

PERSONNEL POLICIES AND PROCEDURES MANUAL Town of Haverhill

Revised 12/20/2021

This document supersedes all personnel policies previously established or approved by the Town of Haverhill.

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I. SCOPE

This Manual applies to all Town of Haverhill Employees in its entirety. Additionally, parts II.C – Harassment; IX.H – Standards of Conduct; and X entirely apply to volunteers.

II. INTRODUCTION

This Manual outlines the Personnel Policies and Procedures that apply to all Town of Haverhill employees and supersedes and replaces any and all prior Personnel Manuals, Policies, Procedures, and Practices of the Town of Haverhill.

This Manual also summarizes the current benefit plans maintained by the Town for eligible employees. If there are any contradictions between this manual and the implementation or interpretation of any benefit plan, the terms and conditions of the actual plan will control rather than the summarization of such contained in this Manual.

This Manual is not and should not be construed as an express or implied contract, nor does it guarantee any fixed terms, conditions of employment, and/or benefits. Additionally, this Manual does not supersede any State or Federal law.

The Town of Haverhill retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and residents of the Town.

The Town's Selectmen, with majority vote and input from the Town Manager, reserve the right to change, revise, or eliminate any of the policies, procedures, or benefits described in this Manual.

When provisions are changed, employees will be given replacement pages, unless the changes result in a wholistic modification of the Town's Personnel Policies and Procedures Manual; in this case a new manual shall be provided to each Town of Haverhill employee.

III. REGULATORY

A. TERMS & DEFINITIONS

When the words “workplace” or “premises” are found within this manual they shall be defined as the buildings, facilities, and properties owned or leased by the Town of Haverhill as well as any remote job location, vehicle, or other location where an employee of the Town performs their job duties.

When the word “Town” is found within this manual it shall be defined as the municipal governing body, to include the Select Board in its entirety, Town Manager, any delegates.

B. EQUAL EMPLOYMENT OPPORTUNITY (EEO)

The Town of Haverhill is committed to a policy of equal employment opportunity to all persons based on individual merit & competence. The Town will not discriminate against employees, or applicants for employment, on any protected class including, but not limited to: veteran status, marital status, physical or mental disability, age, race, color, religion, sex, sexual orientation, pregnancy, and national origin. This policy applies to all terms and conditions of employment including, but not limited to hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, benefits, and training.

C. HARASSEMENT POLICY

The Town of Haverhill is committed to providing a work environment that is free of harassment based on sex, race, color, national origin, religion, age, military or veteran status, physical or mental disability, marital status, pregnancy, sexual orientation, gender identity, and any other characteristic protected by applicable law. The Town of Haverhill recognizes the harmful effects of harassment and will not tolerate it.

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

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

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

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

Specific Information About Sexual Harassment: The formal definition of sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal, physical, and non-physical conduct of a sexual nature when:

- Submission to or rejection of such conduct is made explicitly or implicitly a term or condition of employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual, or for awarding or withholding favorable employment opportunity, evaluation or assistance; or

- Such conduct has the purpose or effect of unreasonably interfering with an individual's performance at work, or creating an intimidating, hostile, or offensive work environment.

Less formally, the types of conduct prohibited by this policy cover a wide range of inappropriate behaviors including, but not limited to, the actual coercion of sexual relations, unwelcome comments, jokes, innuendoes, sexually suggestive materials, and other unwelcome sexually oriented actions.

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

- Unwelcome sexual advances, whether they involve physical touching or not;
- Sexual epithets, jokes, vulgarity;
- Written or oral references to sexual conduct;
- Gossip regarding an individual's sex life;
- Comments regarding an individual's body;
- Comments about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons, electronic images;
- Leering, staring, whistling, grabbing, pinching;
- Sexual flirtation;
- Brushing against someone's body;
- Sexual gestures;
- Suggestive or insulting comments;
- Inquiries into one's sexual experiences; and
- Discussion of one's sexual activities.

Individuals Covered by this Policy: This policy applies to all employees of the Town of Haverhill at every level. This policy also prohibits harassment of or by non-employees (members, vendors, Board members, consultants, etc.) who come in contact with Town of Haverhill's employees. This policy prohibits conduct whether it is directed at men by women, at women by men, at men by men, or at women by women, and regardless of whether the conduct occurs on or off Town of Haverhill's premises or during or outside of working hours.

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

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

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

Retaliation will not be Tolerated: The Town of Haverhill requires employees to report violations of this policy and will not tolerate any form of retaliation against an employee who makes a report or who participates in an investigation of a report under this policy. All incidents of retaliation must be immediately reported using the Reporting Procedure.

Reporting Procedure for Discrimination, Harassment, and Retaliation: Any employee who has observed, been made aware of, or experienced conduct in violation of our Policy Against Harassment or policy regarding Diversity and Equal Employment Opportunity (collectively referred to in this Reporting Procedure as the “Policies”) must follow this reporting procedure to notify the Town of Haverhill of the problem so that the matter can promptly and thoroughly be investigated and appropriate action taken.

1. Notify the Town’s Human Resource Officer of the conduct. An employee can report the matter orally or in writing.
2. In the event that the report is about conduct engaged in by the Human Resource Officer, the employee may choose to make the report to the Town Manager orally or in writing.

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

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

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

Retaliation is Prohibited: Employees who make reports in good faith under this Reporting Procedure and/or participate in good faith in any investigation under this Reporting Procedure have the Town of Haverhill’s assurance that it will not tolerate any form of retaliation against them for their participation in the process. Any concerns regarding retaliation must be reported using the Reporting Procedure.

D. AMERICANS WITH DISABILITIES ACT

The Town of Haverhill is committed to ensuring that all applicable provisions of the Americans With Disabilities Act (ADA) are adhered to. It is the Town's policy not to discriminate against any qualified employee or applicant regarding 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, in writing, provided that such accommodation does not constitute an undue hardship on the Town.

The Town encourages individuals with disabilities to come forward and request reasonable accommodations. Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should speak to the Human Resource Officer for more information and process for application for a reasonable accommodation. The Town will maintain all medical information in a confidential manner in accordance with the ADA.

IV. EMPLOYEE CLASSIFICATIONS

A. EMPLOYMENT AT-WILL

New Hampshire, like most other states, recognizes the at-will employment doctrine; as such, in the absence of an employment contract for a definite term, either the employer or employee may terminate employment at any time for any reason, not prohibited by law, with or without cause. Unless expressly documented otherwise, your employment with the Town of Haverhill is at-will. Nothing in this policy or any other policy of the Town of Haverhill shall be interpreted to be in conflict with, eliminate, or modify in any way, the employee's at-will status.

B. EMPLOYMENT CLASSIFICATIONS

Non-Exempt or Exempt: All positions are classified as either "non-exempt" or "exempt". Exempt positions are paid on a salary basis and meet the other requirements necessary to be considered exempt from the overtime requirements of the Fair Labor Standards Act ("FLSA"). Therefore, these positions are not eligible to receive overtime pay.

Non-exempt positions do not meet the requirements necessary to be considered exempt from the overtime provisions of the FLSA. Therefore, these employees are eligible for overtime pay in accordance with the FLSA and Town policy.

Upon hiring, employees are told whether their position is classified as exempt or non-exempt from the overtime provisions of the FLSA. If you have questions about whether you are classified as exempt or non-exempt under the FLSA, please contact the Human Resource Officer.

Positions are either full-time, part-time, temporary, or seasonal and policies within this manual apply differently to each. Contracted employees are subject to the provisions of this Manual except where modified or supplemented by their employment contract. If you are unsure whether you are an exempt or non-exempt employee or if you are unsure of which job classification into which your position falls, please contact the Human Resource Officer.

FULL-TIME EMPLOYEES: Individuals who regularly work 35 or more hours per week.

PART-TIME EMPLOYEES: Individuals who are regularly scheduled to work less than 35 hours per week.

TEMPORARY & SEASONAL EMPLOYEES: Individuals who are hired for specific periods of time or for the completion of a specific project.

Temporary and seasonal employees are not eligible for benefits described in this Manual except to the extent required by state or federal law.

V. RECRUITMENT & HIRING

A. RECRUITMENT

When there is a position open, the Town Manager shall ensure that the position is published internally for a period of no less than two (2) weeks to give existing, qualified employees the opportunity to apply for the position. If a qualified candidate applies from within, the Town Manager shall have full authority to fill the position from within. If there is no interest or no qualified internal candidates, the position shall be posted externally for a period of no less than two (2) weeks in order to promote competitive recruitment of qualified candidates.

B. INTERVIEWING

Applications received through the recruitment process shall be evaluated by the Department Head and Town Manager; only candidates who meet the minimum qualifications for the position shall be considered for an interview.

The Department Head and the Town Manager shall select individuals from the pool of qualified candidates who will be invited to interview with the select committee. Those not meeting the minimum qualifications for the position and/or who are not selected for an interview shall be notified, in writing that they will not be offered an opportunity to interview.

Interviews shall be performed by a selection committee appointed by the Town Manager or his/her designee. All interviewees shall be asked the same series of questions and rated independently by the interviewers. Independent scores shall be tallied, and an average score produced for each interviewee. The top scoring interviewees may either be brought in for a second-round interview or passed through an alternate screening process as determined by the Town Manager.

Once a selection is made, a conditional offer of employment shall be made, pending pre-employment verifications such as; reference checks, a background check, drug screening, or any other verification required for the position, as established by the Town or in accordance with State or Federal regulations.

C. HIRING

Once a conditional offer of employment is made the candidate must go to the Town Administration Office and meet with the Human Resource Officer to complete or provide the following; if not already acquired during the recruitment process:

- Provide three (3) professional references
- Present a valid form of Identification
- Present a valid Drivers License (when position requires)
- Criminal History Record Information Release Authorization Form (when position requires)
- Complete finger printing (when position requires)
- Complete drug test (when position requires)
- Fill out the I-9 form

All employees, officials, and volunteers who will work with children will be required to comply with the requirements of RSA 170-E:56 and the Administrative Rules, He-C 4004 adopted by the New Hampshire Department of Health and Human Services on January 17, 2020.

If all verifications are processed and the candidate fails to successfully complete and pass any and all of the above, where required, the conditional offer will be withdrawn. The Town Manager shall have full authority to eliminate the candidate and go back to the original pool to select another candidate or go back out for recruitment of a new pool of candidates.

D. HIRING YOUTH

Youth workers are those under the age of eighteen (18). Youth workers by law have restrictions on allowable duties and work hours, as well as documentation required for employment. Youth applicants must provide the following to be considered for employment:

- Provide three (3) references familiar with your work history, performance, and character
- Present a valid form of Identification
- Employer Request for Child Labor (12-15-year-olds)
- NH Youth Employment Certificate (12-15-year-olds)
- Parental Employment Permission Slip (16 & 17-year-old)
- Verification of Adequate Health of Child Form
- Approval Form for Sub-Minimum Wage or No Wage Rate for Work-Based Activities (if applicable)

All youth including, non-New Hampshire residents, fifteen (15) years old and under need to obtain a Youth Employment Certificate from a New Hampshire School Administration Unit (SAU) office. This certificate MUST be completed and on file with the Town's Human Resource Officer prior to the youth employee's first date of work.

E. ON-BOARDING

If all verifications are processed and the candidate is cleared for employment; the candidate shall return to the Town Administration Office to complete the following forms:

- New Hire Form
- Rate of Pay Sheet
- Second Injury Fund Form
- Fill out the W-4
- Emergency Contact Form
- Fill out Direct Deposit form
- Insurance Enrollment form (full-time employees only)
- Retirement Enrollment forms (full-time employees only)
- Pre-Retirement Beneficiary Designation Paperwork
- Receive, and sign for receipt of, the Personnel Policy & Procedure Manual
- Lifeguard certificate (if applicable)
- Swim instructor certificate (if applicable)

All documentation must be completed and on file in the Town Administration Office prior to the first day of work.

F. YOUTH EMPLOYMENT RESTRICTIONS

In the State of New Hampshire youth workers have the following restrictions, which must be strictly adhered to:

- Youth 13 years old or younger may not be employed or permitted to work for the Town.
- Youth 14 and 15 years old cannot work before 7am or after 7pm (Labor Day – May 31st).
- Youth 14 and 15 years old cannot work before 7am or after 9pm (June 1st – Labor Day).
- Youth 14 and 15 years old cannot work more than 8 hours a day on non-school days.
- Youth 14 and 15 years old cannot work more than 3 hours per day on school days.
- Youth 14 and 15 years old cannot work more than 18 hours on school weeks.
- Youth 14 and 15 years old cannot work more than 40 per week on non-school weeks.
- Youth 16 years old cannot work before 7am or after 9pm.
- Youth 16 years old cannot work more than 8 hours a day on non-school days.
- Youth 16 years old cannot work more than 3 hours per day on school days.
- Youth 16 years old cannot work more than 23 hours on school weeks.
- Youth 16 or 17 years old cannot work more than 48 per week on non-school weeks.
- Youth 16 or 17 years cannot work for more than 6 consecutive days on school weeks.
- Youth 17 years old cannot work more than 10.25 hours in one day.
- Youth 17 years old cannot work more than 54 hours in one week.
- Youth 16 or 17 years of age may work without certification once they have graduated from high school or obtained a general equivalency diploma.
- No youth under the age of 16 can serve as lifeguards in open bodies of water.

