

TOWN OF VINALHAVEN

PERSONNEL POLICY

Dated: *February 4, 2014*

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1. INTRODUCTION

This Personnel Policy applies to all Town employees during their employment, regardless of the funding source for the position. In the event of any inconsistency with an individual employment agreement, statute or ordinance, the agreement, statute or ordinance will supersede the Policy.

This Policy provides basic information about the Town of Vinalhaven (the “Town”) and its policies, program, and benefits. It is designed to acquaint you with the Town by covering questions most frequently asked by employees. You are being asked to read the Policy to learn about your responsibilities as an employee and the programs developed by the Town for your benefit. Please do not hesitate to ask your supervisor or the Town Manager for more details.

This policy replaces and supersedes all previous Policies. The policies, programs, and benefits set forth in the policy are not terms and conditions of employment, nor should they be construed as an employment contract. The best interests of the Town and our employees necessitate that there be flexibility in administration. The Town reserves the right to revise, supplement, or rescind any provision of the Policy it deems appropriate, with sole and absolute discretion. The Town will try to keep this Policy current, but there may be times when policies, programs or benefits will change before this Policy can be revised.

You are employed on an “at-will” basis and your continued employment with the Town is based on mutual consent (except if you are an employee with certain statutory or contractual rights in your employment, or have a written employment agreement). If you are an “at-will” employee, you and the Town each have the right to end your employment relationship at any time for any, or no, reason. It should be understood that no supervisor or representative of the Town except the Town Manager or the Select Board has the authority to enter into an agreement for employment for any specified period of time or to make any promises or commitments contrary to the terms as stated above. Further, any employment agreement shall not be enforceable unless it is in writing.

Our hope is that your employment with the Town will be a rewarding and satisfactory experience.

2. EMPLOYMENT

A. Equal Opportunity Employer

The Town is an equal opportunity employer and does not discriminate against any employee or applicant because of sex, race, color, religion, age, sexual orientation, national origin or ancestry, physical or mental disability, genetic information or in any other manner that violates the law.

B. Categories of Employment

1. Regular Full-Time Employee – A Regular Full-Time Employee is an employee who is regularly scheduled to work 40 hours a week and who has successfully completed his/her Introductory Period. Regular Full-Time Employees are eligible for insurance and benefits as specified in the Policy.
2. Regular Part-Time Employee – A Regular Part-Time Employee is an employee who is regularly scheduled to work fewer than 40 hours per week and who has successfully completed his/her Introductory Period.
3. Exempt Employee – An Exempt Employee is an employee who is not eligible for overtime compensation. Actual hours worked are based on Town needs and may regularly exceed 40 hours in a work week. However, insurance and benefits are based on a standard 40-hour work week.
4. Non-Exempt Employee – A Non-Exempt Employee is an employee who is eligible for overtime compensation.
5. Temporary Employee – A Temporary Employee may be hired to perform the job responsibilities of an absent employee, to work on a specific project, on a seasonal basis, or to assist the Town with temporary heavy workloads. Temporary Employees are not eligible for insurance or benefits. While working for the Town, Temporary Employees are required to comply with this Policy.

C. Introductory Period

All Full-Time and Part-Time Employees have an Introductory Period for the first six months of employment in each position to which he/she is newly appointed. The Town reserves the right to extend the Introductory Period for an individual employee at its sole discretion. An Introductory Employee whose service is satisfactory may become a Regular Full-Time Employee or a Regular Part-Time Employee. Unless required otherwise by law or ordinance, an employee remains “at will” during and after the Introductory Period.

D. Personnel Files

Confidential personnel files and records, including submitted medical information, are maintained for each employee and are the property of the Town. Confidentiality will be maintained in accordance with applicable legal requirements.

With reasonable advance notice, employees may view the materials in their personnel file.

Changes in personal information should be reported to the Town Manager as soon as possible. Examples of changes include, but are not limited to, name, address, family or marital status, telephone numbers, insurance beneficiary, new dependents, and emergency contacts.

E. Performance Evaluations

The Town considers employee evaluations to be a continual process. Periodically, employees will receive a formal review from their supervisor, which will be placed in their personnel file.

