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CHAPTER 1
PURPOSE AND POLICIES
07/01/05

1.1 **PURPOSE** It is the purpose of this manual to provide to employees and department heads the policies and procedures for assuring maintenance of an equitable personnel management system in the Town of Hanover. The Town shall furnish each employee with a copy of the Personnel Policy Manual. Changes to the Personnel Policy are to be incorporated into the manual and distributed to all personnel within thirty (30) days of adoption. The policies and procedures for personnel administration in the Town of Hanover set forth herein, have as their purpose to promote the efficiency and economy of Town government; to promote the morale and well being of Town employees; to promote equal employment opportunity for all candidates for employment by the Town and for all its employees; and to promote the public health, public safety and general welfare of the Town.

The use of “he”, “his”, or “him” in this Manual is intended to be gender neutral.

1.2 **NOT A CONTRACT OF EMPLOYMENT** **This handbook generally describes the policies and practices that the Town follows and the benefits that are provided currently or made available to employees. These policies, practices and benefits represent the spirit with which issues and employee relations will be addressed and resolved by the Town, but they do not constitute and should not be understood to constitute an offer, or a policy enforceable as a contractual obligation.**

It is the policy of the Town that employment of all employees is on an at-will basis and that means that employment is not guaranteed and can be terminated at the discretion of the Town. All terms and conditions of employment, including but not limited to benefits, compensation, and workplace procedures, are set at the discretion of the Town and are subject to change at the Town’s discretion. No employee or representative of the Town, other than the Board of Selectmen and/or the Town Manager, has any authority to enter into any agreement to extend the employment of any employee for any specified period of time, or to make any contract for specified terms and conditions of employment, or to make any agreement contrary to the foregoing.

1.3 **POLICY** The personnel policies of the Town are based on the following principles:

- A. openly recruiting, selecting and advancing employees on the basis of their relative ability, knowledge and skills;
- B. providing equitable and adequate compensation;
- C. training employees as needed to assure high quality performance and to promote career development;
- D. retaining employees on the basis of the adequacy of their performance, correcting inadequate performance and separating employees whose inadequate performance cannot be corrected;
- E. assuring fair treatment of applicants and employees in all aspects of personnel administration without regard to religion or political affiliation, race, color, religious creed, national origin, age, sex, marital status, sexual orientation, physical or mental disability, or any other non-merit factor, except where such factor is a bona fide occupational requirement, and with proper regard for their privacy and constitutional rights as citizens;

discrimination against any person on the basis of such non-merit factors will be prohibited;
and

- F. assuring that employees are protected against coercion for partisan political purposes and are prohibited from using their official authority for the purpose of interfering with or affecting the result of an election or a nomination for office.

1.4 APPLICABILITY OF THESE POLICIES These policies and procedures apply to all employees of the Town of Hanover, except elected officials and persons employed under contract. A violation of these policies may, at the determination of the Town Manager and in accordance with this policy, result in disciplinary action. Where a conflict exists between a particular personnel rule, an approved uniform department regulation and Town, State or Federal law, then the law shall prevail. These policies shall serve as a guide to the administration of a personnel system in keeping with basic merit principles. The policies are not all inclusive and final discretion as to interpretation or the appropriate course of action concerning a particular personnel matter shall be that of the Town Manager.

CHAPTER 2
RESPONSIBILITY FOR ADMINISTRATION
07/01/01

2.1 TOWN MANAGER The Town Manager will determine and impartially and equitably administer all personnel policies and procedures with such assistance from the Selectmen as may be expeditious. The Town Manager may delegate the actual operations involved in administering these policies to such person or persons as the Town Manager deems practical. The Town Manager shall have final decision-making authority and approval over all personnel matters, except where otherwise provided in these policies and procedures. The Town Manager shall:

- A. maintain the classification and compensation plan;
- B. ascertain and record the duties and responsibilities of all positions in the classified service and classify such positions in the manner provided hereinafter;
- C. prepare and recommend annually, during the budget process, rates of compensation for each position in the pay plan to the Board of Selectmen;
- D. be the appointing authority as provided in RSA 37:6 and approve all personnel actions, including the recruitment, selection, retention, discipline, promotion, separation, transfer and training of employees;
- E. maintain records of employee performance to be used in determining whether to retain an employee after the initial evaluation period, when making promotions, in determining pay increases or decreases and planning of training programs for employee career development; and
- F. review personnel policies at least annually and issue additions and revisions, as necessary.

2.2 DEPARTMENT HEADS The department heads shall have responsibility, subject to the approval of the Town Manager, to select, retain, promote, and separate employees within their department. They are expected to effectively supervise their employees; to report upon the efficiency and performance of their subordinates; to notify the Town Manager of changes in duties of their employees in order that the classification plan can be maintained; and to recommend salary increases. Department heads shall recommend to the Town Manager, as necessary, desirable changes in the personnel policies and procedures to improve administration of the personnel system.

2.3 EMPLOYEES It shall be the responsibility of all employees to acquaint themselves thoroughly with the material in these personnel policies and any subsequent revisions. Employees are also encouraged to submit suggestions for changes in personnel policies and procedures for improvement of Town personnel administration.

CHAPTER 3
DEFINITIONS
07/01/01

Wherever used in these policies and procedures, the following terms and words shall be defined as indicated below:

ANNIVERSARY DATE The completion of the initial evaluation period or the most recent step increase or reclassification date. (This date changes upon reclassification).

APPOINTING AUTHORITY The Town Manager is the appointing authority for all classified positions, in his absence, the designated Acting Town Manager.

APPOINTMENT The designation of a person as an employee of the Town and induction into a position.

CLASSIFICATION The assignment of an individual position to an appropriate labor grade on the basis of kind of work, duties, authority, and responsibilities of the position.

COMPENSATION The salary, wages, fees, and all other forms of valuable consideration, earned or paid to any employee by reason of service in the position, but not including allowances for expenses authorized and incurred as incidents to employment.

DEMOTION The change of an employee to a position having a lower labor grade.

DISABILITY LEAVE A leave given to an employee due to absence caused by a non-job related accident, injury, or disease, including leave taken for the period of temporary physical disability resulting from pregnancy, childbirth, or related medical conditions.

DISMISSAL Involuntary separation of an employee from service as a result of disciplinary action, inability to perform the duties of the position, or for other reasons at the discretion of the Town.

ELIGIBLE A person who has met the minimum qualification requirements established for a position or has met the requirements established to receive benefits from the Town.

EMPLOYEE – REGULAR A classified employee who has satisfactorily completed the required initial evaluation period of employment.

EMPLOYEE – REGULAR PART TIME An employee who works an average of at least twenty (20) hours per week, but less than a 35 or 40 hour work week (depending on the position), year-round. Regular part time employees are eligible for a pro rata portion of all fringe benefits.

EMPLOYEE – PART TIME An employee who works an average of less than twenty (20) hours per week and is not eligible for pro rata fringe benefits.

EMPLOYMENT DATE The date of hire.

EXAMINATION Any test of fitness used to evaluate the ability of applicants to perform the essential functions of a position; for example, oral board, written test, performance test, physical examination, or assessment center.

FULL BENEFIT DATE The date on which an employee successfully completes his or her initial evaluation period. For those positions requiring certification which goes beyond the usual six month initial evaluation period, full benefit date may be the end of six months of employment (see Section 5.4 B). Flexible benefit options, not already implemented, will be offered at the completion of the initial evaluation period.

INCUMBENT An individual currently occupying a specific position.

INITIAL EVALUATION PERIOD A working test period, usually a six month period, following initial appointment or promotion during which an employee is required to demonstrate by conduct and actual performance their fitness for the position to which they have been appointed. For those positions requiring certification (i.e. patrol officer, etc.), transfer to regular status cannot occur until certification is received.

INJURY LEAVE A paid leave given to an employee due to absence from work caused by an accident, injury, or disease which occurs while performing, or as a result of having performed, the duties of their position.

JOB DESCRIPTION The written description of the duties, responsibilities and qualification requirements necessary and substantially related to an employee's ability to perform the essential functions of a position. Reasonable accommodations to physical or mental limitations made known to the Town by the employee or applicant will be made to ensure that the qualified disabled individual has an equal opportunity in applying for the job, to enable qualified disabled employees to perform the essential functions of a job, and to allow disabled employees to enjoy equal benefits and privileges of employment.

LABOR GRADE A grouping of positions exhibiting comparable levels of duties, authority, and responsibilities so as to warrant the same range of compensation.

LAYOFF Involuntary separation of an employee resulting from a reduction in force due to lack of work, lack of funds, or abolishment of the employee's position.

LEAVE A period of authorized absence during which an employee does not work but is still considered to be in the employ of the Town. Leave may be authorized without pay.

SALARY SCHEDULE The schedules of compensation for all positions recognized under the Town classification plan, including the successive pay steps established for each labor grade. All classified positions will be paid according to the pay range established for that labor grade.

PAY RANGE The spread of pay rates between the minimum and maximum rates established for each labor grade.

PAY STEP A particular rate of compensation within a pay range.

PERSONNEL ACTION All activities affecting any aspect of an employee's status, including appointments and changes in appointments, original hiring, re-employment, transfer, promotion, demotion, changes in hours, reclassification, resignation, suspension, dismissal, and placement in leave status.

POSITION A regularly established job in the service of the Town.

PROMOTION The change of an employee to a position in a higher labor grade.

RECLASSIFICATION A change in classification of an individual position by raising it to a higher labor grade or reducing it to a lower labor grade on the basis of the duties, authority, and responsibilities of the position.

REGULAR RATE The actual step an employee has reached within the labor grade established for their position.

RESIGNATION Separation of an employee from Town employment by his or her own voluntary act.

RETIREMENT Separation of an employee from Town employment in accordance with the provisions of the New Hampshire Retirement System.

SEPARATION The termination of an employee from employment by the Town through retirement, resignation, layoff, or dismissal.

STEP INCREASE A pay increase, granted as a result of acceptable job performance, to a higher step within the labor grade established for the position.

SUSPENSION An enforced leave of absence for disciplinary purposes or pending an investigation of charges made against an employee.

TEMPORARY APPOINTMENT An appointment to an approved position for a period generally not to exceed six (6) months of actual work in a calendar year.

TRANSFER A change of an employee from one position to another position.

CHAPTER 4
CLASSIFICATION SYSTEM
07/01/01

4.1 CLASSIFICATION SYSTEM The Human Resources Department maintains a classification system that includes written job descriptions, designated labor grades, and job status.

4.2 ADMINISTRATION OF THE CLASSIFICATION SYSTEM

A. CLASSIFICATION OF POSITION Each position is systematically evaluated and placed in a labor grade appropriate to the duties, authority, responsibility, and character of work associated with that position.

B. JOB DESCRIPTION Each position has a written job description that includes a job title, department designation, job summary, list of major duties, required knowledge, skills, and abilities, related other factors and minimum qualifications. This description is the standard for classifying positions in a particular labor grade and determining when reclassification is warranted.

1. The statements of the job description are descriptive and not restrictive. They indicate the kinds of duties and level of responsibilities assigned, but do not limit the power of a department head or supervisor to direct, assign, and control the work of the employees under his supervision. The use of examples illustrating the duties should not be construed to exclude others not mentioned which are of a similar kind or quality.
2. All Town employees will be given a copy of their job description and will be furnished a new one if their position is reclassified. Copies of job descriptions for all Town positions are maintained by the Human Resources Department and may be reviewed by any Town employee.

C. ANNUAL REVIEW OF JOB DESCRIPTION At the time of the annual employee evaluation discussion between the supervisor and employee, the employee's job description will be thoroughly reviewed to note any significant changes which may have taken place in the employee's job. The supervisor, with the employee's assistance, will prepare a description of changes, additions, or deletions required in the job description as necessary and will forward these changes to the Human Resources Department for classification review.

D. RECLASSIFICATION Positions will be reclassified when warranted by significant changes in the written job description such as new functions or responsibilities, new programs, or reorganization within a department. Supervisors who note very significant changes in a position will submit a new proposed job description to the Human Resources Director, specifying new and/or changed duties, and requesting that the position be tested for a possible change in classification. With approval of the Board of Selectmen, existing positions may be revised or abolished as necessary, and new positions created.

E. MAINTENANCE OF THE CLASSIFICATION SYSTEM Once every three years, the Town Manager will reevaluate the entire classification system to assure accurate and equitable maintenance of the system.

F. TOWN MANAGER'S AUTHORITY Requests for reclassification which occur after the annual budget has been approved may be approved by the Town Manager if sufficient funds are available.