Be advised the most recent federal and state guidelines on youth employment restrictions shall supersede this section.

G. RE-HIRING PAST EMPLOYEES

When an employee leaves employment through voluntary retirement or leave of absence, or because their employment was seasonal or temporary; Department Heads shall not need to go through the recruitment process to re-employ the individual. Employees who are terminated for any reason, except for layoffs, shall not be re-employable by the Town unless approved by the Town Manager and cleared by the Town's insurance carrier and law team. When any employee is re-hired, they must still follow the Hiring and On-Boarding process as outlined above.

VI. TIME COMPENSATION

A. TIME REPORTING

It is important that your time be accurately reported so that you are correctly compensated for the hours that you work. You are required to complete and sign a time sheet weekly. Time sheets will be completed by all employees with no exceptions. No one is authorized to report your time on your behalf, and falsification of time records could lead to disciplinary action, up to and including termination from employment. Your Department Head can provide you with details concerning your obligation to report time you have worked.

B. PAY PERIODS

Employees are paid on a bi-weekly basis on Tuesday of every other week for all hours worked during the previous two (2) weekly pay periods. If the Monday preceding (before) a payday is a Holiday, then pay checks shall be issued on Wednesday. Please review your paycheck for errors. If you find a mistake, report it to the Bookkeeper immediately. Paychecks will be distributed only to you or a designee, which you authorize in writing. Employees may opt to have their paychecks direct deposited into the account(s) of their choosing, by filling out a Direct Deposit form. Employees can opt in and out of direct deposit at any time.

C. HOURS OF WORK

The standard work period for full-time employees, not in law enforcement, is seven (7) consecutive days. The standard work hours for full-time employees, not in law enforcement, is forty (40) hours per work period.

The standard work period for full-time employees, in law enforcement, may be 14 consecutive days. The standard work hours for full-time employees, in law enforcement, may be eighty (80) hours per work period. The work period for officers shall be determined by the chief of Police with approval of the Town Manager.

Employees may take up to one (1) hour of unpaid lunch daily. Brief rest periods will be allowed in all departments, as needed. The Town's work week begins on Sunday at 12:00 a.m. (midnight) and ends on Saturday at 11:59 p.m. Because of the nature of the Town's business, your work schedule may vary depending on your job and department. When hired, your supervisor or Department Head will inform you of your hours of work.

D. PAYROLL DEDUCTIONS

Payroll Deductions for All Employees

The Town is required by law to make certain deductions from your paycheck, including federal income taxes and your contribution to social security. The Town may also be required to make deductions from your paycheck pursuant to a federal or state agency or court order, such as for child support. These deductions will be itemized on your check stub.

The Town may make additional deductions for insurance and other purposes to benefit the employee. Arrangements for these voluntary deductions can be made with the Administrative Assistant. Under New Hampshire law, the Town may not withhold, make use of any portion of, or require any employee to remit any portion of an employee's wages except:

- a) For payroll taxes, or as otherwise required by statute;
- b) When the deduction is authorized in writing by the employee for:
 - o Voluntary payments for the recovery of accidental overpayment of wages;
 - o Health, welfare pension and apprenticeship fund contributions;
 - o Payments into savings funds held by someone other than the employer;
 - o Voluntary contributions into cafeteria plans or flexible benefit plans, or both, as authorized by section 125 or section 132 of the Internal Revenue Code.

Payroll Deductions for Salaried Exempt Employees

The Town complies with all federal and state laws regarding deductions from paychecks, including deductions from the salaries of exempt employees. In accordance with the laws, salaried employees receive a predetermined salary which is not subject to reduction because of variations in the quality or quantity of work performed and is not subject to reduction for absences requested by the Town or due to the operating requirements of the Town. The Town of Haverhill recognizes that under federal and state law there are only limited times when a salaried employee's salary can be subject to deductions.

The Town prohibits deductions from salaries that are inconsistent with the status of an exempt employee. Employees should note that salaries are subject to modification from time to time, such as at evaluation time, when an employee's position or responsibilities change, and at other appropriate times. Employees should also note that it is permissible for an employer to apply earned leaves and other forms of paid time off to full-day absences for personal reasons, sickness, or disability, and that applying paid time is not considered a deduction from salary.

Questions Regarding Paychecks and Deductions

If you have any questions or concerns about your paycheck or any deductions from your pay, please contact the Haverhill Bookkeeper or Financial Officer as soon as possible.

Questions and concerns regarding pay and deductions will be investigated and addressed promptly. If there has been an error, such as a deduction made in error, the correction will be made in the next scheduled paycheck or the employee may receive a corrected check or a check reimbursing the employee for the error, whichever is more practicable under the circumstances.

Employees should feel free to communicate any questions or concerns regarding pay or deductions. The Town will not tolerate retaliation against employees who have expressed concerns using this procedure.

E. HIGHER ASSIGNMENT PAY

Higher assignment applies to an employee who, in the temporary absence of an incumbent, is formally assigned by the Town Manager to temporarily perform at a higher level than their hired position. "Higher level" is defined as a position above the employee's position in the Town's organizational structure.

To be eligible for higher assignment pay, the employee must be assigned to, assume, and perform a majority of the absent incumbent's duties of the higher level job, which are substantially different from his or her own duties; OR the employee must be assigned to, assume, and perform the responsibilities of a higher level supervisory or managerial job, as needed, without any substantial change in their own duties. Additionally, the employee must work five (5) consecutive full shifts at the higher level to become eligible for higher assignment pay, after which, the employee will be paid the higher assignment pay for all shifts that the employee has and will perform the incumbent's duties, as assigned by the Town Manager.

When an employee is assigned temporarily to a higher assignment by the Town Manager, the employee and Town Manager must enter into a written Higher Assignment Agreement, which will outline the higher assignment pay and the higher assignment date ranges. Without this duly signed agreement there shall be no higher assignment pay granted to any employee.

F. COST-OF-LIVING ADJUSTMENTS (COLA)

A cost-of-living adjustment may be applied at the discretion of the Town Manager. When a COLA is applied it shall be an increase in income that keeps up with the cost of living. The adjustment is applied annually to wage rates. There is no official cost-of-living metric provided by the Federal government, but employers typically will either set a static rate or use the prior year's rise in the Consumer Price Index. To eliminate the fluctuation of the CPI from our local municipal process, the Town of Haverhill has set a static rate of 1.0 %, which will be applied to wages in the first pay period of April each year it is awarded.

G. REIMBURSABLE EXPENSES

With prior approval by the Department Head or Town Manager, Town business related expenses will be reimbursed by the Town to the employee. The employee must submit a Reimbursement Claim Form and may be required to provide receipts in order to be reimbursed. Reimbursement may be in the form of a separate check. The Reimbursement Claim Form can be obtained at the Town Administration Office.

Travel:

Employees are required to submit a request to attend trainings, meetings, conferences, events etc. that will result in reimbursement. All requests must be submitted to the employee's Department Head and is subject to approval by the Town Manager. Documentation that must

be submitted related to requested travel include anticipated travel times, enrollment fees, itineraries that include meals supplied at the event, and a summary of anticipated costs. No travel is allowed without written approval.

Mileage:

Employees shall be reimbursed for mileage traveled to locations more than fifteen (15) miles from the employee's regular workstation. Mileage shall be paid for eligible, approved travel to and from the employee's regular workstation, or to and from the employee's home, if the result is less miles to be reimbursed by the Town. Approved travel may include for approved trainings, meetings, conferences, to make Town purchases, repairs, and any other reason approved by the employee's supervisor, Department Head, or the Town Manager.

The mileage rate can be found on the Reimbursement Claim Form and is subject to change. On a case-by-case basis mileage may be approved by the Town Manager for local travel within fifteen (15) miles of an employee's workstation. In these cases, the employee must request approval in advance and the request must be approved. Examples of cases where local mileage may be warranted, include moving office equipment, collecting items to be disposed of, and monitoring road conditions with an employee's personal vehicle.

Meals:

Employees shall be reimbursed for meals per the following set rates:

Breakfast: \$9.00 Lunch: \$15.00 Dinner: \$23.00

Breakfast shall only be reimbursed for approved travel beginning on or before 7:00 am or for the morning after an overnight stay; and will only be reimbursed if breakfast is not included in the training, conference, or other event being attended.

Lunch shall only be reimbursed for approved travel beginning on or before 10:00 am or for the meal after an overnight stay where the event will last beyond 1:00 pm; and will only be reimbursed if lunch is not included in the training, conference, or other event being attended.

Dinner shall only be reimbursed for approved travel beginning on or before 4:00 pm or for the evening before an overnight stay; and will only be reimbursed if dinner is not included in the training, conference, or other event being attended.

No receipts shall be necessary for meal reimbursement. However, documentation related to approved travel shall be provided; to include travel times, enrollment forms, itineraries, and/or supplied meals at events. These documents shall dictate whether the employee is eligible for meal(s) reimbursement.

Lodging:

Employees shall be reimbursed for lodging for overnight stays deemed necessary and approved in advance by their Supervisor or the Town Manager. Lodging shall be booked at the government rate, at a conservatively priced establishment.

Miscellaneous:

Expenses such as for postage, purchases, etc. must be accompanied by an itemized receipt that shows payment by the employee before reimbursement can be issued.

H. OVERTIME

Non-exempt, non-law enforcement, employees are entitled to overtime pay for any hours actually worked over forty (40) in a work period. Non-exempt employees, in law enforcement, are entitled to overtime pay for any hours actually worked over their designated work period. Those eligible for over-time pay shall be compensated at the rate of time and one-half regular rate of pay for all hours worked over forty (40) hours actually worked in one work week; meaning that over-time begins when the employee exceeds forty (40) working hours. Vacation, sick leave, and paid holidays do not count toward “hours worked”. Overtime earned will be paid at the rate of time and one-half on the next regularly scheduled payroll date.

As a condition of employment with the Town of Haverhill all employees, in all departments, are required to work overtime when work demands it and upon the request of their supervisors. Refusal to work overtime may result in disciplinary action. Supervisors will make reasonable efforts to balance the personal needs of their employees and fairness among employees when assigning overtime work.

All overtime must be approved in advance by the employee’s Supervisor, Department Head, or the Town Manager. An employee who works overtime without prior approval may be subject to discipline, up to and including termination of employment.

I. COMPTIME

Employees eligible for overtime (*hours over 40 hours actually worked during the work period for non-law enforcement employees and hours over 80 hours actually worked during the work period for law enforcement employees*)in accordance with Section H above, may choose to bank all or some of their overtime hours as comp-time. Except that temporary and seasonal employees are not eligible for comp-time.

Compensatory time is banked as time off at the rate of one and one-half hours off for each hour of overtime worked for non-exempt employees. Compensatory time is banked as time off at a rate of an hour for an hour for exempt employees.

The employee’s Supervisor, Department Head, or the Town Manager must approve over-time hours in advance. An employee who works overtime without prior approval may be subject to disciplinary action and may not bank these hours as comp-time.

To inform the Bookkeeper of any overtime hours the employee wishes to bank as comp-time, the employee must check a box on their timesheet indicating they want to receive compensatory time rather than paid overtime for the overtime hours worked during the payroll period.

The maximum compensatory time accumulation is eighty (80) hours. Compensatory time may not be accumulated beyond the maximum accrual amount, any overtime hours worked after the maximum accrual of eighty (80) hours would be required to be paid as part of the payroll period the hours were worked.

For both Exempt and Non-Exempt employees compensatory time earned and banked shall not “roll-over” and so must be used within twelve (12) months of the date earned. However, for Non-Exempt employees only, each hour of banked compensatory time left unused at twelve (12) month mark from the date earned, will be paid-out in the next pay period.

Employees may request and use compensatory time off in the same manner as other leave requests.

An employee will not be paid accrued, unused compensatory time upon termination from employment unless the employee has been employed for at least six (6) months prior to the termination. In the event of resignation or retirement, and only if the employee has given two (2) week notice of his/her intent to resign or retire the employee will be paid the full value of the compensatory hours they have accrued.

J. BREAKS

Pursuant to RSA 275:30-a: All employees who work more than 5 consecutive hours must be granted a ½ hour unpaid eating period except if it is feasible for the employee to eat during the performance of their work, and the employer permits the employee to do so. Any employee not wishing to utilize the statutory break period may sign a “Request to Waive the Lunch or Eating Period” form that will be maintained in their personnel file.