F. Training Requirements

Town employees must successfully complete all training programs applicable to their position as scheduled by their supervisor. Any other professional development programs must be approved in advance by the employee's supervisor and/or the Town Manager.

G. Vacancies

When practical, vacancies are posted in a newspaper of general circulation. Current employees may apply for positions after completing their Introductory Period. In all cases, the Town Manager or the Select Board retains the discretion to fill each position with a candidate of its choosing.

H. Outside Employment

Any employee engaged in outside employment must inform the Town Manager. Outside employment that constitutes a conflict of interest with the Town is prohibited. If the Town Manager determines that an employee's outside employment interferes with his/her performance or ability to meet his/her job responsibilities, the employee will be required to terminate the outside employment or resign his/her position with the Town. Employees are not allowed to use work time or resources for purposes of outside employment.

I. Employee Complaints

Employees who have concerns about how the Personnel Policy has been applied to them are encouraged to first discuss the matter informally with their supervisor. If the issue is not resolved at that level, the employee may file a written complaint (stating the specific issue and the remedy sought) with the Town Manager. The Town Manager will meet with the employee,

conduct any further investigation necessary and render a written decision to the employee within fifteen (15) business days of the meeting. The Town Manager's decision will be final unless the employee was appointed by the Select Board, in which case the employee may appeal the decision to the Select Board in writing within five (5) business days of receipt. The Select Board will then issue a written decision on the appeal with thirty (30) business days of receipt. The Select Board may, at its discretion, meet with the employee and conduct any further investigation it deems appropriate prior to issuing its written decision.

The Town encourages employees to make suggestions about ways to make the Town a better place to work and enhancing services to our citizens.

J. Travel Expense Reimbursement

Employees who are approved for travel on behalf of the Town will be reimbursed for reasonable travel expenses for transportation, hotels, meals and necessary. Requests for reimbursement must be accompanied by receipts or mileage reports and approved by the Town Manager.

With prior approval of the Town Manager, the Town may pay per diem costs for an employee on official business requiring overnight lodging. In general, first class travel and accommodations will not be approved. Meals will be reimbursed at actual costs and should not exceed \$40.00 (forty) dollars per day based on three meals.

K. Resignation/Separation from Employment

Employees are required to provide at least two weeks' written notice of resignation to their supervisor.

Employees are required to return keys, equipment and any other Town property issued to them upon separation from employment for any reason.

3. WAGES, HOURS AND BENEFITS

A. Pay Day

The pay period is weekly from Friday at 12:00 a.m. to Thursday at 11:59 p.m. Employees can arrange for direct deposit. Paychecks are generally available on Tuesday of the following week, subject to mail delivery from Bangor Payroll. Employees should notify their supervisor immediately if they have any questions about their paycheck, and any errors will be corrected.

B. Time Records

All Non-Exempt Employees are required to record their work hours each week utilizing the Town's approved time keeping program. Time records must be submitted to your supervisor or the bookkeeper by 9:00 a.m. on Friday. Time records may not be changed without authorization of a supervisor.

C. Overtime and Compensatory Time

Non-Exempt Employees who work over 40 hours in a work week are paid time and a half for all hours over 40. Employees may only work overtime with the prior approval of their supervisor. Only hours actually worked will count for the purposes of calculating overtime (e.g., sick days, vacation days and holidays do not count for purposes of calculating overtime). Unauthorized working of overtime is prohibited.

In lieu of overtime, the Town Manager may approve compensatory time for Non-Exempt, Regular Full-Time Employees at a rate equal to time and a half for hours worked over forty (40) in a work week. An employee may accrue no more than fifty (50) hours at any time and no compensatory time shall be carried forward from one fiscal year to another. Requests to use compensatory time should be made as far in advance as possible. Supervisors have the discretion to refuse a request to use compensatory time at a particular time due to Town need, and the Town Manager has the discretion to require an employee to use earned compensatory time.

D. Meal and Break Periods

Employees working six consecutive hours or more a day are allowed an unpaid 30-minute rest break for that day, which is scheduled by the supervisor and may be used for mealtime.