CHAPTER 5
COMPENSATION SYSTEM
07/01/05

5.1 PAY POLICY The Town of Hanover offers a pay plan with labor grades related to the classification of each position. Each labor grade has established steps with minimum and maximum rates. Except as otherwise provided in the rules, e.g., overtime compensation and/or working out of classification, no employee shall receive pay from the Town at other than the grade established for his or her position.

5.2 MAINTENANCE AND ADOPTION OF THE PAY PLAN The Town Manager will annually prepare and recommend a pay plan as described above to the Board of Selectmen. The recommendations of the Town Manager will be based upon consideration of all factors relevant to the maintenance of sound compensation practices in the Town service; such factors will include pay practices of public and private employees in the area for comparable work; the cost of living; other benefits received by Town employees; suggestions from department heads; and the ability of the Town to recruit and retain qualified personnel. All changes in the pay plan itself will be submitted to the Board of Selectmen for approval.

During the life of an approved pay plan, the Town Manager shall have authority to make and approve changes on employee compensation resulting from such personnel actions as reclassifications, merit pay increases, promotions, demotions and transfers or because of abolishment, modification or establishment of positions within the approved budget.

5.3 PAY FOR PERFORMANCE Step increases, promotions, and other salary actions are based upon performance and are not considered to be automatic or based on length of service alone (See Chapter 11 on performance evaluation).

5.4 PAY ADMINISTRATION

A. STARTING RATES Employees are initially paid at the first step in the labor grade to which their position is classified. However, appointment above the minimum step may be approved by the Town Manager if justified by exceptional qualifications of the applicant or by lack of qualified applicants available at the minimum rate.

B. INITIAL EVALUATION PERIOD To advance from the first pay step after initial appointment, the employee must successfully complete an initial evaluation period of six months and receive any certification(s) required for the position. After completion of the evaluation period, the employee will be eligible for benefits such as life insurance, short-term and long-term disability insurance and various other options as noted in the flexible benefits program. The department head must certify as to the employee's satisfactory performance at the completion of the six-month evaluation period in order for the employee to receive a step increase. Newly promoted employees must successfully complete an initial evaluation period before they will be advanced to the next pay step. Certain positions require certification as a condition of employment. When that certification cannot be completed within the regular six-month evaluation period, the evaluation period may be extended until the appropriate certification has been received. However, the employee may receive a step increase at the completion of the initial evaluation period, but prior to successful completion of the certification process. In such cases, if the Department Head believes that the employee's service has been such that only certification is required for the end of the

evaluation period, the department head may recommend that full benefit date be set at the end of six months of service.

The initial evaluation period for part time employees will be based on their total hours worked equivalent to the hours normally worked by full time employees in six months in that department. Regular part time employees, working at least twenty (20) hour per week, are eligible for a pro rata portion of all fringe benefits.

C. PAY INCREASE Step increases within a labor grade shall be dependent upon specific written recommendation by the department head that the employee is performing at an acceptable level of competence (See Chapter 11 on performance evaluation). An employee will be eligible for a step increase after satisfactory completion of the initial evaluation period and thereafter every twelve months upon recommendation by the department head until the employee reaches the top step in the established grade. However, the Town Manager may grant an extra pay increase of one (1) step at any time during the year after reviewing a detailed recommendation from the department head outlining an employee's exceptional performance; reclassification of the incumbent's position; or the existence of unusual employment conditions that make such action necessary. In no instance will a salary increase be given to an employee until the initial evaluation period has been satisfactorily completed. Each employee will receive written confirmation of a step increase.

Part time employees are eligible for step increases after successfully completing their initial evaluation period, and thereafter every twelve months.

D. GENERAL INCREASES Whenever general pay increases are granted, all employees will receive the increase simultaneously. Each employee will receive written confirmation of annual pay increases.

E. RATE OF PAY ON TRANSFER OR DEMOTION An employee transferred from one position to another, with no change in classification, shall continue to be paid at the same rate. When a regular employee is demoted to a lower labor grade, his salary shall be set at a step in a lower labor grade.

F. RATE OF PAY ON PROMOTION When an employee is promoted to a higher labor grade, the salary shall be set at a step which provides an increase over their step in their former labor grade.

G. RATE OF PAY FOR EMPLOYEES SERVING AS CALL FIREFIGHTERS A town employee in a department other than the fire department serving as a Call Firefighter shall be compensated according to the pay rate established for Call Firefighters. The employee will also be paid their regular rate of pay if they respond to a fire call during their regularly scheduled work hours.

H. PAY FOR TEMPORARY ASSIGNMENT OUTSIDE CLASSIFICATION FOR NON-EXEMPT EMPLOYEES

1. When a non-exempt employee in a position which does not have the responsibility for assuming the role of acting supervisor, department head, chief or manager in the job description, is temporarily assigned to work in a classification at a higher level of pay than the employee's regular classification for a minimum of one full regular work shift, the employee shall be paid a differential for the time so assigned. Such payment should not be made for such assignment for less than a full regular shift or for an accumulation of such assignments totaling a full shift. The differential shall amount to the difference between the employee's regular rate of pay and the minimum rate for the classification of temporary assignment or 3% of base hourly rate, whichever is greater.
2. When a non-exempt employee is temporarily assigned to a position in another class for which the minimum rate of pay is the same as the employee's regular class or to a class with a lower or minimum rate of pay, the employee's pay during the temporary assignment shall remain the same.
3. Should the temporary assignment continue for six (6) months and it is unlikely that the employee will resume his or her original duties; the employee may be transferred to the new position through promotion, and paid according to the provisions of Section 5.4 E.
4. In some cases, an employee may hold more than one position and may be paid a different rate of pay depending on the labor grade and step for each position.

I. OVERTIME PAY Employees not exempt from the provisions of the Fair Labor Standards Act shall receive overtime pay at the rate of one and one half times the regular rate of pay for work actually performed in excess of forty (40) hours.

J. CALL-IN PAY Except in respect to special stand-by arrangements, off-duty employees who are called in to work during other than normal or scheduled hours for any reason shall be paid, regardless of how long they actually work, a minimum compensation of not less than two hours at the basic hourly rate; provided however, that compensation shall not be included in the hours worked during the work day or work week for purposes of calculating overtime, except to the extent of time actually worked during such period.

K. PAYROLL DEDUCTIONS The Town will automatically deduct federal income taxes from an employee's paycheck and, with the employee's written authorization, will automatically deduct the employee's share of the cost of pension plans or any other lawful deduction approved by the employee. Employees may either receive their pay in the form of a check or have their pay direct deposited.

CHAPTER 6
HOURS OF WORK AND OVERTIME
07/01/05

6.1 HOURS OF WORK The normal workweek for Town employees shall be five days, Monday through Friday (except for the Library, Parks and Recreation, Police, Public Works, and Fire Departments), with hours of work to be scheduled by the department head. The normal workweek for each department shall be as follows:

Police Department - 40 hours
Fire Department - 42 hours (averaged over 8 weeks)
Public Works Department - 40 hours
Parks and Recreation Department - 40 hours
Administrative Support Staff and all other Departments - 35 hours

Flexible work schedules may be granted by the department head and such schedule shall be considered that employee's regular workday for purposes of calculating overtime.

Employees must report all time worked so that they can be compensated properly. Any voluntary deductions from compensation must be authorized by the employee. Improper deductions should be reported to the Human Resources Department immediately so that the error can be corrected and the employee reimbursed if necessary.

Employees must account for any absences during their regular workday by using the appropriate leave time (vacation, sick, compensatory, or personal). A leave of absence without pay must be approved by the Town Manager or designee. An employee who fails to report to work for three consecutive work days without proper notice shall be considered to have quit voluntarily.

6.2 ATTENDANCE Employees are expected to be in regular attendance at work during the designated hours scheduled by the department head or in accordance with department regulations. Employees are not to start work early or end work late without express approval from their supervisor or department head.

6-3. MEAL PERIODS A meal period shall be reserved for each employee at times designated by the department head. This meal period shall normally be one hour for all employees, except those in the Public Works Department, in which case the normal meal period shall be one half hour. With the exception of the Police and Fire Departments, mealtime shall not be included in computing total working hours.

6.4 OVERTIME Personnel shortages, peak workloads and other emergency situations may make it necessary for an employee to work beyond his or her regularly scheduled work week. Department heads, or in emergency situations, on-duty supervisors, are authorized to schedule or order overtime work when necessary. To the extent possible, overtime will be distributed as evenly as possible among the employees who are qualified to perform the particular job and willing to work the hours involved.

A. COMPENSATION FOR OVERTIME Employees who are not exempt from the overtime provisions of the Fair Labor Standards Act shall receive overtime pay at the rate of one and one-half times the regular rate of pay for work in excess of 40 hours in one work week (Fire Captains for work in excess of their regularly scheduled 42 hours). The employee may accrue compensatory

time (comp-time) in lieu of monetary overtime compensation at a rate of one and one-half hours of compensatory time for each hour of overtime worked.

Employees who are eligible for benefits and who work in excess of their regular work week, but less than forty hours in a single work week may be compensated for such hours by pay or compensatory time at their regular rate of pay for each hour over their regular work week.

B. EXCEPTIONS

1. Library Personnel - Howe Library full-time and regular part-time employees who are required to work on Sundays, in addition to their normal work schedule, may be compensated either by pay or the use of compensatory time both at the rate of time and a half.
2. Exempt Employees - Those employees who are classified as exempt employees are exempt under these regulations for payment of overtime. This group is expected to devote the time necessary to properly perform their responsibilities without overtime compensation.
3. In all cases, administration of this section is to comply with the Fair Labor Standards Act.

C. ADMINISTRATION OF OVERTIME Supervisors are authorized to schedule overtime when necessary, taking into consideration the maximum number of hours employees can safely perform their work in any continuous shift. The department head or supervisor has the authority and responsibility to relieve an employee from work, due to an extended work schedule, when it is determined that the employee may endanger the normal operation of the department or safety of other employees or general public.

Employees have two options to account for time earned over their regular workweek on the Town's Time Sheet for that pay period:

1. Receive monetary compensation.
2. Accrue compensatory time (comp-time).

Employees may use comp-time with the Supervisor's permission and record its use on the Town's Time Sheet for that pay period.

Employees shall conform to their regular work schedule, unless their supervisor has specifically authorized additional hours of work. This means that employees should not arrive at work earlier than scheduled, work through any portion of their regularly scheduled meal break, or stay at work later than scheduled without the prior authorization of their supervisor. The employee is responsible for reporting all hours worked in excess of their regular schedule for monetary compensation or comp-time accrual on the Town of Hanover Time Sheet.

Employees may accumulate up to one week of compensatory time based on their regular workweek. If an employee has accrued more than one week of compensatory time (compensatory time accruals are adjusted for time and a half, if applicable), such employee shall be paid for the excess hours at their current rate of pay.

When an employee requests the use of accrued compensatory time, the request shall be honored within a reasonable period of time unless to do so would unduly disrupt the operation of the

department. Once employees have accrued compensatory time, they may be required to use that compensatory time in place of cash overtime pay.

Upon termination of employment for any reason, an employee shall be paid for unused compensatory time based on the final regular rate received by such employee

D. DISTRIBUTION OF OVERTIME To the extent possible, overtime will be distributed as evenly as possible among the employees qualified to perform the particular job.

CHAPTER 7
LEAVE
07/01/05

7.1 GENERAL POLICY Leave is an authorized absence during regularly scheduled work hours that is approved by proper authority. Leave may be authorized with or without pay and shall be granted in accordance with the following guidelines on the basis of the work requirements of the departments and, whenever possible, the personal wishes of the employee.

7.2 PROCEDURE FOR REQUESTING LEAVE All leave other than holiday, sick, injury, disability or emergency leave must be requested and approved by the department head prior to the taking of leave. In the case of illness, injury, or emergencies, employees shall notify their supervisor prior to the time set for regularly scheduled working hours. Requests for leave without pay must be made in writing and approved by the Town Manager. An employee will not be paid for any absence from scheduled working hours unless the Town Manager, his designee or the department head approves such absence. Procedures for taking leave under the Family and Medical Leave Act (FMLA) are contained in the section entitled "Family and Medical Leave Policy."

7.3 HOLIDAY LEAVE The Town of Hanover recognizes the following days as holidays:

New Year's Day	Labor Day
Martin Luther King, Jr. Day	Veteran's Day
Presidents' Day	Thanksgiving Day
Memorial Day	Christmas Day
Independence Day	

In addition, two (2) floating holidays to be designated by the Town Manager.