K. CALL-INS

Any employee, who is called in to work, for emergencies related to their job, outside of his/her regularly scheduled hours shall be paid a minimum of two hours. If an employee works more than two hours, they will be paid for the actual hours worked. However, the two-hour minimum does not apply to employees asked to attend mandatory meetings or trainings lasting less than two hours unless the employee was given less than 48 hours’ notice.

VII. LEAVE BENEFITS

A. HOLIDAYS

Full-time and part-time employees who are scheduled to work an annual average of twenty-five (25) hours or more per week are entitled to the paid holidays listed below, whether or not the employee normally works on the day the holiday falls on. Part-time employees who work less than an annual average of twenty-five (25) hours per week, per diem, temporary employees, and seasonal employees are not entitled to paid holidays.

For hourly employees, holiday pay will be paid at the straight time hourly rate up to eight (8) hours per holiday. Employees shall be paid straight time at their regular rate of pay plus holiday pay (at straight time) for work performed on a Holiday, or the hours worked on a holiday may be banked as comp time.

Full-time police officers and highway employees that work on Thanksgiving Day and/or Christmas Day shall receive time and one half for hours worked on those holidays as pay or comp time, plus holiday pay at straight time.

The Floating Holiday must be used in the calendar year earned and must be scheduled and approved by the employee's Supervisor or Department Head.

No holidays may be taken in advance.

Holidays:

New Year's Day	(January 1)
Civil Rights Day	(3 rd Monday of January)
President's Day	(3 rd Monday of February)
Memorial Day	(Last Monday of May)
Independence Day	(July 4)
Labor Day	(1 st Monday in September)
Columbus Day	(2 nd Monday of October)
Veterans' Day	(November 11)
Thanksgiving Day	(4 th Thursday in November)
Thanksgiving Friday	(4 th Friday in November)
Christmas Day	(December 25)

All holidays are observed on the day designated by the Federal Government.

B. VACATIONS

Full-time and part-time employees are eligible for paid vacation. Temporary and seasonal employees are not entitled to paid vacation.

Accrual of vacation time begins after the employee successfully completes their original or extended probation.

All full-time employees shall earn vacation leave at the accrual rate outlined below, unless altered through an employment contract. The maximum rate of accruals is determined by the employee's years of service. Years of service are per calendar year from the date of hire.

All part-time employees shall earn vacation leave at a pro-rated accrual rate at a ratio that reflects his or her regular schedule compared to a forty (40) hour work week. For example, if the employee is normally scheduled for twenty (20) hours per week they will accrue half (1/2) of what a full-time employee accrues who has the same years of service.

<u>Years of Service</u>	<u>Maximum Monthly Accrual</u>	<u>Maximum Accrued Vacation Days / Year</u>	<u>Maximum Accrual of Vacation Days</u>
0-5	1 day	12 days	24 days
6-10	1.5 days	18 days	36 days
11- plus	2 days	24 days	48 days

Accrued vacation leave carries over from year to year, however, will not accumulate beyond the maximum accrual amounts listed above.

Employees shall be notified by the Bookkeeper, in writing, when they are nearing maximum accrual and then again when they have reached maximum accrual. Employees may be required by their Supervisor or Department Head to take leave to avoid a “use it or lose it” situation.

An employee will not accrue any vacation time for pay periods in which the employee is not entitled to wages (such as, unpaid leave of absence) unless required by law.

Vacation leave may be taken in half-hour increments and shall be logged on timesheets to reflect the replacement of regularly scheduled hours not worked. Vacation leave will be paid at straight time, in addition to hours actually worked up to forty (40) at straight time, once hours actually worked exceed forty (40) the employee shall be eligible for Over Time pay for hours actually worked over forty (40).

All part-time employees will be paid for vacation leave in accordance with his/her regular hours of work. For instance, if a part-time employee regularly works five (5) hours per day, then the part-time employee will only be entitled to use up to five (5) hours of leave when he/she takes a vacation day.

All leave is subject to approval.

Employees shall give supervisors a two-week written notice prior to requests for leave that exceeds five (5) continuous workdays. Requests for vacation of less than five (5) continuous workdays require a twenty-four (24) hour advanced notice.

Delegation of Authority: When Department Heads are scheduled to be on leave (of any type) for five (5) consecutive days or longer they shall be required to formally delegate their responsibilities and authority to another Town employee. Announcements of delegation shall be sent to the Town’s Department Heads, direct reports, and the Town Manager via email. They shall also set an email out of office notice that encompasses the dates the employee will be on leave. Authority shall only be delegated to another employee who has been trained to perform the essential functions of the position they will be covering for. Department Heads are responsible for ensuring they have at least one fully trained delegate for their positions. *(This subsection applies to any type of leave.)*

Authority to grant leave shall be vested in Supervisors, Department Heads, and the Town Manager only. Department-wide seniority will prevail in cases where leave requests overlap and may be denied when work of the department or essential services will be negatively impacted by the employees leave. Department Heads shall request vacation leave from the Town Manager. Appropriate request forms shall be used for all vacation leave. The Town reserves the right to cancel a scheduled vacation should an emergency arise.

Employees are expected to make every effort to use vacation leave accrued within the calendar year it was earned. The Town will not “pay-out” any vacation to employees for unused, accrued vacation time at the end of the year, except in extenuating circumstances where the employee can demonstrate to the Town Manager that vacation time could not be taken during the calendar year because of the employer’s scheduling requirements, or due to conditions that made it impossible for the employee to take vacation. In these cases, the employee can request up to two (2) weeks of vacation leave to be “paid out”. All requests must be in writing with ample evidence of the circumstances. The modification, approval, or denial of “pay-out” requests will be at the sole discretion of the Town Manager.

An employee will not be eligible for payment of any accrued, unused vacation upon termination from employment, unless required through an employment contract.

An employee will be eligible for payment of all accrued, unused vacation upon resignation or retirement, only if the employee has given, and works the entire, two (2) week notice of his/her intent to resign or retire. The only exception shall be if the Town formally, in writing, excuses the employee from having to work the two (2) week notice.

An employee will be entitled to accrued, unused vacation upon death. Payment of such shall be paid the employees spouse or designated beneficiary, if different than spouse.

C. PERSONAL DAYS

The Town will provide four (4) paid personal days to all full-time and part-time employees. Temporary and seasonal employees are not entitled to any paid personal days.

Personal days shall be available on January 1st each year or upon the date of employment for new hires.

Personal days may be taken in half-hour increments and shall be logged on timesheets to reflect the replacement of regularly scheduled hours not worked. Personal days will be paid at straight time, in addition to hours actually worked up to forty (40) at straight time, once hours actually worked exceed forty (40) the employee shall be eligible for Over Time pay for hours actually worked over forty (40).

All part-time employees will be paid for personal leave in accordance with his/her regular hours of work. For instance, if a part-time employee regularly works five (5) hours per day, then the part-time employee will only be entitled to use up to five (5) hours of leave when he/she takes a personal day.

All leave is subject to approval.

Employees will not be paid for personal days not taken during the year nor upon retirement, resignation, or termination of employment.

Personal days do not carry over from year to year and shall expire on December 31th at 11:59 PM each year if unused.

D. SICK LEAVE

Full-time and part-time employees are eligible for paid sick leave. Temporary and seasonal employees are not entitled to paid sick leave.

Accrual of sick leave begins after the employee successfully completes their original or extended probation.

All full-time employees shall earn sick leave at the accrual rate outlined below.

All part-time employees shall earn sick leave at a pro-rated accrual rate at a ratio that reflects his or her regular schedule compared to a forty (40) hour work week. For example, if the employee is normally scheduled for twenty (20) hours per week they will accrue half (1/2) of what a full-time employee accrues.

<u>Maximum Monthly Accrual</u>	<u>Maximum Accrual Sick Days / Year</u>	<u>Maximum Accrual</u>
1 day	12 days	80 days

Accrued sick leave benefits carry over from year to year, however, will not accumulate beyond the maximum accrual amount listed above. Employees shall be notified by the Bookkeeper, in writing, when they are nearing maximum accrual and then again when they have reached maximum accrual.

An employee will not accrue any sick leave for pay periods in which the employee is not entitled to wages (such as, unpaid leave of absence) unless required by law.

Sick leave may be taken in half-hour increments and shall be logged on timesheets to reflect the replacement of regularly scheduled hours not worked. Sick leave will be paid at straight time, in addition to hours actually worked up to forty (40) at straight time, once hours actually worked exceed forty (40) the employee shall be eligible for Over Time pay for hours actually worked over forty (40).

All part-time employees will be paid for sick leave in accordance with his/her regular hours of work. For instance, if a part-time employee regularly works five (5) hours per day, then the part-time employee will only be entitled to use up to five (5) hours of leave when he/she takes a sick day.

Sick leave is to be used for absences due to employee's illness or for the employee's care of a sick immediate family member defined as a spouse, legal partner by civil union, child (natural, foster or adopted), parent, grandparent, or other immediate family member or in-law.

Employees who cannot report to work due to illness, must make direct contact with their supervisor or Department Head on a daily basis, unless otherwise directed. Employees who fail to report to work or call in to their supervisor or Department Head for two (2) consecutive workdays may be considered to have voluntarily resigned from their employment.

The Town may, at any time, ask employees to provide satisfactory medical verification of an illness.

For sick leave lasting five (5) days or longer, the employee shall be required to provide a doctor's note indicating the medical necessity for the leave. Failure to provide verification may result in loss of sick leave benefits or disciplinary action.

Employees who abuse sick leave through the habitual use of sick leave without verification of illness as issued by the employee's doctor, may be subject to discipline, up to and including termination of employment.

An employee will not be eligible for payment of any accrued, unused sick leave upon termination from employment, unless required through an employment contract.

An employee will be eligible for payment of one quarter (1/4) of accrued, unused sick leave upon resignation or retirement, only if the employee has given, and works the entire, two (2) week notice of his/her intent to resign or retire. The only exception shall be if the Town formally, in writing, excuses the employee from having to work the two (2) week notice.

An employee will be entitled to one-half (1/2) of accrued, unused sick leave upon death, which shall be paid the employees spouse or designated beneficiary if different than spouse.

Employees participating in the Sick Leave Bank who have exhausted their accrued sick leave may "borrow" leave days from the "Bank" as authorized by their supervisor or Department Head and the Town Manager. (See Sick Leave Bank Policy)

E. SICK LEAVE BANK

The Sick Leave Bank is hereby established and may be used by participating employees for eligible absences provided that the employee has exhausted ALL paid leave time (accumulated sick time, vacation time, personal time, and holiday time).

Participation and Contribution: The Sick Leave Bank is available to any employee of the Town who earns leave. Each employee electing to participate in donation to the Bank must do so by April 1 of each calendar year. Participants shall contribute two (2) leave days to the Bank the first year and one leave day thereafter on April 1st each subsequent year.

Any employee not electing to participate in the Sick Leave Bank will not qualify to receive benefits from the "Bank". The days contributed to the Bank shall accumulate from year to year until a total of no more than three hundred (200) days is reached.

If, on April 1st of any given year the Sick Leave Bank accumulated total of available days falls below 50 days each participating employee will be asked to contribute two (2) days to the Bank for that year.

Any employee who does not choose to participate in the Bank before April 1, will not be eligible to participate until the following April. Any new employee, who has accrued enough leave time to make an initial contribution of two (2) days, may join the Sick Leave Bank at any time during the year.

Use of the Sick Leave Bank time: The Administrative Assistant / Bookkeeper shall receive, review, and determine eligibility for all requests to participate in and use days from the Leave Bank. The supervisor or Department Head of the employee requesting the use of the Sick Leave Bank will be responsible to submit to the Administrative Assistant / Bookkeeper a completed request of use form.

More than one request for use of the Sick Leave Bank for an illness, accident, or injury may be submitted per year. The supervisor or Department Head shall make a recommendation for approval or denial of the employee's request to the Town Manager. That recommendation must include an explanation of the impact on the department of the extended leave of the applicant and what steps the supervisor or Department Head will be taking to minimize budget impact. The Administrative Assistant / Bookkeeper will forward recommendations for the request within three (3) business days after receipt, to the Town Manager for final action. If the use of the Sick Leave Bank is denied for any reason the employee will be sent a written letter stating the reason(s) for the denial within ten (10) business days of the Town Manager's receipt of the request.

Payback of days used: Any participant using the Leave Bank's time will be required to start payback of the time used when they return to work, and the participant starts to accumulate leave time again. The rate of payback will be at the same rate as the time is accrued. Only accrued leave will be used to reimburse the bank. Any participating employee terminating employment for any reason will not receive any benefits from the Sick Leave Bank after their actual termination date. Any employee may terminate participation in the program at any time; however, they will forfeit any contributed days in the Leave Bank.

Records: The Administrative Assistant / Bookkeeper will be responsible for monitoring the level of the accumulated days in the Leave Bank, the eligibility of a participant, the eligibility of the request to use the Sick Leave Bank time, the tracking and accumulation of these days, including payback of any time used.

