

TOWN OF YORKTOWN
PERSONNEL POLICY MANUAL

November 2017

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RECEIPT & ACKNOWLEDGMENT OF THE TOWN OF YORKTOWN PERSONNEL POLICY MANUAL

SECTION I

OVERVIEW AND EMPLOYMENT RELATIONSHIP

1.1 PURPOSE OF THIS MANUAL

The employment policies contained herein are intended to serve as the primary personnel guidelines for the Town of Yorktown (“The Town”). The Town retains the absolute right to modify or alter these policies based upon professional and business concerns the Town considers in the best interests of all involved, including management and employees. **This Manual hereby supersedes all prior ordinances concerning related personnel guidelines.**

These policies are only guidelines. They do not represent an employment contract and employees should not treat them as such. They are designed to enhance Town operations. All policies described herein can be changed at any time, with or without notice, although the Town will endeavor to keep employees abreast of any changes necessary.

This Manual has been prepared to inform you of the Town of Yorktown’s philosophy, employment practices, and policies, as well as the benefits provided to you as a valued employee and conduct expected from you.

We hope this Manual will help you feel comfortable with us. We depend on you—your success is our success. Please do not hesitate to ask questions. Your supervisor will gladly answer them. We believe you will enjoy your work and your fellow employees here. We also believe you will find the Town of Yorktown a good place to work.

We ask that you read this Manual carefully, and refer to it whenever questions arise. The Town of Yorktown policies, benefits, and rules, as explained in this Manual, may be changed from time to time as business, employment legislation, and economic conditions dictate. If and when provisions are changed, you will be given replacement pages for those that have become outdated. A copy will also be placed in the Town Manager’s office for review.

In the event there are conflicting policies between this Manual and the Yorktown Police Department Standard Operating Procedures Manual, the Standard Operating Procedures Manual shall be the controlling policy for Town Police Officers.

1.2 AT-WILL EMPLOYMENT

Employment with the Town is at-will and can be terminated by either the Town or the employee, with or without cause.

No representation by Town personnel, other than a signed written agreement with the Town Council, will create a contract of employment. No employment practice of the Town is intended to create a contract of employment.

The Town's employment guidelines contained herein are intended only as an explanation of employment practices, policies and a general guide to working for the Town. They do not represent contractual terms of employment and in no way alter the at-will relationship between the Town and its employees.

1.3 WHAT THE TOWN OF YORKTOWN EXPECTS FROM YOU

Your first responsibility is to know your own duties and carry them out promptly, correctly, and pleasantly. Secondly, you are expected to interact with your supervisors and fellow employees in a respectful manner and maintain a good team attitude. How you interact with fellow employees and those whom the Town serves and how you accept direction can affect the success of your department. In turn, the performance of one department can impact the entire service offered by the Town. Consequently, whatever your position, you have an important assignment: perform every task to the very best of your ability. The result will be better performance for the Town overall, and personal satisfaction for you.

You are encouraged to grasp opportunities for personal development that are offered to you. This Manual offers insight on how you can positively perform to the best of your ability to meet and exceed the Town's expectations.

We strongly believe you should have the right to make your own choices in matters that concern and control your life. We believe in direct access to management. We are dedicated to making the Town a place where you can approach your supervisor or any other member of management to discuss any problem or question. We expect you to voice your opinions and offer suggestions to improve the quality of the Town.

Remember, you help create the healthful, pleasant, and safe working conditions that the Town intends for you. Your dignity and that of fellow employees, as well as that of our residents, is important.

The Town needs your help in making each working day enjoyable and rewarding.

1.4 WHAT YOU CAN EXPECT FROM THE TOWN

1. Select people on the basis of skill, training, ability, attitude, and character without discrimination with regard to age, sex, color, race, creed, national origin, sexual orientation, religious persuasion, marital status, political belief, or disability that does not prohibit performance of essential job functions.

2. Pay all employees according to their effort and contribution to the success of our business.
3. Review wages, employee benefits and working conditions constantly with the objective of providing maximum benefits in these areas, consistent with sound business practices.
4. Provide paid vacations and holidays to all eligible employees.
5. Provide eligible employees with medical, disability, retirement and other benefits.
6. Develop competent people who understand and meet our objectives, and who accept with open minds the ideas, suggestions and constructive criticism of fellow employees.
7. Assure employees, after talking with their supervisors and department heads, an opportunity to discuss any problem with the Town Manager.
8. Make prompt and fair adjustment of any complaints which may arise in the everyday conduct of our business, to the extent that is practicable.
9. Respect individual rights and treat all employees with courtesy and consideration.
10. Maintain mutual respect in our working relationship.
11. Provide buildings and offices that are orderly and safe.
12. Promote employees on the basis of their merit and ability.
13. Make promotions or fill vacancies from within the Town whenever possible.
14. Keep all employees informed of the progress of the Town, as well as the Town's overall aims and objectives.
15. Do all of these things in a spirit of friendliness and cooperation so that the Town will continue to be known as "a great place to live, work, and play!"

1.5 INTRODUCTORY PERIOD

This period is established to benefit the employee and the Town. It is a 90-day period of adjustment and adaptation, both personally and in terms of learning the job requirements and work rules. If, at any time during this period, the employee is unable to adapt successfully to the requirements of the position, the department or the Town as a whole, employment can be terminated immediately. Additionally, at the discretion of the Town Manager, an employee's Introductory Period can be extended for an additional 30 days.

Successful completion of the Introductory Period does not alter an employee's at-will relationship with the Town.

SECTION II

GENERAL EMPLOYMENT INFORMATION

2.1 EQUAL EMPLOYMENT OPPORTUNITY

OUR PLEDGE OF EQUAL EMPLOYMENT

The Town pledges equal employment opportunity for all our employees and applicants. This means that the Town will hire, train, promote, transfer, demote or terminate employees based on their qualifications and individual effort and in accordance with our written policies, without regard to race, religion, color, sex, age, national origin, sexual orientation, marital status, disability or status with regard to public assistance or as a veteran.

A. Sexual Harassment. Harassment on the basis of sex is prohibited by the Town. Sexual harassment includes, but is not limited to, unwelcome or unsolicited sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- (2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual (i.e., hiring, firing, promotion, demotion, compensation, benefits, working conditions); or
- (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

B. Examples of Sexual Harassment. Examples of prohibited conduct include, but are not limited to:

- (1) Demanding sexual favors in exchange for favorable reviews, assignments, promotions, continued employment or promises of the same;
- (2) Continued or repeated sexual jokes, language, epithets, flirtation, advances or propositions;
- (3) Verbal comments, banter, teasing or other conduct of a sexual nature;

- (4) Graphic verbal commentary about an individual's body, sexual prowess or sexual deficiencies, including social life;
- (5) Sexually degrading or vulgar words to describe an individual;
- (6) Leering, whistling, touching, pinching, brushing the body, assault, coerced sexual acts or suggesting, insulting or obscene comments or gestures;
- (7) The display in the workplace, including the parking lot, of sexually suggestive objects, pictures, posters or cartoons;
- (8) Name-calling, relating stories, gossip, comments or jokes that may be derogatory toward a particular sex;
- (9) The display of sexually suggestive graffiti;
- (10) Retaliation against employees for complaining about such behavior;
- (11) Asking questions about sexual conduct or sexual orientation or preferences; or
- (12) Harassment consistently targeted at only one sex, even if the content or subject matter of the harassment is not sexual.

C. Claims of Unlawful Discrimination. Any employee who believes he or she has been unlawfully discriminated against (including subjected to sexual harassment) by any employee, agent, visitor or guest of the Town should promptly report the facts of the incident or incidents and the names of the persons involved to the employee's Supervisor and/or the Town Manager. **Employees are not required to report claims of unlawful discrimination or harassment through their normal chain of command. They may report a claim to either of the two individuals specified in this policy.** All claims will be investigated and appropriate corrective action will be taken. In the event an employee engages in unlawful discrimination, including sexual harassment, corrective action may include disciplinary action up to and including termination of employment.

D. Retaliation. Retaliation is prohibited against employees who bring charges of unlawful discrimination, including sexual harassment, or those who assist in investigating such charges. Any employee bringing an unlawful discrimination complaint or assisting in the investigation of such a complaint will not be adversely affected in terms and conditions of employment nor discriminated against nor disciplined because of the complaint.

E. Americans with Disabilities Act. The Americans with Disabilities Act (ADA) protects qualified individuals with a disability from discrimination on the basis of their disability. An individual with a disability is defined as anyone with a physical or mental impairment that substantially limits one or more major life activities.

The ADA also requires the Town to provide reasonable workplace accommodations to qualified individuals (including applicants and employees) with a disability to enable them to perform the essential functions of their job. Reasonable accommodations may include, but are not limited to, changing the physical access to job sites, providing technological aids for performing work duties, providing qualified readers or interpreters, revising work schedules or restructuring a job to eliminate marginal tasks an employee with a disability cannot perform. If an employee is a qualified individual with a disability as defined by the ADA and that employee requires a workplace accommodation in order to be able to perform the essential functions of his or her job, the employee should contact his/her supervisor as soon as possible.

2.2 COOPERATION WITH INVESTIGATION

From time to time when problems such as allegations of discrimination (including sexual harassment and other unlawful harassment), theft, dishonesty, destruction of property, or alcohol or drug use arise, it may be necessary for the Town to require the full cooperation of employees in an investigation. Therefore, all employees are required to cooperate in such an investigation as a condition of continued employment. The failure to fully cooperate in any aspect of such an investigation may result in disciplinary action, up to and including termination of employment.