E. Health Insurance

Full-Time Employees are eligible for individual health insurance on the first day of the month following sixty (60) days of employment. The Town pays a portion of the monthly premium and the employee is responsible for the difference. Employees are responsible for the full cost of any

dependent coverage. Please see the Town Manager for further details. The Town reserves the right to add, change or drop insurance plans at its sole discretion.

F. Dental Insurance

Full-Time Employees are eligible for individual health insurance on the first day of the month following sixty (60) days of employment. The Town pays a portion of the monthly premium and the employee is responsible for the difference. Employees are responsible for the full cost of any dependent coverage. Please see the Town Manager for further details. The Town reserves the right to add, change or drop insurance plans at its sole discretion.

G. Life Insurance

Employees are eligible for life insurance on the first day of the month following sixty (60) days of employment. Full-Time Employees who participate in the Town's health insurance program receive free life insurance through the Maine Municipal Health Insurance Trust. Other Full-Time Employees and Part-Time Employees may participate in a life insurance plan provided by Metropolitan Life Insurance at their own expense. Please see the Town Manager for further details. The Town reserves the right to add, change or drop insurance plans at its sole discretion.

H. Retirement Plan

Full-Time Employees are enrolled in a 457(b) Valic account after the Introductory Period is completed. Please see the Town Manager for further details.

4. HOLIDAYS AND PAID LEAVE

A. Holidays

Regular Full-Time Employees receive the following paid holidays, based on their regularly scheduled hours:

- | | |
|--------------------------|--------------------------------------|
| • New Years' Day | January 1 st |
| • Martin Luther King Day | 3 rd Monday in January |
| • Presidents' Day | 3 rd Monday in February |
| • Patriots' Day | 3 rd Monday in April |
| • Memorial Day | Last Monday in May |
| • Independence Day | July 4 th |
| • Labor Day | 1 st Monday in September |
| • Columbus Day | 2 nd Monday in October |
| • Veteran's Day | November 11 th |
| • Thanksgiving | 4 th Thursday in November |
| • Day After Thanksgiving | 4 th Friday in November |
| • Christmas Day | December 25 th |

If a regular holiday falls on a Sunday, the following Monday is considered a holiday; If a holiday falls on a Saturday, the preceding Friday is considered a holiday, unless otherwise required by statute. At the Transfer Station, if the holiday falls on a Sunday, employees receive that day off and work on Monday.

An employee must work his/her last scheduled day before and after the holiday to receive holiday pay. If a holiday occurs during an eligible employee's vacation, that day will not be counted as a vacation day.

Regular Full-Time Non-Exempt Employees are compensated for holidays at their regular rate of pay. Regular Full-Time Non-Exempt Employees who are required to work on a holiday are paid at their regular rate of pay for the hours worked on the holiday in addition to receiving holiday pay. Any Regular Full-Time Exempt Employee who is required to work on a holiday shall be entitled to leave equal to the amount of hours worked on a holiday, at a time mutually convenient to the employee and his/her supervisor.

A Regular Full-Time Employee wishing to observe religious holidays shall have the option to be absent without pay; utilize available vacation or personal days; or work on a holiday(s) listed above, as mutually agreed between the employee and his/her supervisor.

B. Vacation

The Town provides vacation for Full-Time Employees after one year of employment as follows:

- 5 days per year after one continuous year of service (.4167 days per month).

- 10 days per year after five continuous years of service (.8334 days per month).
- 15 days per year after ten continuous years of service (1.25 days per month).
- 20 days per year after twenty continuous years of service (1.667 days per month).

Vacation may not be used until it has been accrued, and no more than five (5) days of accrued vacation may be carried forward from one year to the next. Employees must make a vacation request to their supervisor at least four weeks in advance if planning to take three or more consecutive days. Employees requesting fewer than three consecutive days of vacation should provide at least two weeks' notice whenever possible. To ensure adequate staffing and to avoid scheduling conflicts, the Town reserves the right to designate when vacations may be taken.

Employees may receive pay for a vacation period of one week or more in advance by notifying the bookkeeper or Town Manager one week before the applicable payday.

An employee who leaves his/her employment with the Town will be paid for any unused, accrued vacation.