On days which are recognized as holidays, employees shall be excused from all duty not required, in the opinion of the Town Manager, to maintain essential services. The Municipal Building will be closed on all of the above holidays.

A. COMPENSATION Employees shall be entitled to the holidays designated above on the following terms:

1. Police Officers shall receive vacation days in lieu of holidays.
2. All employees shall receive holiday pay based upon the number of hours that normally would have been worked that day if the day had not been a holiday. Regular part time employees will receive pro rated holiday pay.

B. SATURDAY HOLIDAYS When any of the holidays above fall on a Saturday, the holiday will be observed on the preceding Friday.

C. SUNDAY HOLIDAYS When any of the holidays above fall on a Sunday, the following Monday will be a legal holiday.

D. WORK ON HOLIDAYS Full-time and regular part-time employees in departments other than police, who perform work on holidays, shall be paid at a rate of one and one-half times their regular rate of pay for hours actually worked on the holiday, in addition to the amount to which they are entitled as holiday pay.

E. HOLIDAYS FALLING ON DAYS OFF If a holiday should fall on an employee's scheduled day off, the employee will be paid an extra day's pay; or if an employee is eligible for compensatory time, he or she may, with the approval of the Town Manager, have equal time off.

F. HOLIDAYS FALLING ON TUESDAYS OR THURSDAYS At the discretion of the Town Manager, if a holiday falls on a Tuesday or Thursday, employees may be given Monday or Friday off, taking into consideration the best interest of the town and particular needs of the department.

7.4 VACATION LEAVE Each eligible employee shall accrue vacation time from the date of hire and shall be eligible for a leave with pay for the purpose of taking a vacation.

A. LENGTH OF VACATION

1. Each eligible employee shall accrue annual vacation leave according to the following schedule:
 - a. Two work weeks annually during the first five years of continuous service.
 - b. Three work weeks annually upon completion of five years of continuous service.
 - c. Four weeks annually upon completion of ten years of continuous service.
2. Absences cannot be charged against Vacation Leave that has not yet accrued.
3. Each regular part time employee shall be granted vacation with pay on a prorated basis equivalent to the percentage of hours worked compared to the normal workweek of the department.
4. An additional day of vacation will be granted to a non-exempt employee who does not use sick leave in any four-month period beginning with the first day each month following use of a sick day or portion thereof.

B. USE OF VACATION LEAVE Vacation leave may be taken all at once, several days at a time, in parts of days, or accumulated and carried over into the following year.

Vacation time may be accumulated up to the following maximum amounts:

Employees with up to 5 years of service may accumulate up to four (4) weeks of vacation leave (for example: 35 hr/wk employee = 140 hours; 40 hr/wk employee = 160 hrs).

Employees with 6 - 9 years of service may accumulate up to six (6) weeks of vacation leave (for example: 35 hr/wk employee = 210 hours; 40 hr/wk employee = 240 hrs).

Employees with 10 years of service may accumulate up to eight (8) weeks of vacation leave (for example: 35 hr/wk employee = 280 hours; 40 hr/wk employee = 320 hrs).

Exceptions may only be granted by specific written permission of the Town Manager after a written request is received from the employee with the written recommendation of the department head. Employees are advised to take their vacation during the year in which it is earned.

If an employee wishes to be paid prior to going on vacation, the employee should notify the department head at least ten days in advance of the last working day before the vacation.

C. VACATION TIME Vacation time will be allocated to each employee as vacation time is earned and will be shown on the first pay slip of each month. Vacation time will begin to accrue from the first day of employment.

D. VACATION SCHEDULING The department head will determine the annual vacation schedule, taking into consideration the best interest of the town, the particular needs of the department, and the desire of the employee. A conflict in scheduling vacation leave among several employees will be resolved by the department head on the basis of seniority, particular assignments of employees, and upcoming department workload.

E. VACATION LEAVE SETTLEMENT UPON TERMINATION OF EMPLOYMENT

1. Employees who are eligible for vacation and whose employment is terminated for any reason shall be paid an amount equal to all accumulated vacation pay earned but not taken.
2. An employee who has received vacation pay or taken a vacation which, upon termination of employment, has not been accrued will have the amount of the unearned vacation pay previously received deducted from his or her final compensation payment.

F. DEATH OF EMPLOYEE ELIGIBLE FOR VACATION Upon the death of an employee who is eligible for vacation, payment shall be made to the beneficiary as listed in the employee's personnel file in an amount equal to their accumulated vacation pay.

G. VACATION AS SICK LEAVE Vacation time may be used by employees in addition to, or in lieu of sick leave with the approval of the Town Manager.

H. SICKNESS WHILE ON VACATION With the approval of the Town Manager, an employee who becomes ill while on vacation may change those days when ill to sick leave.

7.5 SICK LEAVE POLICY All regular full time employees will be eligible for sick leave with full pay at the rate of one and one-half days for each two full months of continuous service. Sick leave for regular part time employees will be calculated on the percentage of hours worked compared to the normal workweek for the department.

Sick leave shall not be considered a privilege that an employee may use at his or her discretion, but shall be allowed only in the case of necessity and actual illness or disability of the employee, or because of illness in the employee's immediate family, or to take physical or dental examinations or other sickness prevention measures.

IMMEDIATE FAMILY shall include the following family members: spouse, parent, child, sibling, step, foster, or adoptive child or other person living in the same household whose close association with the employee is equivalent to the family relationships listed above.

A non-exempt employee who does not utilize sick leave in any four (4) month period, beginning with the first day of each month following use of a sick day or portion thereof, shall be credited with one additional vacation day. Such vacation day shall be taken at a time mutually agreeable to the employee and the department head.

A. ACCUMULATION OF SICK LEAVE Earned sick leave is accumulated on a continuous basis and may be accumulated to a maximum of one hundred twenty (120) days (35 hr/wk employee = 840 hrs; 40 hr/wk employee = 960 hrs.). Sick leave shall not accrue to any employee who is on sick leave for one full calendar month or more. However, sick leave shall continue to accumulate to any employee who is on injury leave, regardless of the length of the injury leave.

Sick leave time shall be posted on each employee's pay slip as earned, as in the case of vacation time. Sick leave will begin to accrue from the date of hire.

B. ADDITIONAL SICK LEAVE REQUEST If accumulated vacation, sick leave and FMLA leave have been, or are about to be, exhausted, an employee may make application in writing for an additional allowance of sick leave. Such additional allowances may be authorized by the Town Manager after reviewing all of the circumstances, performance and other facts relevant to his or her request for the additional allowance.

C. REPORTING ABSENCE In order to receive compensation while on sick leave, the employee shall notify the supervisor as early as possible before the start of the regularly scheduled work day on the first day of absence.

D. PHYSICIAN'S CERTIFICATE For absence under this section, the department head or Town Manager may require evidence in the form of a physician's certificate showing the necessity for the absence and the expected duration, or fitness to return to duty.

E. SICK LEAVE ABUSE An employee on sick leave who is absent from his or her home without sufficient reason at the time of a visit from a Town representative will have all sick leave benefits for the particular illness cancelled and the time lost will not be restored to the credit of the employee. A second offense of this type may be sufficient cause for dismissal.

F. SICK LEAVE SETTLEMENT UPON TERMINATION OF EMPLOYMENT Employees, employed by the town for up to 20 years, who have accrued sick leave credits and whose employment is terminated for any reason shall be paid one half of the actual amount of sick leave earned, but not expended. For employees employed by the town for more than 20 years, the following sick leave reimbursements shall apply:

1. employees employed 20 to 24 years, sick leave reimbursement shall be 60% of sick leave accumulation.
2. employees employed 25 to 29 years, sick leave reimbursement shall be 70% of sick leave accumulation.
3. employees employed 30 to 34 years, sick leave reimbursement shall be 80% of sick leave accumulation.
4. employees employed 35 to 39 years, sick leave reimbursement shall be 90% of sick leave accumulation.
5. employees employed 40 years or more, sick leave reimbursement shall be 100% of sick leave accumulation.

G. DEATH OF EMPLOYEE ELIGIBLE FOR SICK LEAVE Upon the death of an employee who has accrued sick leave, payment shall be made to the beneficiary of the deceased employee in an amount as stipulated in Section 7- 5 (F).

H. RECORDS OF ACCUMULATED SICK LEAVE The Human Resources Department will maintain a record of all credits and debits to the sick leave account of each employee. The employee may inspect this record at any time.

7.6 ON-DUTY EMERGENCY LEAVE Employees will be allowed, without loss of pay, up to four hours of emergency leave to transport a member of their Immediate Family to a medical facility for emergency treatment, including childbirth. This section does not apply to non-emergency or scheduled appointments. Notice to the employee's shift supervisor is required, if practical.

7.7 DISABILITY LEAVE Disability leave, as distinguished from sick leave, shall mean leave given to an employee due to absence from duty caused by a non-job related accident, injury or disease including the period of temporary physical disability resulting from pregnancy, childbirth, or related medical conditions. Employees must provide a physician's certification of the need for disability leave and the expected duration.

7.8 INJURY LEAVE Injury leave shall mean paid leave given to an employee due to absence from work caused by an accident, injury, or disease which occurs while performing, or as a result of having performed, the duties of their position.

Employees are responsible for notifying their supervisor as soon as possible of any injury. The supervisor is then responsible for seeing that a report of injury is filed with the Human Resources Department; that Department will then be responsible for filing the required state and insurance reports.

In the case of a slight injury that requires only “first aid,” the employee and supervisor are still responsible for completing and filing an injury report with the Human Resources Department. If the injury later requires medical attention, the employee and supervisor should then notify the Human Resources Department immediately that it has become a medical claim.

A. COMPENSATION WHILE ON SICK OR DISABILITY LEAVE Employees may be required to provide a physician’s certification of the need for disability leave and the expected duration of the leave when applying for income protection coverage under the Town’s plan.

1. Accumulated sick leave shall be used by the employee during the first thirty consecutive days of disability leave.
2. Should any disability continue beyond thirty days, the employee will receive income protection coverage for sixty (60%) percent of the employee’s salary provided the employee has chosen short term disability coverage under the Town’s flexible benefits program.
3. Should any disability continue beyond ninety days, the employee will receive income protection coverage for sixty (60%) percent of the employee’s salary provided the employee has long term disability coverage under the Town’s flexible benefits program.
4. At any time after thirty days disability, the employee may request that his accumulated sick and vacation leave be used as a special disability leave to supplement the income protection coverage.

B. COMPENSATION WHILE ON INJURY LEAVE

1. The employee shall receive 100% of his base salary for the duration of any injury suffered while in the performance of duty, or as a result of having performed his duties in service to the Town of Hanover, until such time as the employee has returned to work, the worker’s compensation claim has been denied, the worker’s compensation claim has been settled with the Town’s insurance carrier, or been accepted by the New Hampshire Retirement System to receive Accidental Disability Retirement Pension. In the event the worker’s compensation claim is denied, it will be the responsibility of the employee to reimburse wages paid the employee by using sick, personal or vacation accumulations.

2. Employees are required by law to promptly report an occupational injury or disease, even if deemed to be minor. Form No. 8aWCA, Notice of Accidental Injury or Occupational Disease, should be used for that purpose. If an employee is out of work after filing this notice, the employee will receive 100% of their base pay as noted above. In order to receive this benefit, the employee must assign any worker's compensation checks for lost wages to the Town.
3. During the period of injury, the employer shall maintain regular payments into all medical and pension plans to ensure continued coverage for the employee and his dependents. However, it shall be the responsibility of the employee to arrange with the Administrative Services Department for payments into the flex benefits program for coverage for which the employee is normally responsible.
4. Seniority, vacation, sick leave benefits and pension credits shall be maintained for the duration of the time spent on such leave.

7.9 BEREAVEMENT LEAVE The purpose of bereavement leave is to enable an employee to take care of personal arrangements and problems caused by the death of an immediate member of his or her family and to relieve him or herself of the concern over the loss of earnings on the regularly scheduled work days immediately following the death.

The Town Manager shall grant, upon the request of a regular employee, up to five working days bereavement leave, without loss of pay, upon the death of such employee's spouse, mother, father, child, brother, sister, father-in-law, mother-in-law, or other relative living in the immediate household. The Town Manager may grant bereavement leave upon the death of an individual whose close association with the employee is equivalent to the family relationships listed above.

7.10 COURT OR JURY LEAVE An employee summoned to jury duty or for any other required appearance before a court or other public body, not resulting from his own request or violation of the law, will be granted a leave of absence with pay for the required period necessary to perform this duty. An employee who receives a jury notice or subpoena to testify due to Town related matters should notify the department immediately.