Such cooperation may include, but is not limited to, submitting to one or more searches of an employee's person or personal property or submitting to independent testing, including, but not limited to, blood and urine analysis tests.

If employees ever at any time have any questions regarding the policy or the procedures of an investigation, they should not hesitate to contact the Town Manager. The Town reserves the right to use any lawful method of investigation which in its sole discretion it deems reasonable and necessary to determine whether any employee has engaged in conduct warranting disciplinary action.

The results of the investigation will be made available only to those employees with the need to have access to it. Those persons whom the Town has reason to believe have engaged in actions contrary to the policies or best interests of the Town will be subject to discipline, up to and including termination of employment.

2.3 HIRING DOCUMENTS

It is our policy to employ only those persons who are entitled to work in the United States. It is also Town policy to comply with the immigration laws of the United States. Accordingly, all employees are required to have the legal right to work in this country. In accordance with the regulations of the Immigration and Naturalization Service (INS), the Town will require individuals to establish their right to work in this country.

All offers of employment are conditioned on the individual establishing the right to work in this country. On the first day of work, all individuals will be required to produce documents acceptable under the INS regulations to establish that right.

All job candidates will be required to provide proof of work eligibility and identification and complete the employee portion of the I-9 immigration form. This rule applies to former employees who are rehired, but not those who return from leaves of absence or who are transferred within the Town.

2.4 EMPLOYEE CLASSIFICATIONS

- Regular Full-Time Employees: Full-time office employees work approximately 35 hours per week, and all other full-time non-office employees work 40 hours or more per week. Regular full-time employees will receive all benefits provided by the Town upon meeting eligibility requirements.
- Regular Part-Time Employees: Part-time employees regularly work 32 hours or less each week and are not eligible for benefits provided by the Town.

Regular part-time employees are not covered by policies regarding paid time off, military leave, bereavement leave, jury leave, clothing allowance or other benefits provided by the Town, except those required by applicable State or Federal law. While part-time employees are not eligible for paid time off, part-time employees may be entitled to reasonable unpaid time off from work upon request.

- Temporary Employees: Employees whose employment is anticipated to be seasonal, will last a comparatively short time, or has a fixed limited duration are considered to be temporary employees. Temporary employees are not eligible for benefits provided by the Town.

Temporary employees are not covered by policies regarding paid time off, military leave, bereavement leave, jury leave, clothing allowance or other benefits provided by the Town, except those required by applicable State or Federal law. While temporary employees are not eligible for paid time off, temporary employees may be entitled to reasonable unpaid time off from work upon request.

- Exempt Employees: Exempt employees are excluded from the minimum wage and overtime requirements of the FLSA. Exempt employees are paid a bi-weekly salary which is compensation for all hours worked by the employee during the preceding pay period. Exempt employees do not receive overtime pay.
- Non-Exempt Employees: Non-exempt employees are paid a bi-weekly salary and will be compensated for all hours worked. An employee will be compensated for work over forty (40) hours in a work week at the rate of 1 ½ times the employee's regular pay rate. The overtime policy applies to non-exempt, regular full-time

employees in all departments and is administered in compliance with all applicable State and Federal laws.

2.5 JOB DESCRIPTIONS

The purpose of a written job description is to ensure that every employee has a clear and concise explanation of the tasks which they are expected to perform.

Job descriptions will be prepared when a new job or position is created or when an existing position is significantly altered. Revisions should be made as quickly as possible after a position's character changes.

The goal of each job description is to give a clear, concise, and easily understood portrayal of the position. If there is something in a job description that employees do not understand, they must call it to the attention of their immediate supervisor. If parts of the job are not explained in the description, that should also be reported to a supervisor.

Every job description should include the essential duties and responsibilities which an employee performs every day or at regular intervals. It should also include duties which they may be asked to perform on occasion, but which are not part of the essential job functions.

2.6 PAY

Wages are established by salary ordinance approved by members of the Town Council.

Pay periods are bi-weekly, from Thursday through Wednesday with checks being issued on Friday unless a holiday falls on Friday. If a holiday falls on Friday, the check will be issued in advance on the preceding scheduled work day.

Applicable federal, state, and local income taxes, as well as federal Social Security taxes, are withheld from each paycheck. The Town obeys all laws that pertain to payroll, including garnishments.

2.7 GARNISHMENT

When employees' wages are garnished by a court order, the Town is legally bound to withhold the amount indicated in the garnishment order from employees' paychecks. Federal and state guidelines protect a certain amount of employees' income from being subject to such creditor garnishment.

The Town honors garnishment orders for child support in compliance with federal and state law. Service on the Town of a child support withholding order takes priority over other garnishments which are currently pending against the same employee. If employees

do not have enough disposable earnings to cover both orders, the non-priority garnishments orders will be suspended.

2.8 DEDUCTIONS FROM WAGES

Full-time salaried and hourly employees have the opportunity to participate in various plans offered by the Town. Employees may elect to pay for the cost of participating in those plans by payroll deductions.

Before any deductions from employees' wages are made—other than those required by law, such as Social Security, Public Employee Retirement Fund (PERF), income tax and state unemployment tax, or a court-ordered deduction—employees must authorize the deduction in writing. Forms for authorizing a deduction are available in the Clerk-Treasurer's Office. No deduction will be made without advance written authorization. Deductions from wages will be carried out in accordance with all applicable laws.

Each payment of wages that employees receive will include a statement of the deductions that have been made from the employees' gross earnings to arrive at the net amount of the wage payment. Should employees need a more comprehensive explanation of the reason for a deduction or how the deducted amount was calculated, they should contact the Clerk-Treasurer's Office.

2.9 WORK HOURS

Each department head will establish work hours based upon operational needs and requirements. Failure to follow work hour requirements will subject employees to disciplinary action, up to and including termination of employment.

Special Procedures for Field Operation Employees: Due to the nature of their specific duties, Field Operation Employees will be designated as "on-call" in a rotational system during weekends. A Field Operation Employee who is on call shall be available to report to work, if needed, and must remain within 45 miles of the Town limits.

2.10 OVERTIME

NON-EXEMPT EMPLOYEES—OVERTIME

An employee will be compensated for work over forty (40) hours in a work week at the rate of 1 ½ times the employee's regular pay rate. The employee's supervisor MUST approve work in excess of regularly scheduled hours. Failure to receive prior approval for any overtime may result in disciplinary action. Every effort will be made to give reasonable notice to employees who are required to work overtime. Overtime pay will be paid in accordance with all applicable State and Federal laws, including the Federal Fair Labor Standards Act (FLSA).

For overtime purposes, the workweek begins Thursday at 12:01 am and ends Wednesday at midnight.

Special Procedures for Police Officers: Due to the nature of their specific duties and work shifts (i.e., overnight shifts), Police Officers will be paid overtime for work in excess of forty (40) each workweek even if the excess hours are worked after Wednesday at midnight. The subsequent workweek will then begin Thursday at the normal scheduled start time for the officer's shift.

2.11 TRAINING

The Town offers its employees every practical opportunity to upgrade their job skills and improve their opportunities for promotion. We will provide appropriate training and education to prepare employees for new jobs or to increase the skill levels in their current positions. The cost of tuition and/or registration fees relating to license requirements for employees or for any Town-required training will be paid for by the Town, in addition to costs for books or other necessary materials.

The Town may require additional training or skill development when changes in structure, production technology, technical skills, or health and safety procedures occur. Employees have the right to refuse a recommendation for additional training and education, but each refusal will be noted in the employee's permanent personnel file.

In the event that an employee is seeking additional training or education that may be relevant to the employee's job performance and standing but is not required by the Town, the employee may advise his/her supervisor or the Town Manager, may provide information on the cost of such efforts, and may apply for partial or full reimbursement of educational costs (tuition, books, supplies and related expenses). Such application must be made in advance of incurring any such costs if the employee desires payment or reimbursement of such costs. The funding for such payment or reimbursement must be included in the budget of the employee's department. It is entirely in the discretion of the Town Council whether to grant such request, in whole or in part. The factors which the Council will consider include, but are not limited to: the length of the employee's tenure with the Town, the nature of the employee's duties, the employee's prior job performance, the availability of funds and the likelihood of benefit to the Town from such additional training or education. The Town Manager may make a recommendation to the Council. The Town and the Employee shall consider the payment or reimbursement to be a loan, repayable by the Employee, unless all of the conditions negotiated between the Town and the Employee are met, which may include the Employee's continued employment by the Town for a particular period of time.

2.12 PERFORMANCE APPRAISALS

Employees' performances will be formally appraised at least once a year by their immediate supervisor. The review will consist of a written appraisal followed by a discussion of the evaluation. Informal reviews should be conducted on a continuing basis.

The appraisal's purpose is to help supervisors evaluate performance in an objective, consistent, and uniform manner. Appraisals will be based on job performance and employee qualifications, which will be based on each position's job description and work standards.

Employees will have the right to express disagreement with any points made and make written comments concerning all aspects of the appraisal.

2.13 REFERENCES

When responding to a reference request, the Town will provide the following information regarding an employee or former employee: position held and dates of employment.

Requested information will be given to duly-authorized requests from law enforcement agencies, including investigators, summons, subpoenas, and judicial orders. The Town need not inform an employee that personal information has been disclosed to law enforcement agencies if it concerns an investigation into the employee's on-the-job conduct, especially when an employee's actions endanger other employees or Town security or property.

All requests for references about current or former employees must be referred to the Town Manager or Clerk-Treasurer's Office.

