

# **Town of Georgetown Employee Handbook**



**Approved October 6, 2014**

Town of Georgetown  
Georgetown Employee Handbook

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**Acknowledgement**

The Employee Handbook describes important information about the Town. I understand that I should consult the Town Administrator or my Department Head if I have any questions that are not answered in the Handbook.

I became an employee of the Town voluntarily. I understand and acknowledge that there is no specified length to my employment with the Town and that my employment is at will. I understand and acknowledge that “at will” means that I may terminate my employment at any time, with or without cause or advance notice. I also understand and acknowledge that “at will” means that the Town may terminate my employment at any time, with or without cause or advance notice, as long as they do not violate federal or state laws.

I understand and acknowledge that there may be changes to the information, policies, and benefits in the handbook. The only exception is that the Town will not change or cancel its employment-at-will policy. I understand that the Town may add new policies to the handbook as well as replace, change, or cancel existing policies. I understand that handbook changes can only be authorized by the chief executive officer of the Town.

I understand and acknowledge that this handbook is not a contract of employment of a legal document. I have received the handbook and I understand that it is my responsibility to read and follow the policies contained in this handbook and any changes made to it.

EMPLOYEE’S NAME (printed):

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EMPLOYEE’S SIGNATURE:

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DATE: \_\_\_\_\_

WITNESS SIGNATURE:

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## **Introduction**

This Employee Handbook has been prepared to inform you of the Town's history, philosophy, employment practices, and policies, as well as the benefits provided to you as a valued employee. Please note that this Handbook is provided as a guide and is not to be considered a contract. The Town reserves the right to make changes to policies, procedures, and other statements made in the Handbook. Changes to federal and state law and organizational needs may require the Handbook to be revised and/or amended. This is necessary to successfully provide the appropriate employment relationship and to attain the goals of the organization. No such change shall change the at-will nature of employment at the Company.

Additionally, the policies contained in this Employee Handbook shall substitute and supersede any and all other existing employment policies or procedures previously issued, posted, distributed or practiced by the Town of Georgetown. All earlier policies and procedures related to employment with the Town of Georgetown are hereby rescinded. The Town of Georgetown, at its discretion, may change, delete, suspend or discontinue any part or parts of the policies in this Handbook at any time without prior notice as operational, employment, legislative, and economic conditions dictate. When a policy in this Handbook is deleted, it is retracted, and, similarly, if a policy is amended, the previous version is effectively withdrawn as well. Any such action shall apply to existing as well as to future employees. Employees may not accrue eligibility for monetary benefits that they have not become eligible for through actual time spent at work. Employees shall not accrue eligibility for any benefits, rights, or privileges beyond the last day worked. No one other than the Town Administrator or his designee may alter or modify any of the policies in this Handbook. Any alteration or modification of the policies in this Handbook must be submitted in advance for the Town Administrator review and the Board of Selectmen's approval. No statement or promise by a supervisor, past or present, may be interpreted as a change in policy nor will it constitute an agreement with an employee. Should any provision in this Handbook be found to be unenforceable and invalid, such finding does not invalidate the remainder of the Handbook, but only that particular provision. This Handbook replaces any and all other or previous versions of Town of Georgetown Employee Handbooks and all other policies whether written or oral. As stated above, all such previous versions of the Handbook and all other policies, whether written or oral, are hereby retracted and shall not be referenced or used by Town of Georgetown employees.

## **What Town of Georgetown Expects From You**

The Town of Georgetown needs your help in making each working day enjoyable and rewarding. Your first responsibility is to know your own duties and how to perform them effectively. Secondly, you are expected to cooperate with Town officials and your fellow employees and to maintain a good team attitude. How you interact with fellow employees and those whom the Town serves, and how you accept direction can affect the success of your department. In turn, the performance of one department can impact the entire service offered by the Town. Consequently, whatever your position, you have an important assignment: perform every task to the very best of your ability. You are encouraged to grasp opportunities for professional development offered to you. This manual offers insight on how you can perform positively and to the best of your ability to meet and exceed the Town's expectations. We are dedicated to making the Town a place where you can approach your supervisor to discuss any work-related problem or question. We expect you to voice your opinions in order to improve the quality of the services we provide to the public.

## **Open Communication Policy**

The Town of Georgetown encourages you to discuss any work-related issue you may have with a co-worker directly with that person. If a resolution is not reached, or if you are uncomfortable in addressing the issue directly with the co-worker involved, please arrange a meeting with your supervisor to discuss any concern, problem, or issue that arises during the course of your employment. Any information discussed in this meeting shall be considered confidential, except as may be necessary in order to address the problem. Retaliation against any employee for appropriate usage of Open Communication channels is prohibited and should likewise be promptly reported to your supervisor or Town official. It is counterproductive for employees to create or repeat rumors or gossip about colleagues or the organization; whereas, it is constructive for an employee to consult his supervisor immediately with any questions or problems related to our workplace or employees.

## **Suggestions**

We encourage all employees to bring forward to Department Heads their suggestions and good ideas about how our organization can be made a better place to work, and our service to the public enhanced. When you see an opportunity for improvement, please talk it over with your supervisor.

## **I. General Provisions**

### **Authorization**

These policies are promulgated in accordance with the authority granted by the Personnel Bylaw. In the case of a conflict between the provisions of these policies and the provisions of any collective bargaining agreement or employment agreement, the provisions of the collective bargaining agreement or employment agreement shall prevail.

### **Purpose**

The purpose of these policies is to establish a fair and equitable system of personnel administration based on merit principles that ensure a uniform, fair and efficient application of personnel policies.

### **Definitions**

The following definitions shall apply:

*Appointing authority:* Any board or official authorized by General Law, or otherwise, to employ personnel to perform services for the Town.

*Board:* The Board of Selectmen of the Town.

*Bylaw:* The Personnel Bylaw adopted by the Town.

*Department Head:* The officer responsible for supervising a department's day-to-day operations and activities. A department head may be an appointing authority.

*Intermittent Employee:* An employee that does not have a regular work schedule. They do not accrue any benefits as described herein.

*Full-time employee:* Unless otherwise stated in a specific written job description, an employee regularly scheduled to work twenty (20) hours or more per week for fifty-two (52) weeks per year.

*General Laws:* The General Laws of the Commonwealth of Massachusetts.

*Part-time employee:* Unless otherwise stated in a specific written job description an employee working less than twenty (20) regularly scheduled hours per week.

*Permanent employee:* An employee who has completed the probationary period and whose tenure of service is unlimited.

*Probationary period:* The first 90 days of employment for all employees except police officers.

*Temporary employee:* An employee whose fixed tenure of service is stipulated at the time of hire, excluding those employees who are appointed to serve in positions for which a term of office is stipulated by law or bylaw.

*Town:* The Town of Georgetown.

*Town Administrator:* Chief Administrative Officer of Town; responsibilities include those of Human Resources Director.

**Amendment of Policies:** These policies may be amended as provided in Section 105-5 of the Georgetown Bylaw.

**Personnel Officer:** The Town Administrator shall serve as the personnel officer for the Town and shall be responsible for administration of the personnel system. The personnel officer shall provide assistance and training to appointing authorities and department heads to ensure that recruitment, selection, appointment and retention of employees, maintenance of the classification plan and salary schedule, application and periodic review of personnel policies, and administration of a problem resolution system are accomplished in ways that are consistent with the Bylaw and these policies. The personnel officer shall supervise the maintenance of a centralized personnel record keeping system. The personnel officer shall bring to the Board's attention issues or matters requiring their attention in the administration of these policies.

## **II. Terms of Employment**

### **Equal Employment Opportunity**

The Town of Georgetown is an equal employment opportunity employer. Employment decisions are based on merit and business needs, and not on race, ancestry, religion, gender, age, marital or civil union status, national origin, sexual orientation, place of birth, citizenship, veteran status, or disability, and other protected classes as defined and required by state and federal laws. The Selectmen have issued the following policy stating the Town of Georgetown's views on this matter:

It is the policy of the Town of Georgetown to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA). We will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability. We will also make a reasonable accommodation whenever possible for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential duties and assignments connected with the job and provided that any accommodations made do not impose an undue hardship on our Organization, in conformance with state and federal laws. Equal employment opportunity notices are posted on our main bulletin board as required by law. These notices summarize the rights of employees to equal opportunity in employment and list the names and addresses of the various government agencies that may be contacted in the event that any employee believes he or she has been discriminated against. Management is primarily responsible for seeing that our equal employment opportunity policies are implemented, but all members of the staff share in the responsibility for assuring that by their personal actions the policies are followed. Any employee found to have engaged in discriminatory practices or actions will be subject to disciplinary, up to and termination of employment.

### **At-Will Employment**

Your employment with the Town of Georgetown is on an at-will basis. This means that neither you nor the Town of Georgetown has entered into a contract regarding the duration of your employment. You are free to terminate your employment with the Town of Georgetown at any time, with or without reason. Likewise, the Town of Georgetown has the right to terminate your employment, or otherwise discipline, transfer, or demote you at any time, with or without reason, at its sole discretion. No manager, supervisor or other employee of the Town of Georgetown can enter into an employment contract for a specified period of time, or make any agreement contrary to this at-will policy without written approval from the Town Administrator.

### **Recruitment and Hiring**

Recruitment of prospective employees shall be conducted in a non-discriminatory manner and will include reasonable efforts to attract qualified candidates. A notice of any vacant Town position shall be conspicuously posted in the Town Hall, not less than five (5) business days prior to advertisement to the general public board. All applicants for employment will complete an official employment application form, which shall be retained by the Personnel Director. The form will include a statement signed by the applicant certifying to the truthfulness and accuracy of all information provided on the form. A successful candidate's application shall become part of his/her permanent

personnel file and retained accordingly. All other applications may be disposed of by the Personnel Administrator not less than 180 days after the position is filled.

The Personnel Administrator shall provide an a conditional offer of employment in writing to any prospective employee, which must contain the rate of pay, hours of work, starting date for employment, position job title, reference to specific job description and other relevant information. Conditions precedent to employment shall be defined as Driving History and CORI Check as required by statute or written job description upon acceptance and prior to the start date a copy of such offer of employment shall be provided to the Treasurer's Office. Each new employee shall be directed to consult with the Town Treasurer during the first week of employment to ensure compliance with all legal requirements and facilitate enrollment in health insurance plans and the retirement system, as appropriate.