A. An employee will receive his regular salary when called to serve on a jury or to appear before a court. An employee who receives compensation from the court will sign over the court pay to the Finance Department to receive his regular pay.

B. An employee, if subpoenaed to testify on a case relating to a Town matter, will receive overtime pay for time spent outside of his regular duty shift, including travel time.

7.11 PERSONAL LEAVE Personal leave with pay may be granted to regular employees, upon the approval of the department head, to conduct personal and/or family business or needs, which cannot be otherwise conducted during non-working days. Such leave may not be accrued from one fiscal year to the next.

A. Non-exempt employees shall be allowed two (2) days of personal leave in each fiscal year to be earned at the rate of one day for each six months of service, beginning from the date of hire.

B. Employees will be paid their normal rate of pay for each personal day or portion thereof taken.

7.12 ADMINISTRATIVE LEAVE FOR OFFICIAL ACTIVITIES The Town Manager may grant administrative leave with pay so that an employee may attend official meetings, official training courses or to participate in other official activities.

7.13 MILITARY LEAVE An employee entering the regular military service or military reserves will be provided a leave of absence without pay (except as provided below) as required by Federal law. Uniformed service includes active duty, active duty for training, inactive duty for training (such as drills), initial active duty for training, and examination to determine fitness to perform any such duty. If the employee's absence creates an undue hardship, the department head may contact military officials.

A. It is the employee's responsibility to:

1. Provide the department head with as much advanced notice of military service as possible, with the date(s) the employee is leaving for military service.
2. Provide written proof from military or selective service officials to the department head, including date of departure and length of service required.
3. Submit a military pay voucher or military pay form to the department head, if needed, to confirm that the requested military service was performed and to document the pay difference required for compensation from the Town.
4. Submit a DD 214 form to confirm the dates of service following active duty.
5. Fulfill originally scheduled work obligations if military leave is cancelled for the date(s) requested.

The employee's failure to fulfill these responsibilities may result in disciplinary action.

B. An employee in the military reserve shall be paid the difference between compensation received while on reserve duty and regular compensation rates paid the employee by the department, provided that such payment by the department shall be limited to a period not to exceed two days a month and two weeks annual training for a total of 38 days in any twelve month period and shall not include payment to members of the National Guard who may be mobilized during an emergency in the State.

Employees may, at their request, use accrued vacation time during an approved military leave.

7.14 LEAVE FOR MATERNITY REASONS A leave of absence for maternity reasons may be granted on approval of the Town Manager for the period of incapacitation

due to pregnancy and for any time after delivery needed to adjust or make arrangements for care of the child. A physician's explanation will be required if the leave of absence lasts more than ninety (90) days. Such absence may be treated as sick leave, vacation leave, leave without pay or a combination of the three (refer to Section 7-8 A Compensation While on Sick or Disability Leave concerning compensation while on leave for maternity reasons).

When the employee is physically able to return to work, her original position or a comparable position will be made available to her unless business necessity makes this impossible or unreasonable. Upon return from leave, she will resume the same seniority, status and benefits held before the leave.

7.15 LEAVE FOR INTERSTATE FIRE CREWS Employees who are members of the New Hampshire Forest Fire Crew and who are called up to respond with the crew, will be allowed a leave period of two weeks duty time from the day following the call-up.

One week of the leave shall be used from the employee's earned vacation and/or personal time, the second week shall be given by the town with no loss of pay.

7.16 EDUCATIONAL LEAVE The Town Manager may grant an employee a leave of absence without pay for a period up to two years for purposes of furthering his or her education, provided that such absence will not prejudice the Town's interests.

For a request to be considered, the employee must provide the Town with a written request specifying his educational plans. Interim reports during the leave period may be required, and the Town may cancel or modify such leave if it determines the leave is being abused by the employee or if the Town's needs necessitate such action.

7.17 OTHER LEAVES OF ABSENCE WITHOUT PAY The Town Manager may grant an employee an unpaid leave of absence for a period not to exceed one year, provided the leave would not prejudice the Town's interests. For a request to be considered, the employee must provide the Town with a written request, including a statement of reasons for the leave. This leave will only be available to those employees whose record of service to the Town has been exemplary. The Town may cancel or modify a leave if it determines the leave is being abused by the employee or if the Town's needs necessitate such action.

It shall be the responsibility of the employee, if the leave is granted, to make the necessary financial arrangements with the Finance Department in order to maintain and keep current the employee's benefits including, but not limited to, medical and/or dental insurance, retirement, disability, and life insurance.

At the end of a regularly approved leave without pay, the Town, unless business necessity dictates otherwise, will return the employee to the position held at the time leave was granted or to a comparable position, without the loss of seniority, status, or benefits held before the leave. An employee on leave who fails or refuses to report for work promptly at its expiration may be subject to disciplinary action up to, and including, dismissal.

7.18 EARNED TIME

A. PURPOSE Earned time is an alternative approach to the traditional manner of covering absence for vacation, sick and personal days for employees exempt from the overtime provisions of the Fair Labor Standards Act (FLSA). Instead of dividing benefits into a specific number of days for each benefit, Earned Time puts these days together into a single benefit. Earned Time days can be used for a variety of purposes, including a payment in cash at the time of termination. Earned Time is available as soon as it is “earned.” The exact number of Earned Time days available each year will depend on the years of service to the Town.

B. COVERAGE FLSA exempt employees, who are employed in a regular full time position, are covered by Earned Time. The accrual rates are as follows:

YEARS OF SERVICE	DAYS ACCRUED PER MONTH	ANNUAL DAYS
0 thru 5	2.8	34
5 thru 10	3.3	39
after 10	3.7	44

For the purpose of this section, years of service will be calculated from the date of hire. Earned Time will be added to the employee’s accumulations on the first of each month.

C. USAGE Earned Time may be used any time after being earned, including during an employee's initial evaluation period. Earned days may be used in full day increments of time only. On a monthly basis, prior to the last pay period of each month, the employee must document the number of days used during the month for purposes of leave accountability.

Employees are encouraged to use Earned Time a minimum number of days per year. See schedule below:

YEARS OF SERVICE	MINIMUM USAGE PER YEAR
0 thru 5	15 days
5 thru 10	20 days
after 10	25 days

Earned Time should be used to account for absences of one day or more related to vacation, illness, medical appointments, and personal leave.

Absences cannot be charged against Earned Time not yet accrued.

D. SEPARATION All unused Earned Time will be paid at the time of separation on the following schedule:

YEARS OF SERVICE	EARNED TIME REIMBURSEMENT
0 to 19	60%
20 to 24	70%
25 to 29	80%
30 to 34	90%
After 35	100%

E. CONVERSION TO EARNED TIME Accumulated Vacation, Sick, and Personal Leave will be converted into Earned Time at the rate of one (1) to one (1).

F. LIMITATIONS Employees are encouraged to use Earned Time as it is earned for the purposes intended. Earned Time may not be accumulated in excess of 170 days.

Employees with excess leave accumulations will have two (2) years from the date of their Earned Time conversion to use the excess leave accumulations and to come into compliance with the requirements under the Earned Time Policy.

G. CONVERSION TO 457 DEFERRED COMPENSATION PLAN Employees may convert up to 40 hours of accumulated Earned Time into cash at their current rate of pay solely for investment in their Deferred Compensation Plan. This conversion option may be exercised once a year, on or before June 1st, with payment processed during the month of June. Employees must have used Earned Time for the required minimum number of days in the twelve months preceding the conversion.

CHAPTER 8
RECRUITMENT, SELECTION AND APPOINTMENT OF EMPLOYEES
07/01/01

8.1 RECRUITMENT AND SELECTION POLICIES In order to assure the Town provides a high quality of service to the public, the Town will hire from among the most competent individuals available according to the following policies and procedures, with consideration given to present town employees, if equally qualified with other applicants.

A. RECRUITMENT POLICY Recruitment efforts and publicity will be directed to all appropriate sources of applicants in a geographical area as wide as necessary to attract an adequate number of qualified candidates and to assure open opportunity for the public to apply and be considered for employment by the Town on the basis of abilities and potentials.

B. SELECTION AND APPOINTMENT POLICIES Selection and appointment to all Town positions will be based solely upon job-related requirements and the applicant's demonstration that he possesses the skills, knowledge, abilities and other characteristics necessary for successful job performance and career development.

8.2 RECRUITMENT PROCEDURES

A. DEFINING THE JOB When a vacancy occurs, the head of the department, or other designated official, will review the job description and the step and grade for the position. Changes in the description will be reported to the Town Manager in accordance with the procedures provided in section 4-2 of the manual.

B. ESTABLISHING THE QUALIFICATION REQUIREMENTS After defining the job, the department head or other designated official will determine the minimum qualification requirements for successful performance on the job, based on the job description as well as any other special requirements necessary for the specific position.

C. ADVERTISING THE VACANCY

1. The Human Resources Department will be responsible for advising the public of the Town's intention to fill the vacancy and to assure that all interested and qualified individuals, including current department and town employees, are informed of the position's title, the position's essential functions, salary range, the time, place and manner of making application, requirements or qualifications, the town's EOE position, and any other information which may be useful to applicants.
2. The methods of advertising vacancies will vary depending upon the nature and requirements of the position being filled. The following methods are typical of those which may be used by the Town for recruitment: posting notices on public bulletin boards in Town offices, Town web site, college placement offices; advertising in professional journals and newspapers with local and statewide circulation; and listing the job with New Hampshire Employment Security.
3. Schedule for process: decide when notice is to go into newspaper, how long it should run, closing date for receiving applications, when candidates will be interviewed, and when candidate will be hired. In order to allow sufficient time for candidates to apply for the

position, applications will be received for at least ten days after the vacancy is initially advertised.

8.3 APPLICATION FOR EMPLOYMENT All candidates applying for employment in the Town must secure and file an official application form at the Human Resources Department, prior to the close of business on the date specified in the vacancy announcement or advertisement. Each applicant shall sign the form and the signature shall certify the truth of all statements. Deliberate false, or misleading statements in attempting to secure employment will be grounds for rejecting an applicant.

8.4 SELECTION PROCEDURES The Town's selection process will comply with all state and federal laws, including the requirements of the Americans with Disabilities Act. All qualification standards, employment tests and selection criteria will be job-related and consistent with business necessity. Reasonable accommodation will be made to the known physical or mental limitations of disabled individuals.

A. THE EXAMINATION PROCESS The examination process will result in a ranking of candidates in order to determine their relative ability to perform the job.

1. The department head will review the applications of all candidates to determine whether each candidate meets the minimum requirements established for the position.
2. Qualified candidates will be examined in accordance with the examining plan established for the position.
3. Finalists are re-interviewed, background checks done, if necessary, and physical exams or agility test administered, if required.
4. Based on the final rankings, the department head will recommend a candidate, date to start employment, grade and step, with following attachments: employment application, resume and all pertinent material for the candidate, so that the Human Resources Department can review the material. This material is then made a part of the personnel file, upon approval by Town Manager to hire applicant.

B. NOTIFICATION OF APPLICANTS ON SELECTION OR NON-SELECTION All candidates will be informed in a timely manner of their selection or non-selection for the position.

C. DOCUMENTING THE SELECTION PROCESS A record of the recruiting, examining, and appointing procedures will be retained for one year after the vacancy is filled. This record will include: a copy of the appropriate job description; vacancy announcements and examining plan; a listing of the sources and methods of recruitment; the applications of all those who applied; and each candidate's score, relative standing or other measures on each aspect of the examining plan.

8.5 METHOD OF APPOINTMENT All vacancies in classified positions shall be filled by regular appointment, temporary appointment, promotion, demotion or transfer. Only qualified candidates shall be recommended for appointment to a classified position. The Town Manager shall approve appointments to all Town positions, except those that are elected positions, prior to filling the vacancy.

A. REGULAR APPOINTMENT A regular appointment indicates that an employee is to work for the Town in either a full or part time capacity on a regular and continuing basis.

B. REGULAR PART TIME APPOINTMENT The salary shall be set according to the pay range of the classification level of the position, and shall be paid on a pro rata basis.

C. TEMPORARY EMPLOYEE When a position in the Town service is limited in duration, such as for special projects, or requires the services of an individual on an irregular, intermittent or seasonal basis.

D. PHYSICAL EXAMINATIONS For positions where physical requirements constitute a bona fide occupational qualification, a medical examination may be required of a job applicant, only after a job offer has been made, to assure that the individual is physically able to perform the duties of the position. Similarly, the Town Manager may require incumbents of such positions to periodically take a physical examination to assure that they are still physically able to perform the duties of their position. When required, the physical examination shall be performed by a practicing physician appointed by the Town and acceptable to the individual concerned. The cost of such examination shall be borne by the Town.

