice COBRA.

If the employee resigns the final paycheck will be mailed during the next normal pay period. If the employee is terminated the final paycheck will be delivered to the employee within Seventy-two hours. If there are unpaid obligations to the Town, the final paycheck will reflect the appropriate deductions and an explanation along with supporting documentation for the deductions will be provided.

#### 9 Reference Checks

Reference checks will only be provided by the Chair of the Selectboard or an authorized representative, and only dates of employment, position last held, rate of pay, and the full time or part time status of the employee will be offered.

#### 10 Severability

If any provision of this personnel policy or the application hereof to any person or a circumstance(s) is held invalid, this invalidity does not affect other provisions or applications of the personnel rules which can be given effect without the invalid provision or applications. For this purpose, this personnel policy is severable.



EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT OF THE TOWN OF  
UNDERHILL PERSONNEL POLICY and SUPPORTING DOCUMENTS

I, the undersigned, hereby acknowledge receipt of a copy of the Personnel Policy Handbook and attachments, including the Health and Safety Policy, Tobacco Policy, Drug and Alcohol Policy, Harassment and Sexual Harassment Policies.

The contents were reviewed by me.

I have been given an opportunity to ask questions about the policy and I have been provided with satisfactory information in response to my questions.

I understand that the language used in this personnel policy is not intended to create, nor should it be construed to create a contract of employment between myself and the Town of Underhill.

I acknowledge that the Town of Underhill reserves the right to add, amend or discontinue any of the provisions of this policy for any reason, in whole or in part, at any time, with or without notice.

I acknowledge that I understand the Town of Underhill personnel policy.

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

Date \_\_\_\_\_