Except as otherwise provided for public safety employees, an individual record of a new employee shall be established in the centralized personnel record keeping system. A copy of the individual's resume, employment application, as well as all statutorily required documents shall be retained in this centralized personnel record keeping system.

### **Background Checks**

The Town of Georgetown conducts background checks on Town of Georgetown candidates after an offer has been extended. The Town of Georgetown may also use a third party administrator to conduct background checks. The type of information that can be collected by this agency includes, but is not limited to, a criminal background check, education, employment history, credit, CORI, and professional and personal references. This process is conducted to verify the accuracy of the information provided by the candidate and determine his/her suitability for employment.

The Town of Georgetown will ensure that all background checks are conducted in compliance with applicable federal and state statutes, including the Fair Credit Reporting Act.

Criminal background screens will be conducted after an offer of employment is extended. As part of Title VII of the Civil Rights Act, this information may be used as a basis for denying employment, unless it is determined to be job-related.

The Town of Georgetown reserves the right to make the sole determination concerning information or any employment decision arising out of the background check.

The Town of Georgetown requires all contractors who routinely perform work in the Town of Georgetown to be in compliance with this policy.

### **Offer of Employment Process:**

Once a candidate has been selected for hire, the Department Head shall submit an Employment Recommendation Form to the Town Administrator. Once the Employment Recommendation Form has been approved, the Office will forward the form to the Human Resource Officer. At that time, the hiring manager will be notified to extend an offer of employment to the finalist. When verbally making the offer of employment to the successful candidate, the hiring

manager must inform the candidate that the offer is contingent upon the successful results of the background check. The HR Officer conducts any and all applicable background checks on the final candidate.

**General Guidelines:**

**NEW HIRES:** Background checks in accordance with the Fair Credit Reporting Act (“FCRA”) shall be conducted on all new employees, including all full-time, part-time and temporary employees. The background check must be completed and results verified before any employee begins work. At no time should an employee begin work until Town officials have verified results of the background check.

**REHIRES:** A background check is required for all individuals that have been separated for longer than 90 days.

**EMPLOYMENT CONTINGENCY:** Background checks are to be processed after a contingent offer of employment has been extended to the applicant. Note: The offer of employment is contingent upon the successful results of the background check, pre-employment medical exam, and drug testing.

**AUTHORIZATION BY APPLICANT:** The candidate must authorize the background check. This is done by having the applicant complete the Town of Georgetown form. This form is available to the applicant on the Town of Georgetown website and can be sent via e-mail to the candidate as well. To expedite the process, the candidate may fax the completed and signed form to the [Office of Human Resources].

***Note:*** All applicants must complete an Application for Employment and Employment Background Authorization form as this is required to be submitted to the third party administrator conducting the background check.

**Verification of Background Checks**

The results of the background check will be reviewed by appropriate Town officials. If the background check is favorable, the candidate will be approved to begin employment.

**Adverse Action Notifications**

If a background check is returned with unfavorable results, the appropriate Town official will notify the candidate in accordance with the candidate’s rights under the Fair Credit Reporting Act.

**Probationary Period**

For all employees, the first ninety (90) days of employment shall be a probationary period. During this period, employees shall accrue, but are not eligible to use sick and/or vacation time. Probationary employees will receive an appraisal of their performance after the initial forty-five (45) days of employment. Upon achieving a satisfactory evaluation the employee will be considered a permanent employee. A less than satisfactory evaluation could subject the probationary employee to immediate dismissal, or an extension of the probationary period.

## **Termination of Employment**

The Town of Georgetown may consider you to have voluntarily terminated your employment if you engage in any of the following: 1) resign from the Town of Georgetown; 2) fail, without prior notice and request for extension, to return from an approved leave of absence, including FMLA, on the date specified by the Town of Georgetown; or 3) fail to report to work or call in for three (3) or more consecutive workdays. You may be terminated for poor performance, misconduct, excessive absences, tardiness, discrimination, harassment, or other violations of the Town of Georgetown policies. However, your employment is at-will, and the Town has the right to terminate your employment for any reason that is not against the law, or for no reason.

## **Confidential Information**

Some employees will have access to confidential information. Confidential Information includes, but is not limited to, information that is related to: personnel and employee health information and records. No employee is permitted to share this Confidential Information outside the Town, or to remove or make copies of any the Town of Georgetown records, reports or documents in any form, without prior management approval. Disclosure of Confidential Information could lead to termination, as well as other possible legal action. Nor may Town employees free during or after employment to use or access Town of Georgetown Confidential Information, in any form, for their own purposes or for those of other persons or entities. Upon separation from employment, all Confidential Information, regardless of the form, must be immediately returned to the appropriate Town official.

## **Public Relations**

The success of the Town depends upon the quality of the relationships between the Town, our employees, and our constituents. In a sense, regardless of your position, you serve as an ambassador for the Town of Georgetown. The more goodwill you promote, the more our constituents will respect and appreciate the Town and the services it provides. Below are several things you can do to help give our constituents a good impression of the Town: 1) act competently and deal with the public in a business-like, courteous and respectful manner; 2) communicate pleasantly and respectfully with other employees at all times; 3) follow-up on questions promptly, provide businesslike replies to inquiries and requests, and perform all duties in an orderly manner; and 4) take great pride in your work and enjoy doing your very best.

## **Anniversary Date**

The first day you report to work is your anniversary date. Your anniversary date is used to compute various conditions and benefits described in this Employee Handbook.

## **Immigration Law Compliance**

All offers of employment are contingent on verification of your right to work in the United States. On your first day of work you will be asked to provide original documents verifying your right to work and, as required by federal law, to sign federal Form I-9, Employment Eligibility Verification Form. If you, at any time, cannot verify your right to work in the United States, the Town may be obliged to terminate your employment.

### **III. Hours and Scheduling**

#### **Work Schedule**

Your particular hours of work and the scheduling of your meal period will be determined and assigned by your supervisor. Should you have any questions concerning your work, please ask your supervisor. The Town expects you to be ready to work at the beginning of your assigned daily work hours. Please let your supervisor know if you will be away from your work location for an extended period of time and when you expect to return. You will be expected to make every effort to talk directly with your supervisor. Voicemail messages should only be used as a last resort. From time to time, it may be necessary for you to be absent from work. The Town understands that emergencies, illnesses, or pressing personal business that cannot be scheduled outside your work hours may arise. The Town provides time off for these reasons outlined within the Leave of Absence section of this Manual. If you are unable to report to work, or if you will arrive late, please contact your supervisor immediately. If you know in advance that you will need to be absent, please request this time off directly from your supervisor. If your absence is for a scheduled medical appointment, please refer to our policy and procedure for Family Medical Leave (FMLA) set out in this Employee Handbook.

If you expect to arrive to work after your scheduled start time, please let your supervisor know when you expect to arrive for work. If you are unable to call in yourself because of an illness, emergency or for some other reason, be sure to have someone call for you. Absence from work for three (3) consecutive days without notifying your supervisor may be considered a voluntary resignation. If you are absent because of an illness for three (3) or more successive days, your supervisor may request that you submit written documentation from your doctor stating you are able to resume normal work duties before you will be allowed to return to work (The Town will pay for this certification if it entails charges in addition to those that you have already incurred for treatment). FMLA may also be applicable to absences of three (3) or more days or in the case of absence due to a chronic health condition. A consistent pattern of absences that do not qualify for FMLA leave may be considered excessive, and may be cause for concern and/or discipline. In addition, excessive tardiness or leaving early without letting your supervisor know will be considered a pattern and may carry the same weight as an absence. Other factors, like the degree and reason for the tardiness, will be taken into consideration. Your supervisor will make a note of any absence or tardiness, and their reasons, in your personnel file. Be aware that excessive absences, tardiness or leaving early may lead to disciplinary action, up to and including termination from employment.

#### **Alternative Work Schedule**

The Town encourages all employees to maintain a healthy balance between work and personal life. The Town realizes that sometimes you may need a schedule that does not follow the standard workweek. In such cases, employees may request an alternative work schedule. To do so, please complete the schedule request form below and submit it to your supervisor for approval.

Employee Name:

Position Title:

Normal Work Schedule:

Please indicate the hours you wish to work and submit this request to your supervisor for review and approval. Your supervisor may establish core hours that you will be required to work, and may determine the length of the lunch breaks.

Once a schedule has been established, you will need to submit a new form if you wish to make a change. You must request changes at least two (2) weeks in advance of the effective date to allow time for review. Requests are subject to Town Administrator approval, in writing.

Please be advised that your supervisor at any time can require you to return to your normal work schedule.

Day of Week	Start Time	End Time	LUNCH	Start Time	End Time
-------------	------------	----------	-------	------------	----------

Monday

Tuesday

Wednesday

Thursday

Friday

I request the above schedule become effective on \_\_\_\_\_ and end on \_\_\_\_\_.

Approved: YES NO Date:

Employee Signature:

Supervisor Signature (if approved):

#### **IV. Disability Accommodation**

The Town of Georgetown is committed to complying fully with the Americans with Disabilities Act (ADA) and corresponding provisions of G.L. c. 151B. We are also committed to ensuring equal opportunity in employment for qualified persons with disabilities. We conduct all our employment practices and activities on a non-discriminatory basis.

Our hiring procedures have been reviewed to ensure meaningful employment opportunities for persons with disabilities. Upon request, we will make job applications available in alternative, accessible formats. We will also give assistance in completing the application. We only make pre-employment inquiries regarding an applicant's ability to perform the duties of the job.

The Town requires post-offer medical examinations only for jobs that have bona fide job-related physical requirements. An examination will be conducted only after the individual has been given a conditional job offer. Medical records will remain confidential and shall be maintained separate and apart from other personnel files.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as job assignments, classifications, organizational structures, position descriptions, and seniority lists. We make all types of leaves of absence available to all employees on an equal basis.

The Town is also committed to not discriminating against any qualified employee or applicant because the person is related to or associated with a person with disability.

The Town of Georgetown is committed to taking all other actions that are necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and other applicable federal and state laws and regulations.

#### **V. Employment Classifications**

At the time you are hired, you will be classified as full-time or part-time. All policies described in this Employee Handbook shall be applicable to all employees unless they conflict with the provision of a collective bargaining agreement or individual employment agreement, in which case the terms of the collective bargaining agreement or individual employment agreement shall control.