E. ORIENTATION Employee orientation should take place with the department head, or someone designated by department head, and the Human Resources Department within the first week of employment.

8.6 REVIEW BY THE TOWN MANAGER Any person who believes he was discriminated against on account of his race, religion, national origin, gender, age, or other non-job related factor should request a review of the decision by the Town Manager.

CHAPTER 9
INITIAL EVALUATION PERIOD
7/01/01

9.1 INITIAL EVALUATION PERIOD

A. OBJECTIVE OF EVALUATION PERIOD The initial evaluation period or working test period shall be regarded as an integral part of the examination process. It shall be utilized by supervisors and department heads for closely observing the new or promoted employee's work and conduct; for securing the most effective adjustment of a new employee to the position; and for rejecting any employee whose performance does not successfully fulfill the essential functions of the position.

B. DURATION OF EVALUATION PERIOD Every person promoted or appointed shall be required to successfully complete a six month initial evaluation period, which shall enable the department head to observe the employee's ability to perform the essential functions of the position, and to enable completion of certification, if applicable.

C. INITIAL EVALUATION PERIOD EXPIRATION At least ten days prior to completion of the initial evaluation period, the department head will notify the Human Resources Department in writing that:

1. The employee's performance was satisfactory and that the individual should be retained as a regular employee in his position and should be granted a step increase, or
2. The employee's performance or conduct was unsatisfactory and that his removal is proposed as of a recommended date. The department head will furnish reasons for the recommended removal, and may terminate the employee upon the Town Manager's approval, or
3. An extension of the initial evaluation period is desired for additional observation or completion of certification and the employee will continue in his position temporarily during the extension, if granted. The department head and/or Town Manager will determine whether to grant a step increase to the employee depending on the circumstances for extending the evaluation period. An extension of the evaluation period may not exceed three months. The Human Resources Department shall provide written notice of the employment decision to the employee.

D. DISMISSAL OF AN EMPLOYEE During the initial evaluation period, an employee, like any other employee, is subject to dismissal at the discretion of the Town. During an initial evaluation period, an employee may not request review of his dismissal unless he feels the reason for it was based on discrimination because of his race, color, age, religion, gender, national origin or other non-job related factor. In that case, he should request a review of his dismissal by the Human Resources Department.

CHAPTER 10
PROMOTION, DEMOTION, SEPARATION AND LAYOFF
7/01/01

10.1 PROMOTION POLICY The Town encourages employees to develop new skills, expand knowledge of their work, assume greater responsibilities and make known their qualifications for promotion to more difficult and responsible positions.

- A. No supervisor shall deny an employee permission to apply for a vacant position in any Town office or department which will afford a promotional opportunity.
- B. To assure that employees are afforded opportunities for promotion, every vacancy will be advertised in the Town Office.
- C. Current employees are encouraged to apply for any vacancy for which they meet the requirements of the position, according to the procedures outlined in Chapter 8 for all applicants.
- D. When a Town employee's qualifications are equal to those of outside applicants, the Town employee shall be given preference.

10.2 DEMOTION Placement in a lower grade, for which the employee is qualified, may occur for any of the following reasons:

- A. When an employee would otherwise be laid off because his position is being abolished, when his position is reclassified to a lower grade, because of lack of work, because of lack of funds, because of the return to work from authorized leave of another employee to such position, or the employee voluntarily requests demotion to a lower class.
- B. When an employee does not render satisfactory service in the position he holds.

10.3 SEPARATION Termination of an employee from employment by the Town through retirement, resignation, layoff, or dismissal.

- A. RETIREMENT Separation of an employee in accordance with the provisions of retirement systems under which an employee is eligible to receive benefits.
 - 1. Regular employees should notify the department head at least ninety (90) days in advance of the planned retirement date.
 - 2. Management level employees should notify the Town Manager at least six (6) months in advance of the planned retirement date.
- B. RESIGNATION Separation of an employee by his or her voluntary act. An employee may resign from the Town service in good standing by submitting in writing the reasons therefore,

and the effective date to the department head at least fourteen (14) calendar days in advance. The department head may permit a shorter period of notice because of extenuating circumstances.

The resignation shall be forwarded to the Town Manager with a statement by the department head as to the resigned employee's service performance and pertinent information concerning the cause of resignation.

The Human Resources Department shall, if practicable, conduct an exit interview with each employee who resigns and will verify the employee's reasons for leaving. The Town Manager or department head shall notify the employee in writing as to the acceptance of the resignation and copies of the employee's letter of resignation and its acceptance will be placed in the employee's personnel file.

C. LAYOFF From time to time, it may be necessary for the Town to reduce its work force. This may occur, for example, because of lack of funds, lack of work or abolishment of positions. Layoff is an involuntary separation of an employee as a result of such action by the Town. With the advice of the department heads, the Town Manager will determine the classes or positions and the number of employees that will be affected by such a reduction in work force.

D. ORDER OF LAYOFF In the event that a reduction in force should be necessary, the order of layoff within each affected job classification shall be determined by type of appointment and past evaluation of work performance; that is, temporary employees will be laid off before regular employees and employees whose performance is only marginally adequate will be laid off before those whose performance has been more than adequate or consistently outstanding, as demonstrated by the annual performance evaluation. Employees to be affected by a reduction in force shall be given written notice by the Town Manager at least sixty (60) calendar days prior to the effective date of the action to be taken, the reasons therefore, and the effective date of the action, and the right to request a review of the decision pursuant to Chapter 14.

E. CALL BACK When the Town decides to increase its staff again, reinstatement within a job classification shall be in reverse order of layoff; that is, the employees laid off last shall be reinstated or rehired first. An employee who accepts layoff in lieu of a demotion shall not lose the right to be rehired and shall be reinstated as provided under this section.

F. RIGHT TO BE REHIRED The right to be rehired shall last for a period of one year from date of layoff. It is understood that layoff under the section shall constitute a termination of employment with the Town in all respects, except for the right to be rehired as provided.

G. REVIEW BY TOWN MANAGER Any employee adversely affected by a reduction in work force who believes he was improperly or unfairly treated may request review of the decision pursuant to Chapter 14. The Town Manager will review the Town's action and provide the employee with a written decision within ten days. The Town Manager's decision shall be final.

H. DISMISSAL The involuntary separation of an employee as a result of disciplinary action, inability to perform the essential functions of the position, or for other reasons at the discretion of the Town.

CHAPTER 11
PERFORMANCE EVALUATION
7/01/01

Performance reviews will be conducted on an annual basis, during the initial evaluation period for newly hired employees or employees who have been promoted, and/or at the completion of the initial evaluation period. Performance evaluations shall be completed by the supervisor or department head in each division and department and forwarded to the Human Resources Director.

CHAPTER 12
TRAINING AND CAREER DEVELOPMENT
7/01/01

12.1 PURPOSE It shall be the responsibility of the Town Manager and department heads to promote the training of employees for the purpose of improving the quality of services provided by the Town and aiding employees to equip themselves for career advancement in the Town.

12.2 ADMINISTRATION OF THE PROGRAM Each town department has an established departmental career development and training program, with allocated funds to be used for the training of employees.

A. TOWN MANAGER RESPONSIBILITIES

1. It is the responsibility of the Town Manager to review each department head's yearly requested budget for the training program and to approve reasonable requests within available funds.
2. The Human Resources Department will maintain records of the approved training courses and records of all successfully completed courses and programs of all employees.
3. The Town Manager will review and approve all requests for supervisory and management training for department heads and staff reporting directly to the Town Manager.

B. DEPARTMENT HEAD RESPONSIBILITIES It is the department head's responsibility to prepare yearly, a proposed budget for the training program. Once approved, employee requests for the use of training monies to finance a course of study, workshop, etc., will be reviewed by the department head and approved on these bases:

1. The course or workshop is in the same or a closely related field to that of the employee, and it can be reasonably expected that completion of the training will directly improve the carrying out of regular duties. Training requests that are to improve performance of an employee's current duties are to be given highest priority.
2. Sufficient funds are available to cover costs of the study.
3. In the case of study that conflicts with the employee work schedule, the employee can reasonably be spared from work for the duration of the study.
4. The course or workshop, while not expected to directly relate to performance of current duties, can be expected to improve the potential of the employee to be qualified for work of a higher classification level in Town service. Courses totally unrelated to the employee's occupational field or to Town service will not be approved.
5. A department head may request the Human Resources Department to review any training request for approval should the department head be unable to determine if the requested course is sufficiently related to the employee's work and/or the benefit to Town service.

12.3 IDENTIFYING TRAINING NEEDS

- A. At the time of the annual performance evaluation, the supervisor and employee should discuss areas of interest to the employee, and areas where training is desirable for performance of the job, or where training is likely to develop additional skills for growth into other positions in Town service. Specific courses and training to be taken should then be identified, if possible.
- B. Department heads should, through contact with the Human Resources Department and the public community, keep themselves apprised of training programs that may be of help or interest, both to themselves and to their employees, and should notify the Human Resources Department and/or employee as to appropriate courses.

CHAPTER 13
DISCIPLINARY ACTIONS
7/01/01

13.1 DISCIPLINE It is the responsibility of all employees to observe the policies and regulations of the Town of Hanover.

Any discipline shall be commensurate with the alleged violation and shall be progressive and corrective in nature.

A. DEPARTMENT HEAD RESPONSIBILITIES Department heads are responsible for the proper and efficient operation of their departments and for enforcing Town policies and regulations. Department heads are authorized to apply, with the approval of the Human Resources Department, such disciplinary measures as may be necessary.

B. TYPES OF DISCIPLINARY ACTION The type of disciplinary action taken will vary with the severity of the situation and may include the following measures: oral or written reprimand, suspension, and discharge.

C. REASONS FOR DISCIPLINARY ACTION From time to time, it may be necessary for the Town to invoke disciplinary action in instances of inappropriate conduct or conduct which interferes with, or threatens to obstruct, the effective and efficient performance of job duties and acceptable relations with the public. Although it would be impossible to forecast and list all those situations in which disciplinary action may be imposed, the following examples should be illustrative:

1. Neglect of, or negligence in, the performance of assigned duties.
2. Violations of Town ordinances or State laws.
3. Violations of Town or department policies and regulations.
4. Misuse, misappropriation, negligence, or destruction of Town property or conversion of Town property to personal use or gain.
5. Frequent tardiness or absence from duty, or tardiness or absence from duty without prior approval.
6. Failure or refusal to carry out an official order or the directions of a supervisor.
7. Use of intoxicating beverages, narcotics, drugs or other controlled substances on the job, on Town property, or in such a manner as to interfere with job performance or bring the Town into disrepute.

8. Criminal or dishonest conduct or conduct which interferes with effective job performance or has an adverse effect on the efficiency of the Town service.

13.2 REPRIMAND PROCEDURE Where the department head determines that a reprimand is an appropriate disciplinary measure, either an oral or written reprimand may be issued. The reprimand, whether verbal or written must be put in writing for the personnel file, and should state the reasons for the action and an offer of assistance on the part of the department head in correcting the situation which leads to the reprimand. Generally, discussions concerning discipline will be held in private so as to maintain confidentiality.

13.3 DISCIPLINARY PROBATION PROCEDURE The department head may place an employee on disciplinary probation for a period up to three months. The employee will receive a written notice stating the reasons for the disciplinary probation and the effective starting and ending date of such action. At the expiration of the disciplinary probation period, the department head will notify the employee, in writing, that the probation has been lifted or that further disciplinary action will be taken.

13.4 SUSPENSION PROCEDURES At the discretion of the department head, an employee may be suspended with or without pay for a period not to exceed one week. With the approval of the Town Manager, a department head may suspend an employee without pay for a period not to exceed two weeks. The employee will receive a written notice stating the reasons for the suspension period and the effective date.

13.5 DISMISSAL PROCEDURES If, after remedial and/or disciplinary measures have been tried, an employee's performance, conduct or other unsatisfactory behavior does not improve, it may be necessary to discharge the employee. From time to time, certain offenses or circumstances may occur which are of such seriousness that immediate dismissal of an employee may be necessary.

The department head may, with the approval of the Town Manager, dismiss an employee giving the employee written notice of the reasons for the discharge and the effective date. A copy of the notice will also be given to the Human Resources Director.

13.6 HANOVER'S OPEN DOOR POLICY An employee may request a review of any disciplinary action taken against him in accordance with Chapter 14 of this Personnel Policy Manual.

