



Employee Handbook

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SECTION 100: INTRODUCTION

Welcome current and new employees!

We are pleased to provide you with a copy of the Town of Sunapee Employee Handbook, which has been designed to inform employees about the standard practices, policies, and procedures of the Town of Sunapee. You should read, understand, and comply with all provisions of the Handbook. It describes many of your responsibilities as an employee and outlines the programs developed by the Town of Sunapee to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth. Every effort has been made to make this Handbook as clear and concise as possible. If you have any questions about any of the provisions in the Handbook, please contact your Department Head, the Human Resources Director, or the Town Manager.

The policies, procedures, and benefits described in this Handbook will provide you with useful guidelines. However, they are not terms or conditions of employment, and the Handbook is not an employment contract. Your continued employment for the Town of Sunapee is based on mutual consent. No employee is hired pursuant to any contract of employment except for the Town Manager. Rather, your employment is at will and the Town of Sunapee may terminate your employment at any time and for any reason that the Town of Sunapee sees fit, just as you may terminate your employment with the Town of Sunapee for any reason you see fit.

It is in the best interests of the Town of Sunapee and its employees that there be flexibility in the administration of policies and procedures. Therefore, the Town of Sunapee reserves the right at any time and without notice, to change or eliminate any and/or all the policies, procedures, or benefits described in this Handbook, as it deems appropriate. The Town of Sunapee, or its designated administrator, also has the exclusive authority to construe and interpret the terms and provisions of this Handbook and to determine all questions of eligibility for any benefits described herein.

This Handbook may be updated periodically to reflect changes made to any policy, procedure, or practice.

Sincerely,
The Town Manager and Sunapee Selectboard

Responsibility for Administration

TOWN MANAGER: The Town Manager shall determine and impartially and equitably administer all employment policies and procedures. The Town Manager may delegate the actual operations involved in administering these policies to the Director of Human Resources, or such other persons as the Town Manager deems practical. The Town Manager shall be the appointing authority as provided in RSA 37:6 and shall have final decision-making authority and approval overall employment matters, including the recruitment, selection, retention, discipline, promotion, separation, transfer, and training of employees, except where otherwise provided in these policies and procedures. The Town Manager, both personally and by and through designated subordinates, shall further ensure that:

1. The classification and compensation plan is properly maintained.
2. The duties and responsibilities of all regular positions are ascertained, recorded, and classified in the manner provided hereinafter.
3. Rates of compensation for each position in the pay plan are recommended annually to the Selectboard, during the budget process.
4. Records of employee performance are maintained, to be used in determining whether to retain an employee after the initial evaluation period, when making promotions, in determining pay increases or decreases and planning training programs for employee career development.
5. Employment policies are reviewed periodically, and additions and revisions are issued as necessary.

DEPARTMENT HEADS: The department heads shall have responsibility, subject to the approval of the Town Manager, to select, retain, promote, and separate employees within their department. They are expected to effectively supervise their employees; to report upon the performance of their subordinates; to notify the Town Manager or his/her designee of changes in duties of their employees in order that the classification plan can be maintained; and to recommend salary increases. Department heads may recommend to the Town Manager, as necessary, desirable changes in the employment policies and procedures.

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

SECTION 200: GENERAL EMPLOYMENT INFORMATION

201 General Employee Policy

It is the policy of the Town of Sunapee:

1. To provide equal employment opportunities to employees and applicants, without regard to race, color, ethnicity/national origin, sex, sexual orientation, gender identity or expression, pregnancy, age, disability, genetic information, use of family medical leave and/or

military status, except when such factor is a bona fide occupational requirement.

2. To assist employees to become increasingly effective in their performance, and, whenever possible, encourage and assist the employee to further their education to become more proficient in their field of employment with the Town of Sunapee.
3. To treat all employees in a manner that will encourage pride and effort which will, in turn, contribute to a capable and diligent workforce.
4. To provide the opportunity for any employee to discuss their problems or grievances openly with their supervisor and/or the Human Resources Director.
5. To furnish each employee with a complete copy of the Employee Handbook.

The overall responsibility for the administration of this plan rests with the Town Manager under policy direction from the Selectboard. Department Heads are responsible for the administration of this plan within their departments.

202 Ethics Policy

It is the policy of the Town of Sunapee to uphold, promote, and demand the highest standards of ethics and conduct from all of its employees and officials, whether elected, appointed, or hired. The Selectboard, all Town employees and all members of Town boards, commissions and committees should maintain the highest standards of personal integrity, truthfulness, honesty, and fairness in discharging their public duties and never abuse their positions of trust for improper or personal gain. All Town officials, board members and employees should look to these principles for guidance.

I. PURPOSE:

The purpose of these principles is to establish guidelines for the ethical standards of conduct for Town officials, board members and employees. We expect our Town officials, board members and employees:

- A. To always act in the best interests of the Town;
- B. To disclose any personal, financial, or other interests in matters affecting the Town that come before them for action;
- C. To remove themselves from decision making if they have a conflict of interest or even the appearance of one;
- D. To be independent, impartial, and responsible to their fellow townspeople in their actions;
- E. We expect the Town's decisions and policies to be made through the proper channels of government; and
- F. We expect any public position in our Town not to be used for personal gain. It is important that the public has confidence in the integrity of its government and that Town

officials, board members, volunteers and employees know and understand the contents of this document and can thus have an opportunity to protect their personal reputation.

II. EXPLANATION OF THE ETHICAL PRINCIPLES:

A. There Should be no Conflicts of Interest

Town officials, board members and employees of the Town of Sunapee should avoid conflicts of interest or even the appearance of a conflict of interest.

Town officials, board members or employees should not participate in any matter in which they, or members of their family, have a personal interest that may directly or indirectly affect or influence the performance of their duties. In such instances, they should recuse themselves from discussion and decision-making. Recusal means to remove oneself completely from all further participation in the matter in question.

Town officials, board members or employees who have been recused should immediately leave the room or should seat themselves with the other members of the public who are present. When recused they should not participate in further discussions unless they clearly state for the record that they are doing so only as a general member of the public. As a recused person, they should not deliberate or vote on the matter in question.

B. There Should be a Duty to Recuse in Quasi-Judicial Action

A “quasi-judicial action” is any action where the board or committee is acting like a judge or a jury. For example, when a board or committee has a duty to notify the potential parties, hear the parties and can only decide on the matter after weighing and considering such evidence and arguments as the parties *chose* to lay before such a board or committee, they are involved in a quasi-judicial action.

The work of the Planning and Zoning boards is largely a quasi-judicial action. Not only do Town officials, board members and employees have such a duty to recuse themselves as outlined in the section above, they should recuse themselves in a quasi-judicial action if they would not be qualified to sit as a juror in that case. For example, jurors are not qualified to sit in a case if they have advised or assisted either party in a matter being decided or are prejudiced to any degree regarding the pending matter or believe they cannot for any reason be totally fair and impartial.

C. There Should be a Duty to Disclose

Town officials, board members or employees should not participate in the conduct of business on behalf of the Town or enter into discussion or deliberation of any matter without first publicly and on the record stating all dealings, interests and relationships and any other possible conflicts that may exist with the parties or the issue under consideration.

D. There Should be no Unfair Use of Town Property

No person should use town property, services, or labor personally or make the same

available to others, unless such use is available to other residents upon request on equal terms.

E. There Should be no Misuse of Confidential Information

No person should use any confidential information acquired by virtue of that individual's official position for personal benefit or for the benefit of any other person or business.

In addition, no person should violate the privacy of others by publicizing, gossiping, or discussing confidential information acquired in the course of official duties.

F. There Should be no Improper Gifts

No person should accept a gift or allow acceptance of such gift by a family member, from any individual, group or corporation that has or is likely to have matters pending before the Town, board, committee, or commission on which the official or employee serves.

G. All Should Expect to Receive Fair and Equal Treatment

Acting in their official capacity, all Town officials, board members and employees should give each and every person fair and equal treatment. No Town official, board member or employee should, in the course of their official duties, give or deny any person special consideration, advantage or treatment as result of the person's public status, position, sex, race, religion, creed, sexual orientation or national origin.

III. EDUCATION:

- A.** At the time that each newly elected or appointed official, board member or employee takes the oath of office, they shall receive a copy of this Ethics Policy for signature.
- B.** The Town Manager shall hold a meeting each spring for newly elected or appointed officials, board members and employees so they may familiarize themselves with the provisions of these ethical principles.
- C.** It shall be the responsibility of each Board Chair and department head to ensure that all employees or volunteers are aware of, have reviewed and signed this Ethics Policy annually.

IN WITNESS THEREOF, this Policy is hereby approved and adopted by the Selectboard of the Town of Sunapee, on this 01st April 2024.

Carol P Wallace, Selectboard Chair
Sue Gottling, Selectboard Vice Chair
Fred Gallup, Selectboard Member
Jeremy Hathorn, Selectboard Member
Anthony Dolan, Selectboard Member

203 Equal Employment Opportunity

To provide equal employment and advancement opportunities to all individuals, employment decisions at the Town of Sunapee will be based on merit, qualifications, professionalism, performance, and abilities.

It is the policy of the Town of Sunapee to provide equal opportunity in employment opportunities or practices without regard to race, color, ethnicity/national origin, sex, sexual orientation, gender identity or expression, pregnancy, age, disability, genetic information, use of family medical leave, and/or military status or any other characteristic protected by law, except when such factor is a bona fide occupational requirement.

The Town of Sunapee will make reasonable accommodations for qualified individuals with disabilities, which do not prevent them from performing the essential functions of the job, with or without reasonable accommodation unless, doing so, would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of possible discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor, Human Resources and/or the Town Manager. Employees can raise concerns and make reports without fear of reprisal. Following an investigation, anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

205 Outside Employment

An employee may hold a position with another organization as long as they satisfactorily perform their job responsibilities with the Town of Sunapee and the outside employment creates no conflict of interest with Town of Sunapee employment. All employees will be judged by the same performance standards and will be subject to the Town of Sunapee's scheduling demands, regardless of any existing outside work requirements.

If the Town of Sunapee determines that an employee's outside work interferes with performance or the ability to meet the requirements of Sunapee as they are modified from time to time, the employee may be asked to terminate the outside employment if they wish to remain employed with the Town of Sunapee.

Outside employment will present a conflict of interest if it has an adverse impact on the Town of Sunapee, has the appearance of inappropriateness given your position as a Town of Sunapee employee and representative of the Town of Sunapee, or in some way conflicts with the performance of your regular duties.

207 Sexual and Other Unlawful Harassment

The Town of Sunapee's goal is to create a workplace and a working environment that maximizes success for its employees. It is a goal of the Town of Sunapee to provide all its employees with a work environment free of any unlawful harassment. Harassment of employees by co-workers, supervisors, managers, elected officials, customers, taxpayers, or vendors, will not be permitted, regardless of their working relationships. Reprisals for reporting harassment are also prohibited. Incidents of harassment, which are confirmed following investigation, and reprisals for reporting harassment, are serious offenses, and will be subject to discipline up to and including termination.

Definition of Sexual Harassment

Sexual Harassment includes unwelcome sexual advances, requests for sexual favor, and any other verbal, visual, or physical conduct based upon sex when: (1) submission to the conduct is an explicit or implicit term or condition of employment, (2) submission to or rejection of the conduct is used as the basis for an employment decision, or (3) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or of creating a hostile, offensive, or intimidating environment.

Harassment: harassment refers to, but may not be limited to:

- Age
- Race
- Color
- National Origin
- Religion
- Veteran Status
- Disability
- Sexual Orientation
- Marital Status
- Gender

Examples of such harassment include, but are not limited to:

Conduct or comments that threaten physical violence, offensive or unsolicited remarks, unwelcome gestures or physical contact, display or circulation of written materials or pictures degrading to any gender, racial, ethnic, religious, or other group listed above, and verbal abuse or insults about, or directed at, any employee or group of employees because of their membership in any of the groups listed above.