**Full-Time Employees:** An employee who works at least twenty (20) hours per week year-round is considered a full-time employee. Unless otherwise specified, the benefits described in this Employee Handbook apply only to full-time employees.

**Part-Time Employees:** An employee who works less than twenty (20) hours per week is considered a part-time employee. If you work less than 20 hours per week, please understand that you are not eligible for benefits described in this Employee Handbook, except as previously grandfathered, or to the extent required by provision of state and federal law.

**Non-Exempt and Exempt Employees:** At the time you are hired, you will be classified as either exempt or non-exempt. This is necessary because, by law, employees in certain types of jobs are entitled to overtime pay for hours actually worked in excess of forty (40) hours per workweek. These employees are considered “non-exempt” under the Fair Labor Standards Act (“FLSA”). This means that they are *not* exempt from (and therefore must receive) overtime pay.

## **VI. Personnel Records and Administration**

The task of handling personnel records and related personnel administration functions for the Town has been assigned to the Town Administrator. All questions regarding insurance and interpretation of policies may be directed to the Town Administrator’s office. Questions pertaining to your wages should be directed to Treasurer’s Office.

**Personnel File:** Keeping your personnel file up-to-date is important to you with regard to pay, deductions, benefits and other matters. If you have a change in any of the items listed below, you are required to promptly notify the Town Administrator:

1. Legal name
2. Home address
3. Home telephone number
4. Person to call in case of emergency
5. Number of dependents
6. Marital status
7. Change of beneficiary
8. Driving record or status of driver's license, if you operate any Town vehicles
9. Military status
10. Exemptions on your W-4 tax form
11. Training Certificates
12. Professional License

Upon experiencing a family status change, please notify the Town Administrator’s office within thirty (30) days for benefit modifications. You may review the information stored in your own personnel file if you wish, and you may request and receive copies of all documents you have signed. If you wish to review your file please contact the Town Administrator’s office to schedule a time to meet.

**Medical Records File:** All medical records, e.g. related to FMLA Leave, Workers Compensation and Disability will be kept in a separate confidential file. The Town of Georgetown maintains this information in the strictest confidence in accordance with law, and only designated Town officials shall have access to the file.

## **VII. Compensation**

**Compensation Philosophy:** It is the Town’s goal to pay wages and salaries that are competitive within the marketplace in a way that will be motivational, fair and equitable. The Town applies the same principles of fairness to all employees, regardless of race, ancestry, religion, gender, age, marital or civil union status, national origin, sexual orientation, place of birth, veteran status, or disability, as defined and required by state and federal laws.

**Basis for Determining Pay:** Several factors may influence your rate of pay. In addition to its business needs and financial capacity, some of the factors the Town of Georgetown considers in setting compensation are the nature and scope of your job, what other employers pay their employees for comparable jobs (external equity), what the Town of Georgetown pays their employees in comparable positions (internal equity), as well as individual Town of Georgetown performance. It is the Town's goal to maintain a current job description which accurately outlines your job responsibilities.

**Pay Cycle:** Employees are paid on a bi-weekly pay cycle. The Town's pay period and workweek for overtime purposes runs from Sunday to Saturday, and paychecks are distributed to employees on the Thursday following the end of the pay period.

**Mandatory Deductions From Paycheck:** The Town is required by law to make certain deductions from your paycheck. Among these are your federal and state income taxes and your contribution to Social Security. These deductions will be itemized on your paystub. The amount of the deductions will depend on your earnings and the information you furnish on your W-4 form regarding the number of exemptions you claim. If you wish to modify this number, please request a new W-4 form from the Treasurer's office immediately. Only you may modify your W-4 form. Verbal or written instructions are not sufficient to modify withholding allowances. We advise you to check your pay stub to ensure that it reflects the proper number of withholdings. The W-2 form you receive annually reflects how much of your earnings were deducted for these purposes. Any other mandatory deductions to be made from your paycheck, such as court-ordered garnishments, or child support, will be set out on your pay stub whenever the Town is ordered to make such deductions.

**Direct Payroll Deposit:** Direct payroll deposit is the automatic deposit of your pay into the financial institution accounts of your choice. If you are not currently enrolled in direct deposit of your pay, but would like to do so please contact the Treasurer's office. Written authorization is required to deposit your pay through electronic funds transfer or other direct deposit systems.

**Error in Pay:** Every effort is made to avoid errors in your paycheck. If you believe an error has been made, please contact the Treasurer's office, which will take steps to identify the problem and to assure that any necessary corrections is promptly made.

**Overtime Pay:** When operating requirements or other needs cannot be met during regular hours, employees may be scheduled to work overtime. When possible, advance notification of these assignments will be provided. When required, overtime work is a job requirement for all Town employees. All overtime work requires the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work. Overtime compensation shall be paid to all non-exempt employees in accordance with the federal and state wage laws, and shall be based on actual hours worked.

**Compensatory Time Off:** The Town of Georgetown does not offer compensatory time off ("comp time") to non-exempt employees in lieu of overtime pay for overtime hours worked (overtime will be paid). However, time off in the same workweek may be provided in order to avoid the organization's incurring an overtime obligation. The Town reserves the right to make this type of adjustment in the work schedule for any non-exempt employee.

## **Performance Reviews**

The Town shall conduct an annual performance review of each employee. A review may also be conducted in the event of a promotion or change in duties and responsibilities. During a formal performance review your supervisor will provide feedback on the following areas: quality and quantity of your work; strengths and areas for improvement; attitude, behavior and willingness to work; initiative and teamwork, including communication skills; attendance; problem-solving skills; and ongoing professional growth and development. Your review provides an opportunity for collaborative, two-way communication between you and your supervisor. This is a good time to discuss your interests and future goals. The performance review gives your supervisor an opportunity to suggest ways for you to advance and make your job with the Town more fulfilling. Your supervisor can answer any questions you may have about the performance review process. In addition to individual job performance reviews, the Town will periodically conduct a review of job descriptions to ensure that we are fully aware of any changes in the duties and responsibilities of each position and those changes are recognized and adequately compensated. Please inform your supervisor if you consider that your job description is inaccurate.

## **Other Compensation Programs and Policies**

*Promotion and Transfer Policy:* Town of Georgetown has a policy of providing our employees with opportunities for advancement within the organization. Approval of promotions or transfers depends largely upon training, experience, and performance record. Promotions and transfers are made without regard race, ancestry, religion, gender, age, marital or civil union status, national origin, sexual orientation, place of birth, veteran status, or disability, as defined and required by state and federal laws.

## **Classification Plan and Salary Schedule**

The Town shall establish and maintain uniform system, attached as Appendix A to this Handbook, for the classification of positions based on similarity of duties performed and the responsibilities assumed so that the same qualifications may reasonably be required, and the same schedule of pay may be equitably applied to all positions within each classification. The classification plan shall cover and include all Town departments and positions in the Town service other than positions under the direction and control of the School Committee and positions filled by popular election. When necessary, the Board, after consultation with appointing authorities, may establish temporary classifications.

The Town Administrator shall establish, maintain and amend, as he/she deems necessary or as so directed by and with the approval of the Board of Selectmen, written job descriptions for each job classification. The job description shall describe the essential character of the duties and responsibilities of positions properly allocated to the class with illustrative examples of work where desirable and shall state the minimum qualifications for entrance to positions of the class.

The minimum qualifications for all classifications shall be prescribed by the Town Administrator, with the approval of the Board of Selectmen, and shall be based upon:

- a. the minimum qualifications recommended by department heads;
- b. an examination of work content of positions allocated to the class; and
- c. a study of comparable positions in private employment and in the service of other municipalities.

The minimum qualifications for employment in elected positions shall be:

- a. lawful election to the position; and
- b. compliance with any special qualifications prescribed by law for such positions.

The title of each position established by the classification plan shall be the official title of every position allocated to the class and the official title of each incumbent of a position so allocated, and it shall be used to the exclusion of all others on payrolls, budget estimates, and other official records and reports pertaining to the position.

No position may be reclassified, nor may any class be assigned to a different compensation grade, until the Board, after public hearing and consideration, has determined such reclassification or reassignment is consistent with the classification plan.

The Board, after public hearing and consideration, shall adopt a salary schedule of hourly rates of pay, which shall be attached to these Policies as Appendix B. The compensation of elected officers of the Town shall be established annually by vote of the Town Meeting, as required by General Laws c. 41, §108.

## **VIII. Employee Benefits**

Town of Georgetown is committed to sponsoring a competitive benefits program for all eligible employees. In addition to receiving an equitable salary and having an equal opportunity for professional development and advancement, you may be eligible for other benefits.

### **Eligibility For Benefits**

If you are an eligible employee, working 20 or more hours per week, you will be entitled to receive all benefits described in this Handbook as soon as you meet the eligibility requirements as defined within the benefit plan(s) or as required by law. Please refer to the literature provided for details on your health insurance coverage. Summary Plan Descriptions are available prior to enrollment and may be obtained through our carrier or by contacting the Treasurer's Office.

### **Insurance Coverage**

The Town of Georgetown is dedicated to the health and well-being of both you and your family. Therefore, a comprehensive, quality insurance program is offered to all eligible employees. The following benefits are available to eligible employees: health insurance (including prescription coverage); dental insurance; life insurance; and access to a wellness program. For more information on rates, premiums and coverage, please contact the Town Administrator's office.

## **Changes in Personal Information**

It is important for us to have accurate information on our employees to keep our records up-to-date on each individual. Therefore, all employees are required to notify their supervisor or the Treasurer's Office whenever there is a change in your legal name, address, telephone number, emergency contact, W-4 tax form, or if there is any change in dependents, marital status, (including civil union/domestic partner status if applicable under state laws) and/or beneficiary as it relates to benefits, and changes in any required licenses or certifications for the performance of an employee's specific position, which the Employer reserves the right to annually verify.

**Workers' Compensation:** All employees are entitled under the law to Workers' Compensation coverage. This coverage is automatic and immediate and provides certain benefits to cover you in the event that you suffer an on-the-job injury or illness. The Town shall pay for worker's compensation insurance. You may be entitled to payment of your medical bills and a portion of your income until you can return to work or for a limited period of time defined by law, whichever comes first. All injuries or illnesses arising out of the scope of your employment must be reported to your supervisor immediately. Employees returning to work after being absent due to a work-related injury must report to their supervisor prior to beginning work and must bring a doctor's "return to work notice" in order to return to work. This notice is required to list any job restrictions if applicable.