13.7 REMOVAL OF DISCIPLINARY ACTION RECORD Records of disciplinary actions which have been in an employee's personnel file for five years may be reviewed by the department head and, upon recommendation of the department head and approval of the Town Manager, such records may be removed from the file.

CHAPTER 14
HANOVER'S OPEN DOOR POLICY
7/01/01

14.1 TALKING THROUGH PROBLEMS Employees who are upset with some aspect of their job, feel they have not been treated fairly, or think a personnel policy or department regulation should be changed are encouraged to discuss their concerns with Town representatives. So as to provide for an orderly process of discussion, it is suggested that employees utilize the channels and sequence of steps set forth in this chapter.

14.2 PROCEDURES Unless special circumstances exist, employees should present concerns, problems and/or complaints according to the following procedures:

Step One: Generally, the employee should first discuss the issue informally with his immediate supervisor or work leader. Often, problems can be most readily addressed, and solved, at this level. If the nature of the issue would make initial communication with the immediate supervisor or work leader awkward, the employee may start the process at Step Two.

Step Two: If the concern has not been resolved to the employee's satisfaction after consultation with the immediate supervisor or work leader, he may discuss it with his department head, or submit a written statement of his concern to the department head.

Step Three: If a resolution satisfactory to the employee has not been reached after consultation with the department head, the employee may ask the Town Manager, or his designee to review it. If the Town Manager decides to review the matter, he will provide a written response within a reasonable period of time. The Town Manager's decision will be dispositive.

14.3 APPLICABILITY OF THESE PROCEDURES Where there is a conflict between these procedures and a state law or department regulation, the law or regulation will be controlling. During the period of time an employee is pursuing a concern through this procedure, the decision or action by Town management which gave rise to the concern should be treated as fully effective and should be adhered to unless, and until, it is rescinded or modified.

14.4 RIGHTS OF APPLICANTS AND EMPLOYEES Applicants and employees who believe they have been discriminated against on account of their race, religion, national origin, sex, age, or other non-job related factors are strongly encouraged to notify the Human Resources Director and to refer to those sections of this Manual addressed to Equal Opportunity and Harassment.

CHAPTER 15
CONDUCT OF EMPLOYEES
7/01/01

15.1 GENERAL POLICY A Town employee is prohibited from engaging in any conduct which could reflect unfavorably upon Town service. Town employees must avoid any action which might result in, or create the impression of, using public office for private gain or giving preferential treatment to any person.

15.2 GIFTS AND GRATUITIES A Town employee, either individually or as a member of a group, is prohibited from directly or individually soliciting, accepting, or receiving any gift, gratuity, favor, service, loan, entertainment or any other thing of monetary value from any person with whom the employee has had, or may reasonably expect to have, official relations or from any person within or outside Town employment whose interests may be reasonably expected to be affected by the employee's performance or non-performance of official duties. Any such gratuities or gifts which may be tendered shall be returned forthwith to the sender with an expression of thanks and explanation of the Town's policy.

The only exception to this policy is acceptance of unsolicited advertising or promotional materials which have negligible commercial value and which are distributed to the general public or other municipal employees without charge.

15.3 OUTSIDE EMPLOYMENT Any employee who engages in employment outside of his regular working hours shall be subject to call to perform his regular Town duties first.

15.4 TELEPHONE USE Employee's personal calls on Town telephones shall be held to a minimum and be of short duration. Personal toll calls shall be made on the Town telephone only in extreme emergencies.

15.5 POLITICAL ACTIVITY

A. GENERAL POLICY All employees of the Town shall be free and encouraged to exercise their rights as citizens, to cast their votes and express their opinions on all political subjects.

B. LIMITATIONS The provisions of the Federal Hatch Act shall apply to those employees engaged in activities financed wholly or in part by grants from Federal agencies; however, the following prohibitions will apply to all employees in order to assure that both employees and the public are protected against improper political activity in Town service:

1. use their official authority or influence for the purpose of interfering with or affecting the results of an election or nomination for office;
2. directly or indirectly attempt to coerce, advise or command other Town employees to pay, lend or contribute to a party, committee, organization or person for a political purpose.

CHAPTER 16
RETIREMENT AND OTHER FRINGE BENEFITS
7/01/05

16.1 RETIREMENT Retirement benefits are provided by the Town for regular full time employees, the cost of which will be shared jointly by the Town and the employee. The employee's share of the cost will be automatically deducted from his pay check each payroll period in accordance with State law. The benefits provided will be as established by the State legislation.

16.2 SOCIAL SECURITY Old Age and Survivor Benefits under the Federal Social Security Act are provided by the Town to all employees, except those who are participants in Group II of the New Hampshire Retirement System. Those employees contribute toward Medicare. The cost will be shared as specified by law. Employee deductions will be made in each payroll period in accordance with the law. Benefits shall be as established by Federal legislation.

16.3 WORKER'S COMPENSATION Worker's Compensation insurance coverage is provided by the Town. The cost will be paid by the Town. Benefits shall be as established by State legislation.

16.4 EMPLOYEE INSURANCE PROGRAM Since January 1, 1989 the Town has been providing a flexible benefit program to qualified employees with various options available (qualified employees are those employees who are regular employees working 20 hours or more per week).

Under COBRA (Consolidated Omnibus Budget Reconciliation Act of 1985), terminated employees must be allowed, and informed of their right to, continue for up to 18 months on the Town's group health and dental plans at their own cost. Whenever an insured employee becomes ineligible for continued participation, the benefits of that plan must remain available (to the employee, surviving spouse and dependents covered by the group plan) for 39 weeks, or until the recipient(s) becomes eligible for benefits under another group plan.

New employees will be eligible for health insurance coverage the first of the month following the completion of 30 days employment. New Employees will be eligible for participation in the flexible benefits plan the first day of the month following six months of employment. Other benefit options will be available to them at that time.

Prior to July 1, the beginning of the new flexible benefits plan year, all employees will have the opportunity to select their benefit options from those available for the next 12 month period. Options available include, but are not limited to:

- A. Health Insurance Plans, for employees and their families;
- B. Dental Insurance;
- C. Life Insurance;
- D. Disability Insurance;
- E. Employee Reimbursement Account options of setting aside tax free funds to be applied to
 - 1) specific medical/dental expenditures not covered by medical or dental insurance; or

2) dependent care. Funds set aside must be used for expenses incurred in the course of the plan year.

F. Supplemental Insurance

It must be noted that various options for each of the above are available to employees depending on particular needs of the employee.

Each employee will cost share health insurance coverage according to the following formula:

Employees with a gross base salary of less than \$30,000 will contribute 5.5% of the medical insurance premium.

Employees with a gross base salary of between \$30,001 and \$45,000 will contribute 8.0%; and,

Employees with a gross base salary of between \$45,001 and \$55,000 will contribute 9.0%; and,

Employees with a gross base salary greater than \$55,000 will contribute 10.0%.

The Town will fund medical insurance by crediting the flex benefit account of each employee with the full cost of the most expensive plan based on family status. The Town will pay a proportionate share of such coverage for regular part time employees who work 20 or more hours per week based on the ratio of their hours worked to the normal workweek for their department.

Special pamphlets discuss various benefits available under the flexible benefits program, and employees should read their policy contracts carefully to become familiar with the existing benefits, conditions, restrictions and exclusions of the agreements.

Employees who retire and are immediately eligible to receive retirement plan benefits from the New Hampshire Retirement System (NHRS), or are entitled to vested deferred retirement benefits through the NHRS, will be allowed to remain on the Town's group insurance plan at their own expense.

If upon termination of employment, a regular part-time employee is not eligible for immediate or vested deferred pension benefits through the NHRS, the individual will still qualify as a Retiree for group health plan coverage purposes if he or she either (i) is age 60 or over at the time of termination, regardless of the term of employment, or (ii) is age 50 or older at the time of retirement and has at least ten (10) years of employment with the Town. To qualify, or continue to qualify as a Retiree, the individual also must not be actively working twenty (20) hours or more per week for the Town or be covered under another employer sponsored group health plan.

16.5 UNIFORMS AND SPECIAL CLOTHING At the Town's determination, employees may be required to wear uniforms, protective gear or other types of special clothing; however, the Town will provide the uniform, protective gear, special clothing or a clothing allowance for those employees whose work requires that special clothing be worn. The Town reserves the right to determine what uniforms are to be worn, who will wear uniforms, what protective gear is required and how such gear will be worn or used.

The Town agrees that any item of personal clothing damaged or destroyed as the result of a job related activity by the employee will be repaired or replaced at the expense of the employer. This

provision includes, but is not restricted to, such items as glasses, contacts, watches, footwear and clothing.

16.6 TRANSPORTATION AND TRAVEL

- A. The Town will provide cars or transportation for those employees whose work requires extensive or frequent travel. If an employee in the performance of his or her duties must travel, the employee will be reimbursed for transportation, if using a private vehicle, at the allowable federal rate per mile, as well as meals, lodging and incidental expenses if such travel is authorized in advance by the department head and approved by the Town Manager.
- B. Town vehicles are maintained and operated at Town expense and shall not be used for personal transportation or use; however, the Town Manager may grant an employee permission to drive a Town vehicle home in case of an emergency.

16.7 AMBULANCE Any Town employee or dependent of a Town employee will receive ambulance service within the Hanover Fire Department Ambulance service area provided by the Hanover Fire Department Ambulance Service. The employee is responsible for submitting the bill to his insurance carrier. The Town of Hanover will pay for all **uncovered** costs, including the insurance deductible. The expense of the service will be charged to the employee's department budget.

CHAPTER 17
PERSONNEL RECORDS
7/01/01

17.1 PERSONNEL RECORDS The Human Resources Director shall be responsible for the maintenance of personnel records for each employee, including the original application for employment, the results of all tests and examinations taken to demonstrate qualifications, history of employment actions, current position classification and salary, performance evaluations, attendance and leave records, commendations, record of disciplinary actions, training records and any other records pertinent to the employee's service.

A. MAINTENANCE AND RETENTION OF RECORDS All personnel records shall be maintained on a current basis for each employee and shall not be disposed of within the lifetime of the employee, except as provided in Section 13-7.

B. EMPLOYEE'S ACCESS TO RECORDS Any employee, upon request to the Human Resources Department, may arrange to see any of his personnel records.

17.2 PERSONNEL ACTION FORMS Personnel action forms are used to ensure accurate maintenance of personnel records relative to leave, employment and personal status changes. Submission of these forms are to be made according to the following procedures:

A. Personnel Action forms indicating changes in classification, step increases, appointment, completion of the initial evaluation period, dismissal, suspension, transfer or promotion should be initiated by the department head at least two weeks prior to the effective date of such action and forwarded to the Human Resources Department.

B. Notification indicating changes in address, name, telephone number, marital status, dependents, etc., should be initiated by the employee and submitted to the department head two weeks prior to the effective date of such action or as soon as possible. The department head will then forward the forms to the Human Resources Department. Department heads should advise their subordinates to report such changes, as well as the acquisition of additional training or education, to assure proper maintenance of records and personnel files.

C. Notification indicating retirement of regular employees should be initiated by the employee and submitted to the department head at least ninety (90) days in advance of the planned retirement date.

D. Notification indicating retirement of management level employees should be initiated by the employee and submitted to the Town Manager at least six (6) months in advance of the planned retirement date.

E. The Town Manager is to receive a copy of the written notification of the retirement of employees.

CHAPTER 18
SMOKING POLICY
7/01/01

18.1 BACKGROUND AND PURPOSE The U.S. Surgeon General has named smoking “Public Health Enemy #1” in light of its role as the leading cause of premature death and disability in our country. Research has shown that nonsmokers with chronic heart or lung disease can experience severe distress when exposed to sufficient concentrations of secondhand smoke. Many allergic individuals, and even the majority of healthy nonsmokers, report discomfort when exposed to secondhand smoke on the job. Furthermore, recent medical studies indicate that long-term exposure to involuntary smoking may increase nonsmokers’ risks of developing severe lung disease.

The Town of Hanover is committed to providing a healthy, comfortable and productive work environment for our employees. This goal can be achieved only through ongoing efforts to protect nonsmokers and to help employees adjust to restrictions on smoking. According to RSA 155:64 et seq. (Supplement 1993) (Indoor Smoking Act), smoking is prohibited in all enclosed places of public access and publicly owned buildings and offices, including work places.

18.2 SMOKING IS PROHIBITED THROUGHOUT ALL TOWN BUILDINGS AND VEHICLES Disciplinary action will be implemented according to the procedures outlined in this manual for an employee who willfully continues to smoke in a no-smoking area.