Harassment may subject the Town of Sunapee and the individuals who engage in it to significant liability. Any employee who believes that he/she or others have been subjected to harassment from a co-worker, supervisor, manager, elected official, customer, taxpayer, or vendor is asked to report this conduct to his/her supervisor, Department Head, Town Manager, and/or the Selectboard. It is the policy of the Town of Sunapee to investigate thoroughly and promptly any complaint of harassment. While employees are encouraged to report instances of harassment to their supervisors or manager first, they are not required to do so.

The Town Manager, Department Head, and other designated resources either observing or receiving reports of harassment are expected to treat the issue seriously and to take appropriate steps in accordance with the Town of Sunapee's policy. The Town Manager and Department Head are expected to use their personnel resources to assist them in this process. Investigation

must be handled in the most timely and confidential manner as possible.

Employees accused of this harassment will be given sufficient information about the allegations to provide them with a reasonable opportunity to respond before any corrective action or discipline is imposed. Accused employees should not be assumed to have violated the Town of Sunapee's Harassment Policy unless and until the investigation establishes that they have done so.

If the investigation determines that an employee has violated this policy, the Town Manager and Department Head will take prompt appropriate disciplinary action up to, and including, immediate termination of employment.

A record of any communication/warning relating to any charge of harassment is retained in the personnel file of the accused employee.

Employee's Role

Any employee who believes that he/she is being harassed by anyone on the premises of the Town of Sunapee is asked to promptly take the following steps:

1. If possible and appropriate, politely but firmly address whoever is doing the harassing, state how you feel about his/her actions and request that the person cease those or similar actions immediately.
2. If the actions continue, if you believe some employment consequences may result from your confrontation, or if you feel incapable of confronting the individual directly, you may go directly to your immediate supervisor. If circumstances prohibit this response, report the behavior to the Town Manager orally or in writing, stating specific details of the behavior you consider harassing.
3. In the case of a problem with a co-worker, the employee is asked to bring the issue to the Town of Sunapee's attention, even if the matter has been resolved between the parties, if the employee desires to put management on notice in the event of further problems.
4. If after a reasonable length of time you believe your complaint has not been resolved, go directly to the Town Manager or the Selectboard for resolution of your problem. The policy of the Town of Sunapee is to listen to all complaints of harassment or sexual harassment, investigate all complaints and take disciplinary action when appropriate.
5. Discipline against harassment and/or sexual harassment will be determined at the Town's discretion depending upon the circumstances surrounding the incident, and the nature of the incident, but may include discipline up to and including immediate dismissal from employment.

Management's Role

Every member of the Town of Sunapee's management team is responsible for appropriately addressing any harassment or sexual harassment concern, which may occur within his/her area of authority.

1. Any complaint or observation of harassment is to receive the immediate attention of the supervisor and be reported immediately to the Town Manager or Selectboard so that an investigation may be initiated.
2. Investigation of a complaint of harassment will include conferring with the parties and witnesses named by the complaining employee.
3. Because of its sensitive nature complaints of sexual harassment should be investigated with particular care and should remain, to the extent possible, strictly confidential. Ordinarily, the Town Manager will conduct this investigation.
4. Ordinarily, information concerning a complaint of sexual harassment will not be released by the Town of Sunapee to third parties who are not involved in the incident or the investigation, or to anyone within the Town of Sunapee who is not involved with the investigation, unless otherwise required by law or in connection with a lawsuit. The purpose of this provision is to protect the confidentiality of the employee, who files a complaint, to encourage the reporting of any incidents of possible harassment, and to protect the reputation of the accused employee in case the investigation does not confirm the charge of harassment.
5. If the investigation reveals that the complaint is valid, prompt disciplinary action is intended to stop the harassment immediately and to prevent its recurrence. Discipline will vary, at the Town of Sunapee's discretion, based upon the nature and circumstances of the incident, but may include discipline up to and including immediate termination of employment if appropriate.
6. If a harassment complaint is made against the Town Manager, a member of the Selectboard will be the investigating party. If a complaint is made against a member of the Selectboard, the remaining members of the Selectboard shall be the investigating party.

209 Employee Definitions

It is the intent of the Town of Sunapee to clarify the definitions of employment classifications so that employees understand their employment classification and benefit eligibility. All employees are always considered 'at-will' employees.

Under the Fair Labor Standards Act, each employee is designated as either NON-EXEMPT or EXEMPT. Non-exempt employees are paid an hourly wage and entitled to overtime pay. Exempt employees are paid a salary and work in an administrative, professional, executive, computer, or outside sales roles. An employee's exempt or nonexempt classification may be changed only upon written notification by the Town of Sunapee's Town Manager.

1. In addition to the above categories, each employee will belong to one other employment category:

Regular Full-Time Employees: Exempt and non-exempt Employees who are not in a temporary or introductory status and who are assigned to a regular workweek of 37.5 or more hours per week on a continuous basis. Generally, these employees are eligible for Sunapee's benefit package, subject to the terms, conditions, and limitations of each benefit program. This includes the Town Clerk/Tax Collector, which is an elected position.

Regular Part-time Employees: Employees who are not assigned to a temporary or introductory status and who regularly work an average of 20 to 34 hours a week on a continuous basis. While these employees do receive legally mandated benefits (such as Social Security and workers' compensation insurance) and prorated vacation leave, they are ineligible for the Town of Sunapee's other benefit programs.

Seasonal or Temporary Employees: Employees who are hired as interim replacements, temporarily supplement the work force, or to assist in the completion of a specific project and are hired for a specified length of time or work less than 20 hours per week on a regular basis. The length of employment shall be contingent on the funding for the position and/or duration of the assignment. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified in writing of a change. While temporary employees receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for the Town of Sunapee's other benefit programs.

Appointed Official: Any individual appointed to any Board, Committee, or Department which has official standing as part of the government of the Town of Sunapee and who has by statute, ordinance, or order of the Selectboard, the authority to act for, or on behalf of, the Town of Sunapee. (e.g. Zoning Board of Adjustment, Recreation Committee, Conservation Commission, etc.)

Volunteer: Any individual who is accepted as a volunteer for any Board, Committee, or Department of the Town of Sunapee who will be providing services, representing the Town of Sunapee, or taking action for or on behalf of the Town of Sunapee including but not limited to volunteer members of the Fire Department to the extent that a board, committee or department of the Town of Sunapee for which the individual volunteers has in place its own rules, regulations or by-laws which govern a volunteer's hiring, discipline and/or termination, those rules, regulations or by-laws shall control.

2. Each person who assumes any of the herein defined positions shall submit a completed personal data information sheet to the Town Manager.

211 Introductory Period

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The Town of Sunapee uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or the Town of Sunapee may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

All new and rehired employees work on an introductory basis for the first six (6) months after their date of hire. Employees who are promoted or transferred within the Town of Sunapee must complete a secondary introductory period of the same length with each reassignment to a new position. Any significant absence will automatically extend an introductory period by the length of the absence. If the Town of Sunapee determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period.

In cases of promotions or transfers within the Town of Sunapee, an employee who, in the sole judgment of management, is not successful in the new position can be removed from that position at any time during the secondary introductory period.

Upon satisfactory completion of the initial introductory period, employees enter the "regular" employment classification.

During the initial introductory period, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security. They may also be eligible for other Town of Sunapee provided benefits, subject to the terms and conditions of each benefits program. Employees should read the information for each specific benefits program for the details on eligibility requirements for each benefit. No payment of accrued but unused sick time or personal time will be made upon separation from employment within the probationary period of a new hire.

New employees accrued vacation time is not available to use within the first 90 days of employment. Also, during these first 90 days, sick time and personal leave will be made available on a prorated basis (see sections titled Sick Leave and Holidays & Personal Days for calculation information).

Employment classification is not changed during any secondary introductory period that results from a promotion or transfer within the Town of Sunapee.

213 Performance Evaluation

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Formal performance evaluations are conducted at the end of an

employee's introductory period in any new position. Discussions at this time allow the supervisor and the employee to discuss the responsibilities, standards, and performance requirements of the new position. Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage, and recognize strengths, and discuss positive, purposeful approaches for meeting goals. The performance of all employees is generally evaluated annually on or about the anniversary of the employee's date of hire.

Compensation

221 Pay Period

The bi-weekly pay period begins at 12:01 am on Thursday and ends at midnight on Wednesday two weeks later. Each bi-weekly paycheck will include earnings for all work performed through the end of the previous payroll period and will be distributed each Tuesday that is designated as a pay day.

If a regularly scheduled payday falls on a holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

Employees may have pay directly deposited into accounts of any financial institution on the Federal Reserve System if they provide advance written authorization to the Town of Sunapee. Paystubs are available online through the employee portal.

222 Pay Plan

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

Maintenance and Adoption of the Pay Plan: The Town Manager will annually prepare and recommend a pay plan as described above to the Selectboard. The recommendations of the Town Manager will be based upon consideration of all factors relevant to the maintenance of sound compensation practices in the Town service. Such factors may include the pay practices of public and private employees in the area for comparable work; the cost of living; other benefits received by Town employees; and the ability of the Town to recruit and retain qualified employees. The Town Manager may seek input from the Director of Human Resources and other department heads in preparing the plan. All changes to the pay plan itself shall be submitted to the Selectboard for approval. All changes to the Pay Plan will be actualized the first pay period after approval.

Town Manager Authority: During the life of an approved pay plan, the Town Manager shall have the authority to make and approve changes on employee compensation resulting from such

personnel actions as reclassifications, merit pay increases, promotions, demotions, and transfers or because of abolishment, modification, or establishment of positions within the approved budget.

Pay for Performance: The Town Manager, the Director of Human Resources, and all department heads shall together ensure that wage increases, promotions, and other salary actions are based upon employee job performance and are not considered to be automatic or based on length of service alone.

Starting Rates: Employees ordinarily shall be initially paid at the first step in the labor grade to which their position is classified. However, the appointment above the minimum step may be approved by the Town Manager or their designee if justified by the qualifications of the applicant or by lack of qualified applicants available at the minimum rate.

Initial Evaluation Period: To advance from the first pay step after initial appointment, the employee must successfully complete an initial evaluation period.

Step Increase Step increases within a labor grade shall be dependent upon specific written recommendation by the department head that the employee is performing at a satisfactory level of competence or better. An employee shall be eligible for a step increase after satisfactory completion of the initial evaluation period and thereafter every twelve (12) months upon recommendation by the department head until the employee reaches the top step in the established grade. However, the Town Manager may grant an additional pay increase of one step at any time during the year, after any of the following:

- Reviewing and approving a detailed recommendation from the department head outlining an employee's exceptional performance.
- Reclassification of the incumbent's position; or the existence of unusual employment conditions that make such action necessary. In no instance will a salary increase be given to an employee until the initial evaluation period has been satisfactorily completed. Each employee shall receive written confirmation of a step increase.

General Pay Increases Whenever general pay increases are granted, (e.g., a cost-of-living adjustment approved by the Selectboard), all employees will receive the increase simultaneously. Employees shall receive written confirmation of annual pay increases.

Rate of Pay on Transfer or Demotion Employees transferred from one position to another, with no change in classification, shall continue to be paid at the same rate. When regular employees are demoted to a lower labor grade, their salary shall be set at a step in that lower labor grade.

Rate of Pay on Promotion When regular employees are promoted to a higher labor grade, their salary normally shall be set at a step which provides an increase over their step in their former labor grade.