**Unemployment Compensation:** Depending upon the circumstances, employees may be eligible for Unemployment Compensation upon termination of employment or a reduction in hours of work with The Town. The Massachusetts Department of Unemployment Assistance (DUA) determines eligibility for unemployment benefits.

## **Employee Assistance Program (EAP)**

The Town of Georgetown provides confidential and voluntary assistance to all employees and their family members who may be faced with financial concerns, legal issues, substance abuse problems, relationship difficulties, illness of a family member, emotional, or child care problems.

Employees and family members may contact the Town's Employee Assistance Program (EAP), which may be reached 24 hours a day, seven days a week.

EAP counselors are available to meet with employees or family members to assess a problem and develop a plan for resolution. The counselors may suggest a referral to an outside resource, such as a therapist, agency, physician, attorney, treatment center, or other professional that would be appropriate to assist in resolving the problem. Where an employee may only need of information, the solution may be offered over the telephone.

NOTE: All contact between an employee and the EAP is held strictly confidential, and the service is free to the employee and their immediately family.

## Holidays

Eligible employees are entitled to certain paid holidays. If you are eligible, your holiday pay will be calculated by multiplying your current straight-time rate by the number of hours you would normally have worked that day. Eligible employees include all full and part-time workers. Seasonal and probationary employees are not eligible for holiday pay.

**To be eligible for a paid holiday, you must work both the last scheduled workday immediately before the holiday and the first scheduled day immediately after the holiday.** If you are eligible for paid holidays and on the holiday you are on paid leave, such as vacation or sick leave, you will receive holiday pay instead of the paid time off pay you would have received. If eligible non-exempt employees work on a recognized holiday, they will receive holiday pay, plus their wages at 1.5 times their straight time rate for the hours actually worked on the holiday.

If any holiday falls on an eligible employee's normal day off, the employee shall be entitled to compensatory time off. Such compensatory time off shall be taken within sixty (60) calendar days of the holiday, and shall be taken with the prior approval of the department head. If you are eligible for paid holidays and on the holiday you are on a paid absence, such as vacation or sick leave, you will receive holiday pay instead of the paid time off pay you would have received.

Paid holidays will not be counted when calculating overtime.

The Town of Georgetown gives paid time off to all eligible employees on the following holidays:

- New Year's Day (January 1)
- Martin Luther King Day (Third Monday in January)
- President's Day (Third Monday in February)
- Patriot's Day (Third Monday in April)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Columbus Day (Second Monday in October)
- Veteran's Day (November 11)
- Thanksgiving (fourth Thursday in November)
- Day after Thanksgiving
- Christmas (December 25)

## **IX. Leaves of Absence**

Both paid and unpaid time off may be granted to eligible employees in accordance with the following leave policies. Please consult your Department Head or the Town Administrator for additional information.

### **Paid Leave**

In the interest of maintaining a healthy work-life balance, the Town offers the following paid leave to eligible employees.

### **Vacation**

Full-time employees and part-time employees who work twenty (20) or more regularly scheduled hours per week and who have, completed one year of continuous service (as calculated on their anniversary, or hire date), shall be entitled to the hourly equivalent of two weeks of regularly scheduled time as vacation time. Except as otherwise stated herein, probationary employees may use vacation leave as accrued (calculated on a monthly basis).

All vacation requests shall be submitted to your supervisor for approval at least thirty (30) days in advance. Requests will be reviewed based upon a number of factors, including operational needs and staffing requirements. If any conflicts arise in vacation requests, preference will be given to the employee with the longest length of continuous service.

Eligible employees shall accrue vacation based upon length of employment and earned vacation time is credited to the employee on their anniversary date as follows: first through fifth anniversary shall receive the hourly equivalence of 2 weeks; sixth through tenth anniversary shall receive the hourly equivalence of 3 weeks, employees who have been employed continuously by the Town for more than 10 full years, as of their anniversary date, shall receive the hourly equivalent of 4 weeks of regularly scheduled work as vacation leave.

After 10 years of employment, as of their anniversary date, an additional hourly equivalent of one regularly scheduled workday of vacation time per year shall be earned, up to 10 days, for a maximum of an hourly equivalent of thirty (30) regularly-scheduled workdays as vacation time per fiscal year. The hourly equivalent of those who work a four day work week is 24 days.

If a paid holiday occurs within an employee's vacation period, the day of the holiday shall not be charged against accrued vacation, and the employee shall be paid for the holiday.

Only the hourly equivalence of one week of vacation time may be carried into the next fiscal year. All vacation time must be taken in full day increments, unless otherwise authorized in writing. Your supervisor must approve specific vacation dates and your supervisor has the responsibility to maintain adequate staffing levels and has the authority to limit the approval of vacation requests in order to meet operational needs. Requests will normally be granted as long as your absence will not seriously affect the Town's operations. In the event you separate from the Town, and you have unused accrued vacation time remaining for the same year, you will be paid for the time at your regular rate of pay.

## Sick Leave

Regular full-time employees (working a minimum twenty hours (20) per week) and part-time employees shall be eligible to earn paid sick leave based upon the following schedule: accrued at the rate of one and a quarter days per month for a maximum of 15 days per year. Unused non-occupational sick leave may be carried over from year to year and shall be cumulative to a total of 150 days. Payment of sick leave benefits under this section shall be made at the regular time for payment of wages upon submission of a claim by the employee, approved by the department head.

In addition to utilizing sick leave in the event of your own illness, sick leave may also be used for the purpose of tending to a serious illness suffered by a member of your immediate family, in the event the illness requires your personal time and attention. For purposes of this policy, immediate family includes spouse, civil union partner (where applicable), child, parent, parent-in-law or sibling living in your home. The Town may, in its sole and absolute discretion, require a doctor's certificate verifying the necessity for absence(s) and the specific illness, injury, or other disability to which the absence is attributed.

The head of each department shall investigate and ascertain the validity of any request for non-occupational sick leave made by an employee of the department, and shall approve the same if he or she is satisfied as to the validity of such request. By request of the department head, a physician's certificate may be required after three (3) consecutive days of non-occupational sick leave.

In the event of an illness or injury that is covered by workers' compensation insurance, the employee may apply sick leave to supplement compensation received because of such injuries, from insurance or other sources, so they may continue to receive their full salary or wages while disabled.

A part-time employee working a minimum of five hours per week shall be granted sick leave credits in the same proportion that their part-time service bears to full-time service, upon completion of the probationary period.

Employees (or their duly appointed estate representative) may buy back 50% of any unused sick leave, at the time of retirement or death, at a rate of \$25.00 per day.

**Bereavement Leave:** Except as otherwise provided, every full-time and part-time employee shall be entitled to a maximum of three days absence without loss of pay in case of death of a member of his or her immediate family. For purposes of this Policy, immediate family includes spouse, civil union partner (where applicable), child, parent, or parent of spouse, brother, sister, grandparent, grandchild, brother-in-law, sister-in-law, or a person living in the employee's household.

**Reserve Training Leave:** All permanent full-time and part-time employees who are members of the ready reserve of the armed forces shall be granted leave not exceeding seventeen (17) days per calendar year in order to receive military training. At least sixty (60) days prior to departure, employees shall provide notice of the date of departure and date of return, and shall provide confirmation of the satisfactory completion of such training upon his or her return to work.

Absence from work for military training as provided in this section shall not affect the employee's right to receive normal vacation, sick leave or other employment benefits. Said time shall be counted toward benefit purposes. Employees may be eligible to receive the difference between their regular wages or salary and military pay

for no more than ten regularly scheduled work days per calendar year upon written application to and approval by the Board of Selectmen, copies of which shall become part of the employee's permanent record.

**Maternity Leave:** In accordance with General Laws c. 149, §105D, a female employee who has been employed by the Town for at least six (6) consecutive months as a full-time employee shall be entitled to leave for a period not exceeding eight (8) weeks for the purpose of giving birth or for adopting a child under the age of 18, or under 23, if the child is mentally or physically handicapped. In order to be eligible for leave under this section, the employee is required to give two (2) weeks' notice in advance of the anticipated date of departure, stating her intention to return and anticipated date of return. Upon her return to work, the employee is entitled to be restored to her previous position, or to a similar position which has the same status and pay as her previous position, and to the length of service credit and seniority as of the date of her leave. Leave under this section shall be unpaid, unless the employee is eligible to apply other leave, such as sick leave or vacation, to which she is entitled. Any leave taken under this section shall be deemed leave taken under the provisions the provision of the Family and Medical Leave.

**Jury Duty Leave:** An employee whose service as a juror makes him unable to work her regular schedule, shall be entitled to the difference between jury duty pay and the employee's regular rate of pay. To be eligible for this benefit, an employee must submit proof of jury service and the amount of jury duty pay actually received.

**Personal Leave:** Regular employees working 20 hours or more per week shall be entitled to the hourly equivalent of three (3) regularly-scheduled work days of paid personal leave each fiscal year, to be earned and taken in the same manner as vacation benefits, and which may be used for the purpose of attending to personal business which unavoidably conflicts with the employee's work schedule or to observe religious holidays. Except in circumstances that prevent advance notice, employees shall make written request leave at least seventy-two (72) hours in advance. Part-time employees shall be entitled to the hourly equivalent of three (3) regularly-scheduled workdays. Unused personal leave may not be carried over at the end of a fiscal year.

### **Military Leave**

The Town of Georgetown shall grant an employee a military leave of absence if the employee is required to be absent from work due to service in the United States uniformed services, in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA).

To be eligible for such leave, an employee must give your supervisor advance notice of upcoming military service, unless military necessity prevents advance notice or it is otherwise impossible or unreasonable.

Employees will not be paid for military leave. However, you may use any available accrued paid time off, such as vacation or sick leave, to help pay for the leave. Employees may be eligible to receive the difference between their regular wages or salary and military pay for no more than ten regularly scheduled work days per calendar year upon written application to the Town Administrator and written approval by the Board.

Employees will be eligible for continuation of health insurance benefits, as required by USERRA, based on the length of the leave and subject to terms, conditions, and limitations of the applicable plans for which you are otherwise eligible.

If you are on military leave for up to 30 days, you must return to work on the first regularly scheduled work period after your service ends (allowing for reasonable travel time). If you are on military leave for more than 30 days, you must apply for reinstatement in accordance with USERRA and applicable state laws.