C. Sick Leave

The Town provides six (6) days of sick leave for Full-Time Employees per year. Sick leave may be used for personal illness necessitating absence from work, doctor appointments and for the illness of a child, spouse or parent under the employee's immediate care. Sick leave must be taken in increments of 4 hours. No more than sixty (60) days of unused sick leave may be carried forward from one year to the next.

An employee who leaves his/her employment with the Town in good standing (not involuntarily terminated and proper notice provided) will be paid for half of his/her accrued, unused sick leave up to a maximum of thirty (30) days.

D. Bereavement Leave

Full-Time Employees are entitled to up to three (3) days of paid leave in the event of the death of a spouse/ domestic partner, child (including step relation/in-law and grandchildren), parent (including step relation/in-law and grandparent), or sibling (including step relation/in-law). Part-Time and Temporary Employees may take up to three (3) days of unpaid leave.

E. Personal Days

Full-Time Employees receive two (2) personal days per fiscal year (July 1st to June 30th). Employees who are employed prior to July 1st, will not receive personal days until the July 1st following their date of hire. Employees must schedule personal days in advance, except in the case of a bona fide emergency. Personal days do not carry over from year to year, and are not paid upon termination.

5. OTHER LEAVE

A. Family and Medical Leave

Employees are entitled to family and medical leave under the federal Family and Medical Leave Act of 1993 (“FMLA”) or the Maine Family Medical Leave law when they meet all of the eligibility requirements of these laws. This policy sets forth several rules that must be applied uniformly to all employees who may be eligible for family and medical leave. As used in this policy, “family and medical leave” means leave available under both the federal and state laws.

1. The Federal Employee Eligibility Periods

Employees who have been employed for at least 12 months and have worked at least 1,250 hours in the previous 12 months are eligible for FMLA leave under the federal law.

There are two types of eligibility periods under the federal law as described below.

a. 12-Month Period for Birth, Adoption or Foster Care; Serious Health Condition Purposes; Qualifying Exigency

There is a 12-month eligibility period for 12 weeks of FMLA leave taken for the following qualifying purposes:

1. Birth and care of the newborn child of the employee;
2. Placement with the employee of a son or daughter for adoption or foster care;
3. Care for an immediate family member (spouse, child, or parent) with a serious health condition;
4. Medical leave when the employee is unable to work because of a serious health condition; or
5. Qualifying exigency leave for an employee whose spouse, child or parent is a regular member of the Armed Forces on covered active duty deployed to a foreign country or a reserve member of the Armed Forces (including National Guard) on covered active duty deployed to a foreign country under call or order to active duty in a contingency operation.

The 12-month period used to determine employee eligibility for FMLA for the purposes described above shall be the 12-month period measured forward from the date any employee’s first leave begins.

b. Federal 12-Month Period for Military Caregiver Leave

There is a separate 12-month period for employees eligible for military caregiver leave of up to 26 weeks. Such leave may be taken to care for a spouse, child parent or next of kin of a service member with a serious injury or illness. This leave is calculated from the first day that leave is taken for this purpose and does not track the employer’s designated 12-month FMLA tracking period as described above. Any military caregiver leave that is not taken within the specific 12-

month period is forfeited. This leave period may overlap with the usual 12-month leave period designated by the Town and in certain circumstances, this may impact the employee's eligibility to take other types of FMLA leave.

2. Maine Requirements

a. Employee Eligibility

Employees who have been employed for at least 12 consecutive months are eligible for leave under the Maine Family Medical Leave law.

b. Leave Amount and Eligibility

The amount of family and medical leave available to employees under the Maine law is 10 work weeks in any two-year period.

c. Qualifying Purposes

Leave may be used for the following qualifying purposes:

1. Serious health condition of the employee;
2. Serious health condition of the employee's spouse, domestic partner, child (or child of domestic partner), parent or sibling;
3. Birth of the employee's child or child of his/her domestic partner;
4. Placement of a child 16 years of age or younger with the employee or the employee's domestic partner for adoption;
5. Donation of an organ for human transplant by the employee;
6. Death or serious health condition of the employee's spouse, domestic partner, parent, sibling or child as a member of the state military forces or United States Armed Forces (including National Guard and Reserves) while on active duty.