2.14 RESIGNATION

It is our policy that the employment relationship may be terminated at-will, at any time, by the employee or the Town. When employees leave the Town voluntarily, they are expected to submit a letter of resignation at least two weeks prior to their last day of work. When giving notice, employees should speak with their immediate supervisor and the Town Manager. Resigning employees lose seniority upon separation of employment.

2.15 VOLUNTEERS

Volunteers are people who provide services to the Town without financial compensation, other than reimbursement of authorized expenses or nominal stipends. Individuals who volunteer to perform fire protection for the Town, usually on a part-time basis as a public service, are not considered employees of the Town.

2.16 NEPOTISM

Employment. The Town permits the employment of relatives. The Town also permits the employment of employees involved in “close personal relationships.” However, in order to ensure that the Town is compliant with all applicable laws and to avoid any conflict, individuals who are relatives or who are in close personal relationships will not be employed in a position that results in one (1) relative or close personal relation being in the direct line of supervision of the other relative or close personal relation. The following guidelines will be followed in the employment of relatives and individuals in “close personal relationships”:

- Immediate family members (spouse, parent, step-parent, child, step-child, daughter-in-law, son-in-law, mother-in-law, father-in-law, sibling, step-sibling, niece, nephew, aunt, uncle) may not be assigned to positions where one immediate family member may have the opportunity to supervise, check, process, review, approve, audit, or otherwise affect the work of another immediate family member.
- An employee may not serve as supervisor or serve in a position allowing the employee to check, process, review, approve, audit, or otherwise affect the work of any employee with which they are involved in a “close personal relationship”. Those who are in a close personal relationship include, but are not limited to, domestic partners, individuals who are in a romantic/sexual relationship or dating, and individuals who are engaged.

Contracts. The Town, through any of its boards, commissions, purchasing agencies or purchasing agents, may not enter into a contract or renew a contract for public works or procurement of goods and services with a relative or a business entity that is wholly or partially owned by a relative of the Town Manager or member of the Town Council unless the agreement meets state and federal requirements, including full written disclosure and filing with the Indiana State Board of Accounts within 15 days after final action on the contract or purchase.

This policy will be applied in accordance with applicable state and federal laws. Employees who violate the policy will be subject to discipline up to and including termination. Questions or comments about the policy or its application may be addressed to the Town Manager.

2.17 FIRE PREVENTION

The Town expects each employee to do everything possible to safeguard Town facilities from damage by fire. Employees can help prevent such a disaster by keeping their work area clean and free of rubbish and by observing all rules regarding fire prevention and smoking.

Employees should know the phone numbers of the fire department and other emergency units. If this information is not posted in their immediate work area, employees should inform their supervisor immediately.

2.18 WHISTLEBLOWING

The Town will protect employees who report in good faith what they reasonably believe to be a violation of state or federal law or conditions or practices that would put the health or safety of employees at risk.

We request that employees first report the alleged violation, conditions, or practice to a person with supervisory authority over the employee and give the Town time to remedy the situation. No employees will be discharged, threatened, discriminated or retaliated against in any manner for reporting to a supervisor or to any state or federal agency what they perceive to be wrongdoing.

SECTION 3

PERSONNEL POLICIES AND EMPLOYEE CONDUCT

3.1 ATTENDANCE

Every employee is expected to report for work regularly and on time. Good attendance is a most important job requirement. Failure to meet this requirement could result in discipline, up to and including termination of employment.

Definitions of Absence and Tardiness. An employee is absent when he/she fails to report for and remain at work as scheduled. An employee is tardy when he/she reports to work after the required start time.

Employees must clear planned absences in advance with their supervisor, allowing as much notice as they can. When an absence is unplanned, due to illness, emergency, or some similar cause, employees must report the absence to their supervisor according to department reporting procedures.

Employees must report unplanned absences **directly** to a supervisor prior to the beginning of their work shift. Notification from another employee or relative is not acceptable, except under emergency conditions.

Failing to properly report an absence can be grounds for disciplinary action, up to and including dismissal. Excessive absences and tardies, even when reported, will also be grounds for discipline, up to and including termination of employment.

An attendance record for each individual will be kept by the Clerk-Treasurer in a readily accessible place. Supervisors should update and review the records on a regular basis.

3.2 BEHAVIOR AT WORK

We take the view that courtesy begins at work. If employees, supervisors and managers treat each other with respect and consideration, they will treat those outside the organization in a proper manner.

If at any time an employee feels another employee, including a manager or supervisor, is not treating them with respect or courtesy, they are urged to file a complaint with the Town Manager. It will not be necessary for employees to go through their immediate supervisor to file such a complaint. An investigation will be conducted and corrective action will be taken, if warranted. This manual addresses complaints of discrimination and harassment in detail in Section 2.1.

3.3 BREAKS

The schedule for lunch and break periods is set by the department head in a manner which allows business operations to continue uninterrupted during the day. In general, administrative employees are allowed a one hour unpaid lunch period and two 15 minute paid breaks depending upon current workload. Other departments, such as police and field operations, will schedule meal and rest breaks in accordance with current workloads. In fairness to fellow workers, employees are expected to observe the time limits set for rest and lunch periods. Employees who return late from lunch and breaks are subject to discipline.

3.4 CONFLICT OF INTEREST/OUTSIDE EMPLOYMENT

We expect that all employees will avoid activities which create a conflict of interest with their responsibilities to the Town. The Town also expects that its employees will observe the highest moral and ethical standards in any dealings in which they represent the Town.

The Town recognizes and respects each employee's right to privacy and to engage in personal activities outside the scope of his/her employment. Each employee also has an obligation, however, to refrain from activities that conflict or interfere with the Town's operations.

In many cases, it is as important to avoid the appearance of a conflict as it is to avoid the conflict itself. The following are some conflicts which can trigger Town discipline:

Outside employment. Employment outside of the Town is permitted for employees so long as the employment does not present a conflict of interest and does not prevent the employee from adequately performing his/her duties for the Town. No employee of the Town shall accept simultaneous employment with an outside employer, or establish or

maintain an outside business interest, when that employment or interest would present a conflict of interest. Employees should report the nature of any outside employment to their supervisor or the Town Manager so that a determination of whether a conflict exists can be made.

It must be realized that employment with the Town is the employee's primary responsibility. Outside employment will not be considered an excuse for poor performance, absenteeism, lateness, or refusal to work overtime.

The Town will not pay medical benefits for injuries or sickness resulting from employment at an outside organization.

Accepting gifts and entertainment. No employee shall accept gifts of more than nominal value from any individual or enterprise which does business, or seeks to do business, with the Town. Employees should consult with their immediate supervisor or the Town Manager before accepting any gift from an individual or enterprise doing business with, or seeking to do business with, the Town.

Employees and members of their immediate families may not accept any discount on personal purchases of products from a Town supplier if it can be perceived as a strategy to influence the business relationship. Discounts from suppliers that are made available to all Town employees are acceptable.

Employees are also prohibited from giving gifts to clients and customers who do business with us. No employee will give or accept any cash, gifts, special accommodations, favors or use of property or facilities to or from suppliers, dealers, customers or other employees.

Employees are allowed to participate in business-related functions and activities, which occur in conjunction with exhibits, meetings, seminars, and presentations, which incorporate lunches, dinners, and entertainment.

Political activities. Employees are encouraged to support political candidates of their choice, by active support as well as by voting. All such activity must be on the employee's own time. There must be no use of Town facilities, and the employee must not be perceived as acting on behalf of the Town.

The Town reserves the right to determine when an activity conflicts with the Town's interests and to take whatever action is necessary to resolve the conflict. If necessary, this action can include disciplinary action, up to and including termination of employment.

The Town has a conflict of interest statement for employees to sign. Employees who are aware of conflict of interest violations are also obligated to report them to management immediately. Those who fail to do so will be subject to discipline. It is not necessary for an employee to observe the normal chain-of-command procedures when reporting a

conflict of interest. Confidentiality of all employees reporting conflicts of interest will be protected to the fullest extent possible.

3.5 DRESS CODE

Employees of the Town should maintain a neat and professional appearance while on duty. Below are general dress code requirements for the various positions within the Town.

Police Officers. In accordance with applicable Town ordinances, Town Police Officers are given a uniform allowance to be used to purchase uniforms in accordance with the uniform requirements as outlined in the Police Department Standard Operating Procedures Manual.

Field Operation Employees. In accordance with applicable Town ordinances, Town Field Operation Employees are given a clothing allowance to be used for the purchase and replacement of work attire due to wear and tear on the items. These employees must wear Town-issued sweatshirts or t-shirts while on duty. Employees can wear denim so long as the denim is in good condition and free of holes or tears.

Administrative and Office Staff. Administrative and Office Staff are expected to dress in a professional manner while on duty. As a general rule, the following is prohibited: denim/jeans, shorts, sweatshirts, t-shirts and tank tops. Fridays are “casual days” and employees are permitted to wear denim and sweatshirts and t-shirts, so long as the items are in good condition and do not contain any potentially offensive graphics or text.

Employees should take into consideration the following factors when determining appropriate dress:

- The nature of their work;
- Safety consideration, such as necessary precautions when working near machinery or hazardous work areas; **employees will be required to wear proper safety equipment at all time, without exception for any reason;**
- The nature of their public contact, if any, and the normal expectations of outside parties with whom they will work;
- The prevailing dress practices of other workers in similar jobs.

When an employee’s dress does not comply with established standards, the employee may be required to clock out and return to work dressed in compliance with the above standards. Repeat or deliberate violations will result in disciplinary action.