Pay for Temporary Assignment Outside Classification: This section applies to regular non-exempt (hourly paid) employees in positions that do not specify as part of the job description responsibility for assuming supervisory or managerial duties on an acting basis, in the absence of a supervisor, department, head, chief, or manager.

- Employees temporarily assigned for a minimum of one (1) full regular work shift to work in a higher-level classification and at a higher level of pay than their regular assignment, shall be paid a differential for the time so assigned. This differential shall not apply to assignments of less than a full regular work shift, or to an accumulation of assignments that together total a full shift. The differential amount shall be the difference between the employee's regular rate of pay and the minimum rate for the higher-level classification, or three (3) percent above the employee's regular base hourly rate, whichever is greater.
- When a non-exempt employee is temporarily assigned to a position in another classification for which the minimum rate of pay is the same as or less than the employee's regular rate of pay, the employee shall continue to be paid at his/her regular rate for the duration of the temporary assignment.
- Should a temporary assignment outside of classification continue for a period of six (6) months, and management determines it is unlikely that the employee will resume his/her original duties; the employee may be formally transferred to the new assignment through promotion and paid according to the provisions above.

223 Pay Deductions

Social security, Federal Income Tax, and Retirement deductions shall be made in accordance with Federal and State requirements based on the tax brackets and deductions as filed with Human Resources. Other deductions such as Aflac payments and State mandated child support can also be deducted.

225 Overtime

All employees, except those designated as exempt from the provisions of the Fair Labor Standards Act, shall be paid overtime for all hours beyond forty (40) hours during a regular workweek.

Overtime shall be worked only when authorized in advance by a department head. The department head must initial the employee's timecard when overtime is worked.

All non-salaried employees called in after-hours shall be paid a minimum of two hours. Overtime shall be worked when authorized by a department head or their designee.

All non-salaried employees called in after-hours shall be paid a minimum of two hours' pay. All Fire Department employees called in shall be paid a minimum of one hour.

Work on Holidays Full-time and regular part-time non-exempt (hourly paid) employees, who perform work on holidays, shall be paid at a rate of one and one-half (1½) times their regular hourly rate of pay for hours actually worked on the holiday, in addition to the amount to which they are entitled as holiday pay.

Holidays Falling on Days Off If a holiday should fall on a regular, non-exempt employee's scheduled day off, the employee nonetheless shall be paid an extra day's pay for the holiday; or if an employee is eligible for compensatory time, they may, with the approval of their department head, take time off work equivalent to the holiday.

Holidays Falling on Tuesdays or Thursdays At the discretion of the Town Manager, if a holiday falls on a Tuesday or Thursday, employees may be given Monday or Friday off as a holiday instead, taking into consideration the best interests of the Town and the needs of departments.

227 Compensatory Time in Lieu of Overtime Pay (Non-exempt employees only)

Upon written request of the employee and approval of the department head, employees may be granted compensatory time off in lieu of overtime payment for compensable hours more than 40 hours in a workweek. Such time shall be earned at the rate of one and one-half (1 1/2) hours off for each compensable hour more than 40 hours in the workweek for which no overtime payment is received.

A maximum of 80 hours of compensatory time may be accumulated in one calendar year. However, an employee may have no more than 40 hours available at any time. The employee must give written notice to the department head when overtime is to be compensated for with compensatory time. The employee must give written notice when requesting to take compensatory time off at least three (3) days in advance of leave. Time off will be granted only if it does not cause a disruption of service.

When employees terminate their employment with the Town of Sunapee, they will be paid for unused compensatory time.

The Selectboard discourages accumulation and use of compensatory time off.

229 Merit Pay

The Selectboard has instituted a merit pay system in the form of an eighteen-step plan.

Initial Effect.

Employees in the classified service who are receiving less than the minimum rate for the class position which they hold, on the effective date of the Compensation Plan, shall be increased to the minimum rate of the Compensation Plan. Employees whose salaries are in excess of the maximum rate assigned to the class at which their positions are allocated shall thereafter receive the same rate but will not be eligible to receive any further increase until they come into a position which

has a higher rate. If such a rate is other than an established step of the range, it shall be increased to the next established step.

Amendments.

Amendments to the Compensation Plan will be recommended to the Selectboard by the Town Manager when changes in responsibility or work of classes, rates of pay, the Town's financial position and policies or other information warrant such action. Cost-of-living adjustments will be subject to action on an annual basis based on Selectboard recommendation after Town Meeting approval of current year budget.

Administration.

Appointment rates:

- The minimum rate of pay for a class shall normally be paid upon appointment to a position within the class. Appointment rates above the minimum rate may be paid with the approval of the Town Manager. Justification for approval will be limited to recognition of exceptional qualifications of the appointee or the lack of qualified persons at the minimum rate.

Wage/salary increases:

- Salary adjustments within established ranges in the approved budget shall not be automatic but shall be based upon the merit system as recommended by the department head and approved by the Town Manager.
- All town full-time employees and regularly scheduled part-time employees may be awarded merit pay raises in the form of steps (normally one) within the appropriate labor grade, which shall primarily be based upon successful goal achievement as evidenced by the performance appraisal for the preceding anniversary year. Rarely, the Town Manager may award one additional step to employees demonstrating truly exceptional merit above their peers.
- Merit increases shall be effective on the first payday following the hire date anniversary of employees. For employees who are promoted to a position on a higher labor grade, the promotion anniversary date shall be used for pay purposes rather than the hire date anniversary.
- Promotions from one job classification to another may be made by the Town Manager at any time, provided that an approved, funded vacancy exists. Promoted employees shall be subject to a six-month performance probation period, during which time unsatisfactory performance may be grounds for demotion or termination of employees.
- Employee performance appraisals shall be completed annually immediately prior to the hire date (or promotion date) anniversary for every employee. Newly appointed employees shall be reviewed prior to the six months anniversary and on their hire date (or promotion date) annually thereafter.

230 On Call Pay

Police Department - On Call duty fills the “midnight” shift which is when an officer is not actively on the street but is at home on call with a police car prepared to answer calls for service in any emergency. *Approved by the Board November 18, 2019.* On Call pay will be paid at the rate of \$75.00 per shift.

Water & Sewer - On Call duty is assigned by the week to one employee who is outfitted with the on-call department phone. The “on call” employee will be available to answer any calls for service or respond to any emergency. On Call pay will be paid at the rate of \$150.00 per week.

Highway - On Call compensation in the amount of \$150.00 per week will be given to the employee who is scheduled to remain available to return to work to address weather related emergencies and/or other highway department emergency related tasks. This weekly shift starts Wednesday PM at the completion of their regularly scheduled shift through the following Wednesday AM before their regularly scheduled shift begins. The employee will be required to carry a cellular phone provided by the town and will maintain availability within 30 minutes of the highway garage while on this shift. Please see the Highway Director for the full policy.

Fire Department - On Call shift is assigned to an employee that is both medical and fire certified and covers the hours of 9:00 PM through 6:00 AM for seven days in a row. When a call is toned out, the employee responds from home in a personal vehicle to the station, then takes the appropriate apparatus and responds to the call. On-call pay will be \$150 per week.

Timekeeping and Attendance

The purpose of this policy is to outline the Timekeeping and Attendance policies of the Town of Sunapee. All employees, exempt and nonexempt, are responsible for accurately reporting time worked in the timekeeping system. The Town of Sunapee must keep an accurate record of time worked to calculate employee pay and benefits.

231 Work Schedule & Hours of Work

The normal work schedule for full-time Town employees shall be five days, Monday through Friday. Employment in the Parks and Recreation, Police, Highway, Transfer Station, Water and Sewer, Library and Fire Departments require flexible work schedule outside of Monday through Friday, and the hours of work shall be scheduled by the Department Head/Supervisor. Flexible work schedules shall be preapproved in writing by the Town Manager.

The workweek will commence at 12:01 am Thursday and end at 12:00 Midnight Wednesday unless an employee is on the clock past midnight on a Wednesday then the employee will be paid for the completion of that shift during the workweek the shift commenced. The new week will begin at the start of the employee’s next scheduled shift start time.

Example 1:

Employee came in at 6:00 PM on Wednesday and stayed until 2:00 AM on Thursday.

The employee will clock in at 6:00PM and out at 2:00 AM as **normal**. The shift concludes when you clock out.

Example 2:

Employee came in at 6:00 PM on Wednesday and stayed until 1:00 PM on Thursday. The employee or the supervisor will clock out at 6:59 AM on Thursday to **conclude the shift**. The employee or the supervisor will then clock the employee in at 7:00 AM on Thursday indicating the **start of** the employee's **regularly scheduled shift** and then clock out at 1:00 PM to conclude the regular scheduled shift.

Example 3:

Employee came in at 6:00 PM on Wednesday and stayed until 1:00 PM on Thursday. The employee was **not scheduled** to work on Thursday so the employee would clock in at 6:00 PM on Wednesday and out at 1:00 PM on Thursday to conclude the shift.

232 Recording Hours of Work – Timekeeping

All employees are responsible for accurately recording of time worked using the Town's timekeeping system, which shall include the time that work begins and the time that work ends for each day worked, and/or shall include the time that a shift begins and the time that a shift ends. This also will include accurately recording all preapproved paid time off (i.e., vacation, accrued compensatory, personal, and sick time) and/or recording departure from work for personal reasons.

Recording of time can be done through web browser on a town computer or through a timekeeping app on a town issued phone if applicable or a personal device. Use of the timekeeping app on a personal device is not subject to reimbursement for any charges that may be incurred.

The Town of Sunapee rounds time to the nearest 15-minute increments. This rule applies to the 7-minute mark in a 15-minute window. For example, if an employee clocks in between 8:01am and 8:07am, the timekeeping system will round time down to 8:00am. However, if the employee clocks in between 8:08am and 8:14am, the timekeeping system will round time up to 8:15am. It is the responsibility of the employee to clock in for the start of their shift on time.

Employees must refrain from working "off-the-clock." Employees shall not record the start of workday or shift prior to the regularly scheduled workday or shift unless prior authorization has been received from the Department Head/Supervisor. Employees shall not continue working after they have recorded the end of the workday or shift unless prior authorization has been received from the Department Head/Supervisor to do so.

Time-off requests shall be requested through the timekeeping system and must be approved in the time keeping system by the Department Head/Supervisor prior to taking the time off unless the employee has called out sick and then the time must be entered upon returning the next business day after the employee returns. It is the employees' responsibility to provide sufficient

notice to the Department Head/Supervisor for all requested time off, and it is the employees' responsibility to make sure the time off is approved, prior to taking the time off, with the exception of unplanned sick time.

In the rare occasion that an employee forgets to use the timekeeping system to clock in or out the employee shall request a revision to the timesheet through the timekeeping system for Department Head/Supervisor approval.

Employees will review and submit/approve their timesheet for accuracy at the end of each pay period when they clock out at the end of the pay period.

Neglecting to use the timekeeping system to accurately record an employee's time worked or leave time on more than one occasion may result in disciplinary action, up to and including termination of employment.

Department Head/Supervisors who have access to employee timecards who are found to be altering, falsifying, or tampering with time records or recording time on their own timesheet or another employee's timesheet may result in disciplinary action, up to and including termination of employment. If a Department Head/Supervisor must make a change to an employee's timecard, they must have written permission to do so from the employee through handwritten note, email, or requested through the notes field in the time management system. Verbal permission with written follow-up in an email is required. Written permissions must be kept on file for audit purposes and highly recommended that an email folder be started titled *Timecard Changes with Approval*. Handwritten permission should be sent to this email folder.

233 Special Detail – Police Department

Special Details will not be entered on an employee's timecard. Employees who work a special detail will be paid on the next pay period following the receipt of a completed Special Detail Request/Assignment Form.