3. Notice by Employee

Employees requesting leave shall provide at least 30 days' notice to the Town whenever the need for such leave is foreseeable. The employee shall provide appropriate medical certification (or other certification appropriate to the particular request) supporting the leave request.

When the Town has reason to believe that an employee is or will be absent for an FMLA-qualifying purpose, the employee will be requested for appropriate information to determine the employee's eligibility for family and medical leave.

4. Coordination with Other Leave

When leave is taken that qualifies both as FMLA and as permitted leave, the employee shall use FMLA and the other type of leave concurrently, provided that the employee meets all of the eligibility requirements for each type of leave. Types of leave that shall run concurrently with FMLA include, but are not necessarily limited to: accrued sick leave, vacation, personal days, compensatory time, unpaid leave, disability leave, absence for work-related injuries, and any other applicable types of leave.

5. Fitness for Duty Certificate

Before returning to work, employees taking FMLA for their own serious health condition shall submit a certificate from a health care provider indicating that they are able to return to work and perform the essential functions of the position.

B. Military Leave

If employees require time off from work to fulfill military duties, they will be treated in accordance with applicable requirements of state and federal laws. Employees are expected to notify their supervisor and provide a copy of their orders as soon as possible.

C. Jury Duty

Full-Time Employees shall be paid for time on jury duty, but must turn over their jury duty pay (less expense). Employees should submit a copy of their summons to their supervisor as soon as possible. Employees are expected to return to work when their presence at jury duty is no longer required.

D. Civic Leave

Full-Time Employees shall be given sufficient time off with pay to vote in national, state and municipal elections when necessary, with approval of the employee's supervisor. Part-Time Employees may take unpaid leave to vote with their supervisor's approval.

E. Victims of Violence Leave

Maine law provides that employees who are victims of violence may request unpaid leave to take care of certain necessary business. Employees who have questions about such leave should request more information from their direct supervisor.

F. Personal Leave of Absence

In special circumstances, the Town may grant an unpaid leave of absence for a specified period of time. In general, leaves of absences are confined to family medical issues or educational leave. Personal leaves of absence must be requested in writing to the Town Manager. The granting of a personal leave of absence is at the sole discretion of the Town Manager.

Employees are responsible for the full cost of benefits for a leave of absence of thirty (30) days or more. No holidays will be paid and no vacation accrues during a leave of absence.

6. EMPLOYEE CONDUCT AND WORK RULES

A. Punctuality and Attendance

To maintain a productive work force, the Town expects employees to be reliable and punctual for work. Employees who cannot avoid being late to work or are unable to work as scheduled due to unexpected illness or other unavoidable reasons must notify their supervisor prior to the start of their work shift. Any absence that can be planned in advance requires at least two (2) business days' notice to their supervisor. The Town reserves the right to request appropriate documentation of all absences.

Employees are required to call in on each day of an absence (except for vacation periods). Failure to call in or report to work for three consecutive days will be considered a voluntary resignation.

B. Drugs and Alcohol

The Town is committed to maintaining a workplace that is free from the effects of drug and alcohol abuse.

The Town strictly prohibits employees from use, possession, distribution, sale or being under the influence of illegal drugs, unauthorized prescription drugs, alcohol, or any mind-altering substance on Town premises or during working hours. In addition, any drug or alcohol activity that adversely affects job performance or job safety, or that discredits the Town is prohibited.

Employees may possess and take prescription drugs as prescribed for them by a medical practitioner. Employees are expected to inform their supervisor if they are taking any medication (over-the-counter or prescription) which may cause the employee to be a danger to themselves or others in performing their job duties, or which may otherwise interfere with the performance of their job duties.

Town employees who hold a commercial driver's license (CDL) are subject to drug and alcohol testing in accordance with the Town's separate drug testing policy.

C. Harassment

Employees may not physically, psychologically, or verbally harass another individual. Harassment is disruptive and can interfere with business. Such actions create an intimidating or offensive environment and reduce productivity.

Sexual harassment is unlawful and against Town policy. Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and any other verbal or physical conduct of a sexual nature. Sexual harassment occurs when submission to or rejection of unwanted sexual conduct is used as the basis for employment decisions, or when unwelcome sexual conduct creates an intimidating, offensive or hostile working environment.