3.6 ELECTRONIC COMMUNICATIONS

****For policies on social media use, please see Section 3.14 (Social Media).*

All electronic and telephone communication systems (including internet, e-mail, voice mail, etc.) and all communication and information transmitted by, received from, or stored in Town systems are the property of the Town, and as such are to be used solely for job-related purposes.

The use of any software and business equipment for private purposes is strictly forbidden, unless expressly permitted by a designated manager.

Employees are not permitted to use a code, access file, or retrieve any stored communication unless authorized to do so or unless they have received prior clearance from an authorized Town representative. All pass codes are property of the Town. No employee may use a pass code that has not been issued to that employee or that is unknown to Town management. Employees who violate this policy are subject to disciplinary action, up to and including termination of employment.

Assigned personnel passwords should not be given out to anyone. The Town monitors messages randomly to determine whether any outsiders are using the system or whether any violations of Town policy have occurred. Employees who violate the Town's policies are subject to discipline, up to and including termination of employment.

To ensure that the use of electronic and telephonic communication systems and business equipment is consistent with the Town's legitimate business interests, an authorized representative of the Town may monitor the use of such equipment from time to time.

Many Town policies apply to the use of the electronic mail system, including those concerning harassment, discrimination, courtesy, reporting absences and solicitation. Employees who fail to comply with the electronic communications policy or other Town policies are subject to discipline, up to and including termination of employment.

Foul, inappropriate or offensive messages such as racial, sexual or religious slurs are prohibited in e-mail or voice mail. Defamatory remarks are also forbidden. Violation of this policy will lead to discipline, which may include termination of employment.

Employees are permitted to use the internet during any break or meal period. All policies regarding the use of Town computers will be fully enforced during this time. Additionally, employees are prohibited from accessing any site that contains inappropriate or offensive material, graphics or text.

Cell Phones and Personal Calls. Employees are to use cell phones for business-related matters only while on duty. Personal use of cell phones is limited to emergency situations only. Personal phone calls (whether via cell phone or the Town's regular phone system) are prohibited and should be made during rest or meal breaks.

Town-Issued Cell Phones. Employees who have been issued Town cell phones will be responsible for any monetary amounts associated with use that exceeds the Town approved plan amount for the cell phone. The Town will follow IRS laws, rules and guidelines with regard to personal use of town-issued cell phones.

3.7 INCLEMENT WEATHER

It is Town policy to continue operations despite weather conditions unless an emergency threatens to make employee transportation to or from work impossible or dangerous.

If Town facilities open and are forced to close early because of the weather, all employees who reported to work will be paid. Employees who failed to report to work will not be paid. Employees are urged to make a reasonable effort to get to work if Town facilities remain open.

All employees who cannot report to work due to inclement weather will be required to charge their absence against accrued paid leave. Authorized Town closings due to inclement weather will not automatically be charged against accrued vacation time or sick leave. Such time off will be unpaid unless an employee requests that available vacation or sick time leave be applied.

3.8 LITERATURE

No one may distribute literature or post notices on Town premises without written permission from the department head. All requests for such activities will be in accordance with these standards:

- Whether the activity would interfere with work performance or be offensive to other employees;
- Whether the activity is governed or prohibited by law;
- The relevance of the activity to the workforce as a whole (e.g., a recreational program for employees would normally be approved; an announcement by an outside organization, such as a professional team, might not);
- Whether the activity would affect the impression received by visitors.

The decision by management as to whether literature will be allowed to be distributed will be final and binding. Employees who violate this policy will be subject to discipline, up to and including termination of employment.

3.9 LOAFING

Loafing includes, but is not limited to, sleeping or slowing down on the job intentionally or with disregard to Town interest. An employee who loafs is subject to disciplinary action, up to and including termination of employment. As loafing places an undue burden on all responsible workers, all supervisors will report instances of suspected

loafing. Employees are encouraged to bring instances of loafing to their supervisor's attention.

Sleeping on the job is considered to be gross insubordination and can result in immediate termination. In addition to its impact on productivity, sleepy or drowsy employees can constitute a safety hazard that can result in serious injury or even death. If employees are experiencing drowsiness, they should report it to their supervisor immediately.

Prescription or even nonprescription drugs may result in drowsiness. Employees should notify their supervisors whenever they are taking such medication. For certain jobs involving moving machinery or other safety factors, they may be excused until their illness has been cured.

3.10 MAIL

When sending mail, employees are expected to follow all Town policies. For example, no abusive, harassing, or anonymous U.S. or interoffice mail is to be sent. No pornographic items are to be sent or received. Any employee who is subjected to harassing mail or interoffice memos should report such events to his/her supervisor or the Town Manager, in accordance with our harassment policy. Use of the Town mail system will be treated as permission to open mail sent or received to ensure compliance with Town policies.

Unless clearly marked "personal" or "confidential", all mail will be treated as intended for the Town and may be opened by designated department personnel. To ensure compliance with Town policies, even personal mail may be subject to inspection. Employees should review the Town policies regarding harassment, moonlighting, conflict of interest, solicitation and confidentiality, as each applies to our mail services.

Any employees who violate any Town policies with respect to the mail are subject to discipline, up to and including termination of employment.

3.11 PROPERTY

All employees are expected to exercise care in the use of Town property. Negligence in the care and use of Town property, or unauthorized removal or personal use of Town property, may be cause for discipline. Town property issued to employees, including cell phones, software, and manuals, must be returned if employment with the Town is terminated, either voluntarily or involuntarily. If Town property is not returned, employees will be responsible for the value of the property.

No employee will remove Town property from the premises without written permission from the supervisor or department head that is responsible for the property in question. Removing or attempting to remove Town property without proper permission can result in discipline, up to and including termination of employment.

Employees are advised not to bring personal property of value to work. The Town will not be responsible for the loss or theft of personal items on the premises.

3.12 SAFETY AND HEALTH

It is the policy of the Town to provide a safe workplace for its employees based on guidelines established by Occupational Safety and Health Administration (OSHA) and other available recommendations. The Town complies with all federal and state “Right to Know” laws, which means employees will be made aware of any chemical hazards they may face at the workplace. Employees will also receive special training, when applicable, concerning the labeling, handling and disposal of hazardous substances, and what steps should be taken in the event of a spill. Employees have a right to access records concerning their exposure to chemicals in the workplace.

Employees are responsible for working as they are instructed to safely produce a quality product or service. Employees are also responsible to themselves and to the Town for reporting unsafe conditions or practices to management. It is then management’s responsibility to act as conditions warrant.

No employee should ever perform a task or work with equipment that he/she considers to be unsafe.

3.13 SMOKING

The Town recognizes the right of its employees to work in an environment free of tobacco smoke. The Town also recognizes the rights of employees who choose to smoke to make personal decisions without interference, as long as these decisions do not interfere with the rights of other employees.

Smoking is prohibited in all Town buildings and vehicles. This policy applies to all employees, clients/citizens, contractors, and visitors. Employees who violate this smoking policy will be subject to discipline, up to and including termination.

The Town will comply with all state and local ordinances controlling smoking in the workplace.

3.14 SOCIAL MEDIA

The purpose of this policy is to serve as the standard for acceptable use of social media for all Town employees, volunteers, and elected officials, and their expected conduct on those sites. For purposes of this policy, social media includes, but is not limited to, websites such as Facebook, Twitter, LinkedIn, Instagram, Snapchat, and all others that may be in existence or created hereafter.

The mission of the Town's social media pages, as well as those of various departments, is to advance the goals and general mission of the Town by connecting to and communicating with residents and community members. The Town encourages its employees to post, re-tweet, and forward all pertinent Town posts to help advance the Town's mission and efforts at reaching, engaging and communicating with community members.

The Town shall have a single presence on social media sites deemed appropriate for use by the Town Council. The Town Manager shall determine which employees are authorized to operate the Town's social media accounts. With permission of the Town Council, individual departments of the Town may maintain a separate social media presence. Department heads are responsible for assigning social media operators for their department. Employees who have been authorized to operate social media accounts for the Town and its various departments should follow all Town policies concerning harassment, discrimination, courtesy, solicitation, violence and all other areas. Failure to follow these policies may result in discipline, up to and including termination.

While on duty, Town employees may use their personal social media accounts for official agency interests and professional interests. In addition, employees are permitted to access social media during any break or meal period.

Employees are prohibited from being politically active on social media while on duty. Political activity is any activity directed toward the success or failure of a political party, candidate for political office, or political group. Personal or business venture social media accounts shall not be tied to the Town. Employees should use a disclaimer which establishes that their comments represent their own opinions when commenting on Town business.

All employees should follow Town policies concerning harassment, discrimination, courtesy, solicitation, violence, and all other areas when accessing their personal social media accounts while on duty. Employees are prohibited from accessing any material through social media that contains inappropriate or offensive material, graphics, or text. Failure to comply with these policies may result in discipline, up to and including termination of employment.

Situations where social media usage may result in discipline include, but are not limited to, the following:

- Decrease in productivity
- Harassment claims
- Cyber-bullying/stalking
- Improper or illegal use (e.g., release of confidential information)
- Conduct that reflects poorly on the Town
- Safety/Liability

Employees should be aware that information from social media may be subject to a public records request and the Town must comply with such a request.

3.15 SUBSTANCE ABUSE

Creating a healthy and safe work environment is a top priority of the Town. This substance abuse policy has been established to achieve the following, including but not limited to:

- (1) Establish and maintain a safe and healthful working environment for all employees;
- (2) Ensure the reputation of the Town and its employees within the community and industry at large;
- (3) Reduce the number of accidental injuries to person or property;
- (4) Reduce absenteeism, tardiness and improve productivity;
- (5) Provide rehabilitation information assistance for any employee who seeks such help;
- (6) Comply with the United States Drug-Free Work Place Act.