234 Attendance

To maintain a safe and productive work environment, the Town of Sunapee expects employees to be reliable and to be punctual in reporting for work as scheduled. Absenteeism and tardiness place a burden on other employees and on the Town of Sunapee. Employees shall notify their Department Head/Supervisor as soon as possible in advance of an anticipated tardiness or absence. Failure to do so within a reasonable length of time and in advance of an anticipated absence or tardiness may be cause for disciplinary action.

Failure to report to work without notifying a Department Head/Supervisor for a period of two (2) consecutive days will be considered job abandonment and be considered a voluntary resignation of employment by the employee.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up

to and including termination of employment.

235 Absences

All employees, exempt and non-exempt, must account for any absences during their regular schedule and/or workday using the appropriate time off (vacation, sick, accrued compensatory, or personal leave). A leave of absence without pay must be requested by the employee in writing to their Department Head/Supervisor and preapproved by the Town Manager. This request will be kept in the employee's personnel file, failure to request leave prior to use will result in deduction from available accrued leave.

236 Meal Periods

Uninterrupted time off for a meal period is not counted as time worked. Employees are entitled to a 30-minute eating period after working more than five (5) consecutive hours. The exception is for Police Department, Highway and Building & Grounds staff members when performing winter maintenance or emergencies, and Water & Sewer staff members responding to water and sewer emergencies. Meal periods are unpaid, and the employee must clock in and out for meal periods in the timekeeping system. If an employee works during a meal period with their Department Head/Supervisor's permission, the meal period will be paid. Employees who work through their lunch should have a Lunch Eating Waiver signed by the employee, their supervisor, and approved by the Town Manager. This form will be kept in the employee's personnel file. It is the employee's responsibility to clock in and out for each meal period.

Separation

251 Employment Termination

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

Resignation - voluntary employment termination initiated by an employee. Although advance notice is not required, the Town of Sunapee requests at least two weeks' written resignation notice from all employees.

Discharge - involuntary employment termination initiated by the Town of Sunapee.

Layoff – involuntary employment termination initiated by the Town of Sunapee for non-disciplinary reasons.

Retirement - voluntary employment termination initiated by the employee meeting age, length of service, and/or any other criteria for retirement from the Town of Sunapee employment.

Employee benefits will be affected by employment termination. All accrued and/or vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so chooses.

253 Return of Property

Employees are responsible for all property, uniforms, materials, or written information issued to them or in their possession or control. Property given to an employee will be identified on a Town Property Acknowledgement of Receipt form. This property must be returned by employees on or before their last day of work to their Department Head and/or Human Resources Director. Any acknowledged property not returned, including but not limited to, computers, keys, uniforms, and cell phones will be charged to the employee and payment can be deducted from the employee's last paycheck.

SECTION 300: Benefits

301 Employee Benefits

Eligible employees of the Town of Sunapee are provided with a wide range of benefits. Several of the programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Your supervisor can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the Employee Handbook.

The Town of Sunapee currently provides various benefits to its employees depending on their category of employment. These benefits typically include the benefits summarized in this Handbook, however, the Town of Sunapee reserves the right to change, revise, or eliminate any and all of these employment benefits at any time. The Town of Sunapee, or its designated administrator, shall have the exclusive authority to determine all questions of eligibility for any benefits.

The following benefit programs are currently available to eligible employees as outlined in this Handbook:

Auto Mileage	Benefits Continuation (COBRA)
Bereavement Leave	Military Duty Leave
Family and Medical Leave (FMLA)	Extended Unpaid Leaves
of Absence Holidays and Personal Days	Educational Assistance
Jury Duty Leave	Workers' Compensation Insurance
Life Insurance	Wellness Program
Long-Term Disability Insurance	Vacation
Medical Insurance	Sick Leave (Short-term Disability)
Pension Plan	Personal Leave
Flexible Spending Account	Employee Assistance Programs

Some benefit programs require contributions from the employee, but most are currently fully paid for by the Town of Sunapee.

Insurance

311 Health Insurance

A **full-time** employee who regularly works a minimum of 37.5 hours per week or more and eligible members of their family, as determined by the insurance policy, are eligible for medical coverage and other health benefits by the health insurance in effect for the Town of Sunapee. This insurance will be effective on the first of the month following completion of a full calendar month of employment. (e.g.: employee is hired on May 15th; insurance will be effective on July 1st.)

Regular part-time employees who work less than 34 hours per week are eligible to receive health benefits but are responsible for 100% of the premium.

Medical Insurance Buy-Out Program – The Town of Sunapee shall offer an annual financial incentive, in the form of a cash payment, of 25% of the premium saved for the defined regular full-time employee who declines health insurance coverage for which they, and their dependents, are otherwise eligible. Annual proof of other health insurance coverage for the employee and their dependents will be required to continue the incentive plan annually. Payment amounts, as determined annually, shall be paid in equal increments through payroll throughout the plan year and shall be subject to tax laws of the Internal Revenue Service as they apply to taxable fringe benefits. Such payments shall not be subject to retirement contributions. (*Adopted November 12, 2013*)

312 Dental Insurance

A regular full-time employee who regularly works a minimum of 37.5 hours per week or more and eligible members of their family, as determined by the insurance policy, are eligible for coverage by the dental insurance in effect for the Town of Sunapee. This insurance will be effective on the first of the month following completion of a full calendar month of employment. (e.g.: employee is hired on May 15th; insurance will be effective on July 1st.)

313 Accidents and Disability Insurance

Full-time employees shall be provided with short- and long-term disability insurance, the cost of which shall be fully paid by the Town who selects the provider for the long-term disability coverage. For more information on the policy coverage please see Human Resources.

The long-term disability benefits shall be as follows:

Benefit Schedule:	67% of monthly earnings
Maximum Monthly Benefit:	\$5,000 (minimum \$50)

The short-term disability benefits shall be as follows:

Benefit Schedule: 67% of monthly earnings
Maximum Monthly Benefit: \$1,200 (minimum \$25)

315 Basic Life and Accidental Death & Dismemberment Benefit

Full time employees shall be provided with Basic Life and Accidental Death & Dismemberment insurance benefit equal 178% of basic annual earnings rounded the next higher \$1,000, to a maximum of \$200,000. The cost of this benefit shall be fully paid by the Town who selects the provider for the coverage. For more information on the policy coverage please see Human Resources.

317 Workers' Compensation Insurance

The Town of Sunapee provides workers' compensation insurance for all employees in accordance with RSA 281-A. Workers' compensation is an insurance benefit that provides medical expense and partial wage replacement payments for injuries, illnesses, and deaths that occur during the course and scope of employment. It also provides employees with job-related rights and protections.

Prompt reporting of all work-related injuries and illnesses is important and required under this policy. Any employee who sustains an injury or contracts an illness while working, no matter how minor, must notify the employee's supervisor, department head, or Human Resources immediately if possible, and in all cases within 24 hours. The employee may be asked to complete a Notice of Accidental Injury or Occupational Disease form and provide other information needed by the Town and/or the Town's workers' compensation carrier. Prompt reporting of a workplace injury or illness is necessary not only to comply with applicable law and New Hampshire Department of Labor administrative rules, but also to help facilitate timely claim processing and compensability determinations. Importantly, while all workplace injuries or illnesses must be reported under this policy and by law, simply because an injury or illness occurs while an employee is working does not mean the employee is entitled to workers' compensation benefits.

It is important to understand workers' compensation is neither a source of leave nor an employment status. To account for an employee's absence from the workplace the employee must have leave. Employees who need to be absent from work due to work-related injuries or illnesses will be placed on FMLA leave if they are eligible for such leave. If an employee is not eligible for FMLA leave or exhausts available FMLA leave, the employee may be placed on an unpaid leave of absence and/or use accumulated paid time off if available.

319 AFLAC

Employees have the option to obtain Aflac supplemental insurance which is 100% paid for by the employee through payroll deduction. For more information, please see Human Resources.

Leave

320 **Vacation** (*approved March 2023*)

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

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

Regular full-time (37.5 hours or more) and regular part-time employees scheduled to work (20-34 hours a week) are entitled to vacation with pay. Vacation accruals will be based upon the employee's standard hours for a regularly scheduled workweek.

Examples:

A regular full-time employee who regularly works 40 hours per week will be paid for 40 hours for each week of vacation he/she is entitled to receive.

A regular part-time employee who regularly works 20 hours per week will be paid 20 hours for each week of vacation he is entitled to receive.

Each employee must give their department head adequate notice prior to the time they wish to take vacation time. Final authorization to grant leave is vested in the department head. No leave will be granted if doing so affects the services of the department. Length of employment from last date of employment will determine the sequence in which an employee may select his/her vacation within their department.

Vacation time is accrued each pay cycle in accordance with the table below. Vacation time is available for use as soon as it is accrued. For new employees, accrued vacation time is available to use after the first 90 days of employment. When an employee's anniversary completes a year of employment entitling them to an additional day of vacation, the vacation accrual changes on January 1 following the anniversary.

The maximum full-time vacation accrual balance is 240 hours. The maximum part time vacation accrual balance is 40 hours additional to the standard yearly accrual. It is the employee's responsibility to monitor balances and take time to stay under the maximum balance. Unused vacation cannot be exchanged for pay with one exception: the employee will be paid for the unused vacation at the time of separation.

Department heads may require employees to take all vacation at one time, or during a particular time of year. Such department policies shall be posted in writing.

YEARS OF SERVICE VACATION DAYS

Regular Part-Time employees

Full Time Vacation Accrual			Part Time Vacation Accrual			Max Accrual Balance
Years of Service	Accrual per Pay Cycle	Hours Per Year	Years of Service	Accrual per Pay Cycle	Hours Per Year	
0-5	3.08	80	0-5	1.54	40	80
6	3.38	88	6	1.7	44	84
7	3.7	96	7	1.84	48	88
8	4.0	104	8	2.0	52	92
9	4.3	112	9	2.16	56	96
10	4.62	120	10	2.3	60	100
11	4.92	128	11	2.46	64	104
12	5.24	136	12	2.62	68	108
13	5.54	144	13	2.76	72	112
14	5.58	152	14	2.92	76	116
15	6.16	160	15	3.08	80	120

Department Head Pay: The Highway Director, Police Chief, Town Manager, Library Director, Building and Grounds Director, Town Clerk/Tax Collector, the Land Use and Assessing Coordinator/Office Manager, and Superintendent of Water and Sewer Department are entitled to receive compensation in the amount of one week’s pay due to extended job requirements throughout the year (e.g. the extra time spent attending required evening meetings, work responsibilities outside of the normal business hours, responding to department emergencies, etc.).

Documentation of fulfilling the extended job requirements will be submitted to the Town Manager by December 1st of each year. Compensation will be paid in the last pay period in December of each year. Should the Department Head leave employment of their own free will, documentation will still be required, and payment will be prorated. Should an employee’s services be terminated with the town, it will be at the discretion of the Town Manager to prorate or deny payment based on the employee’s fulfillment of their extended job requirements. In all cases, it is at the discretion of the Town Manager if this payment is denied due to a failure to fulfil the extended job requirements. Should the employee wish to use this extra week as vacation instead of the extra pay, the employee should speak with the town manager directly for approval.

321 Holidays & Personal Days

Regular full-time employees are currently entitled to four (4), 8-hour personal days, with pay, during the calendar year. For new employees, the number of personal days granted shall be the

same number of complete quarters left on the year at the time of hire.

Example: An employee hired August 1 will have one (1) personal day to use prior to December 31 of that year.

Personal days cannot be carried over from the previous year. Upon termination of employment, the employee will be paid for any unused personal days earned during the current year.

Example: an employee who leaves July 15th. will be paid for up to two unused personal days. Should an employee have used all four (4) personal days for the year and leave on April 1st, three (3) days will be deducted from any unused vacation days or subtracted from their final pay.