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

1. Sexual touching, advances or propositions;
2. Verbal abuse of a sexual nature;
3. Graphic or suggestive comments about an individual's dress or body;
4. Sexually degrading words to describe an individual;
5. Display in the workplace of sexually suggestive objects or pictures, including nude photographs.

If you believe you have been the subject of harassment because of the actions of a supervisor, another employee or a non-employee, immediately report the incident to your supervisor or the Town Manager. If the complaint involves the Town Manager, the report should be made to the Chair of the Select Board.

All complaints will be investigated promptly. Confidentiality will be protected to the extent reasonably possible. Any employee, supervisor, or manager who is found to have engaged in harassment of another employee will be subject to appropriate disciplinary action up to, and including, termination.

Retaliation against any employee for filing a complaint or participating in an investigation is prohibited. In addition, employees should be aware that the Maine Human Rights Commission is the state agency charged with the responsibility of enforcing Maine's anti-discrimination laws. The Maine Human Rights Commission can be contacted at the following address and number:

**Maine Human Rights Commission
State House Station 51
Augusta, Maine 04333
(207) 624-6290**

D. Smoking

There is no smoking inside any Town facility. Employees may only smoke in designated smoking areas outside Town facilities .

E. Personal Appearance

Employees are expected to be well-groomed and dress neatly and in a manner appropriate to the employee's work setting. The following are examples of the type of clothing that is not allowed:

- Low-cut or see-through tops, halter tops, camisoles;
- Any clothing that exposes the midriff or underwear;
- Short skirts;
- Any clothing with words or illustrations that might be offensive to others;

- Any ripped, dirty or disheveled clothing.

Employees who have questions as to whether certain clothing is appropriate should ask their supervisor. Supervisors are authorized to send employees home to change if their dress is inappropriate. Any such time shall be unpaid for Non-Exempt Employees.

F. Computer and Internet Use

Employees are expected to use Town computers only for work-related activities and personal use should be kept to an absolute minimum. Inappropriate use of Town computers includes any use by an employee that interferes with his/her ability to work or that interferes with the work of other employees, that violates the Town's goals or policies, or that violates state or federal law. Some examples of inappropriate use include, but are not limited to, the following:

- Transmitting over Town computers any sexually explicit comments or images, racial epithets and slurs, or any comments or images that would offend someone based on their race, color, sex, religion, national origin, age, physical or mental disability, ancestry, sexual orientation or genetic information.
- Any unauthorized personal use, i.e. gambling, accessing pornography, etc.
- Any unauthorized commercial use or use for personal profit.
- Downloading any material from the Internet without authorization.
- Disruptive acts, such as introducing viruses into the computer system.
- Accessing and/or sharing Town files and materials without proper authorization.
- Copying software or copyrighted materials without express written consent of the copyright holder.
- Any communication that represents an employee's personal views as those of the Town or that could be misinterpreted as such.

Employees who send e-mails as part of their business activities should be sure that they are written in a professional and appropriate manner.

G. Telephones and Other Organization Equipment

Town telephones are provided to support municipal business. In general, the telephones should only be used for such purposes. Personal calls not only interfere with the work of the individual making the call but also interfere with co-workers' abilities to perform their responsibilities. We understand that employees may have emergencies or personal business calls that can only be made during business hours. We expect that all employees will limit personal calls to a minimum.

Employees are not permitted to use copiers, postage machines or other Town equipment for personal purposes without prior approval of their supervisor.

H. No Expectation of Privacy

Employees do not have an expectation of privacy in their use of the Town's telephones or computers, including e-mail. The Town specifically reserves the right to monitor employee telephone and computer usage.

I. Personal Cell Phones and Other Electronic Devices

The Town does not allow personal cell phones, pagers and other personal electronic devices to be used in a manner which interferes with the performance of job duties. Employees who carry cell phones at work must keep them on manner mode/vibrate as a courtesy to other employees.

J. Workplace Safety and Accident Reporting

Maintaining a safe work environment requires the continuous cooperation of all employees. Employees are expected to follow all safety rules, to exercise caution in work areas, and to report any unsafe condition to their supervisor immediately.

Any accident or injury at work, no matter how minor it may seem at the time, must be reported to your supervisor immediately.