This policy reflects our commitment to our employees and our belief that drug or alcohol abuse poses a serious risk, not only to the individual but also to other employees. In addition to emphasizing the Town's belief that safety and health are essential, the policy also underscores our firm commitment to a drug-free workplace.

The possession, use, or sale of alcohol, unauthorized or illegal drugs, or the misuse of any legal drugs on Town premises or while on Town business is prohibited and will constitute discipline, up to and including termination of employment. Employees who are at work and under the influence of alcohol or any illegal drug will be subject to discipline, up to and including termination of employment.

The term "Town premises" includes Town offices, work locations, desks, parking lots and any vehicle engaged in Town operation. Random searches of Town premises, including personal effects and employee vehicles parked at Town premises, may be conducted at any time.

In order to effectively enforce this policy, employees may be required to cooperate in personal or facility searches or undergo drug and alcohol testing when there is a reason to believe drugs or alcohol are present, when their performance is impaired, or when their behavior is erratic. Refusing to cooperate with these procedures may be cause for disciplinary action, including termination of employment.

It is also the Town's policy to assist employees who have a problem with drug and alcohol abuse. Employees who have an alcohol or drug abuse problem are strongly encouraged to use the Employee Assistance Program available through the Town. When work performance is impaired, however, use of this or other programs does not preclude appropriate action by the Town. The Town retains full and final discretion on whether, when, and under what conditions an employee may be reemployed after an instance of substance abuse.

PRE-EMPLOYMENT SCREEN POLICY:

All applicants who are conditionally considered for employment, and those former employees who are to be reinstated for employment after layoff or a leave of absence will, as a final step in the employment process, be required to submit to a drug screen test. If they refuse to consent to the test, employment will be denied. If test is positive, employment will be denied.

ALL EMPLOYEES

GENERAL POLICY:

The following rules represent the Town's policy concerning substance abuse and will be enforced uniformly with respect to all employees, as indicated.

- (1) All employees are prohibited from being under the influence of alcohol or illegal drugs during work hours.
- (2) The sale, possession, transfer or purchase of illegal drugs on Town property or while performing Town business is strictly prohibited. Such action will be reported to appropriate law enforcement officials.
- (3) The use, sale or possession of an illegal drug or controlled substance while on duty is cause for termination.
- (4) Any employee who commits an unlawful act on or off Town premises or whose conduct discredits the Town in any way will be subject to discipline, up to and including termination. Employees are required to report to the Town Manager any arrests or convictions that could affect the employee's ability to perform his or her duties or could negatively affect the Town's ability to insure the employee for various employment-related purposes. Such arrests or convictions include but are not limited to driving while intoxicated or driving under the influence.
- (5) No alcohol beverage will be brought or consumed on the job site. Employees may be tested for alcohol, post-accident and with probable cause, at the discretion of the Town. Anyone testing above .02 will be considered positive for alcohol.

- (6) No prescription drug will be brought on Town premises by anyone other than the person for whom it is prescribed. Such drugs will be used only in the manner of combination and quantity prescribed.
- (7) Any employee whose off-duty abuse of alcohol or illegal or prescription drugs results in absenteeism or tardiness, or is the cause of an accident or poor work, will be subject to termination.
- (8) As a condition of employment, the employee will abide by the terms stated previously and will notify the Town of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after conviction. The Town will subject the employee to the same disciplinary proceeds as those employees who test positive under drug screening procedures.

WHEN TESTING WILL OCCUR:

All employees will be required to submit to a drug screen test as a condition of employment under the following circumstances:

- (1) Each employee will be tested for drugs and alcohol: If he or she has been observed using a suspected prohibited substance on the job, if he or she exhibits a severe and prolonged reduction in productivity, or if the Town has other probable cause for testing him or her.
- (2) An employee will be tested for drugs and alcohol if an accident occurs during work hours or in a Town vehicle and there is a reasonable possibility that drug/alcohol use by the employee was a contributing factor to the accident. The test should be done as soon as possible.
- (3) The Town may, at its discretion, conduct **RANDOM** drug testing of employees in safety-sensitive positions at any time, with or without cause or suspicion, in order to assure compliance with its drug-free workplace policy. Safety-sensitive positions include police, public works employees, and any others who operate a Town vehicle. Refusing to submit to a random drug test will subject an employee to discipline, up to and including termination of employment.
- (4) An employee returning from a Leave of Absence will be required to **“RETEST”**.
- (5) An employee who alters his/her specimen, fails a drug test, or refuses to submit to testing when requested will be subject to disciplinary action, up to and including termination of employment.

EMPLOYEE TESTING POSITIVE:

Employees who test positive are subject to immediate disciplinary action including termination, but may be allowed to continue employment on a conditional basis on the following terms:

- (1) An employee who believes that he/she will fail a drug or alcohol test must admit so in writing **prior to** the Town receiving the results of the test in order for the employee to enter into a rehabilitation program. The admitting employee must then agree to participate in counseling in an approved rehabilitation program and to successfully complete the program. The rehabilitation program will then determine if further counseling is needed for the employee. An employee who fails to provide such an admission prior to the Town receiving test results will be subject to immediate disciplinary action, up to and including termination, should the employee test results be positive.
- (2) The employee agrees to remain drug- and alcohol-free during the conditional employment period.
- (3) The employee agrees to routine, periodic, and unscheduled drug screen and alcohol tests to ensure that the employee remains drug- and alcohol-free at work.
- (4) The cost of a rehabilitation program will be borne by the employee. The cost of subsequent drug tests will be borne by the Town.
- (5) A second positive test will be grounds for immediate termination.

PRESCRIPTION DRUGS:

Employees taking prescription drugs must adhere to the following procedure:

- (1) An employee who is taking a prescription medication that could affect the employee's ability to perform one or more essential functions should notify the immediate supervisor prior to the commencement of the work shift, and provide the supervisor with the name of the prescription drug and prescribing physician.
- (2) Carry the medication in the original prescription container with no more than the necessary dosage required for the work shift.

3.16 THEFT

Town property is a valuable asset that is costly to replace. All employees must protect it from theft, loss, and damage. Town property includes knowledge and information as well as physical goods.

Town property, equipment and supplies, including but not limited to cell phones, cameras, computers, tools, machinery, vehicles, books, magazines, stationery, and copiers are for Town business only and are not to be used for personal matters. The Town recognizes that there may be some specific positions, such as Police Officers, that require the use of a take-home car and require the Officer to use the vehicle while off duty. Such authorized activity will not be in violation of these policies.

None of the above items are to be removed from the office for anything other than Town business. If it is necessary to use any of these items outside the office for Town business, employees must get written permission from their supervisor and be responsible for the item's safekeeping and return.

Any employee who violates this policy is subject to immediate dismissal.

3.17 TIME SHEETS

All employees must complete a time sheet to account for work done, specified by department. No checks will be issued without time sheets.

Time sheets are the responsibility of the department head, and shall be submitted to the Clerk-Treasurer. The department head shall verify all time sheets. The Clerk-Treasurer is responsible for record keeping, computation, and payment.

Non-exempt employees must fill in time sheets indicating when they start and stop work. Exempt employees must indicate days worked in order to keep track of paid time off. Anyone attempting to sign any sheet other than his/her own will be subject to discipline, up to and including termination of employment.

3.18 VIOLENCE

The Town has a "zero tolerance for violence" policy. If employees display any violence in the workplace or threaten violence in the workplace, they are subject to disciplinary action up to and including immediate termination. Talk of violence or joking about violence will not be tolerated.

The Town prohibits the following:

- Any physical or verbal act or threat of violence, including, but not limited to: intimidation, harassment, coercion, pushing, shoving, fighting, brandishing weapons, and talk of violence;
- Any act or threat of violence which endangers the safety of employees, customers/citizens, vendors, contractors, or the general public;
- Any act or threat of violence made directly or indirectly by words, gestures, or symbols;
- Use of a weapon on Town premises.

Town employees, except Town police officers, are prohibited from possessing any weapons (other than authorized tools), including weapons inside the workplace, in Town vehicles and in any other Town areas in which they perform work.

It is a requirement that employees report, in accordance with this policy, any behavior that compromises the Town's ability to maintain a safe work environment. All reports will be investigated immediately and kept confidential except where there is a legitimate need to know.

SECTION 4

COMPENSATION AND BENEFITS

4.1 BENEFITS

Our benefits have been designed to provide economic incentives and support for our employees in a fair and uniform manner, consistent with Town objectives. Employees must understand that benefits for which the Town either pays in full, through cost sharing or through subsidized rates, add to the Town's total payroll costs. Employees should understand that when the Town considers offering additional benefits, it must take into account their impact on payroll costs.

The Town will periodically review and modify, if necessary, its benefits package to make sure its employees receive adequate benefits within financial constraints. In the event that a benefit is added or withdrawn, employees will be informed as soon as practically possible.

4.2 CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA)

The Town adheres to all the requirements of the Consolidated Omnibus Budget Reconciliation Act (COBRA) as they apply to our employees. Should employees lose their health care coverage under our health care plan as the result of a qualifying event, employees and employees' spouses and dependent children will be given the opportunity to continue to purchase coverage as a group member for the legally-specified period of time following the loss of coverage.