Currently, the Town of Sunapee observes the following holidays (*approved by the Board, 12/4/23*):

New Years Day	(January 1)
Martin Luther King's Birthday	(3 rd Monday in January)
Washington's Birthday	(3 rd Monday in February)
Memorial Day	(last Monday in May)
Juneteenth National Independence Day	(June 19)
Independence Day	(July 4)
Labor Day	(first Monday in September)
Columbus Day	(2 nd Monday in October)
Veterans Day	(November 11)
Thanksgiving Day	(fourth Thursday in November)
Day after Thanksgiving	(the Friday after Thanksgiving)
Christmas Day	(December 25)

The Town of Sunapee will grant paid holiday time off to all regular part- and full-time employees immediately upon assignment to a regular employment classification. Holiday pay will be calculated based on the employee's straight time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day.

A recognized holiday that falls on a Saturday will ordinarily be observed on the preceding Friday. A recognized holiday that falls on a Sunday will ordinarily be observed on the following Monday. For any employee that is on a seven (7) day work schedule, the day on which the actual holiday falls will be the day that the employee is credited with holiday pay.

If a recognized holiday falls during an eligible employee's paid absence (e.g., vacation, sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

Paid time off for holidays will be counted as hours worked for the purposes of determining whether overtime pay is owed. If an employee is on unpaid leave, (for example, receiving disability or workers' compensation benefits) at the time of a holiday, holiday pay shall not be paid.

Holiday pay will be granted to all regular part-time employees who regularly work an average of 20-34 hours per week on a continuous basis. Their pay shall be prorated to include the holiday day at whatever hours that day would have been worked on their normal schedule.

Example: Work schedule of 4 hours per day, 5 days per week – the holiday pay would be for 4 hours

322 Sick Leave

Sick leave is provided to cover an employee during illness. As such it is a privilege and not a right. Abuse of sick leave may lead to its being withheld pending further review and medical documentation by the employee.

All regular full-time employees are allowed up to a maximum of 80 hours of paid sick leave each year. All regular part-time employees are allowed up to a maximum of 40 hours of paid sick leave each year. Sick time will be calculated from December 1st through November 30th. In the case of new employees or employees whose service with the Town terminates, sick time will be pro-rated. Unused sick time may not be carried over to the next year.

An employee will be reimbursed for sixty (60) percent of their unused sick time remaining at the end of the sick leave year. This will be paid in the second payroll of December, following the commencement of the new sick leave year.

Eligible employees may use sick leave benefits for an absence due to their own illness or injury, to take physical or dental examinations, or to cover absences resulting from a necessity to attend to an ailing member of an employee's immediate household.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday if possible. The direct supervisor must also be contacted on each additional day of absence. Failure to do so within a reasonable length of time may be cause for disciplinary action. Failure to report to work without notifying a supervisor for a period of three (3) days will be considered a voluntary termination by the employee.

A doctor's certificate certifying the employee's illness and ability to return to work may be required after an absence of three (3) days.

The Town of Sunapee reserves the right to have a physical examination performed at the Town's expense of any employee whose health or physical condition impairs the employee's ability to meet job requirements.

323 Sick Leave Donation Policy

The purpose of this policy is to establish a sick leave donation program to provide benefits

eligible employees, and non-probationary employees a more extensive sick leave plan to use in the event of a non-occupational catastrophic personal or immediate family illness, injury, or temporary disability. Catastrophic illness or injury is defined as an illness or injury that requires a leave of absence from work that is anticipated for at least 10-days continuous days. A case-by-case review, by the Town Manager and Selectboard, will be conducted for individuals requiring a more nuanced schedule due to the ramifications of a longer-term illness and/or recovery schedule. For more information, please contact Human Resources or see approved Board policy dated March 7, 2023.

324 Bereavement Leave

Regular full- or part-time employees who need to take time off due to the death of an immediate family member should notify their supervisor immediately.

Up to three (3) days of paid bereavement leave will be provided to regular full- or part-time employees for the death of an immediate family member.

The Town of Sunapee defines "immediate family" as father, mother, spouse, son, daughter, ward, or person domiciled within the living unit. Other requests for Bereavement Leave and the number of days shall be granted at the discretion of the Town Manager.

325 Jury Duty

The Town of Sunapee encourages employees to fulfill their civic responsibilities by serving jury duty when required.

A regular full- and part-time employee will be paid the difference between compensation received while serving on a jury and their regular compensation. Employees must report to work when excused by the Court from jury duty and enter their Jury Duty leave of absence into the timekeeping system. Satisfactory evidence of jury service and compensation must be presented to the Town Manager and/or Human Resources upon receipt by the employee.

326 Benefits Continuation (COBRA)

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the Town of Sunapee's health plan when a "qualifying event" would normally result in the loss of coverage. Some common qualifying events are resignation or termination of employment; death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements. Under COBRA, the employee or beneficiary pays the full cost of coverage at the Town of Sunapee's group rates plus an administration fee.

The Town of Sunapee provides each eligible employee with a written notice describing rights granted under COBRA when the employer is notified or becomes aware of a "qualifying event". The notice contains important information about the employees' rights and obligations.

327 Military Duty

A regular full-time employee who is required to meet their annual obligation, which may include two weeks a year and one weekend per month of military service, shall be paid the difference between their military compensation and their regularly scheduled Town of Sunapee compensation, if the latter is greater than the military pay. The Town of Sunapee will otherwise grant military leave as required by law.

328 Short Term Unpaid Personal Leave of Absence

Unpaid personal leaves of absence of up to 30 days may be approved at the discretion of the Town Manager.

An employee on an approved unpaid leave of absence of greater than two (2) weeks per year shall have earned benefits (vacation, sick leave, and personal days) protected and frozen, but during the leave of absence shall not utilize those benefits except during leave designated as FMLA leave.

Example: If a holiday falls during the unpaid leave of absence, no holiday pay shall be paid. An employee on an unpaid leave of absence may be required to pay the entire insurance premium to ensure continuity of insurance coverage during the leave.

329 Extended Unpaid Leaves of Absence

The Town of Sunapee may grant employees extended leaves of absence under certain circumstances. Except as stated below, employees will not receive compensation during such an extended leave.

Employees generally are eligible to request extended leave of absence if they have completed at least one (1) year of service, or as specified by law. The granting and duration of each leave of absence and the compensation received by the employee, if any, during the extended leave will be determined by the Town of Sunapee in conjunction with applicable Town of Sunapee policy, state, or federal law. The following extended leaves will be considered:

Personal Leaves of Absence: Employees may be granted a leave of absence to attend to personal matters in cases in which the Town of Sunapee determines that an extended period of time away from the job will be in the best interests of both the employee and the Town of Sunapee.

330 Family and Medical Leave Act

A. Policy Statement

The Town of Sunapee provides unpaid leaves of absence to eligible employees in accordance with the requirements of the Family and Medical Leave Act of 1993 as amended (FMLA). To be eligible an employee must have worked for the Town of Sunapee for at least 12 months and worked at least 1,250 hours during the 12-month period prior to

the requested leave.

B. Purpose of the Policy

The FMLA provides eligible employees with up to 12 weeks of unpaid and/or paid leave charged to leave balances for certain personal and family medical reasons. The FMLA allows for an eligible employee to be absent from work for up to 12 weeks in a 12-month period due to their own serious health condition; the birth of a child or the placement with the employee of a child for adoption or foster care; the need to care for a family member (child, spouse, or parent) with a serious health condition; or for a military qualifying exigency. The FMLA allows an eligible employee to be absent from work for up to 26 weeks to care for a covered service member with a serious injury or illness during a single 12-month period.

C. Policy Requirements and Responsibilities

Eligible employees are entitled to FMLA leave in accordance with this policy.

- Eligible employees should make requests for medical leave to Human Resources at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.
- Requests for leave due to serious health conditions must be supported by a certification from the appropriate health care provider. Once leave has commenced, the Town of Sunapee may require subsequent re-certification on a reasonable basis. Employees are asked to promptly report any changes in this information to the Town of Sunapee. Employees returning from FMLA leave resulting from their own serious health condition must submit a health care provider's verification of their fitness to return to work.
- An employee who takes leave in order to accommodate a schedule of planned medical treatment is required (subject to the approval of the appropriate health care provider) to make a reasonable effort to schedule the treatment so as not to unduly disrupt Town of Sunapee operations, production or work scheduling. The employee may be required to transfer temporarily to an alternative equivalent position that better accommodates recurring periods of leave.
- Leave for the birth or placement of a child must be concluded within the 12 months following the birth or placement of that child.
- Health care benefits will be continued for eligible employees during FMLA leave as if employees were continuously employed during the leave. Employees must pay their share of the premium to continue coverage in any health care plan as if the employee were not on leave. If employees fail to return to work at the conclusion of the leave, the Town of Sunapee may recover the premiums it paid during the leave directly from the employee. The Town of Sunapee will not recover premiums if the employee's failure to

return to work is due to the continuation, recurrence or onset of a serious health condition or due to circumstances beyond the employee's control. When the employee fails to return to work because of a serious health condition, the employee will be required to provide adequate certification regarding the serious health condition resulting in the failure to return from leave in order to avoid the reimbursement obligation.

- Employees are not entitled to accrue any seniority or employment benefits during the period of FMLA leave, nor will employees be entitled to any benefits greater than those they would have been entitled to had they not taken leave.
- At the conclusion of the leave, the employee will be restored to his or her own job or its equivalent, including equivalent employment benefits and pay. If the initial period of approved absence proves insufficient, consideration will be given to a request for an extension of unpaid personal leave.
- So that an employee's return to work can be properly scheduled, an employee is requested to provide the Town of Sunapee with at least two (2) weeks' advance notice of the date the employee intends to return to work.
- Compensatory time, vacation, personal and sick leave will run concurrently with FMLA. If such paid leave lasts for less than 12 workweeks, the additional workweeks necessary to meet the FMLA's 12-week obligation will be provided without compensation. The Town of Sunapee will not provide paid sick leave in any situation in which it would not normally do so.
- Employees who sustain injuries arising out of and in the course of their employment are eligible for a leave of absence in accordance with all applicable workers' compensation laws. Any workers' compensation leave will be considered FMLA leave and will run concurrently with the 12-workweek allotment of FMLA leave. Any disability leaves where an employee receives accident and disability insurance benefits will also be considered FMLA leave and will run concurrently with the 12-workweek allotment of FMLA leave.

Employees should contact Human Resources for more detailed information regarding the Family and Medical Leave Act and to discuss individual situations.

331 Maternity Leave

Maternity leave is designated to provide eligible employees with a period to recover from childbirth to bond with the new family member without loss of base pay or benefits. Regular full- and part-time employees are eligible for unpaid maternity leave of absence. Unpaid maternity leave may be taken for the period of physical disability as determined by the employee's health care provider (beginning when the employee is medically determined to be disabled and ending when medically able to return to work. Employees must use their accrued

compensatory, sick, vacation and personal time before taking unpaid leave under this policy.

Pregnancy is considered a serious health condition under FMLA. If an employee qualifies, they may use FMLA to take time off when unable to work because of pregnancy or childbirth. Employees may be eligible for short-term disability benefits during their leave of absence and will be required to take FMLA concurrently with maternity leave. Employees not eligible for FMLA leave, or who have exhausted their available FMLA time, will be allowed to continue their health insurance benefits for the calendar month during which their leave begins. At month's end, the employee will be eligible for COBRA.

If an employee with known limitations related to pregnancy, childbirth, or related medical conditions is able to continue working with a reasonable accommodation, such accommodation will be provided to the employee, unless such accommodation would cause the Town an undue hardship, in accordance with the Pregnant Workers Fairness Act. Employees should contact Human Resources with accommodation requests.