K. Gifts

Employees may not solicit or accept gifts from clients, vendors or others, except that employees may accept gifts of nominal value, such as calendars, pens, mugs, caps or t-shirts. Under no circumstances may employees accept gifts of money. If an employee has any questions about whether accepting a particular gift is appropriate, he/she should discuss the issue with his/her supervisor.

Employees are not permitted to give gifts to clients without prior permission from their supervisor.

L. Employee Solicitation or Distribution of Materials

The Town does not permit solicitation or distribution of materials by non-employees on its premises. Employees may not solicit or distribute materials during working time. The term "working time" does not include an employee's authorized lunch or rest periods.

M. Confidential Information

Employees are not allowed to disclose any confidential information or documents of the Town or its citizens without prior authorization of their supervisor or the Town Manager.

N. Requests from Media or Citizens

Any requests from the media or citizens for Town information or documents should be referred to the Town Manager as soon as possible.

O. Political Activity

An employee of the Town who seeks elective Town office is required to resign or take a personal leave of absence.

No employee shall, during his/her work hours or when representing the Town, engage in any political activity, including, but not limited to, signing or soliciting signatures for nomination papers or petitions; soliciting campaign contributions; attempting to influence voter opinion; or wearing or displaying political buttons or similar items. This rule is not to be construed to prevent Town employees from becoming, or continuing to be, members of any political organization, seeking non-Town elective office, from attending political meetings, from expressing their views on political matters, or from voting with complete freedom in any election, including participating in Vinalhaven Town Meetings.

P. Prohibition on Recommending Vendors

To avoid any appearance of a conflict of interest, employees may not make recommendations as to which vendors or businesses they prefer or distribute lists of vendors to citizens, even if asked by a citizen.

7. DISCIPLINE

To assure effective operations and provide the best possible work environment, the Town expects employees to follow rules of conduct and ethics that will protect the interests and safety of all employees and the Town. Although it is not possible to list all the forms of behavior that are unacceptable in the work place, employees will be disciplined for any behavior that is unsafe, detracts from any employee's ability to work, or is not in the Town's best interest. Discipline is in the sole discretion of the Town and, while general disciplinary procedure will include progressive discipline, the Town retains full discretion to deviate from progressive discipline based on the nature of the employee's misconduct. Discipline may entail an oral warning, written reprimand, warnings/reprimands, suspension (with or without pay) and termination. Some types of employee misconduct are so serious, however, that they may result in immediate termination (unless otherwise required by an employment agreement, statute or ordinance). Examples include, but are not limited to, the following:

1. Falsifying Town records or giving false information for any Town record.
2. Theft or unauthorized possession of property or money of the Town, fellow employees or anyone else, regardless of the value.
3. Insubordination, including refusing to respond to a request or order from a supervisor, or the use of abusive, profane, threatening language towards any supervisory personnel.
4. Violation of safety rules.
5. Failing to comply with any policy within the Personnel Policy, including the harassment or drug and alcohol policy.
6. Engaging in any act of violence or disorderly conduct, threatening or using abusive language to another employee, client or member of the public.
7. Possession of a firearm, weapon, explosives or other hazardous materials/devices on Town property.
8. Misappropriation or use of Town time and/or materials for non-work purposes.
9. Tampering with another employee's time record.
10. Excessive absenteeism and/or tardiness, leaving work without authorization, or failure to follow absence reporting procedures.
11. Disclosure of confidential Town or citizen information.
12. Any other conduct which the Town, in its sole discretion, deems to have a negative impact on the reputation, safety or business of the Town.

8. ACKNOWLEDGMENT OF RECEIPT OF PERSONNEL POLICY

I have received and read the Town of Vinalhaven's Personnel Policy, and I agree to comply with the policies and rules contained therein.

I understand that the Policy is effective **February 4, 2014** and replaces and supersedes all previous Personnel Policies. I understand that this Policy represents only current policies, program, and benefits and that it **does not constitute a contract of employment**. The Town of Vinalhaven may change the Personnel Policy as it deems advisable to meet its needs and the needs of its employees.

Upon termination, I agree to return this Personnel Policy to my supervisor.

Print Full Name

Signature

Date