Although employees' rights to elect continuation coverage occur upon the happening of a qualifying event to employees, coverage is not automatic. Employees and employees' spouses and dependents must make an affirmative election of coverage before coverage will begin. An election form will be sent with the notice of eligibility. The election must be made within 45 days of the date coverage is lost or the date that the notice of eligibility is sent, whichever is later. An election is considered to have been made on the date employees send in the election form or a letter indicating an election is being made.

Continuation coverage may be available for up to 36 months from the date of termination or reduction in hours for employees, employees' spouses, and dependent children.

4.3 INSURANCE

Health, hospitalization and life insurance are available to all full-time employees and qualified dependents. An eligible full-time employee can enroll in the insurance program within 30 days of completion of the introductory period. All premiums related to this insurance are paid through payroll deduction.

All employees are covered by workers' compensation insurance to the extent of normal legal benefits. The employee has the responsibility of reporting any accident or injury that occurs to his/her immediate supervisor and Town Manager.

Any questions pertaining to these benefits should be directed to the Town Manager's Office.

4.4 RETIREMENT OF LONG TERM EMPLOYEES

All employees retiring from the Town, subject to the PERF Rule of 85 combined years of service plus age, shall be eligible for continued medical insurance coverage on the Town's insurance policy until they reach the age of Medicare eligibility. Employees may consult with the Town Manager for further information regarding retiree insurance coverage.

4.5 PENSIONS (PERF)

All employees are required to participate in the Public Employees Retirement Fund (PERF). This is the employee's money and will be refunded to each employee should they not work long enough to earn a pension. The interest earned on this money is also the employees and will also be refunded if they do not retire (a federal tax penalty will be applied to the interest).

A booklet is provided to each employee when they sign up for PERF, explaining the retirement plan along with a copy of an enrollment form. It is very important that the employee contact the Clerk-Treasurer's Office anytime the information contained on the form changes so that PERF can be informed of the changes.

4.6 UNEMPLOYMENT COMPENSATION

Employees who lose their jobs because of business conditions may be eligible to collect unemployment insurance until they are recalled or find other employment. This insurance is financed by Town taxes that are paid to the state. Employees who are terminated as a result of disciplinary action are ineligible for unemployment compensation.

4.7 WORKERS COMPENSATION

Workers' compensation insurance provides benefits for job-related injuries. All employees are covered and the entire cost of this insurance is paid by the Town. Our workers' compensation insurance costs are based on the number of injuries the Town suffers. The lower our injury rate, the lower our costs.

One way to keep our workers' compensation costs under control is to work safely and follow all rules and regulations. The Town will enforce all safety rules, and employees who violate them will be disciplined, up to and including termination of employment.

Employees should report injuries immediately so that they can receive fast and effective treatment.

Should any employee sustain a work-related injury, our workers' compensation insurance will provide medical coverage and income replacement for the period of the employee's disability, as required by law. Workers' compensation benefits begin on the eighth day following an injury. If the recovery time exceeds 21 days, the first week of injury is covered.

Employees who suffer a work-related injury or illness on the job must report it immediately to their immediate supervisor. Leaving a workstation for medical reasons without notifying their immediate supervisor can result in disciplinary action, up to and including termination of employment. The Town will arrange transportation of the injured or sick employee to a physician or hospital. An employee who suffers a work-related injury may be required to submit to a drug test within 24 hours of the injury.

Following medical treatment, an employee must meet the following conditions:

- Complete a workers' compensation report as required. Providing false information will result in termination of employment.
- Keep medical appointment(s) as required
- Return to work when cleared by a physician. Returning employees must provide certification from a physician indicating they will be able to work satisfactorily and safely. Employees who fail to return to work after receiving medical clearance may be discharged.

In some cases, the Town may offer modified duties on a temporary basis to returning employees. If the Town elects to do so and if the employee is cleared for light duty, he/she must accept such modified work.

SECTION 5

EMPLOYEE TIME OFF FROM WORK

****The Town of Yorktown Police Department maintains a Standard Operating Procedures Manual that addresses the specific policies and procedures for the officers' Holiday, Sick, Personal and Vacation time.**

5.1 HOLIDAYS

All full-time employees will receive the following paid holidays per year:

New Year's Day	1 day
Martin Luther King's Birthday	1 day
President's Day	1 day
Good Friday	1 day
Memorial Day	1 day
Independence Day	1 day
Labor Day	1 day
Election Day (Primary & General)	½ day
Veterans Day	1 day
Thanksgiving	2 days
Christmas Eve	½ day
Christmas	1 day
New Year's Eve	½ day

The Town Council may recognize additional days, if it is deemed proper to do so.

If any of the holidays fall on a Saturday, the preceding Friday shall be the observed holiday. If any of the holidays fall on a Sunday, the following Monday shall be the observed holiday.

Part-time and temporary employees will not be paid for holidays.

The Town recognizes that there may be religious holidays (other than those already designated as holidays) that employees would like to observe. It may be possible to arrange these holidays as scheduled days off, authorized absences without pay, or personal time off. Requests for the time off to observe religious holidays must be approved by the employee's supervisor.

5.2 VACATION

It is the practice of the Town to provide full-time salaried and hourly employees with an annual paid period for rest and relaxation. The objective of vacations is the maintenance of employee health and morale.

A week for the purpose of determining vacations shall consist of seven consecutive calendar days, including holidays and weekends.

All full-time employees are granted vacation with pay by the following schedule:

After 1 year of employment	1 week
After 2 years of employment	2 weeks
After 5 years of employment	3 weeks
After 10 years of employment	4 weeks

Vacation time shall accrue each year on the 1st day of the month in which the employee began his or her employment with the Town. After one year of employment, all department heads and the Town Manager shall receive three weeks' vacation annually. After ten years of employment, they shall receive four weeks' vacation annually.

Employees will plan vacations with their supervisors so that due consideration to the needs of the Town will be given. In the event of multiple requests for vacation during the same time period, employee seniority is a factor in approving a vacation request. A vacation request for a specific time can be denied if it would be detrimental to the operation of the department.

Vacation leave may be granted in increments of half-day or more, unless the employee is using paid vacation days in conjunction with FMLA time. Vacation leave must be taken within a 12-month period. An employee who fails to use all of his/her vacation days during this period are subject to lose these days unless the Town Manager approves a 30-day extension. No compensation will be paid for vacation not used.

Accrued vacation leave is an asset for the employee and pay for this time shall be made to the employee's estate upon resignation, termination, or death. Part-time or seasonal employees are ineligible for vacation leave with pay. However, if agreeable with their immediate supervisor, they may take non-paid leave when necessary. In calculating vacation leave, the employee's starting date with the Town will be used as long as the service has been continuous.

The Town reserves the right to determine vacation schedules and to rearrange vacation schedules. Further, the Town may alter its vacation policy at any time.

5.3 SICK TIME

Note: All sick leave restrictions will comply with the requirements of the Family and Medical Leave Act, when appropriate.

Sick leave is a benefit to be used only in the case of actual illness or injury, which prohibits employees from performing their duties.

Full-time employees shall accrue sick leave days at the rate of one-half day per month worked commencing with the month following the first full month of employment. Employees will be able to accumulate no more than 16 days of sick leave. Employees with more than 16 days of sick leave will be paid out at half their rate of pay until their sick leave balance is 13 days. Employees may take sick leave in increments of two (2) hours accumulating to no less than a half-day within the same pay period, except when used in conjunction with FMLA time.

Sick leave is to be utilized only for the following reasons:

- Illness or injury of an employee
- Medical or health related appointments
- Illness or injury within the immediate family

In order to qualify for sick leave pay, employees must comply with the following conditions:

- Employees shall notify their supervisor of their absence at least one hour prior to the start of their work shift.
- Employees shall keep their supervisor informed of the extent of their illness and the date when they will return to work.
- Doctor's certification of any illness may be required. Medical certification is required after three days absence.

Accumulated sick leave will not be paid to employees following termination or resignation.

An employee is not entitled to sick leave pay if at the time they are collecting workers' compensation benefits for the illness or injury.

The abuse of the sick leave policy may result in disciplinary action.

Extended Sick Leave: In case of illness or injury not covered by workers' compensation, employees will receive out-of-work benefits (disability income) equal to 66 2/3% of the employee's weekly wage or salary. Such benefits shall last a maximum of 26 weeks per illness or injury. Benefits begin on the first day of injury and the eighth day for illness. This waiting period is defined as the elimination period. To be eligible for the extended

sick leave benefit, an employee must furnish satisfactory medical statements of the employee's inability to perform their job due to a non-work related illness or injury.

Employees on disability income are responsible for health/dental insurance and any other items they have agreed to on payroll deductions during their time off.

5.4 PERSONAL DAYS

Every full-time employee is entitled to two personal days per year that cannot be carried over from year to year. Part-time and temporary employees are not entitled to paid personal time.

Personal days are earned and accrued on the first day of each calendar year following the expiration of the employee's introductory period. New full-time employees hired from January 1st to June 30th will receive two paid personal days upon completion of the introductory period to be used during the remaining calendar year. New full-time employees hired from July 1st to September 30th will receive one paid personal day upon completion of the introductory period to be used during the remainder of the calendar year. New full-time employees hired from September 30th to December 31st will receive two paid personal days upon completion of the introductory period to be used in the calendar year following their hire date.

Personal days can only be granted on increments of half-day or more up to the maximum of two, unless the employee is using paid personal days in conjunction with FMLA time. To qualify for personal days, employees must give prior notice to and have the approval of the department head.

5.5 LEAVES OF ABSENCE

Note: Leave requests under the Family and Medical Leave Act are covered in a separate policy (see Section 5.6).