Nursing mothers will be given a private location to express breast milk for up to one year after the child's birth. These breaks will be unpaid unless the employee is completely relieved of their duties with no interruption of another employee's job duties.

332 Crime Victim/ Court Leave

Employees may take unpaid time off from work to attend court or other legal or investigative proceedings associated with the prosecution of a crime in which the employee was a victim. For purposes of this policy, a "victim" is any person who suffers direct or threatened physical, emotional, psychological, or financial harm as a result of the commission or attempted commission of a crime.

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

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

The employee will be notified as soon as practicable whether the leave request is granted or denied. Requests falling within the definitions will typically be granted unless the leave of

absence causes an undue hardship on the Town. For purposes of this policy, an “undue hardship” means a resultant significant difficulty and/or expense. In determining whether an undue hardship may exist, the employee’s department head will be consulted, and consideration of required tasks, the current size of operation, and the employee’s position will determine the need for the employee’s presence to complete the required work.

Leave taken under this law is unpaid, however, the employee must use accrued compensatory, vacation, personal and sick time prior to taking unpaid leave.

Retirement

341 Retirement Plans

Immediately upon employment, each regular (including introductory status) full-time employee, are required to enroll in the State of New Hampshire Retirement System (NHRS) for employees and contribute the required percentage of their gross wages as determined by the Legislature. The Town of Sunapee also contributes its required payment to NHRS for employees.

Regular full-time employees are also eligible to participate in a 457 deferred compensation retirement plan. However, the Town of Sunapee will not contribute to this retirement system on behalf of employees, with the exception of the Town Manager if they choose to participate in the ICMA Retirement system instead of the State Retirement System.

Educational Assistance

351 Educational Assistance

The Town of Sunapee encourages its employees to further their knowledge as it relates to their position with the Town of Sunapee. As such, the Town of Sunapee encourages employees to attend conferences and participate in continuing education programs. The Town of Sunapee may participate in the cost of sending employees to conferences, may provide time off from duties to attend conferences and training, and may also participate in the cost of continuing education in situations where an activity will contribute to an employee's professional development as a Town of Sunapee employee. In each case the decision of whether the Town of Sunapee will participate and to what extent, shall be the Town Manager’s. The Town of Sunapee will not participate in the cost of conferences or continuing education until an employee has accrued six months of service with the Town of Sunapee, unless approved by the Selectboard.

SECTION 400: DISCIPLINE/GRIEVANCE

401 Discipline

To operate smoothly, properly, and efficiently, and for the protection of all employees, the

Town of Sunapee has implemented certain rules, regulations, policies, and procedures. Many of these items are contained in this Handbook. Additionally, from time to time, the Town of Sunapee may inform you of a new or additional rule, regulation, policy, or procedure. If you violate any of these rules, regulations, policies, or procedures you will be subject to disciplinary action.

The list of grounds for discipline in this Handbook cannot include all situations that may arise. The Town of Sunapee reserves the right to discipline or discharge employees for other reasons not set forth in this Handbook or in any other publication including such actions as the Town of Sunapee determines are contrary to its interests, whether the incident is listed in this Handbook or any other publication as one which may result in disciplinary action. Moreover, nothing herein affects the right of the Town of Sunapee to discharge an employee without cause because, as noted earlier, all employees are at-will employees.

Discipline may include verbal reprimand, written reprimand, suspension, or dismissal. The type of discipline administered, and the notice given will be determined at the Town of Sunapee's discretion by the nature and circumstances of the violation. The schedules of discipline outlined herein are merely offered as guidelines.

1. **Verbal Reprimand:** An individual employed by or serving the Town of Sunapee, may be verbally reprimanded by a Department Head, the Town Manager, or the Selectboard for any violation of Town of Sunapee or Department rules, regulations, policies, or procedures. A written record of the employee's reprimand will normally become a part of the employee's record.
2. **Written Reprimand:** Written reprimands may be used in cases of repeated minor violations and for all other violations. A written reprimand may be appealed to the Town Manager upon written request to the Department Head. A copy of all written reprimands will be provided to the employee and will be entered into the employee's personnel record.

Written reprimands may be issued for violations including but not limited to: Failure to report within 48 hours to supervisor known injuries occurring while employed by or serving the Town of Sunapee.

3. **Suspension:** An individual may be suspended from employment or service with the Town of Sunapee for serious violation of Town of Sunapee or Department rules, regulations, policies, or procedures. The individual is entitled to a hearing concerning such action before the Town Manager and/or the Selectboard, with the right of appeal to the courts as provided by law. Individuals may be suspended without pay for violations of rules, regulations, policies or procedures, including but not limited to:

1st Offense:

- Purposefully damaging Town of Sunapee or private property.
- Insubordination.

- Failure to report for duty or other forms of absenteeism.
- Sleeping on duty.
- Unacceptable performance.
- Failure to comply with safety regulations.

Chronic or repeated minor violations including, but not limited to:

- Repeated tardiness or absence from work.
- Violation of departmental uniform or dress rules.
- Misuse of Town of Sunapee equipment.

4. Authority to Suspend: All Department Heads, and any authorized subordinate supervisor may temporarily suspend, with pay, any individual employed by, or serving that department, for violations of the Town of Sunapee or Department policies, procedures, rules, regulations, or when necessary to protect the safety of the employee, the Town of Sunapee or the public. Department heads and supervisors may require that the individual surrender any Town of Sunapee property in his/her possession during the suspension.

An individual may be suspended without pay by the Town Manager. Such action shall be by written notice signed by the Town Manager and the Department Head and, where appropriate, shall contain a written statement of the basis for such action.

5. Dismissal: All employees remain, at all times, at-will employees. An individual may be dismissed immediately from employment or service with the Town of Sunapee for serious or chronic violations of Town of Sunapee or Department rules, regulations, policies, or procedures, or for violation of specific provisions so designated, including, but not limited to:

- Theft of Town of Sunapee property while working for the Town of Sunapee.
- Conviction of any felony.
- Reporting for duty under the influence of alcohol or controlled or illegal drugs.
- Falsification of official documents.
- Violation of safety rules and regulations.

6. Authority to Dismiss: An individual may be dismissed from employment or service with the Town of Sunapee by written order of the Town Manager. Such order shall include notice of said individual's right to a Hearing of the dismissal before the Selectboard and the right of appeal to the courts as provided by law.

403 Grievance

Any employee who believes that he/she has received inequitable treatment because of some condition of his/her employment, may personally appeal for relief from that condition through the following steps:

1. The employee shall identify the grievance orally to the immediate supervisor in an informal meeting within 30 calendar days after the event or action occurred.
2. The Department Head will give an oral response to the employee within five (5) business days following the informal meeting.
3. If the employee is unsatisfied with the proposed resolution, he/she may submit a formal grievance, in writing, within five (5) business days of the oral response. The written grievance shall include, but not be limited to, the exact nature of the grievance and the specific relief sought by the employee.
4. The Department Head shall return a written response to the employee within five (5) business days of the receipt of the employee's formal grievance.
5. If unsatisfied, the employee may appeal the decision of the Department Head to the Town Manager within five (5) business days. The Town Manager will meet with the employee, Department Head, and appropriate witnesses.
6. The Town Manager will respond to the employee's grievance within five (5) business days.
7. The final arbitrator of any disputed grievance will be the Town of Sunapee Selectboard.

SECTION 500: SAFETY AND HEALTH

501 Safety

To assist in providing a safe and healthful work environment for employees, customers, and visitors, the Town of Sunapee has established a workplace safety program. This program is a top priority for the Town of Sunapee. Its success depends on the alertness and personal commitment of all.

The Town of Sunapee provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications. Employees are expected to regularly check all postings.

Employees and supervisors receive periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards.

Each employee is expected to obey safety rules and to exercise caution in all work activities.

Employees must immediately report any condition they believe to be unsafe to the appropriate supervisor. Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees shall immediately notify the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

503 Smoking Policy

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

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

SMOKING IS PROHIBITED THROUGHOUT ALL TOWN BUILDINGS AND VEHICLES. An employee who willfully continues to smoke in a no-smoking area shall be subject to disciplinary action.

505 Security Inspections

The Town of Sunapee wishes to maintain a safe work environment that is free of firearms, other weapons, explosives, or other improper materials. To this end, the Town of Sunapee prohibits the possession, transfer, sale, or use of such materials on its premises and in Town of Sunapee vehicles, except an employee may have hunting weapons locked in their private vehicle on Town of Sunapee premises when they expect to be using them soon or has just been using them for hunting. Pocketknives, e.g. jackknives, may be carried by an employee. An employee, if approved by their supervisor may carry other knives. The Town of Sunapee requires the cooperation of all employees in administering this policy.

Desks, lockers, and other storage devices may be provided for the convenience of employees but remain the sole property of the Town of Sunapee. Accordingly, they, as well as any articles found within them, may be inspected by any agent or representative of the Town of Sunapee, on reasonable grounds, at any time, either with or without prior notice.

507 Use of Town of Sunapee Equipment and Vehicles

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using Town of Sunapee equipment and vehicles, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety requirements, and guidelines.

Please notify the supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damage, defects, and the need for

repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

508 Use of Wireless Communication and/or Electronic Devices in Vehicles (*Adopted May 18, 2015*)

1. Employees shall not operate cell phones, electronic devices capable of providing voice or data communication, or any other electronic devices while operating a Town owned vehicle, and/or while in the performance of Town business and operating any vehicle, except when using such devices in the hands-free mode.
2. This shall apply to Town owned/issued devices, or devices that are owned by the employee while conducting any and all Town business.
3. Employees shall not initiate and/or receive calls, or use cell phones, GPS, tablets, iPods, iPads, or other devices that require data entry while driving except when absolutely necessary during an emergency as provided by law. (NH RSA 265:79-c)
4. If an employee must initiate or receive a call, text message or other communication from an electronic device that is not hands-free, they shall drive to a safe location (i.e. a designated text stop), stop the vehicle prior to activating the device, and shall remain there until the communication is completed.
5. A violation of this policy may result in disciplinary action up to and including termination of employment. Disciplinary action taken shall be consistent with the Town of Sunapee, Personnel policy.
6. Employees who are charged with traffic violations resulting from the use of any electronic device while driving will be solely responsible for all liabilities that result from such actions.

Major Points of RSA 265:79-c: No use of handheld electronic devices capable of providing voice or data communication while driving or temporarily halted in traffic for a stop sign or traffic signal or other momentary delays. This includes cell phones, GPS, tablets, iPods, iPads, or other devices that require data entry.

- Emergency calls to 911 or other public safety agencies will be allowed.
- Bluetooth or other hands-free electronic devices will be allowed.
- One hand non-cellular 2-way radio use will be allowed.
- Teen drivers under the age of 18 will not be allowed to use any electronic devices (handheld or not) except to report an emergency. Anyone violating this will be subject to penalties and license suspension or revocation.

509 Drug and Alcohol Use (*Adopted 12/03/2003*)

It is the Town of Sunapee's desire to provide a drug- and alcohol-free, healthful, and safe

workplace. To promote this goal, employees are required to report to work and maintain an appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on the Town of Sunapee premises and while conducting business-related activities off the Town of Sunapee premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The use of prescribed drugs by the individual for whom the drug is prescribed and, in the measure, combination and quantity prescribed, is permitted on the job. However, if the use of any drug, including a prescription drug used under the direction of a physician, impairs an employee's ability to perform the essential functions of the job effectively and in a safe manner, it is in the best interest of the employee, their co-workers and the Town of Sunapee that the employee be relieved of their responsibilities while their performance is impaired.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Employees with questions or concerns about substance dependency or abuse are encouraged to use the resources of the Employee Assistance Program (EAP) through the health insurance carrier. Employees may also wish to discuss these matters with their supervisor or Human Resources to receive assistance or referrals to appropriate resources available to them in the community.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take unpaid time off to participate in a rehabilitation or treatment program. Leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all the Town of Sunapee policies, rules, and prohibitions relating to conduct in the workplace; and if granting the leave will not cause the Town of Sunapee any undue hardship. A written agreement will be prepared outlining the conditions of the employee's return to work. Rehabilitation is the responsibility of the employee.