When you return from military leave (depending on the length of your military service in accordance with USERRA), you will be placed either in the position you would have attained if you had stayed continuously employed or in a comparable position. For the purpose of determining benefits that are based on length of service, you will be treated as if you had been continuously employed.

If you have questions about military leave, please contact the Town Administrator for more information.

### **Unpaid Leaves of Absence**

**Family Medical Leave (Federal):** Occasionally, for medical, personal, or other reasons, you may need to be temporarily released from the duties of your job with the Town of Georgetown. One such regulated leave law is the Family Medical Leave Act (“FMLA”). An employee who has worked for the Town for at least twelve (12) months (whether or not consecutive) and for at least 1,250 hours during the previous twelve (12) months, is entitled to take leave under the FMLA under the circumstances described below.

**Qualifying Reasons for Leave:** The Town of Georgetown will allow eligible employees to take FMLA leave for the following qualifying reasons: pregnancy or the birth of a child; the placement of a child with the employee for adoption or foster care; the serious illness of the employee’s child, stepchild, or ward who lives with the employee, foster child, parent, spouse, or the employee’s own serious illness.

“Serious illness” means an accident, disease or physical or mental condition, including illness, injury, or impairment, that: i) poses imminent danger of death; ii) requires inpatient care in a hospital, hospice, or nursing home; or iii) requires continuing treatment, including outpatient treatment, by a health care provider.

**Caregiver Leave:** FMLA-eligible employees who are the spouse, child, parent, or next of kin to a service member who has been seriously injured (including illness) while on active duty can take up to 26 weeks of unpaid leave in a 12-month period to care for the service member. Where appropriate, all existing provisions of the FMLA apply, including the intermittent leave, the substitution of paid leave, and the notice provisions. Effective 10/28/09 The Caregiver Leave has expanded the provision to include veterans who are undergoing medical treatment, recuperation or therapy for serious injury or illness that occurred any time during the five years preceding the date of treatment.

**Active-Duty Leave (Exigency Leave):** An employee may take FMLA leave for "any qualifying exigency" arising out of the fact that his/her spouse, child, or parent is on active duty or has been notified of an active-duty call. Amount of leave available: up to 12 weeks in a 12-month period (i.e., the usual FMLA leave allotment). Effective 10/28/09 The Active Duty Leave was expanded to include family members of active duty service members not just the National Guard and Reserves. Length of Leave: Eligible employees may use a maximum of twelve weeks of FMLA Leave during a rolling 12-month period. A “rolling 12-month period” is defined by the Town of Georgetown to be the 12-month period rolling backward from the first day of any Family Medical Leave used by an employee.

Family Medical Leave need not be taken at one time. It may also be taken on an intermittent basis or used to reduce your work schedule during the period of the serious illness, if there is a medical need for such leave and that need can

best be accommodated through an intermittent or reduced leave schedule. If you need intermittent Family Medical Leave or a reduced schedule, you must attempt to schedule the Leave so as not to disrupt the operations of the Town. The Town may assign you to an alternative position with equivalent pay and benefits that better accommodates your intermittent leave or reduced schedule.

**Payment for FMLA Leave:** FMLA leave will be unpaid; however, employees shall be required to concurrently use any available paid leave during such leave. FMLA Leave will run concurrently with absences from work covered by workers' compensation and disability plans.

**Notices:** You must give reasonable notice of the need to take FMLA Leave when it is foreseeable. "Reasonable notice" means notice that is given as soon as is practicable. If the necessity for Family Medical Leave is based on planned medical treatment, you must provide at least thirty (30) days' notice and make a reasonable effort to schedule the treatment so as to not unduly disrupt the organization's operations, subject to the approval of the health care provider. The Town requires that any FMLA leave request that is based on a serious illness of the employee or family member, or that is for an intermittent or reduced schedule, be supported by the certification of a health care provider on the form provided by the Town for that purpose. Copies of the Certification of Health Care Provider form are available from the Treasurer's Office. You must obtain a re-certification of the need for leave for your serious illness or that of a family member every thirty (30) days or at the end of the predicted minimum period of absence (whichever is later) in order to establish the continuing need for Family Medical Leave. If you are taking leave under the FMLA because of your own serious illness, you must present certification from your health care provider indicating that you are able to return to work.

**Updates While On Leave:** Any employee on FMLA leave must report to the Town periodically, but at least once per month, regarding his/her status and intent to return to work. Additionally, an employee must notify the Town as soon as possible when he/she is able to return to work so that officials may make the appropriate arrangements.

Please contact the Treasurer's Office if you have any questions about this policy.

**Military Leave of Absence:** If you are inducted into the U.S. Armed Forces, you will be eligible for re-employment after completing military service, provided: 1) you show your orders to your supervisor as soon as you receive them; 2) you satisfactorily complete your active duty service; 3) you enter the military service directly from your employment with the Town of Georgetown; 4) you apply for and are available for re-employment within ninety (90) days after discharge from active duty. If you are returning from up to six (6) months of active duty for training, you must apply within twenty days (20) after discharge.

**Military Reserve or National Guard Leave of Absence:** Employees who serve in U. S. military organizations or state militia groups may take the necessary time off without pay to fulfill this obligation, and will retain all of their legal rights for continued employment under existing laws. These employees may apply accrued personal leave and unused earned vacation time to the leave if they wish, however, they are not obliged to do so. You are expected to notify your supervisor as soon as you are aware of the dates you will be on duty so that arrangements can be made for replacement during this absence.

**Small Necessities Act:** In accordance with General Laws c. 149, §52D, eligible employees are entitled to a total of 24 hours of leave during a twelve-month period for the following reasons: to participate in school activities directly related to the educational advancement of the employee's child; to accompany the employee's child to routine medical

or dental appointments, or to accompany an elderly relative to routine medical or dental appointments or other professional services related to the elder's care. Leave under this provision is in addition to the twelve (12)-weeks leave provision and may be taken on an intermittent or reduced leave schedule. Small Necessities Act leave will be unpaid unless the employee uses accrued vacation or personal time.

### **Insurance Premium Payment During Leaves of Absence**

During any period in which you are on any type of unpaid leave of absence, other than leave under the Family Medical Leave Act, you will be responsible for paying the total premiums for your coverage and that of your dependents. Failure to do so may result in loss of coverage and possible refusal by the insurance carrier to allow your coverage to be reinstated.

### **X. Safety**

Workplace Violence Prevention Program - The Town does not tolerate acts or threats of violence by any individual in the workplace. The Town's Workplace Violence Prevention Program is therefore aimed at preventing incidents of violence from occurring and handling any acts or threats of violence that may arise. In the event any act or threat of violence occurs, the Department Head and Town Administrator should be immediately notified so that a prompt response may be commenced. All acts or threats of violence will be taken seriously and thoroughly investigated. Discipline shall be administered and law enforcement contacted as deemed appropriate by the Town.

Any accident, no matter how small, must be reported to the Department Head immediately. This policy ensures that any entitlement to workers' compensation benefits will be efficiently processed with the Town's insurance carrier.

### **Smoking**

Smoking is prohibited inside all Town buildings, and is only permitted in designated smoking areas. Please be courteous and concerned about the needs of your fellow employees and others. Please do not smoke in restricted areas (this includes all Town offices). Additionally, employees will not be provided with additional break time for the purpose of smoking.

### **First Aid**

In the event of a life threatening emergency, call 911. You should immediately contact your supervisor in the event of an accident or illness. It is imperative that employees take extreme care in case of an accident, both on and off the job. The transfer of any body fluid (blood, saliva, urine, etc.) may pass on a blood borne pathogen. Use caution to avoid contact with these body fluids. Each first aid kit contains plastic gloves, please be sure to use them. If this is not possible, use a strong disinfectant, to clean up afterwards. On the job injuries will be handled in accordance with the Workers' Compensation laws. Any employee who is injured while on the job must promptly notify appropriate Town officials to be eligible for coverage provided under our Workers' Compensation policy.

## **XI. Separation from Employment**

### **Termination**

The Town of Georgetown employs all employees on an at-will basis. This means that neither you nor the Town of Georgetown has entered into a contract regarding the duration of your employment. You are free to terminate your employment with the Town of Georgetown at any time, with or without reason. Likewise, the Town has the right to terminate your employment, or otherwise discipline, transfer, or demote you at any time, with or without reason, at its discretion. The Town expects that you will give at least two (2) weeks' notice in the event of your resignation. Any earned but unused vacation time will be paid out at the time of separation.

### **COBRA**

In accordance with the federal Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985, in the event of your termination of employment with the Town of Georgetown, or loss of eligibility to remain covered under our group health insurance program, you and your eligible dependents may have the right to continued coverage under our health insurance program for a limited period of time at your own expense. The Town of Georgetown will provide you with written notice as to your COBRA rights, so you may decide if you wish to continue your insurance coverage benefits you currently have as an employee/dependent who is eligible for continuation.

### **Exit Interviews**

If you resign from your employment with the Town, Town officials may wish to conduct an exit interview to discuss your reasons for leaving and any other impressions that you may have about your employment with the Town. During the exit interview, you are encouraged provide insights into areas for possible improvement. Every effort will be made to keep all such information confidential.

### **Return of Town Property**

Town property and equipment issued to you, as well as all documents, including those stored electronically or on external computer storage devices (including but not limited to External Hard Drive, CD, DVD, Disk), and all computer software must be returned to the Town of Georgetown at the time of your termination. Your manager and Town Administrator will work with you to collect all company property.

### **Post-Employment Inquiry**

If called by a potential employer, Town officials will only verify a former employee's dates of employment and position last held.

## **XII. Conflict Resolution**

The Town encourages a work environment in which any problem, complaint, suggestion, or question receives a timely response from Town officials. The Town endeavors to ensure fair and honest treatment of all employees. We expect supervisors, managers, and employees to treat each other with mutual respect.

If you disagree with the Town's rules of conduct, policies, or practices, you can state your concerns through the conflict resolution procedure described in this Policy. You will not be penalized in any way for making a complaint as long as you do so in a respectful manner. You will also not be penalized for using this conflict resolution procedure.