CHAPTER 19
SAFETY AND HEALTH
7/01/01

19.1 SAFETY AND HEALTH The employer agrees to provide the highest possible standards of safety and health in all town departments in order to eliminate to the extent possible: accidents, deaths, injuries and illness.

A Joint Loss Management Committee shall be established and shall be comprised of representatives from the various town departments and management.

The purpose of the committee shall be to research, study, and review matters, and develop recommendations pertaining to safety and health issues. Recommendations are to be submitted to the Town Manager for further consideration and possible action.

The committee will hold regularly scheduled meetings, and may hold special meetings whenever necessary. Written minutes of each meeting shall be made available to all committee members and town administrators. Any implementation of the recommendations of the Joint Loss Management Committee will be subject to the availability of appropriated funds.

19.2 SAFETY PROGRAMS AND POLICIES Each department will implement written safety policies and procedures.

- A. SEAT BELTS Employees are required to wear seat belts while in the employ of the Town on Town business and in all Town vehicles.
- B. SAFETY GEAR Employees may be required to wear safety gear, i.e. vests while directing traffic, bullet proof vests, helmets, protective eye wear, leather chaps while using chainsaws, etc., in the regular performance of their duties.
- C. USE OF TOWN VEHICLES Employees are discouraged from transporting friends, family members or acquaintances in Town vehicles while on Town business.

CHAPTER 20
HARASSMENT IN THE WORK PLACE POLICY
8/14/01

20.1 PURPOSE It is the policy of the Town of Hanover that the work environment should be free of all forms of harassment. The Town does not condone, and will not tolerate, harassment of any type. The Town will take direct and immediate action to prevent such behavior, and to remedy all reported instances of harassment. To that end, this policy provides procedures for reporting, investigating and resolution of complaints of harassment.

20.2 PROHIBITED ACTIVITY Harassment based on age, race, color, gender, religion, national origin, marital status, physical or mental disability, sexual orientation or veteran status is expressly prohibited and will not be tolerated in any form.

Harassment includes verbal abuse, ridicule, derision or insults directed at or about persons on the basis of their age, race, color, gender, religion, national origin, marital status, disability or veteran status, and the display or circulation of materials and pictures which degrade or offend persons on the basis of the above-mentioned factors.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other offensive verbal or physical conduct that is sexual in nature when: a) submission to such conduct is made either explicitly or implicitly a term or condition of employment; or b) submission to, or rejection of, such conduct by an employee is used as the basis for employment decisions affecting the employee; or c) such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive working environment.

20.3 EMPLOYEE RESPONSIBILITIES Each employee of the Town is responsible for assisting in the prevention of harassment through the following acts:

- A. refraining from participation in, or encouragement of, actions that could be reasonably perceived as harassment;
- B. reporting acts of harassment to a supervisor; and,
- C. encouraging any employee who confides that he is being harassed to report the situation to a supervisor.

20.4 COMPLAINT PROCEDURES All allegations of harassment will be promptly, fairly and objectively investigated. All information disclosed in the internal investigative process will remain confidential to the extent possible and will only be disclosed on a need to know basis in order to investigate and resolve the matter. In all cases of harassment the following steps are recommended:

- A. Employees who believe they have been harassed are encouraged to let the person engaging in the conduct know that they find the conduct unwelcome and offensive.
- B. Employees who believe that they have been harassed should immediately report the alleged acts to their supervisor or department head so that steps may be taken to protect them from further harassment and so that appropriate investigative and disciplinary measures may be

initiated. When it is not practical for an employee to speak with his supervisor or department head, the employee may instead report to another supervisor, the Human Resources Department or the Town Manager.

- C. Upon first learning of the complaint, the supervisor, or other person to whom a complaint is made, shall document the details of the alleged incident, and note the names of all those involved as participants and/or witnesses.
- D. The supervisor/department head to whom the employee initially reported the allegation shall promptly inform the investigating authority of the complaint.
- E. The investigating authority shall promptly and objectively investigate any complaint alleging harassment.
- F. The Police Chief or the Administrative Sergeant shall be notified immediately if the investigation reveals evidence of criminal activity, such as battery, rape or attempted rape.
- G. The investigation will include interviews of both the complainant and the alleged harasser, and, if necessary, any witnesses to the alleged incident.
- H. Employees accused of harassment will be informed of the allegation(s) against them; given sufficient information about the allegations to provide them with a reasonable opportunity to respond before any disciplinary action is imposed; and will not be assumed to have violated this policy unless, and until, the investigation establishes that they have done so.
- I. If information that is collected during the investigation establishes that the alleged harassment did occur, appropriate disciplinary action will be taken promptly up to and including discharge.
- J. The investigating authority will inform the parties involved of the outcome of the investigation.
- K. There will be no discrimination or retaliation against an employee who in good faith lodges a harassment complaint, or assists, testifies, or participates in the investigation of such a complaint. Retaliation by one employee against another will result in disciplinary action up to, and including, termination.
- L. Accusations made in bad faith, or with an intent to harass, will result in disciplinary action up to, and including, discharge.
- M. This policy is intended to offer an internal resolution of the harassment complaint. It in no way excludes an aggrieved party from exercising his or her rights before any other appropriate forum. The Town will in no way discourage an employee from exercising such rights.
- N. Complainants or employees accused of harassment may request review by the Town Manager of the investigation or disposition of a harassment claim.

CHAPTER 21
FAMILY AND MEDICAL LEAVE POLICY
7/01/01

21.1 PURPOSE Employees are eligible for up to twelve (12) weeks of unpaid leave during any 12 month period for certain family and medical reasons provided that they have worked for the Town at least twelve (12) months and have worked at least one thousand two hundred fifty (1,250) hours during the year preceding the start of the leave. Unpaid leaves will be granted to eligible employees for the following reasons:

- A. for the birth of a child of the employee and in order to care for that child after birth, or for the placement of a child with the employee for the purposes of adoption or foster care;
- B. to care for the employee's spouse, child, or parent if that relative has a serious health condition; or
- C. because of an employee's own serious health condition which makes the employee unable to perform the functions of his position.

21.2 LEAVE At the employee's or Town's option, paid leave may be substituted for unpaid leave. The use of paid leave reduces the amount of unpaid leave the Town is required to provide the employee under the Family and Medical Leave Act (FMLA). All employees requesting a leave of absence should submit a written request which sets forth the reasons for the requested leave, the anticipated duration of the leave, and the anticipated start of the leave.

21.3 MEDICAL CERTIFICATION Employees are required to provide sufficient medical certification of the need for FMLA leave fifteen (15) calendar days (if practicable) after the Town's request for such certification, and are required to provide the Town with thirty (30) days advance notice, whenever a leave is foreseeable. Upon return from such leave, employees will be restored to the same or equivalent position and benefits to which the employee would have been entitled if the employee had not taken leave. (Some exceptions do apply.) For more details concerning the FMLA, contact the Human Resources Department and see the notice posted on the bulletin board or posted in each department. Upon the taking of FMLA leave, the Town will provide the employee with the written description of the Town's FMLA leave and reinstatement policies.

CHAPTER 22
CATASTROPHIC LEAVE POLICY
07/01/01

22.1 PURPOSE The Catastrophic Leave Bank is a partnership of the Town administration and Town employees to provide some potential income protection for employees who cannot perform regular duties and have exhausted all forms of paid leave accumulations. The Town maintains a \$2000 balance in the Bank and permits regular employees to donate vacation, sick, or earned time to a qualifying employee experiencing a catastrophic illness or injury, either personally or by a family or household member.

22.2 PROVISIONS

A. Coverage: The Bank is intended to cover a catastrophic illness or injury, such as cancer, major surgery, serious accident, heart attack, etc., that poses a threat to life or requires inpatient or hospice care, extensive outpatient treatment or care at home, and keeps the employee from performing regular work duties.

B. Compensation and Benefits:

1. The receiving employee is considered on paid leave and will continue to receive benefits and/or make payments for his or her flexible benefits package, as necessary.
2. An employee will continue to accrue leave at the regular rate while on sick leave; however, the accrued sick leave balance must be deducted each pay period before catastrophic leave is used.
3. If the employee receives workers' compensation or long-term disability payments, he or she will not be eligible for catastrophic leave hours from the Catastrophic Leave Bank.

22.3 ELIGIBILITY REQUIREMENTS

A. Employees: Any regular employee eligible to receive benefits is also eligible to receive or donate sick, vacation, or earned time.

B. Relative or Household Member:

1. A "relative" of the employee means the spouse, parent, child, sibling, step, foster or adoptive child of the employee.
2. A "household member" means a person who resides in the same home and whose close association with the employee is equivalent to the family relationships listed above.

22.4 GUIDELINES

A. Requests:

1. Employees must have exhausted, or will exhaust, all forms of paid leave, including vacation leave, sick leave, earned time, and compensatory time.
2. Leave use patterns may be considered in the decision to grant or deny the request. The requesting employee must have a satisfactory attendance record. Inability to maintain a leave balance because of consistent leave use would not qualify as satisfactory. A documented medical necessity for consistent leave use would be acceptable.
3. Requests must be made in writing on the Catastrophic Leave Bank Request form.
4. The Catastrophic Leave Review Committee may request a physician's statement or other medical evidence necessary to establish that the illness or injury is of a catastrophic nature and keeps the employee from performing regular work duties. If the request is due to a catastrophic illness or injury of a relative or household member, the committee members may also require the employee to provide evidence that the relative's or household member's illness or injury keeps the employee from performing regular work duties.

B. Approval:

1. The Human Resources Department will confirm that the employee has exhausted, or will exhaust, all paid leave.
2. If the request is for the care of a relative or household member, the Human Resources Department will determine that the relationship meets the requirements set forth in these guidelines.
3. If the employee meets all of the conditions, the Human Resources Department will forward the Catastrophic Leave Request along with documentation to the Catastrophic Leave Review Committee.

C. Catastrophic Leave Review Committee:

1. The Catastrophic Leave Review Committee will be established after the Human Resources Department has approved an employee eligible to receive sick leave from the bank.
2. The Catastrophic Leave Review Committee will consist of three (3) members: a) The Human Resources Director or designee, and b) two (2) employees of the Town of Hanover selected by the Human Resources Director or designee, who are not members of the requesting employee's department.
3. Approval is dependent on affirmation by 2 of the 3 committee members.
4. The Catastrophic Leave Review Committee will forward the request form with a recommendation to the Town Manager for final approval or denial.

5. All or a portion of the requested leave may be granted.
6. If the employee is no longer prevented from performing regular work duties, or the recipient terminates or retires, any unused portion of the catastrophic leave request will be returned to the Catastrophic Leave Bank.

22.5 DONATIONS

1. Donations of time, either sick, vacation, or earned time accumulations, will be accepted from employees by the Finance Department on a Catastrophic Leave Donation form.
2. Once sick, vacation, or earned time is donated, the time cannot be retrieved from the Catastrophic Leave Bank for any reason.
3. Procedures for donations of leave do not guarantee that there will always be donated hours of leave to draw upon. At times, the need for hours may exceed the supply of hours in the bank.
4. An employee may be required to provide reimbursement for the monetary equivalent of granted hours, if the employee recovers damages for lost wages in a civil suit.
5. An employee shall be required to provide reimbursement for the monetary equivalent of granted hours, and subject to discipline, if the committee discovers the employee obtained catastrophic leave hours through fraudulent actions or statements.

CHAPTER 23
DRUG-FREE WORKPLACE POLICY
7/01/01

23.1 PURPOSE The Town of Hanover will maintain a drug-free workplace in accordance with the Drug-Free Workplace Act of 1988 and its implementing regulations.

23.2 PROCEDURES The purpose will be accomplished by:

- A. Notifying employees in writing that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- B. Establishing a drug-free awareness program to inform employees about:
 - 1. The dangers of drug abuse in the workplace;
 - 2. The Town's policy of maintaining a drug-free workplace;
 - 3. Any available drug counseling, rehabilitation, and employee assistance programs and/or assistance by an outside agency; and
 - 4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- C. Making it a requirement that each employee whose employment is funded by a federal grant be given a copy of the statement required in (A).
- D. Notifying the employee in the required statement by paragraph (A) that, as a condition of employment, the employee will:
 - 1. Abide by the terms of the statement; and,
 - 2. Notify the Town in writing of any criminal drug statute conviction for a violation occurring in the workplace no later than five calendar days after such conviction;
- E. Notifying the federal agency within ten (10) days after receiving notice under subparagraph (D. 2) from an employee or otherwise receiving actual notification of such conviction;
- F. Taking one of the following actions, within 30 days of receiving notice under subparagraph (D. 2) with respect to any employee who is so convicted:
 - 1. Taking appropriate personnel action against such an employee up to, and including, termination; or
 - 2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement, or other appropriate agency.