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify the Town of Sunapee of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five (5) days of the conviction. Failure to notify the Town of Sunapee will result in appropriate disciplinary action up to and including discharge.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace may raise their concerns with their supervisor, the Town Manager or Human Resources.

511 Drug Testing

The Town of Sunapee is committed to providing a safe, efficient, and productive work environment for all employees. Using or being under the influence of drugs or alcohol on the job may pose serious safety and health risks.

To help ensure a safe and healthful working environment, job applicants and employees may be asked to provide body substance samples (such as urine and/or blood) to determine the illicit or illegal use of drugs and alcohol. Refusal to submit to drug testing may result in disciplinary action, up to and including termination of employment.

The Employee Assistance Program (EAP) provides confidential counseling and referral services to employees for assistance with such problems as drug and/or alcohol abuse or addiction. It is the employee's responsibility to seek assistance from the EAP prior to reaching a point where their judgment, performance, or behavior has led to imminent disciplinary action. Participation in the EAP after the disciplinary process has begun may not preclude disciplinary action, up to and including termination of employment.

513 Mandatory Drug and Alcohol Testing

To comply with the mandate of the United States Department of Transportation, and to provide a safe, drug- and alcohol-free work environment, all employees who are required to hold a commercial driver's license (CDL) will be required to submit to drug and alcohol screens in accordance with the Federal Rules and Regulations on Alcohol and Controlled Substance Testing. The use, possession, sale, or transfer of illegal drugs, on or off the job, will be cause for termination.

As outlined in the Federal Motor Carrier Safety Regulations Title 49 CFR Part 382 of the U. S. Department of Transportation, CDL drivers will be tested. Refusal to participate in an alcohol or drug screening, whether selected randomly or for cause, will result in immediate termination.

The use of illegal drugs or alcohol on or off duty by employees can impair their ability to perform tasks that are critical to proper performance and can result in the potential for accidents while on duty and a threat to public safety.

The drinking of alcoholic beverages during working hours is strictly prohibited. The consumption of illegal substances by employees in any amount before or during working hours is strictly prohibited. If an employee reports to work under the influence of drugs or alcohol, consumes drugs or alcohol while on duty, or refuses to submit to a drug or alcohol test, disciplinary action will be taken, which, because of our type of work, will be termination.

Drugs that will be tested for are alcohol, cocaine, marijuana, cannabinoids, amphetamines, opiates, and any other drugs deemed appropriate by the New Hampshire Department of Transportation. Testing will be done through the Winnepesaukee Drug Consortium at a location of their choosing. The Consortium will pick from a pool of names quarterly to satisfy the testing requirement. Names will be sent to the employer designate and the employer will notify the employee. The employee will then proceed to the site and be tested.

A Medical Review Officer (MRO) will review and interpret screen results and notify the driver of positive results prior to notifying the Town Manager and/or Human Resources.

When a sample is taken, it is split into both bottles and sent to the lab. One is used for the test; the other will remain sealed and stored. In the event of a positive test, the MRO will attempt to

contact the driver to give him an opportunity to discuss the findings and examine legitimate medical explanations that could result in a positive result.

The driver will also have 72 hours to have the split specimen sent to another DHHS certified lab for re-testing. After certifying that the tests are either positive or negative, the MRO will notify the employer designee. Results of the tests will be kept in strict confidence and retained in the driver's record for five (5) years. Information contained in the file will not be released without written permission of the driver, unless otherwise required by law.

Drug testing will be done for pre-employment, random, post-accident, reasonable suspicion and return to work and/or follow-up as outlined in Federal Motor Carrier Safety Regulations Title 49 CFR Part 382.

Consequences for positive drug and alcohol testing will consist of immediate dismissal. Refusal to submit to a test will be treated as a positive test. We reserve the right to test for drugs and alcohol either in blood, breath, or urine.

SECTION 600 MISCELLANEOUS PERSONNEL INFORMATION

601 Access to Personnel Files

The Town of Sunapee maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of the Town of Sunapee, and access to the information they contain is restricted. Generally, only supervisors and management personnel of the Town of Sunapee who have a legitimate reason to review information in a file are allowed to do so, unless otherwise required by law.

Employees who wish to review their own file should contact the Town Manager. With reasonable advance notice, employees may review their own personnel files in the Town of Sunapee's offices and in the presence of an individual appointed by the Town of Sunapee to maintain the files.

603 Medical Information

Medical information on individual employees is treated confidentially. The Town of Sunapee will take reasonable precautions to protect such information from inappropriate disclosure. Managers and other employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

605 Employment Reference Checks

To ensure that individuals who join the Town of Sunapee are well qualified and have a strong potential to be productive and successful, it is the policy of the Town of Sunapee to check the employment references of all applicants.

Any requests for references regarding current or former employees are to be referred directly to the Town Manager or Human Resources.

607 Telephone Use

Employees may be required to reimburse the Town of Sunapee for any charges resulting from their personal use of the telephone.

To ensure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller and hang up only after the caller has done so.

608 Use of Technology by Town Employees (Technology Access Policy)

The following policy is adapted from NIST (National Institute of Standards and Technology) guidance and covers the acceptable use of town-supplied technology such as cellphones, smartphones, laptop and desktop computers, tablets, printers; town-provided software; town-specific computer networks, and systems, and town-provided access to the Internet. It also applies to the electronic release of employee Protected Health Information (PHI), information about the town, its trade secrets, services, and employees, via social media regardless of who owns the technology used to post such information.

Failure to comply with the conditions of this policy may lead to suspension of access to town-provided technology, and/or disciplinary action up to and including termination of employment. Nothing contained in this Policy shall limit the town's right to comply with governmental, court, and law-enforcement requests or requirements relating to employee use of the town-supplied technology.

Equipment Ownership

Computers, tablets, cellphones, smartphones, printers, and other technological devices supplied by the town are owned by the town and must be returned to the town upon request, or immediately upon separation from employment. Having access to town-owned technology is a privilege that may be revoked at any time, at the discretion of the town manager and/or selectboard.

Software

Due to the risk of computer viruses, employees are not authorized to download software, apps, or plug-ins onto their work computer or phone. If you require work-related software that is not supplied with your computer, contact your supervisor or Program's IT support provider to request that the desired software be downloaded. Before downloading any software, the IT

Provider will ensure that it is virus-free and compatible with other software on the network (ask your supervisor if you are unsure who to contact). Software downloads can be done remotely by your Program's IT provider.

Usage

Except as permitted herein, the use of town-supplied technology, software, and systems is restricted to **town use only**. Incidental personal use is acceptable, provided it does not interfere with the performance of work duties, and with the understanding that anything created, stored, sent, or received using town-supplied technology, software, and systems is **not protected as private and may be monitored**.

Digital Record

Employees should exercise care and common sense when composing e-mail messages and other electronic communication (e.g. Teams messaging) using town-supplied technology. Once a message has been sent, archival copies of that message may exist in any of the computers, servers, phones, or other equipment in the chain between the sender and recipient, and the sender should assume that the message will be discoverable later despite deletion by the sender. Accordingly, employees should ensure the content of any communication is as accurate and professional as possible.

Ethics

If requested, you will provide the town with true, accurate, current, and complete information concerning your use of the town-supplied technology or related systems. The following uses of town-supplied technology and resources are **PROHIBITED**:

- Publishing, posting, uploading, e-mailing, distributing, or disseminating (collectively, "transmitting") any inappropriate, profane, defamatory, infringing, obscene, indecent, unethical, improper, or unlawful content.
- Engaging in unauthorized monitoring of data or traffic.
- Advertising or offering to sell any goods or services for any commercial purpose other than those of the town.
- Transmitting contests, pyramid schemes, spam, promotional materials, or chain letters.
- Pirating/downloading any file that you know, or reasonably should know, cannot be legally obtained in such a manner.
- Transmitting any material that is in violation of any federal, state, or local law or regulation, including copyright law and export controls.
- Falsifying or deleting any author attributions, legal or other proper notices or proprietary designations or labels of the origin or the source of any software or other material.
- Modifying or altering official documents or records.
- Forging headers or manipulating identifiers or other data to disguise the origin of content.
- Collecting or storing personal information about other end users.
- Intentionally interfering with or disrupting the town's network or any related networks or systems.
- Obtaining unauthorized access to, or use of, data, systems or networks through, or that comprise, the town, including any attempt to probe, scan, or test the vulnerability of the

town's network or any other system or network, or to breach (or attempt to breach) any security or authentication measures.

- Impersonating any person or entity.
- Falsifying, stating, or otherwise misrepresenting your affiliation with a person or entity.
- Using town devices to access sexually explicit sites or other inappropriate or unlawful material.
- Disclosing employee information without authorization

Confidentiality

Employees shall not post confidential information on town or personal social media accounts. This includes employee financial information, legal matters, organizational strategies, town personnel matters, internal processes or methodologies, circulating rumors, and personal information about colleagues or employees. Employees authorized to post on behalf of the town are to respectfully and professionally represent the organization, adhere to the terms and conditions of any third-party sites, and take full responsibility for their communications.

Security

Employees are responsible for the security of their town-issued devices and information; and may be liable for security breaches that occur as a result of their negligence. Notify your IT service provider immediately if you suspect unauthorized disclosure or use of your passwords or accounts, or if any other breach of security may have occurred.

- Maintain up-to-date security software on your device(s) by following instructions issued by your program's IT support provider.
- Never leave your devices unattended in a public place.
- If an employee must leave a town device in a vehicle, the vehicle should be locked, and the device hidden out of sight (e.g., in the trunk).
- Password protect your device so that it can only be accessed with a password, fingerprint, facial recognition, or other unique, secure, user-specific identification verification method
- Use Multi-Factor Authentication (MFA) if it has been activated on your device.
- Change passwords regularly. Always select complex passwords. Always log-off at the end of each session
- Except for the town's recognized Information Technology provider and during initial device set-up, do not share your password with anyone, and do not log-in and allow someone else to use your town-provided device(s). Do not allow family members, including children, to use your devices to search the internet, view movies, play games, or for any other purpose.
- Do not ask another employee for their password, use, or distribute anyone else's town passwords.
- Do not reuse passwords. Your town account password is the property of the town and may not be used for any other purpose.
- Be careful when logging directly into publicly available Wi-Fi networks such as those available at coffee shops, airports, or libraries unless your computer has functioning Virtual Private Network (VPN) software. Try to minimize use of public networks.

- You may access the Internet via your secure, password-protected, residential (home) wireless network provided you manage the password, and it is not readily available to the general public.
- Do not knowingly Transmit files that contain viruses or that are corrupt or might otherwise damage or adversely affect the operation of the town's network.
- Do not auto-forward your work e-mails to your non-work e-mail account (e.g., Hotmail, Gmail, Comcast).
- Do not use a personally owned computer for work purposes unless it meets the requirements specified in the "Use of Personally Owned Devices Policy", and you have a signed release on file stipulating that you agree to maintain your device in accordance with requirements of that policy.
- Access to data is provided on a need-to-know basis. You will only be provided with permission to access files that are necessary for the performance of your job responsibilities. If you are not able to access the documents you need, you should speak with your supervisor about being granted additional need-based access.

Use of Private equipment for work purposes

- If you are using any personal equipment for work-related purposes, please make sure the equipment is secured either with a password or biometric control.