Employees are encouraged to use the following conflict resolution procedure should a work-related issue arise:

1. Employees are strongly encouraged to immediately bring any problems or complaints regarding their work or other day-to-day relations with the Town to the attention of their supervisors, or if the problem or complaint involves the employee's supervisors, to the Town Administrator, or if the problem or complaint involves both, to the Board.
2. If the matter remains unresolved after the discussion with the supervisor, the employee should contact the Town Administrator in writing. The Town Administrator shall discuss the matter with the employee and others who may be involved and attempt to reach a satisfactory understanding and resolution of the problem.
3. If the dispute remains unresolved more than ten (10) working days after the submission in writing to the Town Administrator, the employee may appeal to the Board of Selectmen within five (5) working days. The Select Board shall take the question under advisement, collecting such facts relating thereto as may seem helpful and it may, in its discretion, hold public or private hearings with respect to the question, subject to the provisions of the Open Meeting Law, General Laws c. 30A.
4. No later than thirty (30) working days after receipt of the written submission of the matter, the Board of Selectmen shall render its decision and thereafter promptly take such action as may be appropriate relative to the problem. The decision of the Board of Selectmen is final and binding.

Not every problem can be resolved to everyone's total satisfaction. However, we believe that honest discussion and listening to each other will build confidence between employees and management and help make the Town a better place to work.

## **XIII. Discipline Policy**

This section describes the policy for administering fair and consistent discipline for unsatisfactory conduct and work performance.

We believe it is important to make sure that all employees are treated fairly and that disciplinary actions are prompt, consistent and fair. The primary purpose of a disciplinary action is to correct the problem, prevent it from happening again, and prepare the employee for satisfactory performance in the future.

Although your employment is based on mutual consent and both you and the Town of Georgetown have the right to terminate employment at any time, without cause or advance notice, the Town may use progressive discipline at its discretion.

Disciplinary action may involve any of the following:

1. verbal warning
2. written warning,
3. suspension with or without pay, or
4. termination of employment.

The Town will consider the severity and frequency of the problem when deciding which action to take. There may be circumstances when one or more steps are bypassed.

In most cases, progressive discipline means that the Town will normally take these steps in the following order:

1. a first offense may call or a verbal warning;
2. the next offense may be followed by a written warning;
3. another offense may led to a suspension; and
4. still another offense may then lead to termination of employment.

Certain types of misconduct may justify either immediate suspension, or, in extreme situations, termination of employment without going through the usual progressive discipline steps. By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and the Town.

### **Grounds for Discipline**

This Disciplinary Action Policy applies to all employees. This policy pertains to matters of conduct as well as the employee's competence on the job. All employees are responsible for observing regulations necessary for proper operation of departments in the Town. Disciplinary action may be imposed against an employee for failure to fulfill job duties and responsibilities. Additionally disciplinary action may be imposed as a result of the following:

1. Refusal or failure to perform assigned work or violation of any reasonable official order or failure to carry out any lawful and reasonable directions made by a proper supervisor;
2. Habitual tardiness or absence from duty;
3. Use or possession of alcohol illegal narcotics while on duty (Violation of this rule is cause for immediate termination);
4. Willful misuse, misappropriation, negligence or destruction of Town property or conversion of Town property to personal use or gain;
5. Fraud in securing appointment;
6. Unauthorized disclosure of confidential information;
7. Abuse of sick leave or absence without leave;
8. Commission of a crime (on or off-duty);
9. Violation of safety rules, practices and policies;
10. Engaging in sexual or any other form of harassment or unlawful discrimination;

11. Falsification of time sheets or other records;
12. Disorderly conduct;
13. Violation of the Standards of Conduct;
14. Incompetence or inefficiency in performing assigned duties;
15. Any other situation or instance of such seriousness that disciplinary action is warranted.

**Discipline Procedure:** Unacceptable behavior that does not lead to immediate dismissal may be dealt with by any of the following interventions, taken in any order, as your supervisor and organization management determine is appropriate.

**Verbal Warning:** Your supervisor will meet with you to discuss the problem or violation, to make sure that you understand the nature of the problem or violation and the expected remedy. The purpose of this conversation is to remind you of exactly what the rule or performance expectation is and also to remind you that it is your responsibility to meet the Town's expectations. Your supervisor will document this meeting.

**Written Warning:** If you remain in violation of the Town's policies and procedures your supervisor will discuss the problem with you, emphasizing the seriousness of the issue and the need for you to immediately remedy the problem. After the meeting your supervisor will write a memorandum summarizing the discussion. A copy of the memorandum will be placed in your personnel file.

**Decision-Making Leave / Counseling Session:** If your performance does not improve within the established period following the Written Warning, if you are again in violation of the Town practices, rules or standards of conduct, or if your supervisor determines that this intervention is otherwise appropriate, you may be placed on Decision-Making Leave. Decision-Making Leave is a paid, one (1) day disciplinary suspension. Employees on Decision-Making Leave may spend the following day away from work deciding whether to commit to correcting the immediate problem and to conform to all of the organization's practices, rules and standards of conduct, or to terminate their employment with the Town of Georgetown. If your decision following the Decision-Making Leave is to return to work and abide by the Town of Georgetown practices, rules and standards of conduct, your supervisor will outline the consequences of failing to meet this commitment. You will be required to sign the letter to acknowledge receipt. A copy will be placed in your personnel file. You will be allowed to return to work with the understanding that if a positive change in behavior does not occur, or if another disciplinary problem occurs within a set period of time, you may be terminated. If you are unwilling to make such a commitment, you may either resign or be terminated.

**Suspension:** If you commit any of the actions listed below, or any other action not specified but similarly serious, you may be suspended without pay pending an investigation of the situation. Following the investigation you may be terminated without any previous disciplinary action having been taken: 1) theft; 2) falsification of Town records; 3) failure to follow safety practices; 4) breach of confidentiality; 5) threatening or engaging in workplace violence; 6) willful or negligent destruction of organization or employee property.

The Town shall not be required to follow each step in all circumstances. Certain violations, even first-time violations, may warrant a lengthy suspension or termination. Moreover, the Town expressly the right to terminate employment at any time, with or without reason.

#### **XIV. Anti-Discrimination Policy**

The Town of Georgetown recognizes the right of individuals to work and advance on the basis of merit, ability and potential without regard to race, sex, color, disability, religion, national origin, sexual orientation, or age. Non-discrimination and equal opportunity will be the policy of the Town of Georgetown in all of aspects of employment.

Specifically, it is the Town's policy to:

- (a) Recruit, hire and promote in all job classifications without regard to race, sex, color, disability, religion, national origin, sexual orientation or age;
- (b) Make decisions about employment so as to encourage the development of a diverse workforce;
- (c) Ensure that employment and promotion decisions are made in accordance with the principles of equal employment opportunity, by imposing only valid, job-related requirements for employment and promotional opportunities;
- (d) Ensure that all other personnel actions such as compensation, benefits, transfers, layoff, recall, training, tuition assistance, and social and recreational programs will be administered without regard to race, sex, color, disability, religion, national origin, sexual orientation or age; and
- (e) Prohibit any kind of harassment based on race, sex, color, disability, religion, national origin, sexual orientation or age.

Any employee who feels that he or she has been discriminated against on the basis of race, sex, color, disability, religion, national origin, sexual orientation or age in employment practices may file a grievance with the Town. The purpose of this procedure is to encourage local resolution of grievances concerning employment. Employees are not required to exhaust the Town's internal grievance procedures prior to filing a complaint or taking other action.

The grievance should be in writing and should contain information about the alleged discrimination such as name, address, phone number of grievant and location, date and description of the problem.

The parties should first attempt to resolve the grievance at the department level. The department head shall notify the Board of Selectmen if such a grievance is submitted. If the grievance is not resolved to the satisfaction of the grievant, or if the department head lacks authority to resolve the issue, the grievance may be submitted by the grievant and or his/her designee as soon as possible to the Board of Selectmen for further consideration.

Within ten (10) calendar days after receipt of the grievance, the Board of Selectmen or its designee will meet with the grievant to discuss the grievance and possible resolutions. Within ten (10) calendar days after the meeting, the Board of Selectmen or its designee will respond to the grievance in writing. The response will explain the Town's position and may offer options for substantive resolution of the grievance.

This grievance procedure is intended to be informal, and will not serve to legally bind either party. Any grievance or complaint involving existing or threatened civil or criminal litigation shall not be addressed using this informal procedure.

No retaliatory action will be taken against those persons who file complaints of sexual harassment or discrimination on the basis of race, sex, color, disability, religion, national origin, sexual orientation, age, or against individuals who cooperate in such investigations.

## **Harassment**

The Town of Georgetown intends to provide a work environment that is pleasant, professional, and free from intimidation, hostility or other offenses that might interfere with work performance. Harassment of any sort - verbal, physical, and visual - will not be tolerated.

### ***What Is Harassment?***

Workplace harassment can take many forms. It may be, but is not limited to, words, signs, offensive jokes, cartoons, pictures, posters, pranks, intimidation, physical assaults or contact, or violence that substantially interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment. Harassment is not necessarily sexual in nature. It may also take the form of other activity, including derogatory statements, not directed to the targeted employee but observed by the affected employee. Other prohibited conduct includes, but is not limited to, written material such as notes, photographs, cartoons, articles of a harassing or offensive nature, and taking retaliatory action against an employee for discussing or making a harassment complaint.

### ***Responsibility***

All Town employees have a responsibility for keeping our work environment free of harassment. Any employee, who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it to his or her Department Head. When a Town official becomes aware of an allegation of harassment, he or she must report it to Town Administrator. Appropriate investigatory and disciplinary action will be taken. All reports of harassment will be promptly investigated with due regard for the privacy of everyone involved. However, confidentiality cannot be guaranteed. Any employee found to have harassed a fellow employee or subordinate shall be subject to disciplinary action up to and including termination. The Town will also take any further action necessary to appropriately remedy the situation. Retaliation of any sort is expressly prohibited. No adverse employment action will be taken against any employee who makes a good faith report of alleged harassment or who participates in the investigation of such a complaint.

## **Sexual Harassment**

### ***What Is Sexual Harassment?***

Sexual harassment may include unwelcome sexual advances, requests for sexual favors or other verbal or physical contact of a sexual nature when such conduct substantially interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment. It also encompasses such conduct when it is made a term or condition of employment or compensation, either implicitly or explicitly and when an employment decision is based on an individual's acceptance or rejection of such conduct.

It is important to note that sexual harassment crosses age and gender boundaries. Among other perceived unconventional situations, sexual harassment may even involve two women, two men, or a bystander.