F. FAMILY MEDICAL LEAVE

This policy is meant to provide employees with a general description of Federal FMLA laws.

NOTE: Employees of the Town of Haverhill are not eligible for coverage under the Family Medical Leave Act (FMLA), so this section is informational only.

Overview

The FMLA entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Eligible employees are entitled to:

- Twelve workweeks of leave in a 12-month period for:
 - the birth of a child and to care for the newborn child within one year of birth;
 - the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
 - to care for the employee’s spouse, child, or parent who has a serious health condition;
 - a serious health condition that makes the employee unable to perform the essential functions of his or her job;
 - any qualifying exigency arising out of the fact that the employee’s spouse, son, daughter, or parent is a covered military member on “covered active duty;” or
- Twenty-six workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member’s spouse, son, daughter, parent, or next of kin (military caregiver leave).

For more information on the FMLA please go to the US Department of Labor website at:

<https://www.dol.gov/whd/fmla/>

G. PARENTAL LEAVE

The Town of Haverhill will allow up to eight (8) weeks of parental leave to employees following the birth of an employee’s child, or the placement of a child with an employee in connection with adoption or foster care. The purpose of parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child. This policy will run concurrently with the Family and Medical Leave Act (FMLA) leave, if FMLA becomes applicable to the Town of Haverhill.

Eligible employees must meet the following criteria:

- Have been employed with the Town of Haverhill for at least twelve (12) consecutive months.
- Have worked at least one thousand three hundred (1300) hours during the twelve (12) consecutive months immediately preceding the date the leave would begin.
- Be a full- or part-time, regular employee (temporary, seasonal, and interns are not eligible for this benefit).

In addition, employees must meet one of the following criteria:

- Have given birth to a child.
- Be a spouse or committed partner of a woman who has given birth to a child.
- Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger). The adoption of a new spouse's child is excluded from this policy.

Amount, Time Frame and Duration of Paid Parental Leave:

- Eligible employees will receive a maximum of eight (8) weeks of parental leave per birth, adoption, or placement of a child/children. The fact that a multiple birth, adoption or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the eight (8) week total amount of parental leave granted for that event. In addition, in no case will an employee receive more than eight (8) weeks of parental leave in a rolling 12-month period, regardless of whether more than one birth, adoption, or foster care placement event occurs within that 12-month time frame.
- Parental leave shall be covered by the employee's accrued leave balances; however, should the employee not have accrued leave or enough accrued leave to cover the requested parental leave they may be out on unpaid leave.
- Approved parental leave may begin at any time during the three (3) month period immediately following the birth, adoption, or placement of a child with the employee. Parental leave may not begin or be extended beyond this three (3) month time frame.
- Employees must take parental leave in one continuous period of leave and any unused paid parental leave will be forfeited at the end of the three (3) month time frame.
- Employees on parental leave will be allowed to continue to participate in the Town's Health Insurance benefit for up to eight (8) weeks from their first date of leave; even if the employee does not have eight (8) weeks of leave accrued to cover their parental leave.
- After an eight (8) week parental leave, the employee will return to work to her original position with the Town of Haverhill.
- An employee who does not return to their position after the completion of approved parental leave will be considered to have resigned from her position.

H. UNIFORM SERVICE LEAVE

Employees who serve in the Army National Guard, Air National Guard, and Federal Reserve Components of the Military Branches of the United States of America (collectively referred to as "uniformed services") will be provided with leaves of absence for such duty in connection with such service in accordance with the federal Uniformed Services Employment and Reemployment Rights Act (USERRA).

Military Leave to attend weekend training drills, also known as Unit Training Assemblies (UTAs) and Annual Training (AT) for employees who are member of the Army National Guard, Air National Guard, and Federal Reserve Components of the Active Duty Military Branches of the United States of America will be granted by the Town with pay.

The Town will allow up to 22 days of paid leave for military service per calendar year, from January 1 to December 31 of each year. If this time is not utilized, it does not accrue or hold over to the next calendar year, it is not payable to the employee unless used specifically for the performance of military duty. If the employee's military unit of assignment publishes an annual training schedule it is requested that the Town be provided with a current copy of that document annually.

Employees who are members of the uniform services who take an extended military leave of absence, an absence of over 30 consecutive days, due to mobilization or deployment as defined in Title 10 U.S.C., those employees will be paid the difference, if any shortfall exists, between their regular Town pay over military pay. If their military pay is greater than their Town pay then there will be no difference to pay.

Military pay is defined for the purposes of this policy as military base pay for the service member as shown in the current military pay chart commensurate with their grade (rank) and seniority (years of service), no special pays, allowances or entitlements will be included in the computation of military pay. The employee may elect to continue to receive Town pay while they are deployed/ mobilized. They may take part or all of their accrued time, this includes military leave days, accumulated sick time, vacation time, personal time and holiday time during the military leave of absence, but the employee is not required to do so. The employee can utilize ONLY their own accruals, they are not eligible to take sick days from the Sick Day Bank in excess of the days that they have contributed.

The employee may be eligible to utilize a spouse's accruals if the spouse is also a Town employee, this would require the approval of the Town Manager. The option to continue receiving Town pay utilizing the employee's accruals will be the employee's option. Their Town pay will continue until that employee's accrued time is exhausted. An employee who is deployed and opts to continue to receive Town pay, will continue to accrue time in accordance with the Town Personnel Policy as long as they are still receiving Town pay. Once that time is exhausted their military leave will be unpaid from that point forward until their return to Town employment. In the circumstance where the employee opts to not continue to receive Town pay utilizing their accrued time while deployed, the Town will make up the difference between the employee's military pay and Town pay, if the military pay is lower than the employee's Town salary.

Notice of Leave Request: An employee needing to take leave from work for duty in the uniformed services should make their supervisor aware of the need for leave as soon as the employee receives notice of the duty. It is requested that notice should be provided at least 30 days before the leave begins where it is at all possible to do so. If the employee's military unit publishes an annual training schedule, it is requested that the Town be provided with a current copy of that document.

Health Coverage: A Town employee called up to active duty for a mobilization or deployment will have their health care coverage continued for the duration of their active duty service.

Pension: Upon reemployment the employee is treated as if there was no break in service for participating, vesting and accrual purposes. If applicable, the employee may elect to make up any missed contributions or elective deferrals but is not required to do so.

Reinstatement: Employees returning from extended military leave shall promptly notify the administrative Assistant of their desire to be reinstated. If the service lasts 31 to 180 days, then the employee should notify the Administrative Assistant of the desire for reinstatement within 14 days of the ending date of their active duty service. If the military leave lasts more than 180 days, then the employee shall notify the Administrative Assistant of the desire for

reinstatement within 90 days of the ending date of their active duty service. The determination of the ending date of active duty is the date listed on the employee's DD-214.

Returning to work from military leave for Unit Training Assemblies (UTAs) and Annual Training (AT) will not require separate notification to the Town, the employee must report for their next regularly scheduled workday after the completion of the military leave plus reasonable travel time from place of duty.

The Town will reinstate eligible employees promptly. Eligibility for reemployment will be determined in accordance with Uniformed Services Employment and Reemployment Act (USERRA) and its implementing regulations. Employees seeking reinstatement will be required to provide a copy of their DD-214 as documentation of the dates and character of service.

Employees cannot waive their reemployment rights in advance of being released from uniformed service.

Disabled Service Members: If a returning employee was disabled or a disability was aggravated during uniformed service, the Town will make all reasonable accommodations and efforts to help the employee become qualified to perform the duties of his or her reemployment position.

Statement Against Discrimination and Retaliation: The Town will not discriminate in hiring, employment, reemployment, or any benefits of employment against any individual because of that individual's service in the United States uniformed services. The Town also will not tolerate any retaliation against any individuals because of their service in the uniformed services or their engagement in any other activities protected under USERRA.

I. BEREAVMENT LEAVE

Full-time and part-time employees bereaved by the death of a relative will be granted time off from work without loss of pay in accordance with the following policy. Temporary and seasonal employees are not entitled to bereavement leave.

In the event of the death of a member of a full-time or part-time employee's immediate family, the Town provides three (3) workdays paid time off. The three (3) workdays usually include the day before the funeral or memorial service and a day after. Pay for part-time employees will be pro-rated based on the number of hours, if any, the employee regularly works on those days. "Immediate family" includes spouse, partner by civil union, children (natural, foster, or adopted, stepchildren), parents, brothers, sisters, stepparents, step-brothers, step-sisters, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparents, grandchildren, and great-grandchildren of the employee.

J. JURY DUTY / WITNESS LEAVE

The Town considers it a civic duty to serve on a jury if summoned and will grant you leave in order to serve on a jury. An employee shall be excused from employment for the day or days required in serving as a juror or witness in any court of the United States, State of New Hampshire, or the employee's state of residence. For temporary and seasonal employees, jury

or witness duty should be considered an excused unpaid absence. Part-time and full-time employees called for jury duty (*or subpoenaed as a witness*) shall be granted paid leave for the period of the civil involvement. Employees who are compensated for jury duty by the court shall be paid their regular day's pay and the amount of compensation they receive for serving as a juror or witness.

Employees summoned for jury duty must inform their Supervisor as soon as possible and must present a copy of the summons. A copy of which must be forwarded to the Human Resource Officer. If released from jury duty on any day or part of the day, the employee is required to return to work, if it falls during their normal work hours.

K. PERSONAL LEAVE OF ABSENCE

The Town recognizes that due to personal circumstances, it may be necessary for an employee to request more time off than provided them under the Town's policies concerning holidays, vacation, sick, personal days, and maternity leave.

A personal leave of absence may be granted for a period of time that will extend beyond the amount of leave an employee has accrued. A personal leave of absence must first be covered by any and all leave balances the employee has accrued, after which the leave of absence will be unpaid.

A personal leave of absence may be granted at the sole discretion of the Town Manager, upon recommendation of the Department Head. While an employee is on an approved personal leave of absence they shall not be entitled to or accrue leave including, but not limited to, holidays, vacation time, sick leave, and personal days.

Employees who are granted a personal leave of absence may continue to participate in the Town's health insurance benefit for up to ninety (90) days of an approved absence, after which the employee can elect to continue health insurance coverage at their own expense by making arrangements with the Human Resource Officer to pay the entire amount of the appropriate monthly premium in advance of each month.

To request a personal leave of absence, please contact your Supervisor, Department Head, or Town Manager. It shall be required that the employee provide a written request for the personal leave of absence that explains in detail the need as well as the expected begin and end date of the leave of absence. The Town reserves the right to request additional documentation in support of the request before making a decision related to the request.

Requests for a leave of absence will be considered on a case-by-case basis. Decisions will be based upon the Town's staffing needs, impacts to services provided, and any other factor related to the employee's position. If a personal leave of absence is granted, the employee may not accept other employment of any kind, including a business of their own, while they are on leave.

If an employee fails or is unable to return to work following the expiration of the approved leave of absence, and the Town is unable or unwilling to extend the length of leave, the employee will be considered to have voluntarily resigned from his or her employment with the Town. The employee will remain eligible to apply for employment in the future.

L. LEAVES OF ABSENCE FOR VICTIMS OF CRIME

The Town will grant an employee unpaid time off, should they not have accrued leave, from work to attend court or other legal or investigative proceedings associated with the prosecution of a crime in which the employee was a victim. For purposes of this policy, a “victim” is any person who suffers direct or threatened physical, emotional, psychological, or financial harm as a result of the commission or attempted commission of a crime.

Employees may also qualify for leave under this policy if they are part of the immediate family of a homicide victim or part of the immediate family of a child under the age of 18 or an incompetent adult who is the victim of a crime. For purposes of this policy, “immediate family” means the father, mother, stepparent, child, stepchild, sibling, spouse, grandparent, or legal guardian of the victim, or a person who is otherwise in an intimate relationship with and residing in the same household as the victim.

An employee needing time off under this policy should notify their Supervisor or Department Head as far in advance as possible. The employee may be asked to submit copies of the notices of each scheduled hearing, conference, or meeting that is provided to the employee by the court or agency involved in the prosecution of the crime. Employees must comply with any requests to submit these notices, and failure to do so may result in denial of the leave of absence. The Town will maintain any such notices or records in confidence and will disclose them only on a need to know basis.

The employee will be notified as soon as practicable whether the leave request is granted or denied. Requests falling within the definitions of this policy will typically be granted unless the leave of absence would cause an undue hardship on the Town. An “undue hardship” for purposes of this policy means significant difficulty and expense. In determining whether an undue hardship may exist, we will consider the size of the Town’s operations, the employee’s position, and the Town’s need for the employee to be at work.

Leave taken under this policy is unpaid, although an employee may elect to use his or her accrued, unused vacation time, sick leave, or personal days. The Town will not terminate, threaten, or discriminate against an employee for taking leave under this policy, and employees taking leave under this policy will not lose any seniority during the leave of absence.