Employees may be granted a personal, non-medical leave of absence without pay at the discretion of the Town Council in consultation with the Town Manager and supervisor. An employee desiring a leave of absence shall make a written application to the Town Manager and receive written approval of the Town Council before such leave begins. The application shall state the dates for which leave is requested and reasons for such leave. Leaves of absence are not intended for employees who are leaving their employment and do not plan to return to work at the Town.

Leaves of absence are authorized in thirty (30) day increments and may be extended at the request of the employee and with approval by the Town Manager for a period not to exceed ninety (90) total days away from work. An employee returning from a leave of absence will be subject to a return-to-work drug screen. If an employee does not return to

work at the expiration of the leave, the Town will consider the employee to have resigned.

Vacation, sick leave, and holiday pay will not accrue during a leave of absence. Group medical coverage will remain in effect during such leave if the employee continues to pay his/her portion of applicable premiums by the end of the month prior to the premium being due. Unpaid leaves of absence may be denied if the requested leave interferes with the efficient operation of the department.

Professional leave: Authorized leave with pay for employees to attend conferences, workshops, conventions, or other appropriate activities which will further their effectiveness on the job. Authorization will come from the Town Manager and must be prior to the activity if the employee is to receive pay.

Training leave: Authorized leave or release time for employees to take advantage of training opportunities that will improve their skills and/or contribution to the Town. The Town Manager shall authorize reimbursement for costs relating to approved training.

Bereavement leave: Full-time employees shall receive three days paid leave upon the death of a spouse, child, step-child, parent, sibling, grandparent, grandchild, mother-in-law, father-in-law, a person who is legally acting in one of these capacities, or another relative living in the employee's residence. Employees shall receive one day of paid leave upon the death of a brother-in-law, sister-in-law, aunt, uncle, niece, or nephew. We expect every employee to discuss with his/her appropriate supervisor the amount of time they will actually need. Employees may use a vacation day to attend the funeral of a close friend or relatives other than those listed above.

Part-time or temporary employees who are not eligible for bereavement leave shall request time off from their supervisor if needed to for bereavement. Any granted time off for bereavement will be unpaid.

5.6 FAMILY AND MEDICAL LEAVE ACT

In compliance with the Family and Medical Leave Act (FMLA), the Town provides unpaid Family and Medical Leave of Absence to eligible employees as set forth below.

A. Amount and Use. An eligible employee will be granted up to twelve (12) workweeks of unpaid Family and Medical leave during a twelve (12) month period for one or more of the following reasons:

- (1) To care for the employee's spouse, child or parent who has a serious health condition;
- (2) Due to a serious health condition that renders the employee incapable of performing the essential functions of his or her job;

- (3) Birth of the employee's child and in order to care for that child;
- (4) Placement of a child with the employee for adoption or foster care; or
- (5) For qualifying exigencies arising out of the fact that the employee's spouse, son, daughter, or parent is on active duty or call to active duty status as a member of the National Guard or Reserves in support of a contingency operation.

Family and Medical Leave of Absence will not exceed a total of twelve (12) workweeks in a twelve (12) month period. The twelve (12) month period shall be measured backward from the date an employee uses any Family and Medical leave.

An eligible employee who is a spouse, child, parent, or next of kin of a current member of the Armed Forces, including a member of the National Guard or Reserves, with a serious injury or illness will be granted up to a total of twenty-six (26) workweeks of unpaid Family and Medical leave during a single twelve (12) month period to care for the service member.

The term "serious health condition" means an illness, injury, impairment, or physical or mental condition which involves:

- (1) Any period of incapacity or treatment in connection with or consequent to inpatient care;
- (2) Any period of incapacity requiring absence from work, school, or other regular activities of more than three (3) days, that also involves continuing treatment by (or under the supervision of) a health care provider;
- (3) Continuing treatment by (or under the supervision of) a health care provider for a chronic or long-term health condition that is incurable or so serious that, if not treated, would likely result in a period of absence of more than three days (e.g., asthma, epilepsy, diabetes);
- (4) Prenatal care including ongoing pregnancy, childbirth or complications or illness related to pregnancy and childbirth;
- (5) Permanent/long term conditions requiring supervision (e.g., Alzheimer's, a severe stroke, the terminal stages of a disease); or
- (6) Multiple treatments (e.g., chemotherapy, radiation, physical therapy, occupational therapy, dialysis).

Ordinarily, unless complications arise, the common cold, flu, ear aches, upset stomach, minor ulcers, headaches, routine dental or orthodontia problems, periodontal disease and

routine physical examinations are not serious health conditions and do not qualify for leave under this Section.

“Health care provider” means a licensed doctor of medicine or osteopathy or as otherwise defined by the U.S. Department of Labor.

B. Eligible Employee. An eligible employee is an employee who has been employed by the Town for at least twelve (12) months and has worked at least 1250 hours in the twelve (12) months in the period immediately preceding the leave requested.

C. Restrictions.

(1) Family and Medical leave is not available to an eligible employee to care for the child after twelve months have lapsed from the date of the birth, adoption or foster placement of the child, unless the reason for the employee’s absence from work is due to the serious health condition of the child.

(2) In the event the Town employs a married couple, the couple is limited to a combined total of twelve (12) workweeks of Family and Medical leave in a twelve (12) month period if the reason for the leave is:

- (a) For the care of a parent with a serious health condition;
- (b) Due to the birth of the employee’s child and in order to care for that child;
- or
- (c) Due to adoption or foster placement of a child and to care for that child.

(3) Family and Medical leave may not be used on an intermittent or reduced leave basis if the reason for the leave is due to the birth of the employee’s child and to care for that child or due to adoption or foster placement of a child and to care for that child, unless leave on an intermittent or reduced leave schedule basis is requested in advance in writing by the employee and approved by the Town Manager.

D. Use of Paid Time Off. Any eligible employee who is granted Family and Medical leave is required to substitute and use available paid time off as part of the 12-week leave period. Paid time off applied during Family and Medical leave can be used in increments of no less than one (1) hour. Employees shall retain the right to keep up to five (5) paid days off for use at a later date. Accruals for paid time off will continue during Family and Medical leave.

E. Request for Leave.

(1) Planned Medical Treatment. In the event the requested medical leave is foreseeable due to a planned medical treatment, the employee must:

- (a) Consult with the Town Manager prior to the scheduling of the treatment so as to minimize the disruption to the Town; and

- (b) Provide the Town with at least thirty (30) calendar days' notice prior to the date the leave is to begin, unless the planned medical treatment requires the leave to begin in less than thirty (30) calendar days, then within one (1) or two (2) business days after the employee becomes aware of the need for the leave.

(2) **Unforeseeable Medical Condition.** An employee who requires leave due to an unforeseeable medical condition must notify the Town within one (1) or two (2) work days after learning of the need for the leave.

(3) **Birth or Placement.** In the event the leave is foreseeable based upon expected birth or placement, an eligible employee must provide the Town with at least thirty (30) calendar days' notice prior to the approximate date the leave is to begin. If the birth or placement requires the leave to begin in less than thirty (30) calendar days, then the employee must provide notice within one (1) or two (2) workdays after the need for the leave becomes known to the employee.

F. Intermittent or Reduced Leave. Family and Medical leave may be taken on an intermittent or a reduced leave schedule basis in increments of one (1) hour when medically necessary and subject to certification requirements. An employee using Family and Medical leave on an intermittent or reduced leave schedule basis may be transferred temporarily to an available alternative position for which the employee is qualified and which better accommodates reoccurring periods of leave than the employee's regular position. The Town will not transfer an employee to an alternative position in order to discourage an employee from taking Family and Medical leave or to otherwise place a hardship on the employee.

G. Health Care Provider Certification. In the event the leave is due to the serious health condition of the employee or the employee's spouse, parent or child, the employee must provide to the Town within fifteen (15) calendar days after requested by the Town, a health care provider certification completed and signed by the health care provider of the employee or the health care provider of the employee's child, spouse or parent, as appropriate, on the form provided by the Town.

An eligible employee must obtain recertification from a health care provider in the following situations:

- (1) Every thirty (30) calendar days (except where the minimum period of incapacity specified on the certification is more than thirty (30) days);
- (2) Whenever circumstances described by the previous certification have changed significantly;
- (3) Whenever the Town receives information that casts doubt on the original certification; or
- (4) Whenever the employee requests an extension of the leave.

Any recertification requested by the Town will be at the employee's expense.

H. Second and Third Opinions. The Town may require the employee, at the Town's expense, to obtain a second opinion from a health care provider designated by the Town.

If the second opinion differs from the original certification provided by the employee, then the Town may require, at its expense, that the employee obtain a third opinion from a third health care provider mutually agreeable to the Town and the employee. The opinion of the third health care provider is final.

I. Health Benefits. Health benefits in which an eligible employee is participating on the date the leave begins will be continued during the leave at the level and under the conditions that coverage would have been provided if the employee was not on leave.

J. Return to Work. An employee returning to work from a leave of absence due to his or her own serious health condition must be able to perform the essential functions of the employee's job. If a reasonable accommodation is required, the employee must notify the Town Manager. Prior to an employee returning to work from a Family and Medical Leave of Absence which was necessitated due to the serious health condition of the employee, the employee must provide to the Town a certificate from the employee's health care provider that the employee is able to resume work and perform the essential functions of his or her job (with or without reasonable accommodation). The certificate must contain at least the following information:

- (1) That the employee is released to return to work;
- (2) Restrictions, if any;
- (3) Basis for the restrictions;
- (4) Expected date the restrictions are to be lifted; and
- (5) Health care provider's signature.