Examples of a hostile, intimidating, and offensive working environment include, but are not limited to pictures, cartoons, symbols, or apparatus found to be offensive and which exist in the workspace of an employee. This behavior does not necessarily link improved working conditions in exchange for sexual favors but it must be unwelcome and substantially interfere with an individual's work performance or create an intimidating, hostile, or offensive working environment.

The Town will investigate all complaints of sexual harassment and will take immediate and appropriate disciplinary action if sexual harassment has been found to have occurred within the workplace. Complaints related to sexual harassment should be made as soon as possible to the Town Administrator.

The Town's Sexual Harassment Policy is included as part of this Handbook as Appendix D.

## **XV. Drug and Alcohol-Free Workplace Policy**

The Town of Georgetown is committed to protecting the safety, health and well-being of all employees and other individuals in our workplace. We recognize that alcohol abuse and drug use pose a significant threat to our mission and goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug and alcohol free environment. The Town encourages employees to voluntarily seek help with drug and alcohol problems.

Any individual who conducts business for the Town, is applying for a position or is conducting business on the Town's property is covered by our drug and alcohol free workplace policy. Our policy includes, but is not limited to managers, supervisors, full-time employees, part-time employees, off-site employees, volunteers, interns, and officials.

Our drug and alcohol free workplace policy is intended to apply whenever anyone is representing or conducting business for the Town. Therefore, this policy applies during all working hours, whenever conducting business or representing the Town, while on call, paid standby, while on Town property or at Town-sponsored events.

It is a violation of our drug-free workplace policy to use, be under the influence of, possess, sell, trade, distribute, and/or offer for sale alcohol, a controlled or banned substance, illegal drugs or intoxicants while working, conducting business or representing the Town, on Town property or at Town-sponsored events; also, while on call or on paid standby.

All information received by the Town through the drug and alcohol free workplace program will kept as confidential as possible. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

Any employee who is convicted of or pleads guilty to a criminal drug violation must notify the Town in writing as soon as possible, but no later than twenty-four (24) hours of the conviction or guilty plea. The Town will thereafter

take appropriate action based on the facts and circumstances of the situation. Federal and or state contracting or licensing agencies will also be notified when appropriate.

One of the goals of our drug and alcohol free workplace program is to encourage employees to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, the consequences are serious.

In the case of applicants, if he or she violates the drug and alcohol free workplace policy, the offer of employment can be withdrawn.

If an employee violates the policy, he or she may be disciplined, up to and including termination of employment, subject to the provisions of an existing collective bargaining agreement, where applicable.

The Town of Georgetown recognizes that alcohol and drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. To support our employees, our drug and alcohol free workplace policy:

- Encourages employees to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem.
- Encourages employees to utilize the services of qualified professionals in the community to assess the seriousness of suspected drug or alcohol problems and identify appropriate sources of help.
- Ensures the availability of a current list of qualified community professionals.
- Offers all employees assistance with alcohol and drug problems through the Employee Assistance Program (EAP).
- Allows the use of accrued paid leave while seeking treatment for alcohol and other drug problems.

Treatment for alcoholism and/or other drug use disorders may be covered by the employee benefit plan. However, the ultimate financial responsibility for recommended treatment belongs to the employee.

A safe and productive drug and alcohol free workplace is achieved through cooperation and shared responsibility. Both employees and management have important roles to play.

## **XVI. Nepotism Policy**

It is the Town's Policy to allow multiple family members to be employed by the Town of Georgetown, subject to the following conditions. Close relatives and domestic partners shall not be hired or transferred under the following conditions: a) when one close relative or domestic partner would supervise or evaluate the other; b) when one close relative or domestic partner would supervise or evaluate the immediate supervisor of the other. Close relative is defined as spouse, civil union partner/domestic partner (where state law is applicable), in-law relation, child (including biological, step-children, children of the employee's civil union partner/domestic partner, adopted children and individuals for whom the employee serves as a guardian or in loco parentis capacity), parents (including step-parents, parents of the employee's civil union partner, adopted parents, former guardians or an individual who cared for the employee in an in loco parentis capacity), parent of the employee's spouse or civil union partner, grandparents, sibling or sibling of the employee's spouse or civil union partner/domestic partner. If a relationship occurs that results in two employees of the Town of Georgetown becoming close relatives when they are currently in a position

reflecting the aforementioned conditions, the employee must notify his or her Department Head. The Department Head, in consultation with the affected employees, will attempt to derive an alternate employment arrangement within the Town of Georgetown. If such an arrangement cannot be achieved within six months, the matter will be decided by the management of the organization.

## **XVII. Other Workplace Policies**

### **Attendance and Punctuality**

We expect employees to be reliable and punctual. You should report for work on time and as scheduled. If you cannot come to work or you will be late for any reason, you must notify your supervisor as soon as possible.

Unplanned absences can disrupt work, inconvenience other employees, and affect productivity. If you have a poor attendance record or excessive lateness, you may be subject to disciplinary action, up to and including termination of employment.

### **Dress Code and Personal Appearance**

Employees are required to dress and groom themselves in accordance with accepted social and business standards, particularly if your job involves interacting with members of the public in person. You are expected to be suitably attired and groomed during working hours or when representing the Town of Georgetown. Employees are expected to wear business casual attire. An example of business casual is slacks or skirt with a sweater, shirt or polo with a collar, Town of Georgetown shirts included. However, jeans, t-shirts, short shorts, halter or abbreviated shirts or blouses, sweatshirts or torn or dirty appearing clothing are not permitted. Personal appearance should be a matter of concern for each employee. If your supervisor feels your attire and/or grooming is out of place, you may be asked to leave your workplace until you are properly attired and/or groomed. Employees who violate dress code standards may be subject to appropriate disciplinary action. Jewelry must not create a distraction. Pierced ears are acceptable, however, any other visible form of body piercing is not. Should you violate this policy your supervisor will ask you to remove the article in question. The Town further reserves the right to require employees to cover any visible tattoo. Failure to follow the directions of your supervisor may result in disciplinary action.

### **Conflict of Interest**

At all times employees are required and expected to comply with the relevant provision of General Laws Chapter 268A and the Town's Conflict of Interest Policy, which is attached as Appendix E.

### **Copyright Materials**

It is the Town's policy that copyrighted material belonging to outside entities shall not be transmitted by employees over the Town's network or email server. All employees with access to materials owned by other individuals or entities must respect all copyrights and may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy for reference only. Failure to observe copyright laws or license agreements may result

in disciplinary action up to and including termination. Please speak with your Department Head should you have any questions concerning copyrights or license rights.

### **Personal Vehicle Use**

Employees who use their personal vehicle to conduct Town business will be reimbursed at the applicable IRS mileage rate for actual miles driven. The Town of Georgetown shall not be responsible for damage to your personal vehicle when you are using it to conduct Town business.

### **Parking**

Parking spaces in the front of Town Hall and the row closest to the rear door are reserved for non-employees. Employees shall park in the rear of the Town Hall in the spaces along the back row and in the spaces on the side of Town Hall facing Central Street.

### **Expense Reimbursement**

You must have your supervisor's written authorization (usually by way of a requisition or purchase order) prior to incurring an expense on behalf of the Town of Georgetown. To be reimbursed for all authorized expenses, you must submit an expense report or voucher accompanied by receipts and your supervisor must approve it. If you are asked to conduct organization business using your personal vehicle, the Town of Georgetown will reimburse you at the rate per mile permissible by the IRS.

### **Travel Expenses**

The Town will reimburse employees for reasonable expenses if your immediate supervisor approves the travel in advance. After a trip is approved, you should make your travel arrangements using the most efficient and economical mode of transportation available.

We reimburse approved travel expenses such as travel, meals, lodging, and other expenses as long as they were necessary to meet the objectives of the trip. You are expected to keep expenses within reasonable limits.

If you are involved in an accident while on business travel, immediately report the accident to your supervisor. If you use a vehicle owned, leased, or rented by the Town of Georgetown, you may not use that vehicle for personal reasons unless you have received advance approval.

Upon return, employees shall submit their completed travel expense report within 30 days. With your expense report, you must also submit receipts for every expense item.

### **Recycling, Waste Prevention and Conservation**

The Town of Georgetown encourages you to be conscious of our commitment to recycle and conserve our resources.

### **Solicitations and Distributions**

Solicitation for any cause during working time and in working areas is not permitted. You are not permitted to distribute non-organization literature in work areas at any time during working time. Working time is defined as the time assigned for the performance of your job and does not apply to break periods and meal times. Persons not employed by the Town of Georgetown are prohibited from soliciting or distributing literature on organization property or from being on the Town of Georgetown property other than for Town-related reasons.

### **Emergency Closing**

If there is an extreme condition that endangers the safety of Town employees, due to weather or otherwise, closure of Town offices will be announced only by the Town Administrator or his/her designee. When an extreme condition is declared, employees will not be required to use accrued paid leave.

Each employee of the Town of Georgetown is expected to make his or her own personal safety decision with regard to reporting to work on days of poor road conditions. Employees choosing not to report to work or to work a reduced number of hours due to inclement weather will be required to use personal, or vacation time for lost hours. With approval from a supervisor, employees may work additional hours to make up the time missed.

### **XVIII. Flexible Work Schedule**

Below is a summary of our policy and procedures for Flexible Work Arrangements and Core Meeting Hours.

#### **Eligibility**

Eligibility will vary by type of arrangement requested. All arrangements require participants to Meet or Exceed Performance Expectations, adhere to deadlines and satisfy business needs. If a participant fails to meet each of these requirements, they will lose the privilege of participating in the program.

#### **Flexible Work Arrangement Options**

Typically, flexible schedules provide an opportunity for an employee to work the same number of hours in a week, but in a different configuration from the standard hours of 8:30 a.m. to 5:00 p.m.

#### **Options for our Flexible Work Arrangements:**

*Compressed Workweek* - The same amount of hours worked per week but in less number of days. For example, an employee may work 10-hour days or if part-time they may work 2 longer shifts instead of shorter shifts.

*Flexible Schedule* – The same number of shifts are worked but the start and end times might vary or the length of each day may vary. For example, an employee may work every day starting at 8:00 a.m. and leave at 4:30 p.m. or they may work four 9-hour days and one 4-hour day.

*Telecommuting* – The employee performs their work from an alternative worksite. This may include one of our facilities or at home, for a portion of their work schedule. Prior to approval, telecommuting requests will require an

interview with our technology staff to access remote-access needs. Consideration for this type of arrangement will be influenced by this interview.