VIII. HEALTH & INSURANCE BENEFITS

A. MEDICAL BENEFIT PLAN

Paid Health Insurance is available for eligible full-time employees. Applications must be made upon employment for eligibility of benefits to be effective the first of the month following two (2) months employment/eligibility.

Otherwise, membership can only be accepted on the Town’s group open enrollment date. Please see the Human Resource Officer for more information.

Eligible full-time employees may elect to participate in the Town’s single, two-person, or family medical benefit after meeting the eligibility criteria stated in the Town’s medical plan documentation. Information and enrollment forms may be obtained from the Human Resource Officer.

To assist employees with the cost of medical insurance, the Town pays a portion of the premiums, which is subject to change. The balance is to be paid by the employee through authorized payroll deductions. Employees consistently working twenty to thirty-five (20 to 35) hours per week may enroll in the Town's medical plan at their own expense.

Any and all changes in marital/dependent status must be immediately reported to the Human Resource Officer, in writing, so that the Town of Haverhill remains in compliance with federal regulations relative to coverage continuation.

The Town of Haverhill reserves the right to recapture, from the employee, the cost of providing erroneous health insurance premiums, due to employee failure to notify the Human Resource Officer of accurate and timely information.

Any employee providing proof of insurance through an outside health insurance plan and a written request to receive a stipend in lieu of insurance will receive payment of \$3,000 per year (\$115.38 bi-weekly) in lieu of membership to the Town's health insurance plan.

B. COBRA

The Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) as amended, requires most employers sponsoring group medical and/or dental plans to offer covered employees and their family members (called "qualified beneficiaries") the opportunity for a temporary extension of medical and/or dental coverage (called "continuation coverage") through the group at their own expense in certain instances (called "qualifying events") where coverage would otherwise end.

Under Federal and State Law, you and your spouse/children are entitled to continue group health insurance coverage at your/their own cost at Group rates under circumstances which, in the past, would have terminated coverage.

The following are circumstances which HealthTrust of New Hampshire has outlined to allow continuance of group health insurance coverage at your own expense:

1. If a covered employee dies while he/she is an active employee, Transition Care allows the covered family members to continue their HealthTrust-sponsored medical and/or dental plan coverage through their group at no cost for a temporary period until they can explore other coverage opportunities. Transition Care works in conjunction with the group's retiree coverage policy or COBRA. The Transition Care benefit pays the required contribution for the covered employee's previously enrolled family members for COBRA or retiree coverage for up to twelve (12) months after the covered employee's.

If a covered employee dies while performing his/her job responsibilities, Survivor Care allows the covered family members to continue their HealthTrust-sponsored medical and/or dental plan coverage through their group at no cost until experiencing an event that ends eligibility, such as becoming Medicare eligible. Please contact Healthtrust at 603-226-2861 for further information regarding this program.

2. Survivor Care works in conjunction with Transition Care, COBRA or the group's retiree coverage policy. The Survivor Care benefit will continue to cover the required contributions towards coverage for an enrollee's previously enrolled family members until certain cut off events occur. Please contact Healthtrust at 603-226-2861 for further information regarding this program.
3. If you quit or are fired for reasons other than gross misconduct, you may continue coverage for up to 18 months at your own expense.
4. If your employer reduces your hours of work, you may continue coverage for up to 18 months at your own expense.
5. If you are divorced or legally separated, your ex-spouse and children may continue coverage for up to 36 months at their own expense.
6. If you have a dependent child who reaches the age of ineligibility (26), your child may continue coverage of up to 36 months at their own expense.

All monthly premium payments are billed directly from the NH Local Government Center and paid directly to them.

At age 65, active employees (and spouses as applicable) should apply for Medicare coverage to supplement Town coverage.

An employee officially retiring under NH Retirement System guidelines under age 62, may continue health insurance coverage at his/her own expense indefinitely.

In the event of divorce or legal separation from an active or retired employee, the spouse of said employee may continue health insurance coverage, at the spouse's expense, under Provision #4, of the continued group insurance coverage.

While on Workers' Compensation, Town liability for health insurance shall cease after three (3) months.

Please see the Human Resource Officer for more information about COBRA.

C. RETIREMENT PLAN

Employees are covered by the State Employer's Retirement System under New Hampshire State Law RSA 100:1-51, and as such, participation is mandatory for all eligible personnel. All full-time employees are eligible. Eligible employees must apply for membership immediately upon employment, with membership to be effective as of the 1st day of employment.

In the case of part time employees who become eligible, application must be made as soon as full-time status is approved, with membership to be effective the first day of eligibility. Any member whose hourly work status is reduced to a level below the thirty-five (35) hours minimum requirement shall become ineligible for continued membership.

D. SHORT-TERM AND LONG-TERM DISABILITY

Employees are eligible to enroll with AFLAC, at their own expense, for short-term and long-term disability insurance. This insurance is designed to provide some income for you in the event that you suffer a non-occupational illness or injury. There may be waiting periods that apply before the benefits will begin. The Town will manage the payroll deductions and make payment directly to AFLAC on employee's behalf.

E. WORKERS COMPENSTATION

On-the-job injuries are covered by the Workers' Compensation Insurance Policy provided at no cost to the employee. A Worker's Compensation injury is defined as an accidental injury or death arising out of and in the course of employment and all occupational diseases arising out of and in the course of employment.

Reporting Injuries:

If you are injured on the job, no matter how slight, you must report the incident immediately to your Supervisor or Department Head and submit an Initial Report of Injury to the Human Resource Officer within twenty-four (24) hours of the injury. Subsequently, the Workers' Compensation carrier will be notified by the Human Resource Officer of the injury.

It is the responsibility of every employee to alert their Supervisor, Department Head, Human Resource Officer, or Town Manager of any condition which could lead or contribute to an employee accident or injury.

Weekly Income Benefits:

The amount of the weekly Worker's Compensation benefit is set by the New Hampshire Department of Labor. The weekly benefit is currently based upon 60% of an employee's average weekly wages. These benefits are paid by the Town's workers' compensation carrier to eligible employees.

Temporary Alternative "Light" Duty:

The purpose of the establishment of this program is to promote the health and safety of the Town's employees and to bring the Town into compliance with RSA 281 A: 23-B. The Town of Haverhill will provide Temporary Alternative/Transitional work (Light Duty) opportunities to all employees temporarily disabled by a work-related injury or illness.

Light Duty tasks will comply with any medical restrictions of the injured or ill employee as certified by a medical professional. Light Duty tasks shall be determined on a case-by-case basis collaboratively between supervisor or Department Head and the employee, and as approved by the employee's medical practitioner.

A Light Duty program is not only required by law, it avoids excessive Workers' Compensation cost, and brings valued employees back to meaningful work as soon as possible. A Light Duty program reduces training and replacement cost.

There is statistical evidence that the injured employee tends to heal quicker when meaningful employment is offered during the transition back to full capacity. An employee may be allowed to perform Light Duty if there is productive work available in the department, which could be performed by the employee within medical limitations. Assignment of Light Duty must be approved by the employee's Department Head and the Town Manager.

Injured employees must report all workplace injuries or illnesses to the employer as soon as possible using the proscribed procedures and forms. The NH Department of Labor form must be completed at each health professional's visit and returned to the Town of Haverhill's Human Resource Officer following that visit. If appropriate, the worker will be assigned Light Duty. This may mean a modification of the present assignment, reassignment to different duties, or require a different work schedule. Employees may not be transferred to a different department unless approved by their supervisor or Department Head and the Town Manager. Such transfers are only temporary, and the employee must be capable of performing the tasks in another department with little or no training. Light Duty assignments are temporary and normally do not exceed 12 weeks.

The law states that if Light Duty compensation is less than what the employee was paid prior to the injury or illness, the employee is entitled to 60% of the difference which will be paid by the Worker's Compensation insurance carrier.

F. UNEMPLOYMENT INSURANCE

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

G. SOCIAL SECURITY

Social Security will be deducted from wages earned representing your contribution to the federal government's Social Security Program. The Town also contributes money on your behalf to the Social Security Program unless otherwise excluded by law.

IX. WORKPLACE POLICIES

A. ATTENDANCE

From time to time, it may be necessary for an employee to be absent from work. The Town of Haverhill is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside work hours may arise.

If an employee is unable to report to work, or if an employee will arrive late, the employee must contact their immediate Supervisor or Department Head prior to the time they are scheduled to arrive.

The immediate Supervisor or Department Head should be contacted soon enough so arrangements can be made for someone else to cover the position until the employee arrives.

If the employee knows in advance that he or she will need to be late or absent, the employee is required to request, in writing, this time off directly from the or Department Head.

For late arrivals, the employee should indicate when he or she expects to arrive for work. If the employee is unable to call in because of an illness, emergency or for some other reason, the employee should arrange to have someone call on his or her behalf.

Absences from work of three (3) consecutive days without notifying the supervisor or Department Head will be considered a voluntary resignation. Furthermore, three (3) absences in a ninety (90) day period, or a consistent pattern of absenteeism, may be considered excessive and the reason for the absences may come under question.

Tardiness or leaving early is as detrimental to the Town as an absence. Three (3) such incidents in a ninety (90) day period will be considered a “tardiness pattern” and may be considered excessive and the reasons for tardiness or leaving early may come under question. Other factors, like the degree of lateness, may be considered.

The Town reserves the right to request supporting documentation for any occurrence of absenteeism, lateness, or leaving early.

All employees should be aware that excessive absenteeism, lateness, or leaving early may lead to disciplinary action, up to and including termination from employment.

Attendance records will be considered when evaluating requests for promotions, transfers, leaves of absence, and approved time off, as well as disciplinary, termination, and layoff decisions.

B. CONFIDENTIALITY

The Town of Haverhill takes very seriously and strictly adheres to the requirements of RSA 91-A, Access to Governmental Records and Meetings. To ensure responsiveness, all requests for information per RSA 91-A must be forwarded to the Town Manager as soon as it is received.

Town employees shall not independently respond to requests for information, including without limitation, documents, notes, files, records, oral information, computer files or similar materials; except in the ordinary course of performing their regular duties on behalf of the Town. Employees may not remove information, as outlined above, from the Town’s premises without permission from the Town Manager. Additionally, the contents of the Town’s records may not be disclosed, visually or orally, to anyone, except as required by law.

Employees unsure about the confidential nature of specific information are expected to seek clarification from the Town Manager. Employees will be subject to appropriate disciplinary action, up to and including termination, for knowingly or unknowingly revealing information of a confidential nature and/or for responding to a 91-A request on their own accord.

C. SOCIAL MEDIA POLICY

This policy provides guidance for employee use of social media, which should be broadly understood for purposes of this policy to include blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner.

The following principles apply to professional use of social media on behalf of the Town of Haverhill as well as personal use of social media when referencing the Town of Haverhill.

- Employees need to know and adhere to the policies, including the Standards of Conduct when using social media in reference to the Town of Haverhill.
- Employees should be aware of the effect their actions may have on their images, as well as the Town of Haverhill's image.
- Employees should be aware that the Town of Haverhill may observe content and information made available by employees through social media. Employees should use their best judgment in posting material that is either inappropriate or harmful to the Town of Haverhill, its employees, or customers.
- Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that create a hostile work environment or inhibit or make more difficult the work of their co-workers.
- Employees are not to publish, post or release any information that is considered confidential or not public. If there are questions about what is considered confidential, employees should check with the Human Resources Department and/or the Town Manager.
- Social media networks, blogs, and other types of online content sometimes generate press and media attention or legal questions. Employees should refer these inquiries to the Town Manager.
- If employees find themselves in a situation while using social media that threatens to become antagonistic, employees should disengage from the dialogue in a polite manner and seek the advice of their supervisor.
- Employees should get appropriate permission before you refer to or post images of current or former employees, members, customers, children, vendors, or suppliers. Additionally, employees should get appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property.
- Social media use shouldn't interfere with employee's responsibilities at the Town of Haverhill. Using social media for business purposes is allowed (ex: Facebook, Twitter, and LinkedIn), but personal use of social media during working hours is discouraged and could result in disciplinary action.
- Only the Town Manager and his/her assignees are authorized representatives of the Town of Haverhill and no other employee may speak on behalf of the Town. Only an authorized representative may make statements, social media posts, or in any way provide an official respond on behalf of the Town.

D. COMPUTER USE & EQUIPMENT

The Town provides communication tools including computers, fax machines, telephones, e-mail, and access to the Internet to help you do your job. This policy is designed to help you understand the Town's expectations for the use of these resources and to help you use these resources wisely.

All employees should be aware that the Town has the right, and may monitor the computer, network, fax, e-mail, and Internet use of all employees. For this reason, employees should not have any expectation of privacy in their use of the Town's computers or other communications equipment, including e-mail. The Town reserves the right to suspend individual user accounts for violation of this policy and to take disciplinary action up to and including termination of employment for the misuse of these resources or other violations of this policy.