If an employee desires to return to work before the employee's approved Family and Medical Leave of Absence ends, the employee must contact the Town Manager at least two business days prior to the date the employee desires to return to work.

When an employee returns to work at the end of a Family and Medical Leave of Absence, the employee will be returned to his or her former position or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

K. Expiration of Leave.

(1) Failure to Return. If an employee is granted a Family and Medical Leave of Absence, the employee is expected to return to active employment upon expiration of the Family and Medical Leave of Absence. If the employee does not return for work at the

end of the leave for whatever reason and there are no other leaves available to the employee under these policies, then the employee's employment is terminated.

(2) Inability to Return Without Restrictions. Upon expiration of the maximum length of the Family and Medical Leave of Absence, if an employee is still unable to return to work with no restrictions which would prevent the employee from performing the essential functions of his or her job with or without reasonable accommodation, and provided there are no other leaves available to the employee under these policies, then the employee's employment is terminated.

L. Workers Compensation. An employee who is absent from work for more than three (3) consecutive days due to a condition covered by Workers Compensation automatically will be considered to be on Family and Medical Leave of Absence beginning on the first day of such absence and subject to the provisions of this section. Any leave of absence due to a condition covered by workers compensation shall run concurrently with any Family and Medical leave available to the employee.

5.7 JURY LEAVE

The Town grants leave with pay to full-time employees who are required to serve as a juror or to appear as a witness for the Federal, State, or City government. A full-time employee called to serve as a juror or witness may be granted leave with pay for the duration of the period for which called, unless released earlier, without charge against any other leave. Upon notification, the employee shall immediately inform the Town Manager by presenting a copy of the notification. After jury leave has been served, the employee on the first day back to work must verify the days involved. An employee will be granted leave with pay for jury leave only when he/she is required to serve during a regularly scheduled work period for that employee. Salary payments will be reduced by the amount received from the court. Payment by the court to the employee for traveling expenses may be retained by the employee.

5.8 MILITARY LEAVE

The Town will grant military leaves of absence in accordance with any applicable state or federal law.

The duration of the leave will be the term of enlistment plus any additional time that may be required by applicable law.

Reenlistment or any other voluntary extension of the tour of duty may affect the leave of absence. On return from military leave of absence, the employee will be reinstated as required by law, subject to these conditions:

- The employee must apply for reinstatement within the time required by law;

- If the employee's former job is not available, the Town will provide a job of similar status, seniority and pay. Adjustments and exceptions to this policy may be made, as circumstances require.

The Town makes it a policy not to discriminate in any way against employees who are members of the military. The employee's job will not be in jeopardy if a military leave of absence is requested or taken.

In addition to compliance with applicable law, Town employees who are members of the Armed Forces Reserves shall be entitled to a leave of absence without loss of pay or vacation time for not more than 15 days annually, provided the employee has submitted notification papers to his/her supervisor. To receive pay, the employee is required to submit a written order or official statement requiring the military duty.

If the employee is on military leave with pay when a legal holiday is observed, the employee will be provided with holiday pay. The employee may use accrued time off at his/her discretion during this period.

Any employee who is called to active duty military service is entitled to receive differential pay between active duty military pay and Town pay, excluding any allowances, stipends, or other benefits a member may receive during active duty military service. Upon receipt of military pay voucher, the Clerk-Treasurer will pay the employee the difference between that amount and their regular pay.

SECTION 6

DISCIPLINE

6.1 PROGRESSIVE SYSTEM

The Town generally follows a progressive discipline system. That is, generally speaking, for violations of Town policies or rules that do not warrant immediate termination of employment, the Town will follow the progressive discipline outlined below.

The sequence of progressive disciplinary action should occur in the following steps:

- Verbal Warning
- Written Warning
- Suspension followed by probation
- Termination of employment

It is not possible to plan in advance for all situations of employee infractions that may occur. To be fair to all our employees, we must maintain a flexible approach to discipline to ensure that the remedial action taken corresponds with the conduct.

Therefore, we will discipline an employee in a given situation as we believe best suits the employee's violation and the particular situation. That means that we may suspend an employee for violating Town policy the very first time he or she does so—if we believe that the particular disciplinary action is appropriate in that situation.

We take all violations of Town policies and rules seriously. Obviously, though, some infractions are less serious than others. For instance, first violations such as the following are more likely to result in a written warning. Keep in mind that these are merely some of the infractions we characterize as less serious. **Not all such infractions are listed here.** Note, too, that there may be situations in which the following infractions occur and the normal progressive disciplinary steps are not followed due to the specific circumstances of the incident.

- Absence
- Insubordination
- Tardiness
- Overtime Work without permission
- Unauthorized use of Town equipment, time or property
- Horseplay, practical jokes, or other disorderly conduct
- Negligence in observing safety rules or creating an unsafe work environment
- Minor violations of policies or procedures as outlined in this manual
- Gambling
- Conduct
- Verbal abuse of any employee
- Interference or obstruction with another employee's work
- Damage or destruction of Town property through willful or careless acts

Some violations of Town policies are much more serious and may result in immediate suspension or termination of employment. The following is **not an exhaustive list**, but provides some examples of what we consider to be serious offenses:

- Violations of the Town policy against harassment, including sexual harassment
- Unauthorized or excessive absenteeism or tardiness
- Possession, distribution, or use of drugs or alcohol on Town premises or Town time, including in your car on the Town's parking lot.
- Blatant negligence that results in damage or loss to machinery or equipment
- Falsification of employment applications or personnel records or lying about credentials
- Theft, fraud, or sabotage against another employee, a client, or the Town
- Misappropriation of Town assets
- Assault, fighting, or other conduct that puts another employee at risk or is in violation of the Town's policy on violence
- Major Insubordination or refusal to comply with reasonable instructions or duties
- Direct or indirect threat, intimidation, or coercion of another employee

- Acting in clear conflict with Town interests
- Release of confidential Town or client information.
- Serious violations of policies or procedures as outlined in this manual.

Nothing in the preceding section alters the at-will employment relationship between the Town and its employees.

6.2 GRIEVANCES

It is the policy of the Town to treat all employees equitably and fairly in matters affecting their employment. Each employee of the Town will be provided ample opportunity to understand and resolve matters affecting his/her employment that the employee believes are unjust. Employees are expected to follow these procedures and seek resolution first with the employee's immediate supervisor concerning any of the following:

- Alleged poor working conditions
- The unjust application of discipline
- The unfair application, interpretation or violation of the Town's uniform rules and regulations, or those of the department in which the employee works.

The employee may seek resolution from the Town Manager for claims of illegal activity by their supervisor.

The following steps are the approved grievance procedures for employees of the Town. **The grievance procedure does not apply to employees who have been dismissed from Town employment.**

Step 1. An employee who feels aggrieved should first discuss the grievance with their supervisor. If the employee does not obtain satisfaction they should proceed to the next step.

Step 2. An employee may request a meeting with the Town Manager. Such a request must be in writing and within five days of the employee-supervisor meeting. The supervisor, the employee, and another employee of the same department will meet with the Town Manager. The decision of the Town Manager will be in writing. If the employee does not obtain satisfaction they should proceed to step three.

Step 3. An employee wishing further appeal may request a meeting in executive session with the Town Council. Such a request must be in writing and be submitted to the Town Manager within five days of the receipt of the written decision of the Town Manager. The decision of the Town Council is final.

The grievance procedures are not intended to address complaints of illegal harassment or discrimination. Town policies addressing complaints of discrimination or harassment are contained in Section 2.1.

6.3 PROBATION

Probation is for inadequate performance or improper behavior at any time after the introductory period for new employees. An employee may also be placed on probation for a designated period to correct recognized performance shortcomings that they are able and willing to correct.

Despite any probation policy, employment continues to be at-will and an employee can be discharged immediately if it appears they are unable or unwilling to correct a problem, if dismissal or layoff is necessary for economic reasons, or if their continued employment would be contrary to the Town's best interest or the welfare and safety of others.

RECEIPT & ACKNOWLEDGMENT OF THE TOWN OF YORKTOWN PERSONNEL POLICY MANUAL

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

Because the general business atmosphere of the Town of Yorktown and economic conditions are always changing, the contents of this Manual may be changed at any time at the discretion of the Town of Yorktown. No changes in any benefit, policy or rule will be made without due consideration of the mutual advantages, disadvantages, benefits, and responsibilities such changes will have on you as an employee and on the Town of Yorktown.

Please read the following statements and sign below to indicate your receipt and acknowledgement of the Town of Yorktown Personnel Policy Manual:

I have received and read a copy of the Town of Yorktown Personnel Policy Manual. I understand that the policies, rules, and benefits described in it are subject to change at the sole discretion of the Town of Yorktown at any time. I understand that this Manual replaces/supersedes all other previous manuals for the Town of Yorktown.

Police Officers: *I understand that in the event there are conflicting policies between the Police Department Standard Operating Procedures and this Manual, the Police Department Standard Operating Procedures Manual shall be the controlling policy for Town Police Officers.*

In consideration of my employment, I agree to conform to the rules and regulations of the Town, and my employment and compensation can be terminated with or without cause and with or without notice, at any time, at the option of the Town or myself.

I understand that no contract of employment other than "at will" has been expressed or implied and that no circumstances arising out of my employment will alter my "at will" employment relationship unless expressed in writing, with the understanding specifically set forth and signed by myself and the Town Council.

I understand that, should the content be changed in any way, the Town of Yorktown may require an additional signature from me to indicate that I am aware of and understand any new policies.

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

Employee's Printed Name

Position

Employee's Signature

Date

Supervisor's Signature

Date