- G. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs A.,B.,C.,D.,E., and F.

CHAPTER 24
AMERICANS WITH DISABILITIES ACT
7/01/01

24.1 PURPOSE It is the Town's policy to prohibit discrimination against qualified applicants or employees with disabilities in hiring, promotion, dismissal, pay, job training, fringe benefits, Town-sponsored activities, and all other benefits and privileges of employment.

24.2 PROCEDURES

A. The Town will provide reasonable accommodation to qualified applicants and employees with known disabilities.

B. If an applicant or employee believes he has been discriminated against as a result of a disability, he should immediately contact the Human Resources Director.

C. The Human Resources Director shall review the complaint in accordance with the Americans with Disabilities Act.

CHAPTER 25
EXPOSURE CONTROL PLAN
07/09/01

25.1 PURPOSE To minimize the risk associated with exposure to potentially infectious materials.

- A. All human blood and bodily fluids shall be treated as if known to be infectious for HIV, HBV, and other blood-borne pathogens.
- B. Universal precautions shall be observed in all situations where there is a potential for contact with blood or other potentially infectious material.
- C. Employees responding to an emergency or situation where blood or bodily fluids are present shall wear single use disposable gloves, such as surgical or examination gloves, wash hands after removal of gloves, and wear eye protection when blood, wastewater, or other potentially infectious materials might be splashed.
- D. Work procedures shall include safe handling and disposal of needles and sharps, used bandages and gauze, linens, and all other emergency items that come in contact with blood or other potentially infectious materials.

25.2 REPORTING AND REVIEW OF EXPOSURE INCIDENTS

- A. All exposure incidents must be reported on:
 - 1. The Notice of Accidental Injury or Occupational Disease 8aWCA.
 - 2. The Employer's First Report of Occupational Injury or Disease (Form 8WC).
- B. The Joint Loss Management Committee reviews all incidents.

25.3 JOB CLASSIFICATIONS AT RISK OF EXPOSURE

- A. Job classifications in which *all employees* have occupational exposure:
 - 1. Fire Captain
 - 2. Firefighter/Emergency Medical Technician – Paramedic
 - 3. Firefighter/Emergency Medical Technician – Intermediate
 - 4. Firefighter/Emergency Medical Technician – Basic
 - 5. Police Sergeant
 - 6. Police Officer
 - 7. Sewer Maintenance and Construction Crew Supervisor
 - 8. Sewer Maintenance and Construction Worker
 - 9. Water and Wastewater Treatment Superintendent
 - 10. Laboratory Technician
 - 11. Assistant Water and Wastewater Treatment Superintendent
 - 12. Water and Wastewater Treatment Technician
 - 13. Building Maintenance Superintendent
 - 14. Highway Construction and Maintenance Supervisor
 - 15. Highway Construction and Maintenance Crew Supervisor

16. Highway Construction and Maintenance Crew Supervisor/Building Maintenance Assistant
17. Equipment Operator/Highway Maintenance Worker
18. Light Equipment Operator/Highway Maintenance Worker
19. Project Manager/Utility Superintendent
20. Water Distribution Worker
21. Water Distribution Supervisor
22. Water Distribution Assistant Supervisor

B. Job classifications in which employees may have some occupational exposure:

1. Fire Chief
2. Police Chief
3. Police Captain
4. Police Lieutenant
5. Detective
6. Building Inspector
7. Director, Parks and Recreation
8. Assistant Director, Parks and Recreation
9. Summer and mini-camp counselors and supervisors
10. Children's Librarian
11. Children's Library Assistant I

C. Any other employee who feels that he or she may be at risk of occupational exposure should indicate their interest by completing the Hepatitis B Vaccination Form, available from the Human Resources Department.

25.4 DUTIES IN WHICH OCCUPATIONAL EXPOSURE MAY OCCUR

1. Responds to sites of life-threatening emergency medical situations
2. Provides emergency medical services
3. Responds to medical emergencies and uses EMS skills to evaluate, treat, stabilize and transport patients
4. Employs the use of advanced EMS procedures
5. Cleans and disinfects vehicles and equipment after use
6. Processes crime scenes to preserve and/or protect evidence
7. Apprehends, arrests and processes offenders and fugitives
8. Responds to domestic disputes, assaults, and traffic accidents
9. Provides first aid and CPR to victims
10. Performs routine and minor plumbing
11. Installs, maintains, and repairs water, drain, and sewer lines
12. Operates sewer line flusher
13. Inspects and makes sewer line taps
14. Collects and analyzes wastewater samples
15. Collects and analyzes landfill monitoring samples
16. Tends pumps and other equipment used to decontaminate wastewater
17. Collects grit and rags for disposal
18. Operates solids removal equipment
19. Inspects all phases of commercial and residential construction
20. Officiates or coaches athletic teams

21. Works with children at summer playground and mini-camps
22. Conducts children's programs

25.5 HEPATITIS B VACCINATION PROCEDURES

- A. The Hepatitis B vaccine and vaccination series shall be available to all employees, who have or may have occupational exposure, within ten working days of being assigned to his or her position unless:
 1. The employee has previously received the complete Hepatitis B vaccination series;
 2. Antibody testing has revealed that the employee is immune; or
 3. The vaccine is contraindicated for medical reasons.
- B. Employees will be asked to sign a Hepatitis B Vaccination Form indicating either:
 1. They have already been vaccinated for Hepatitis B; or
 2. They want to be vaccinated at no charge; or
 3. They decline to receive the vaccination.
- C. Employees who decline to be vaccinated can request and receive the vaccination free of charge at a later date if they remain occupationally at risk for hepatitis B.
- D. The Human Resources Department will keep employee records of vaccinations.

COMPUTER SOFTWARE, HARDWARE AND COMMUNICATIONS POLICY

11/20/2006

26.1 **PURPOSE** The Town of Hanover provides computers, printers, email, voice mail and facsimile communications equipment as essential tools to support the Town's business objectives. It is the responsibility of every employee to ensure that this technology is used appropriately and primarily for business purposes and in a manner that does not compromise confidentiality.

26.2 **SCOPE OF POLICY** This policy describes the proper use of the computer systems for the employees/computer users of The Town of Hanover. These systems include internal databases, an "Intranet", Internet access and internal and external e-mail. This document details employees' responsibilities in using these computer systems and discusses related issues such as copyright considerations and harassment Issues.

26.3 **GENERAL STATUS** The Town of Hanover provides computer hardware and software at its expense and intends for it to be used only for business related transactions and communications.

As a result, employees have no expectation of privacy regarding files in their PCs, sites they visit on the Internet, or the content of their e-mail. The Town of Hanover and the IT staff have the right, but not the duty, to review these files, including e-mail, and to monitor Internet access to ensure that usage of these systems is in accordance with the guidelines set forth below.

By using these systems, employees recognize that they have waived any rights to privacy in email messages or files that they may download.

Daily care and maintenance of computer or telecommunications equipment is the responsibility of the employee. This includes preventing the equipment from exposure to extreme temperatures, magnets, dust, smoke, food and drink, etc.

26.4 **SOFTWARE AND HARDWARE** Any new software or hardware must be approved by the Town and the Information and Technology Director. All installations and modifications must be authorized by the Information and Technology Director. Location of Software and Hardware will be determined by the IT staff. Software developed by or for the Town cannot be sold or given to anyone without written consent by the Town. Copying any software licensed to the Town is prohibited.

26.5 **USE OF SYSTEMS** The Town of Hanover computer systems may not be used for certain activities, which fall outside purely business use. Examples of inappropriate use include, but are not limited to:

- Personal for-profit activities
- Personal political activities
- Illegal activities such as gambling
- Religious activities
- Unauthorized access to other systems
- Deliberate damage to or alteration of another user's files
- Revealing your or another user's login name and/or password to others
- Using another user's name or password to gain access to an internal or external system
- Harassment of an individual or group of people
- Creation or transmission of material which denigrates or discriminates against an individual

or group

- Printing of non-town related or personal materials
- Printing, displaying, downloading or sending sexually explicit images, messages or jokes
- Use of the Internet that interrupts or disrupts our network users, services, or equipment
- Use of Web-based Email other than what is provided in order to check town email accounts
- Introducing software, viruses, worms or other programs for the purpose of destroying stored data

26.6 E-MAIL In general, employees should not put anything into an e-mail that they would not put into a letter. Since e-mail messages are easily redistributed electronically, and may be printed and distributed in hard copy, one should not assume that any e-mail is or will remain confidential.

The following guidelines should be followed when using the e-mail system:

- Anonymous e-mail is prohibited
- Avoid large attachments
- Do not open miss-addressed e-mail
- Transmit confidential information only to those individuals authorized to receive it
- Do not send or re-send inappropriate messages as defined above under inappropriate activities.
- Retain important messages as you would any document by printing them
- Employees should periodically delete old e-mail which will help prevent problems from occurring The Town of Hanover's servers
- Do not sign up for "list servs" unrelated to work activities
- Use of Web-based Email other than what is provided in order to check town email accounts

26.7 TOWN PROPERTY All email and voice mail correspondence in the communications systems is the property of the Town regardless of where it originated.

- A. Employee email and voice mail communications are not considered private, despite any such designations either by the sender or the recipient.
- B. The Town, at its discretion, reserves the right to monitor, log, record, retain, and examine for any purpose the contents of its communications system, including email, voice mail and facsimiles, as well as employee's mailboxes and related material and information.
- C. The Town reserves the right to disclose the contents of any such material for any purpose and to any person as the Town deems appropriate or desirable.
- D. The existence of passwords and "message delete" functions do not restrict or eliminate the Town's ability or right to access electronic communications. Deleted messages may be recovered and reviewed.
- E. Employees who use their own equipment to connect to the Town from outside the Town premises or from home should know that any communications that are delivered or sent through the Town communications system may leave copies behind on the Town system, which are not private, and are subject to all of the terms and provisions of the policy statement.

- a. NOTE: Equipment not owned by the Town of Hanover is **NOT** to be connected to the town's networks and/or computers without explicit permission from the town's IT staff.

26.8 ACCESS Employees shall not share passwords, or provide email/voice mail access to an unauthorized user, or access another user's email/voice mail without authorization. Employees shall not post, display or make easily available any systems access information, including, but not limited to, passwords, host names, addresses, etc. Employees shall not leave files, sessions, or connections open, unattended or otherwise available. Employees shall make their passwords known and available to the Information and Technology Director.

- A. In order to preserve limited resources, old emails, voice mails, files, directories, folders, etc., should be deleted when appropriate.
- B. The Town's network, including its connection to the Internet, is to be used primarily for business and work-related matters. Unauthorized use of the Internet is strictly prohibited. Unauthorized use includes, but is not limited to:
 - 1. Unauthorized entry or attempted unauthorized entry into other computer systems or areas of the Town's computer systems that a user is not authorized to view.
 - 2. Attempting to disable or compromise the security of information contained on Town computers.
 - 3. Intentionally introducing a virus or other mischievous software onto any Town computer.
 - 4. Accessing, downloading, posting or printing pornographic or sexually explicit material.
 - 5. Internet access may not be used to solicit or proselytize for commercial ventures, religious causes, political causes, outside organizations, or other non-job-related solicitations.
 - 6. Internet access is not to be used to send or receive offensive or disruptive information. Among those which are considered offensive is information or images which contain sexual implications, racial slurs, gender-specific comments, or any other comment or image that offensively addresses someone's age, sexual orientation, religious beliefs, political beliefs, national origin, or disability.
 - 7. Internet access shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary information, or similar materials without prior authorization.
 - 8. Internet access should not be used for "streaming" downloads such as movies, radio stations or other broadcasts.
 - 9. The installation of game software on Town of Hanover PC's and network servers is prohibited as a matter of Town of Hanover policy.
 - 10. The installation of games that can be played over the network and which allow multiple interactive players (such as *Doom* and *Nukem*) is prohibited.
- C. Because postings placed on the Internet may display the Town's address, make certain before posting information on the Internet that the information reflects the standards

and policies of the Town. Under no circumstances shall information of a confidential or sensitive nature be placed on the Internet except as specifically authorized by the Town.

- D. All files downloaded from the Internet must be checked for possible computer viruses. If uncertain whether virus-checking software is current, please check with the Information and Technology Director.

26.9 DISCIPLINE Any violation of this policy will result in disciplinary action up to, and including, immediate termination of employment.