The following guidelines apply to all employees:

- Employees should be aware that in addition to monitoring e-mail messages sent and received on the Town's system (including e-mail messages sent and received from personal e-mail accounts accessed from the Town's system), the Town has the ability and the right to monitor such things as each internet website visit, newsgroup discussions, chat room discussions, computer network use, and voicemail accounts. The Town's computers and other communications equipment and the communications, information, and documents created on them are the property of the Town and may be monitored by the Town at any time.
- The Town's computers and other communications equipment may not be used to violate any federal, state, or local laws or regulations. Use of any Town resources for illegal activity is grounds for immediate termination of employment, and we reserve the right to report the matter to law enforcement authorities. We will cooperate with any legitimate law enforcement investigation.
- The Town reserves the right to inspect any and all files stored on the Town's computer network, including any files in private areas of the Town's network, in order to assure compliance with this policy.
- The display or transmission of any sexually explicit image or document on any Town system is a violation of the Town's policy on sexual harassment. The Town's computers and other communications equipment also may not be used to transmit or display ethnic or racial slurs, or any other comment, message, or image that offensively addresses age, race, sex, sexual orientation, religion, national origin, disability, veteran status, or anything else that may be construed as harassing, discriminating, or disparaging of others. Transmission of harassing, discriminatory or otherwise objectionable e-mail or files is strictly prohibited.
- Transmission of any religious or political messages is strictly prohibited.
- Access to obscene or potentially offensive files or websites is strictly prohibited; unless, accessed in the course of official duties related to the employees' position with the Town.

- Any personal use of the Town's computers or other communications equipment for any commercial activity (other than Town business) is strictly prohibited, as is the use of the Town's computers and communications equipment for anything that may not be in the best interest of the Town including, but not limited to, activities that disclose any confidential or proprietary information of the Town.
- Town computers and other communications equipment are to be for Town use only by authorized users. Non-authorized users may only use the Town's computers, network, or other communications equipment with supervision of an authorized user and only for Town business.
- Use of another employee's account, username, or password, or access to their personal files without their consent (by anyone other than authorized personnel) is strictly prohibited. Obtaining, or trying to obtain, other users' passwords, or using programs that compromise security in any way is prohibited.
- All pass codes and passwords are the property of the Town. No employee may use a pass code, password, or voice mail access code that has not been issued to that employee by the Town or that is unknown to the Town. Users of the Town computers, network, and other communications equipment must take reasonable precautions to prevent unauthorized access to The Town's systems. Passwords should not be divulged to unauthorized persons.
- Accessing the Town files or any other files on the network or the system that you did not create is prohibited unless you have prior authorization from the Department Head.
- Destruction, theft, alteration, or any other form of sabotage of the Town computers, programs, software, hardware, networks, websites, files, data, and other communications equipment and resources is prohibited and will be investigated and prosecuted to the fullest extent of the law.
- The breaking into and/or corrupting of any of the Town computer, network, or other communications equipment is strictly prohibited. Hacking into third party computer or other information systems using the Town technology is also prohibited and will be reported to the authorities.
- Any vulnerability in the Town computers, network, or other communications equipment or resources should be reported immediately to the Town Manager.
- The use of viruses, worms, or other destructive programs is prohibited. If a virus, worm, or other destructive program is identified, it should be immediately reported to the Town Manager.
- Disruptive behavior such as intentionally destroying or modifying files on the network is strictly prohibited. Any form of tampering, including, but not limited to, snooping, drilling down, or hacking, or introducing malware or spyware is strictly prohibited.
- Confidential information is not to be transmitted over the internet or otherwise disclosed without prior authorization and proper encryption. All Town data and information is considered confidential unless the Town has granted permission for an employee to

disclose that information or unless required by law. Accessing or attempting to access confidential data is strictly prohibited. Confidential information should be used only for its intended purpose. Employees' responsibility for confidentiality continues outside of work. Employees may not work on Town documents, data, or other business on home computers or other portable technology without the express prior approval of the Department Head.

- All employees are responsible for taking precautions to safeguard the physical security of the Town network, Internet, computers, and other communications equipment. Disks, CDs, USB portable drives, Zip drives, and other removable drive devices containing sensitive, confidential, or proprietary information should be stored in a locked drawer, whenever possible. Computers should be turned off or "locked" when not in use for an extended period of time or when an employee is out of his or her office.
- Employees are not allowed to introduce to the Town's network, internet, computers, or other communications equipment media from any external sources, including, but not limited to, CDs, disks, Zip drives, personal devices, USB portable drives, and other removable drive devices without prior authorization.
- Employees also may not copy, transmit, or otherwise remove any information from the Town's network, Internet, computers, or other communications equipment to CDs, disks, Zip drives, personal digital assistants, USB portable drives, or other removable drive devices without prior authorization from the Department Head.
- Employees may not intentionally download anything from the Internet without prior authorization. This includes, but is not limited to, screensavers, music, E-mail stationary, and other images.
- The Town retains the copyright to any Town-related material posted to any forum, newsgroup, chat or World Wide Web page by any employee in the course of his/her duties.
- All information on the network, Internet, computers, and other communications equipment is the property of the Town. Deleting, altering, or sharing confidential, proprietary, or any other information during employment or after separation from employment is prohibited, unless you have prior authorization. Upon separation from employment, any computer or other equipment, including CDs, disks, Zip drives, USB portable drives, personal digital assistants, and other removable drive devices, must be returned with the appropriate passwords, identification codes, and other information necessary for the Town to continue using its equipment.
- All employees are required to report any violations, or suspected violations, of this policy to their Supervisor.

E. PERSONAL ATTIRE

It is expected that all employees come to work with a neat, well-groomed appearance and conservative clothing. Dress requirements may vary by department; however, certain rules apply across the board to all employees. All clothes should be clean and neat in appearance. If departments are provided uniforms, they must be worn unless otherwise approved by

Supervisors. If an employee is not dressed or groomed appropriately for work, the employee may be sent home; habitual violations of this policy may result in discipline, up to and including termination of employment.

F. INCLEMENT WEATHER

Employees generally are expected to report to work during inclement weather. However, there may be occasions when Town offices will be closed due to severe inclement weather. Employees should contact their supervisor, check the Town website, and listen to WYKR FM for information as to whether the Town will be open for business.

If the Town's departments are not closed due to severe inclement weather, but you are unable to get to work, then you must call your immediate supervisor or Department Head to explain why you cannot get to work. If you do not come to work because of inclement weather, you must use your earned vacation time or personal days.

If your earned benefits have been exhausted, you will not be paid for the time missed, unless otherwise required by law. If you are an hourly employee and you come to work and the Town closes because of weather, loss of electricity or an emergency beyond The Town's control, you will be paid a minimum of two (2) hours or the time you worked, whichever is greater.

G. SOLICITATION AND DISTIRBUTION

No solicitation of any kind is permitted during working time. "Solicitation" is defined as requests for contributions, donations, raffles, lotteries, and membership in organizations, attendance at events, or other similar conduct. "Working time" is defined as time during which the employee is scheduled to be working, exclusive of established break periods, mealtimes, and time before and after work hours. This rule applies to solicitations of both charitable and non-charitable causes. Employees may solicit or distribute materials only during break time or outside of scheduled work hours. Persons not employed by the Town are likewise prohibited from distributing materials or soliciting employees on the Town premises at any time. Distribution of free Town or community related non-profit information or materials are permitted from public areas with the permission of the Town Manager.

H. PARKING FACILITIES

The Town of Haverhill assumes no liability for any damage to vehicles parked at any of the Town's facilities. No vehicle shall be parked overnight or for an extended period of time at a Town facility unless explicit written permission is provided by a Department Head or the Town Manager.

I. SEAT BELTS

All Town of Haverhill employees are required to wear seat belts while operating or riding in any vehicle while on Town business. This applies to personally owned vehicles, as well as the vehicles of others. In addition, passengers in vehicles operated by Town staff while on Town business are required to wear seat belts. This requirement shall not apply in the case of vehicles in which the manufacturer has not installed seat belts. Town employees are forbidden from disengaging or otherwise disarming automatic seat belt systems or alarms. Violations of this policy may be grounds for progressive disciplinary action.

J. MOTOR VEHICLE VIOLATIONS

All employees who operate Town vehicles are required to immediately notify their Supervisor if they have been convicted of or plead nolo contendere to any and all motor vehicle violations. If the license of any employee who operates Town vehicles is suspended, revoked, or otherwise restricted, the employee must notify their Supervisor within one working day of learning of the suspension, revocation, or restriction. Employees who are required but unable to drive and/or who fail to comply with this policy may be subject to discipline, up to and including termination of employment.

K. TOWN SECURITY

It is each employee's responsibility to ensure that proper security measures are always exercised. Employees should be familiar with emergency exits and with alarm systems and the proper steps to take upon hearing them. Any suspicious person or events should be immediately reported to the Haverhill Police Department. Where panic buttons are installed, they should be used, whenever there is an imminent or perceived threat to employees or the public.

L. CONFLICT OF INTEREST

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

- Investing in any of the Town's vendors or suppliers (unless the securities are publicly traded and the investments are on the same terms available to the general public, and not based on any inside information), or having any financial interest in a vendor or supplier that could cause divided loyalty or even the appearance of divided loyalty.
- Receiving gifts of twenty dollars (\$20) or more in value or favors in any amount from any members of the public, vendors, suppliers, or contractors.
- Using directly or indirectly, Town funds, assets, or other resources for an unlawful or unethical purpose or for personal gain.

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

M. SUGGESTIONS & IDEAS

The Town is always interested in your constructive ideas and suggestions for improving the Town's operations. We believe that constructive suggestions indicate initiative on the part of an employee, and we encourage employees to submit them to the Town Manager. A constructive suggestion should outline an issue or idea as well as a reasonable suggestion for improvement.

N. REPORTING PROCEDURE

If any employee has a work-related concern they cannot resolve on their own, they are encouraged to present their concern(s) to their Supervisor. If the employee is not satisfied with the Supervisor's response, they may escalate the concern to the Department Head. If the employee believes the Department Head has also not addressed, or not fully addressed, the concern then they may bring the concern to the Town Manager's attention.

If the concern is regarding an employee's Supervisor, the employee should report the concern directly to the Department Head. If the employee is not comfortable speaking to either their Supervisor or Department Head about the concern then the employee may present the concern to the Human Resource Officer or the Town Manager, whichever they are comfortable speaking with.

Concerns and complaints will be expeditiously and thoroughly investigated, and the findings as well as a determination (if applicable) reported back to the employee. Except where limited by confidentiality laws.

We urge every employee to feel comfortable reporting issues and/or raising concerns rather than being dissatisfied in their position with the Town of Haverhill. Under no circumstances will retaliation against an individual who has raised a concern, filed a complaint, or assisted the Town in an investigation be tolerated. Retaliatory behavior will be taken very seriously and may lead to disciplinary action, up to and including termination.

X. PERFORMANCE MANAGEMENT

A. PROBATIONARY PERIOD

All full-time and part-time employees shall be required to successfully complete a minimum three (3) month probation. Department Heads and/or the Town Manager can establish a longer probation for some positions on a case-by-case basis. The employee will always be informed of the length of their probation upon hire.

The purpose of the probationary period is to evaluate the employee's performance, establish a benchmark for the initial probationary performance evaluation as well as to identify the point in time the employee becomes eligible for certain benefits provided by the Town in accordance with this manual.

At the end of the established probation period, the employee shall be issued a performance evaluation by the same method as outlined in Section B – Performance Evaluation.

An employee's probationary period may be extended upon the recommendation of the Supervisor, Department Head, and only with concurrence of the Town Manager. Approved extensions to probation shall be documented in the "Probationary" Performance Evaluation and upon the completion of the extended time period another "Probationary" performance evaluation must be issued.

B. PERFORMANCE EVALUATIONS

To encourage employees to excel in their performance and clearly understand the Town's expectations, the performance of employees will be evaluated, at a minimum, annually. Performance evaluations will be prepared by your Supervisor and Department Head. Your Supervisor and Department Head will discuss your performance evaluation with you giving you the opportunity to understand the expectations of your position, examine your strengths, as well as areas in which you could improve. You will have the opportunity to comment on and sign the evaluation. Your signature on the performance evaluation indicates that you have seen the evaluation; it does not indicate agreement or disagreement with the content. Employee and Human Resource Officer (HRO) shall receive a copy of the fully executed performance evaluation.

An evaluation of performance does not automatically come with a compensation adjustment. Department Heads will determine an employee's eligibility for a compensation adjustment based upon their performance. Adjustments will fall between 0% and 1% based upon the employee's performance rating as cited on their evaluation. Any compensation adjustment shall be memorialized with the issuance of a new Rate of Pay sheet by the HRO.