Damage/Repair of Equipment

- Employees are responsible for replacement or repair costs for damage caused by intentional misuse or abuse of town-supplied devices.
- Town-supplied devices that become inoperable due to normal wear and tear or failures beyond the user's control will be replaced by the town.
- Town issued equipment should be returned in the condition it was issued, excluding normal wear and tear, or the employee may be required to pay the cost of rehabilitation and or replacement.
- If a device is returned with a password setting that does not permit the town to implement a factory reset of the unit, the employee (or former employee) must provide or enter the password upon request. If he/she fails to do so, the device will be considered inoperable due to intentional act and the employee will be responsible for paying replacement costs.
- Employees whose town-issued device is lost, broken, or stolen due to violation of this policy, or other instances of apparent negligence, may be required to pay the cost of replacement.
- When an employee is required to pay for device repair or replacement, the employee agrees to repay actual rehabilitation or replacement costs via normal payroll cycle deductions, subject to applicable law.
- Former employees are required to pay the full cost of device repair or replacement within 15 days of notification by the town.

Technology Laws/Regulations

- Employees are expected to follow all applicable state or federal laws or regulations regarding the use of computers and cellphones.

- The use of town-supplied devices is prohibited while operating a motor vehicle, with the exception of hands-free navigation, speaker phone, and text functions that do not require the driver to take their eyes off the road to look at the device.

609 Use of Social Media

Social media includes all means of communicating or posting information or content of any sort to the Internet. This includes e-mail; posting to your own or someone else's web-log, blog, journal, diary, or personal website; social networking sites (Facebook, Reddit, Snapchat, Linked-In. etc.); affinity website; web-bulletin boards, or; chat room, whether or not they are hosted by, or affiliated with, the town.

The town understands that social media can be a fun and rewarding way to share your life and opinions with family, friends, and co-workers. However, use of social media also presents certain risks and carries with it certain responsibilities. Employees must NEVER post information or images that compromise another employee. Employees are solely responsible for what they post online and will be held accountable if they disregard town policies, even if posts are made during non-work hours and for non-work purposes. Failure to comply with town policies may result in discipline, up to and including termination of employment.

Be Respectful

Always be fair and courteous to employees, fellow employees, suppliers, or people who work on behalf of the town. Do not post complaints or criticisms or statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening, or intimidating, that disparage customers, employees, or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment. This could lead to disciplinary action up to and including termination of employment.

Be Honest and Accurate

Make sure you are always honest and accurate when posting information or news about the town, and if you make a mistake, correct it quickly and report it to your supervisor. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about the town, fellow employees, customers, suppliers, people working on behalf of the town or competitors.

Avoid Posting Confidential Information

- Disclosure of financial information, legal matters, personal matters, circulating rumors, and personal information about colleagues or employees is strictly prohibited.
- Unauthorized disclosure of town secrets, budgets, and other confidential information is prohibited. This includes any information about the development of the town's systems, processes, products, programs, know-how, and technology. Do not post internal reports, policies, procedures, or internal business-related communications.

- Disclosure of information that could be used to identify a co-worker, employee, or subcontractor employee who is experiencing domestic violence (including information that could help a perpetrator locate a potential victim of domestic violence) is prohibited.

Be Clear About your Affiliation

- When creating a link from your blog, website, or other networking site related to the town, be sure to identify yourself as a town employee; and
- Express only your personal opinions. Never represent yourself as a spokesperson for the town. If the town is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of the town, fellow employees, customers, suppliers, or people working on behalf of the town. If you publish a blog or post online related to the work you do, make it clear that you are not speaking on behalf of the town by adding a disclaimer that states: “The postings on this site are my own and do not necessarily reflect the views of the town”.

Using Social Media at Work

Refrain from using social media while at work or on device(s) supplied by the town, unless it is work-related, authorized by your manager, and consistent with the town’s technology use policies. Do not use the town’s email addresses to register on social networks, blogs or other online tools utilized for personal use.

Retaliation is Prohibited

The town prohibits taking negative action against any employee for reporting a possible violation of this policy or for cooperating in an investigation concerning social media activity. Any employee who retaliates against another employee for reporting a possible violation of this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination of employment.

610 Email & Voicemail Policy

The town’s voice mail and email systems are the property of the town. It has been provided for use in conducting town business. All communications and information transmitted by, received from, or stored in these systems are considered town property.

Employees have no right of personal privacy in any matter stored in, created, received, or sent over the town’s communication systems. The town manager and/or selectboard, at its discretion, as owner of these systems, reserves the right to monitor, access, retrieve, and delete any material stored in, created, received, or sent over these systems, for any reason, without permission and without notice. Use of passwords or other security measures does not in any way diminish the town’s right to access materials on its own system or create any privacy rights of employees in the messages and files on the system. Any password used by employees must be revealed to the town as messages may need to be accessed by the town in an employee’s absence.

Even though the town reserves the right to retrieve and read any messages, those messages should still be treated as confidential by other employees and accessed only by the intended

recipient, his/her designee, or with prior approval of town management.

The town's policies against discrimination and harassment apply fully to these systems, and any violation of these policies may be grounds for discipline up to and including dismissal. Therefore, no messages should be created, sent, or received that contain intimidating, hostile, or offensive material, or that discriminate based on race, color, religion, sex, age, national origin, disability, gender, sexual orientation or any other classification protected by law.

Messages are sometimes forwarded or misdirected and may be heard by persons other than the intended recipient. Users should create communications with the same care, judgment and responsibility that they would use for letters or internal memoranda written on company letterhead.

Employees should use professional and courteous greetings on their messages so as to positively represent the town to outside callers. Violations of the town's policy may result in disciplinary action up to and including termination.

611 Personal Data Changes

It is the responsibility of each employee to promptly notify the Town of Sunapee of any changes in personal data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such information should be accurate and current at all times. If any personal data changes, notify Human Resources.

612 Rest Periods

Employees are entitled to one break of not more than 15 minutes to be taken either in the morning or afternoon at the supervisor's discretion.

613 Employment Applications

The Town of Sunapee relies upon the accuracy of information contained in the employment application and/or resume, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the Town of Sunapee's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

615 Residency

All regular full-time employees of the Highway, Police, and Fire Departments must establish a residence within 20-minutes response time to their respective department building no later than one year after the date of employment. Due to the nature of the position, the Chief of Police is required to be a Town of Sunapee resident following the introductory period.

617 Solicitation

Solicitations of employees on the premises of the Town of Sunapee are strictly prohibited at all times. This prohibition applies to both employees and outsiders during working hours.

The Town of Sunapee recognizes that employees may have interest in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time. (Working time does not include meal periods, or other periods in which employees are not on duty.)

In addition, the posting of written solicitations on Town of Sunapee bulletin boards is restricted. These bulletin boards are intended for the display of important work-related information, and employees should consult them frequently for:

Employee announcements
Internal memoranda

Job openings
Workers' Compensation insurance

619 Courtesy & Treatment of Citizens by Town Employees and Agents

Purpose: To establish the Town of Sunapee's Policy regarding the treatment of citizens or visitors by individuals employed by or serving the Town of Sunapee, concerning verbal communication, written communication, and demeanor; and to promote courteous and meaningful communication between citizens and their public servants.

Policy - It is the policy of the Town of Sunapee to:

1. Protect the rights of all persons having dealings with the Town of Sunapee regardless of the relationship between the individual and the employees/agents of the Town of Sunapee.
2. Accord equal treatment to any person regardless of race, color, creed, religion, national origin, sex, age, marital status, sexual orientation, disability or political philosophy.
3. Require employees and agents of the Town of Sunapee to be friendly and respectful communicating with any person.

Guidelines - Employees shall:

1. Maintain a courteous and professional demeanor when dealing with the public.
2. Avoid the use of obscene, derisive, or threatening language or behavior except as necessary in furtherance of law enforcement, protection of oneself or a third party.
4. Authorize employees or agents of the Town of Sunapee to terminate communication and/or service to any citizen or visitor who uses obscene, derisive, or threatening language or behavior towards such employee provided however, such incidents shall be immediately reported to the employee's supervisor. The foregoing shall not apply to law enforcement officers, fire fighters, emergency medical service workers or any employee actively engaged in the protection of persons or property. This policy is not

intended to restrict in any manner any employee, agent, or citizen from pursuing appropriate criminal or civil legal action in any event when obscene, derisive, or threatening language or behavior constitutes a violation of law or a tort.

Enforcement: Violation of this policy by an individual employed by or serving the Town of Sunapee may result in a verbal reprimand, written reprimand, suspension without pay or dismissal depending on the nature of the incident. Repeat offenses may also result in dismissal.

620 Workplace Bullying Policy

The Town of Sunapee defines bullying as repeated, health-harming mistreatment of one or more people by one or more perpetrators. It is abusive conduct that includes threatening, humiliating, or intimidating behaviors; work interference/sabotage that prevents work from getting done; and verbal abuse. Such behavior violates the Town of Sunapee's Code of Ethics, which clearly states that all employees will be treated with dignity and respect. If you feel you are being bullied, contact Human Resources. For more information on this policy, see the full Board Approved policy dated 08/09/2021.

621 Personal Appearance

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the professional image the Town of Sunapee presents to customers and visitors.

During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions. Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work.

Consult your supervisor or department head if you have questions as to what constitutes appropriate attire.

Recycling

631 Recycling

The Town of Sunapee supports environmental awareness by encouraging recycling and waste management in its business practices and operating procedures. This support includes a commitment to the purchase, use, and disposal of products and materials in a manner that will best utilize natural resources and minimize any negative impact on the earth's environment.

Special recycling receptacles have been set up to promote the separation and collection of the following recyclable materials at the Town of Sunapee:

- Computer paper
- Glass
- Plastics

- Corrugated cardboard
- Aluminum

The simple act of placing a piece of paper, can, or bottle in a recycling container is the first step in reducing demand for the earth's limited resources. The success of this program depends on active participation by all of us. Employees are encouraged to make a commitment to recycle and be a part of this solution.

The Town of Sunapee encourages reducing and, when possible, eliminating the use of disposable products. Source reduction decreases the consumption of valuable resources through such workplace practices as:

- | | |
|---|--------------------------------|
| * Posting memos for all employees | * Eliminating fax cover sheets |
| * Reusing paper clips, folders, and binders | * Minimum packaging |
| * Reusing packaging material | * Computerized business forms |
| * Turning off lights when not in use | * Two-sided photocopying |

Whenever possible, employees of the Town of Sunapee are encouraged to purchase products for the workplace that contain recycled or easily recyclable materials. Buying recycled products supports recycling and increases the markets for recyclable materials.

By recycling, the Town of Sunapee is helping to solve trash disposal and control problems facing all of us today. If you have any questions or new ideas and suggestions for the recycling program, contact your supervisor.

EMPLOYEE ACKNOWLEDGMENT FORM

The Employee Handbook describes important information about the Town of Sunapee, and I understand that I should consult my Department Head, the Town Manager and/or Human Resources regarding any questions not answered in the Handbook. I have entered my employment relationship with the Town of Sunapee voluntarily and acknowledge that there is no specified length of employment. Accordingly, either the Town of Sunapee or I can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the Handbook may occur at any time and without notice, except to the Town of Sunapee's policy of employment-at-will. Such changes may be communicated through official notices or in other manners, such as on the Town website on the Finance Department's page. I understand that revised information may supersede, modify, or eliminate existing policies. Only the Selectboard of the Town of Sunapee can adopt any revisions to the policies in this Handbook.

Furthermore, I acknowledge that this Handbook is neither a contract of employment nor a legal document. I have received the Handbook, and I understand that it is my responsibility to read and comply with the policies contained in this Handbook and any revisions made to it.

EMPLOYEE NAME (PRINTED)

EMPLOYEE'S SIGNATURE

DATE