The Town reserves the right to issue interim performance evaluations as needed to ensure the employee understands the roles and responsibilities of their position, the expectations of their Supervisor and Department Head, and/or to address performance deficiencies or to address concerns related to an employee's conduct.

Evaluations are one of several factors the Town takes into consideration when making compensation, promotion, and retention decisions. It is important to note that job coaching should be a continuous process throughout the course of employment; you may request a meeting with your Supervisor to discuss performance or expectations at any time.

C. ELIGIBILITY (ANNIVERSARY) DATES

The date of employment shall be considered the employee's anniversary date. That date shall be used to calculate length of service.

In cases of probation, promotion, demotion, upgrade, transfer, or other actions that result in wage changes, the first day of the pay period following the date of change shall be the effective date.

In the case of annual leave and sick leave, those employees who were hired before the 15th of a month will begin accruing leave as of the 1st of the month after completion of their original probation; and those employees who were hired after the 15th of a month will have an effective date as of the 1st of the following month after completion of their original probation.

D. TRAINING

Training is an important component of employee development. Supervisors and Department Heads shall be responsible for planning, administering, and fostering relevant employee development for their subordinates. Training may include, but not limited to job shadowing, manuals, conferences, seminars, courses, books, and webinars. Every employee shall be

provided opportunities to develop their skills, knowledge, and experience in areas of study that are relevant to their position with the Town. Employees are encouraged to seek opportunities for development.

Employees shall make any request for training in writing, in advance, to their Supervisor or Department Head. Approval or denial of any requested training shall reside with the Department Head and/or the Town Manager based upon budgetary constraints and availability of coverage for the employee while they would be participating in a training.

It is expected that employees attending any training shall attend the entire training, except in extenuating circumstances, and shall provide the Town with evidence of satisfactory completion. Failure to do so may result in the denial of future training opportunities.

Documentation for all formal trainings attended, is required. Documentation must include at a minimum the title, description, instructors name, location, and date of the training. When a certificate is provided a copy of the certificate shall also be provided.

All training records must be provided to and retained by the Human Resource Office in the employee's training file which is stored with the employees Personnel file; except for Police Officers, in these case of officer specific training records the Human Resource Officer shall be provided access to these training record upon request.

E. MERIT AWARDS

Merit awards are discretionary; they are meant to recognize and celebrate excellence exhibited by outstanding Town employees with the goal of not only increasing the effectiveness of our municipal team, but also of enhancing the career satisfaction and growth of committed Town employees.

Merit awards may be considered for employees doing significantly more than what is normally expected of the position, by working on special projects of major importance in addition to assigned duties and responsibilities, consistently taking on extra shifts or hours in times of need, or by performing their regular duties at a level that far exceeds expectations.

Merit awards shall be in the form of a non-reoccurring, one-time, monetary bonus. Collectively, Merit Awards for any one department must not exceed the funds budgeted for Merit Awards within the department.

Supervisors and/or Department Heads shall document the circumstances related to a requested merit award as well as the recommended bonus amount. Every merit award request shall be submitted to the Town Manager for review, edit, approval, or denial. The Town Manager shall have final decision-making authority.

F. PROMOTIONS & TRANSFERS

The Town strives to provide employees with the opportunity to make full use of their skills, interests and potential. To support employee growth and development, we will make every effort to promote qualified employees from within the Town, if possible, based upon the needs

of the Town and employee qualifications. We may also recruit individuals from outside of the Town, depending upon the circumstances.

In an effort to inform employees of promotion and transfer opportunities, job opportunities will be advertised initially in-house. Employees may obtain additional information about open positions and request consideration for any opening by contacting the Human Resource Officer. The Town Manager will have final approval over all transfers and promotions.

If a transfer or promotion is granted, the employee's pay rate in the new position will be determined at the time of the transfer or promotion. The pay rate will be based upon the employee's qualifications, experience, job performance evaluations, and other considerations within the discretion of the Town.

Employees will receive a performance evaluation after ninety (90) days in a new position, unless an alternate evaluation period is established at the time of hire or is established by contract. Another performance evaluation will typically be conducted after twelve (12) months of service in the new position. Employees may be eligible for a pay increase in conjunction with these evaluations, depending upon the circumstances.

G. PERSONNEL RECORDS

The Town maintains certain records containing job-related information on all employees to ensure compliance with state and federal law and to keep a record of your progress as an employee. Your personnel file is the Town's continuous record of information relative to your employment. The Human Resource Officer is the official keeper of all Town employee Personnel Records. All Personnel Records shall be stored, locked, and kept secure by the Human Resource Officer and no other copies shall be produced or kept, except those requested by and provided to the employee upon their request.

You may inspect your own personnel file during regular office hours, upon reasonable request. However, you may not be permitted to review your personnel file if you are subject to an investigation at the time of your request and disclosure of such information would prejudice law enforcement. You may read your personnel file, but you may not remove any portion of the file. File inspection must be done on your own time and must be arranged through the Human Resource Officer. Upon request, you will be provided with a copy of all or part of your personnel file.

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

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

H. STANDARDS OF CONDUCT

The Town of Haverhill expects the highest-level of ethics, morals, honesty and decency of its employees. The following list outlines the Town's Standards of Conduct; however, it is not all-inclusive. The list below is meant to guide employees in the recognition of certain behaviors which are clearly prohibited by the Town and which can result in disciplinary action, up to and including termination.

Individuals Covered by this Policy: This policy applies to all employees of the Town of Haverhill at every level. This policy also applies to non-employees (members, vendors, Board members, consultants, etc.) who come in contact with Town of Haverhill's employees.

1. **Absence and Tardiness**
Excessive absences and/or tardiness; failure to report when absent; overstaying allotted break time.
2. **Falsification of Records & or Employment Records**
Making a false statement on the application form; falsifying Town and employment records.
3. **Abusive Behavior**
Abuse, neglect, or intentional destruction of Town property; abuse or neglect of visitors or residents; or use of abusive or obscene language in the workplace.
4. **Disregard for Safety**
Violation of or ignoring safety regulations or endangering the health or safety of other persons.
5. **Threatening Behavior**
Abusive or profane language to another employee; intentional destruction of another employee's personal possessions; threatening bodily harm; intent to strike; striking another employee.
6. **Crime**
Conviction or entry of a plea of guilty or nolo contendere of a felony or misdemeanor charge.
7. **Dishonesty**
Dishonesty with coworker, resident, customer, or the Town.
8. **Incompetence**
Repetition of avoidable mistakes to a point that the employee exhibits incompetence in their job duties, or repeated mistakes that demonstrate a disregard for the Town's best interests.
9. **Intoxicants**
Bringing, possessing, or using alcoholic beverages or illegal drugs on Town property or while on the job; being under the influence of or testing positive for these substances during working hours may result in immediate termination.

10. **Neglect of Duty**
Failure to perform one's duties; failure to use reasonable care, resulting in financial loss, physical damage, or injury to another employee; the loss or premature devaluation of Town assets due to neglect of care or operation; failure to act in accordance with the Town's best interest.
11. **Unsatisfactory Job Performance**
Failing to demonstrate the requisite skills or abilities to satisfactorily perform the employee's duties; and/or inhibiting the ability of others to do their jobs effectively.
12. **Misuse of Town Equipment**
Excessive and/or misuse of a Town telephone, facsimile, computer, e-mail, copier for personal purposes, and any other Town equipment.
13. **Theft or Destruction of Property**
The theft or negligent or intentional destruction of any Town property or the personal property of a coworker, resident or customer.
14. **Sexual or Other Unlawful Harassment**
Sexual harassment, harassment, discrimination, bullying, retaliatory behavior, or other inappropriate personal conduct in violation of Town policies. Including but not limited to direct contact, indirect contact, via email, over social media, phone calls, texts, or by any other means.
15. **Insubordination**
Acting in an insubordinate manner, defiance of authority, refusal to obey orders given either verbally or in writing, by the Town Manager, Department Head, Supervisor, Town Official, or another director of the Town.
16. **Violation of the Town's Policies, Procedures or Rules**
Failing to follow the Town's policies, procedures, and/or rules.

I. DISCIPLINARY ACTION

The following rules and procedures are established by the Selectboard for disciplinary action, in accordance with RSA 37:5,6, and are incorporated herein as part of the personnel policy.

The following disciplinary actions may be taken progressively; however, the Town reserves the right to skip steps and impose greater disciplinary actions up to and including immediate termination based on the conduct involved:

- 1) VERBAL WARNING – Immediate Supervisor or Department Head verbally warns employee of area which needs improvement with remedial suggestions(s) offered. Date, time, nature of warning and remedial suggestions(s) must be included in employee's personnel file.

- 2) **WRITTEN WARNING** Supervisor or Department Head gives written warning to an employee for repeat of an offense which was source of verbal warning or for an offense due to the seriousness of which dictates more than a verbal warning. Warning will include nature of offense, remedial suggestions(s), date, and time of offense and possibility of future disciplinary action. A copy of the warning shall be placed in the employee's personnel file.
- 3) **SUSPENSION/DEMOTION** – Upon recommendation of the Department Head, the Town Manager may suspend an employee for reoccurring offense or offense which merits suspension. Length of suspension is based on seriousness of the offense. Employee receives confirmation of the suspension in writing with date, time and nature of offense and remedial suggestion(s). A copy of the letter of suspension shall be included in the employee's personnel file.
- 4) **TERMINATION** – Department Head recommends termination of employee to the Town Manager and after compiling all pertinent facts, the Town Manager makes a decision. If the Town Manager decides to terminate the employee it is confirmed in writing to the employee. A letter to the employee will state time, date and nature of the offense with a copy placed in the employee's personnel file.

J. APPEALS

Warnings may be grieved with the Town Manager, Suspensions, Demotions, Terminations shall be grieved by filing an appeal in writing to the Selectboard within five (5) workdays of notification of suspension/demotion or termination.

In the case of verbal and/or written warning, employees may file an appeal with the Town Manager within three (3) working days of the action. The Town Manager shall respond within five (5) working days of receiving an appeal.

K. EXIT INTERVIEWS

In most instances, when an employee's employment ends, they will be asked if they would like to participate in an exit interview. The purpose of the exit interview is to receive feedback from the employee, to include but not limited to, how the Town can improve operations and retain employees. Employees are encouraged to sit for an exit interview with the Department Head or Town Manager; however, ultimately, they may sit for an exit interview with anyone from the Town they so choose.

XI. EMPLOYEE SAFETY & HEALTH

A. HEALTH & SAFETY PROGRAM

Safety can only be achieved through teamwork. Each employee, Supervisor, and official must practice safety awareness by being alert, anticipating unsafe situations, and reporting unsafe conditions immediately. Please observe the following precautions:

- a. Notify your Supervisor of any emergency situations. If you are injured or become sick at work, no matter how slightly, you must inform your Supervisor immediately.

- b. The use of alcoholic beverages, illegal drugs, or the abuse of legal drugs during work property is prohibited.
- c. The use, adjustment, and/or repair of machines or equipment are to be performed only by you if you are trained and qualified.
- d. Employees should get help when lifting or pushing heavy objects.
- e. Understand your job fully and follow instructions. If you are not sure of a safe procedure, ask your Supervisor.
- f. Know locations, contents, and intended use of all first aid and firefighting equipment.
- g. Wear personal protective equipment in accordance with the job you are performing.
- h. Understand and practice all safety procedures when handling, loading, or transporting hazardous materials.
- i. All employees are expected to help keep the Town's facilities clean and safe. Every employee must participate in this effort.

Violations of safety precautions may lead to disciplinary action.

B. STATEMENT OF SAFETY POLICY

The Town of Haverhill recognizes the importance of safety and health and is committed to providing a workplace for our employees in which recognized hazards are controlled or eliminated. The philosophies and objectives behind this commitment are as follows:

1. The safety and health of all Town of Haverhill employees is priority
2. All employees will be required to make safety and the safety of their co-workers a priority.
3. As a condition of employment, each employee will be expected to conduct their daily tasks in a manner that is consistent with the philosophy and objectives of this policy as well as any applicable safety rules or procedures that the Town of Haverhill mandates.
4. The town will comply with all applicable safety laws and regulations
5. To assure that our best efforts are going toward the prevention of accidents, we have established a comprehensive Joint Loss Management Program (JLMP)

With these goals in mind, the Town of Haverhill's Safety and Health Program will include:

1. Providing adequate safeguards to the maximum extent that is possible.
2. Conducting a program of health and safety inspections to identify and eliminate unsafe working conditions or practices, to control health hazards, and to comply fully with all Safety and Health Standards.
3. Making sure that all employees are wearing the proper protective equipment and are instructed properly on its use and care.
4. Developing, updating and enforcing health and safety rules and requiring that all employees cooperate with these regulations.
5. Investigating, promptly and thoroughly, every accident or incident to determine the cause and take actions to prevent any reoccurrence of the problem.

C. JOINT LOSS MANAGEMENT COMMITTEE

The Town of Haverhill is in compliance with RSA 281-A:64 which requires all employers to establish a Joint Loss Management Committee and Written Safety Program.

This Committee will consist of an equal number of employee and employer representatives and the Town Manager, or his or her delegate, will chair the committee. The committee will consist of the Town Manager, a representative from the Town Administration Office, a representative from the Parks & Recreation Department, a representative from the Highway Department, a representative from the Police Department, and a representative from the Maintenance Department. The purpose of the committee is to promote safety and health in the workplace.

The Committee shall meet at least quarterly to carry out their duties and responsibilities including:

- Minutes shall be kept and distributed to all employees for their review.
- Develop and disseminate to all employees a Committee Policy Statement.
- Established goals and objectives shall be maintained on a current basis and disseminated to all employees.
- Review workplace accident and injury data to help establish the Committee's goals and objectives.
- Make safety information/literature available to all applicable employees.
- Listen to and present safety suggestions from coworkers to the Committee.
- Ensure that adequate safety and health training for employees is provided so they may perform their work in a safe and healthy manner and environment.

The Town shall respond in writing, to recommendations made by the Committee. Verbal responses recorded in the Committee's official minutes shall be deemed written responses.

D. SAFETY RESPONSIBILITIES

Town Manager

- 1) Provide overall support, direction and commitment.
- 2) Ensure that personnel responsible for carrying out the provisions of this program understand it, have a copy of it, and are held accountable for their actions/inactions in accordance with established personnel policies and procedures.
- 3) Provide required resources, such as:
 - Funding-safety equipment, personal protective equipment, training materials;
 - Personnel-outside experts, loss prevention consultants, between departments for information exchange;
 - Time-review inspection/investigation reports; participate in training programs;
 - Other as needed.

Supervisory Personnel

Employees with Supervisory duties, whether they are first line Supervisors or Department Heads, have the authority and responsibility to maintain safe and healthful work places and work practices. Specifically, they will do the following:

- Comply with this program and applicable work rules.
- Ensure that all employees they supervise comply with the program and follow all work rules. Supervisors are expected to set the proper example.
- Comply with all established personnel policies and procedures as they relate to this program. Specifically, follow disciplinary procedures for violation of work rules.
- Educate employees they supervise in the accepted way of performing each task, the nature of the hazards involved, the necessary precautions to be taken and the use of protective and emergency equipment required.
- As necessary, at a minimum of 4 times a year, meet with staff to review accidents which have occurred and to discuss plans and ideas to bring about additional loss prevention measures.
- Carry out additional inspections, investigations, and administrative duties.

Employees

All employees are required, as a condition of employment, to exercise due care in the course of their work to prevent injuries to themselves and to their fellow workers. As such employees shall:

- Understand and follow all work rules.
- Be informed of and observe established safe practices.
- Use and wear required personal protective equipment as required by Town Policies and Procedures issued by the Board of Selectmen.
- Report all unsafe acts and conditions to the Supervisor.
- Operate only those machines and equipment that they have been authorized and trained to operate by the Supervisor.
- Not remove guards or other protective devices from machinery and equipment.
- Follow all accident reporting procedures.
- Assist Supervisors in their investigations of any accident of which they have knowledge; accident investigation is fact-finding, not fault finding.

All Employees

Adhere to the State of New Hampshire Department of Labor Administrative Rules for Public Employee Safety and Health Chapter 277

Are required to report all accidents, injuries or incidents to their Supervisor immediately.

Have a responsibility to yourself, your coworkers, and the community to understand and follow our safety process.

E. FIRST REPORT OF INJURY

The process for reporting workplace injuries is set forth below:

a) Handling Emergencies

Judgment is a key factor in the handling of an emergency. Employees are expected to exercise their best judgment based upon circumstances. The following is a list of guidelines to follow. However, if there is any question whatsoever about the seriousness of an injury, call for help!

1. Employee will call 911.
2. Employee will notify the Supervisor.
3. Employee will follow reporting and investigation requirements.

b) Accident Reporting

1. All accidents or incidents are to be reported immediately to the responsible Supervisor.
2. Supervisors will see to it that enough information is gathered to accurately complete the Employee and Injury Information Section of the Employer's First Report of Injury or Occupational Disease (Form 8WC).
3. The First Report of Injury Form will be completed and processed by the department within twenty-four (24) hours and presented to the Human Resource Officer who will complete any other required forms and process the report.

c) Accident/Incident Investigation

The immediate Supervisor, or other designated individual, will investigate all accidents and incidents which occur within their span of control. The purpose is to determine what happened, why it happened, and most importantly, how to prevent it from happening again. An accident investigation report will be required.

d) Guidelines for Conducting Investigations

1. Investigate the scene as soon as possible after the accident/incident noting conditions, locations or equipment, physical objects, and witnesses. Make notes and draw sketches as needed.
2. Interview witnesses soon after the accident so the facts will be fresh in their minds. Be certain that they understand that no blame is being laid – you are simply trying to gather facts to prevent recurrence.

3. Interview the victim when the timing is right. Keep in mind his/her physical and emotional condition.
4. Make recommendations to prevent similar occurrences. Terms such as “employee was careless” have no place in a factual report.

F. SAFETY INSPECTIONS

Department Heads and Supervisors are responsible for conducting basic safety inspections and documenting their findings. Any unsatisfactory conditions under their control are to be dealt with in the appropriate manner.

Frequency

Inspections of the work area and equipment are to be conducted regularly. Additional inspections of specific pieces of equipment or job sites may be required by the applicable work rules.

Guidelines for Correcting Unsatisfactory Conditions

- First and foremost, take the necessary action to prevent injury! (Remove the tool from service; post a warning sign, etc.)
- If within your authority, take steps to permanently correct the hazard. Report all action taken to your Supervisor.
- If you do not have the authority to correct the problem, take steps to prevent an injury as a result of it. Then report the problem, in writing, and your recommended solution to the person who has the authority to correct it.

Record Keeping Guidelines

- Document the inspection! At a minimum record the inspection date, location/piece of equipment, inspector’s name, list of unsatisfactory conditions noted, action taken, and a list of recommendations.
- If unsatisfactory conditions were noted, send a copy of the report to your Supervisor, and keep a copy in your file.
- If no unsatisfactory conditions were noted, just keep the inspection report in your file.

G. SAFETY TRAINING

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

Types of Training

Introductory: All new or transferred Town employees should receive a safety orientation at the beginning of their employment.

Specific/On the Job: Employees will be instructed by their Supervisor the proper method of performing each job, the hazards associated with it, the required personal protective equipment, and any necessary emergency procedures. This will be done as required by the work rules, when changes in the job occur, or whenever deemed necessary by the Supervisor.

Follow Up: When the Supervisor identifies the need, follow-up training will be conducted. At a minimum, this training will be provided to all employees after an accident or near miss.

Record Keeping

Specific Training: Documentation of all formal trainings attended, is required. Documentation must include at a minimum the title, description, instructors name, location, and date of the training. When a certificate is provided a copy of the certificate shall also be provided. All training records must be provided to and retained by the Human Resource Office in the employee's training file which is stored with the employee's Personnel file.

H. SAFETY EQUIPMENT

The purpose of this section is to establish a policy that requires employees to always use Personal Protective Equipment (PPE) when performing certain hazardous tasks or when in an unsafe situation. Safety equipment shall include but not be limited to:

- **Hard Hats:** Employees are required to wear hard hats when overhead hazards are present or probable.
- **Steel-toed Boots:** Highway Department and Maintenance Department employees are required to wear steel-toed boots; custodial staff not included. The Town will reimburse up to \$200, for full-time employees ONLY, toward the purchase of a single pair of steel toed boots every twelve (12) months. Employee's must let their supervisor know when they need new boots. The supervisor is responsible for ensuring that the purchase is timely and must authorize the purchase in advance. In extenuating circumstances, the supervisor can elect to authorize a purchase earlier than the twelve (12) month anniversary.
- **Safety (Visibility) Vests:** Employees will wear a safety vest whenever they are within the highway ROW or could be exposed to vehicular traffic.
- **Safety Glasses:** Employees will wear safety glasses while operating a chain saw or other similar piece of equipment.
- **Chaps:** Employees will wear chaps while operating chain saws or other similar piece of equipment.

- Communicable Diseases: All possible precautions must be taken by employees to avoid exposure to injury and/or communicable diseases to themselves or others.
- Seatbelts: All Town of Haverhill employees are required to wear seat belts while operating, or riding in, any vehicle while on Town business. This applies to personally owned vehicles, as well as the vehicles of others. In addition, passengers in vehicles operated by Town staff while on Town business are required to wear seat belts. This requirement shall not apply in the case of vehicles in which the manufacturer has not installed seat belts. Town employees are forbidden from disengaging or otherwise disarming automatic seat belt systems or alarms.
- Ice Spikes: Highway Department and Law Enforcement employees are required to wear ice spikes when conditions warrant.
- Ear Protection: Employees are required to wear ear protection at all times when conditions warrant.

Failure to comply with mandatory requirements as outlined above will result in disciplinary action up to and including termination.

I. WORKPLACE VIOLENCE

Violence and verbal and physical threats of violence of any kind in the workplace or on Town property will not be tolerated, and employees engaging in such conduct will be subject to discipline, up to and including termination. Appropriate action may also include notifying the police or other law enforcement and prosecuting violators of this policy. If you become aware of any violence or threat of violence, you must immediately report the matter to your Supervisor or Department Head.

J. ALCOHOL AND DRUG POLICY

Manufacture, distribution, transfer, dispensation, possession, or use of any illegal drug, alcohol, or controlled substance while working or on the Town's premises or while using Town/owned property, such as vehicles, is strictly prohibited unless prescribed by law. This includes use of prescription drugs which have not been prescribed for you. These activities constitute serious violations of the Town's rules. Such behavior jeopardizes the Town and can create situations that are unsafe or substantially interfere with an employee's job performance. Any suspected violations shall be reported to the Town of Haverhill Police Department.

Prescription and over-the-counter drugs are not prohibited when taken in standard dosage and/or according to a physician's prescription. Any employee taking prescribed or over-the-counter medications will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with safe performance of his/her job.

If the use of a medication could compromise the safety of the employee, fellow employees or the public, it is the employee's responsibility to use appropriate personnel procedures (e.g., call in sick, use leave, request change of duty, notify supervisor, notify company doctor) to avoid unsafe workplace practices. For certain positions, such as law enforcement, the legal use of a drug can pose a significant risk to the safety of the employee or 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 immediate Supervisor and Department Head.

The illegal or unauthorized use of prescription drugs is prohibited. It is a violation of our drug-free workplace policy to intentionally misuse and/or abuse prescription medications. Appropriate disciplinary action will be taken if job performance deterioration and/or other accidents occur.

Employees in violation of this policy are subject to appropriate disciplinary action, up to and including termination and may be subject to criminal prosecution.

K. SMOKING POLICY

The Town is committed to providing a safe, healthy, and smoke-free work environment for the Town's employees, visitors, and vendors. Consistent with the Town's commitment and state law, we have declared a no smoking policy within the Town's buildings, in Town vehicles, and on Town properties. All Town properties will be considered "smoke free".

No smoking or vaping is allowed in any areas of Town buildings. Anyone wishing to smoke or vape must do so only during authorized breaks, off any Town property, and away from other employees who do not wish to be exposed to secondhand smoke. The Town hopes and expects that the Town's employees will comply with the non-smoking policy. If you have a concern or complaint with respect to any employee, visitor, or vendor violating this policy, please report such concern or complaint to your Supervisor, Department Head, or the Town Manager.

If an employee fails to comply with these rules, the employee will be subject to disciplinary action, up to and including termination.

L. WORKPLACE SEARCHES

To safeguard the Town's facilities, property, employees, and the public any suspicion of possession or use of illegal drugs or substances on Town premises, shall be immediately reported to the Haverhill Police Department and suspects may be subject to a search in accordance with the law.

Employees are on notice that all offices, desks, files, lockers, phones, vehicles, etc. are the property of the Town and in such the Town reserves the right, upon reasonable suspicion, to search any area of the Town's property. There shall be no expectation of privacy while using Town email, land lines, cell phones, voice mail, text messaging, radios, or any other means of communication.

Employees who inhibit a search or who refuse to cooperate in a search of Town property, may be subject to disciplinary action, up to and including termination.

**RECEIPT AND ACKNOWLEDGMENT OF
PERSONNEL POLICIES AND PROCEDURES MANUAL**

This Personnel Policies and Procedures Manual is an important document intended to help you become acquainted with the Town of Haverhill. This Manual will serve as a guide; it is not the final word in all cases. Individual circumstances may call for individual attention. Please read the following statements and sign below to indicate your receipt and acknowledgment of the Manual.

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

Employee’s Printed Name

Employee’s Signature *Date Signed:*

Supervisor/Department Head Signature *Date Signed:*