*Job Sharing* – Two employees voluntarily share the responsibilities of one full-time position. For example, 2 employees may work 4 hours a day to accomplish a 40-hour job. Please note, based on the arrangement selected, there may be an impact to the employee’s compensation and benefits package.

### **Requesting a Flexible Work Arrangement:**

When determining if a flexible arrangement is appropriate for you, keep the following in mind:

- You will be required to continue performing the same tasks.
- Deadlines still must be met.
- Performance and productivity cannot slip. Participants must maintain a performance rating of Meets Requirements or Exceeds Requirements and productivity must be maintained at an acceptable level.

Eligibility and Approval Requirements Will Vary by the Type of Flexible Work Arrangement Requested.

### **XIX. Social Media**

Choosing to develop or contribute to a blog, wiki, online social media network or any other form of online publishing or discussion is a personal decision. As user-generated web content—blogging, social web-applications and networking increase, employees must understand our organization's policies and the guidelines.

**Social Computing Guidelines:** Employees are personally responsible for the content they publish on blogs, wikis or any other form of user-generated social media. Employees must follow all the Town’s policies and procedures, particularly on Confidentiality and Code of Conduct, when publishing content. Always write in the first person to make it clear that you are speaking for yourself and not on behalf of or as a representative for the Town of Georgetown.

If you publish content to any non-Town website concerning your work, employees must explicitly state that the statements made on the site do not necessarily represent the Town of Georgetown's positions, strategies or views.

Do not disclose any confidential or other proprietary information.

### **XX. Cell Phone Usage Policy**

This Cell Phone Usage Policy applies to any device that makes or receives phone calls, leaves messages, sends text messages, surfs the Internet, or downloads and allows for the reading of and responding to email whether the device is company-supplied or personally owned. Employees authorized to operate a Town-owned vehicle are prohibited from using a cell phone or similar device while operating said vehicle, whether the vehicle is being used for personal or Town-related business. This prohibition includes receiving or making voice calls, text messaging, surfing the Internet, receiving or responding to email, checking for phone messages.

Additionally, Town employees shall be prohibited from using a cellular phones or similar device while operating personal vehicle for any Town-related business. To safely use your cell phone or similar device, employees are required to park the vehicle in a safe location. Employees who violate this policy will be subject to disciplinary actions, up to and including employment termination.

## **XXI. Telephone/Voicemail/Computer/Mail Use And Privacy**

Telephones, computers, email accounts and internet connectivity are provided for the purpose of transacting Town-related business. Reasonable use for essential personal and family business may be conducted when necessary, with any charges for long distance calls, fax, or internet use to be reimbursed to the Town. All long distance personal calls will be entered on and accounted for on the telephone bill upon receipt.

Town computers are subject to random monitoring and searches at any time without notice. The use of Town computers with internet capabilities to access, reproduce, download or disseminate any obscene, offensive or inappropriate material is strictly forbidden.

All uses of and communications via Town-provided telephone, fax, computer or internet shall be considered property of the Town.

Employees shall be required to comply with the Open Meeting Law when participating in electronic conversation through email, chat or other similar methods.

Each employee has a responsibility to use the Town of Georgetown's Technology Resources in a manner that increases productivity, enhances the Town of Georgetown's public image, and is respectful of other employees. Failure to follow the Town of Georgetown's policies regarding its Technology Resources may lead to disciplinary measures, up to and including termination of employment.

The Town of Georgetown is aware that employees use electronic mail for correspondence that is less formal than written memoranda. Employees must take care, however, not to let informality degenerate into improper use. The Town does not tolerate discrimination or harassment based on gender, pregnancy, childbirth (or related medical conditions), race, color, religion, national origin, ancestry, age, physical disability, mental disability, medical condition, marital status, sexual orientation, family care or medical leave status, veteran status, or any other status protected by state and federal laws. Under no circumstances may employees use the Town's Technology Resources to transmit, receive, or store any information that is discriminatory, harassing, or defamatory in any way (e.g., sexually-explicit or racial messages, jokes, cartoons).

Employees may not use any of the Town's Technology Resources for any illegal purpose, violation of any the Town of Georgetown policy, in a manner contrary to the best interests of the Town of Georgetown, in any way that discloses confidential or proprietary information of the Town of Georgetown or third parties, or for personal or pecuniary gain.

All messages sent and received, including personal messages, and all data and information stored on the Town of Georgetown's electronic-mail system, voicemail system or other computer systems/ resources are the Town of Georgetown's property regardless of the content. As such, the Town of Georgetown reserves the right to access all of its Technology Resources including its computers, voicemail and electronic-mail systems, at any time, in its sole discretion.

Although the Town of Georgetown does not wish to examine personal information of its employees, on occasion the Town officials may need to access any and all information in its Technology Resources, including computer files, electronic-mail messages, and voicemail messages. Employees should understand, therefore, that they have no right of privacy with respect to any information or messages – including personal information or messages – created, received or maintained on the Town’s Technology Resources. The Town may, at its discretion, inspect all files or messages on its Technology Resources at any time for any reason. The Town may also monitor its Technology Resources at any time to determine compliance with its policies, for purposes of legal proceedings, to investigate misconduct, to locate information, or for any other business purpose.

Certain of the Town’s Technology Resources can be accessed only by entering a password. Passwords are intended to prevent unauthorized access to information. Passwords do not confer any right of privacy upon any employee of the Town of Georgetown. Thus, even though employees may maintain passwords for accessing Technology Resources, employees must not expect that any information maintained on Technology Resources, including electronic-mail and voicemail messages, is private. Employees are expected to maintain their passwords as confidential. Employees must not share passwords and must not access coworkers’ systems without express authorization.

Improper use of the Internet, electronic mail, or any other of the Town’s Technology Resources may result to disciplinary action, up to and including termination from employment. Employees have no right of privacy, nor any expectation of privacy, with respect to any aspect of their use of the Internet or electronic mail while on the Town of Georgetown’s premises, or when accessing the Internet or using electronic mail remotely. The Town of Georgetown reserves the right to, at any time, without limitation, monitor your use of the Internet, including monitoring Internet sites visited, the number of times those sites are visited, and the time connected to each site. All items uploaded to or downloaded from any location on the Internet and all electronic mail and attachments thereto, must be scanned for viruses. Materials downloaded from the Internet must be placed on discs and not on your computer hard drive, or the Town of Georgetown’s network. Employees must use anti-virus software to scan any material from obtained via the Internet. Files or documents sent outside of the Town of Georgetown via the Internet and/or electronic mail must be properly encrypted. For any questions about encryption, or other protective measures you may employ in using the Internet or electronic mail, please contact the Information Technology Department.

Some of the information to which the Town of Georgetown has access is confidential. Employees should exercise extreme caution when sending confidential information over the Internet. Employees also should verify electronic mail addresses before transmitting any messages.

### **Internet**

Employees are encouraged to use the Internet, particularly the Web resources, to foster the Town’s business interests and to enhance their professional skills. This use includes research and acquiring information of benefit to Town and its constituents. Use of the Internet on personal time (lunch breaks, before/after normal working hours, etc.) is permitted for legitimate personal use consistent with the prohibitions described herein. No user should ever share access to any Town computer system with any individual not employed by the Town. The following behaviors, although not exhaustive of all prohibited conduct, are specifically prohibited when accessing the Town’s internet at work, e-mail, or telecommunications resources: soliciting money for personal gain; gambling or any other criminal activity; violating copyright laws by downloading graphics or text for use in other documents; viewing, downloading or otherwise accessing sexually explicit, violent or hate-related material; communicating inappropriate messages, i.e. that are derogatory, defamatory, obscene or otherwise inappropriate in a workplace setting; establishing Web sites or other Internet sites without express permission from Information Services; engaging in any other Internet activity that

violates local, state or federal law; disclosure of confidential information; engaging in Internet activity or sending e-mail messages that violate Town policies; and any other use inconsistent with or contrary to Town policies.

### **Electronic Mail**

Use of electronic mail (e-mail), whether sent or received, is intended for business functions and activities. Performance requirements of the Town of Georgetown's Internet, Intranet and other information systems must be maintained at all times. If large files or documents must be sent or received that may degrade systems operation, check with Information Services for off-hours scheduling. Limited personal use of corporate e-mail is permitted for legitimate purposes. This personal use is intended to be infrequent, for short messages without objectionable, harassing or sexually explicit content. Employees will refrain from sending or receiving personal e-mail with large files or documents attached that could affect the performance or storage capacity of our systems.

### **Monitoring of Employee Usage and Restricting Access to Objectionable Internet Content**

The Town expressly reserves the right to monitor employee use of its corporate resources in accord with the Electronic Communications Privacy Act. Under this law, the Town has the absolute right to review, audit, monitor and disclose the content of all e-mail messages (and any documents, files or materials attached to them) that employees send or receive through the organization's system. Employees should be aware that access to content includes deleted items not fully eliminated from the system, as well as to existing hard copies of the same. Personal passwords can be overridden and should not be disclosed to others. Use of e-mail and organization Internet connection grants consent to review by management. The Town's e-mail and Internet connection is to be used only by authorized persons, i.e. employees and others such as contractors or consultants specifically granted such permission. The Town, at its discretion, may prevent access to Web sites and/or monitor employee access to Web sites. This capability is necessary because the Town of Georgetown, as well as its employees, is legally responsible for employee conduct utilizing corporate assets and facilities. In addition the Electronic Discovery Act provides that all material transmitted electronically can be used in any employment litigation. This means that all electronic communication must be maintained by the organization.

While not everyone may have access to the Internet or e-mail as a requirement of his or her immediate job, over time, access will be expanded within the organization. Therefore every employee is expected to comply with this policy. All employees will be asked to read and sign the statement attesting to their receipt and understanding of this policy. Employees who violate this policy may be subject to disciplinary action up to and including termination of employment, at the discretion of the Town of Georgetown management.

## **XXII. Summary Statement**

As a valued employee of the Town of Georgetown, your compliance with the preceding policies is an expectation of your employment. Should you have any questions or misunderstandings with regard to any of the information in this Handbook, we ask that you bring them to the attention of appropriate Town officials. As an organization which strives to be the best, we are constantly seeking ways to do things better. Consequently, you are encouraged to make your recommendations for improvement known. We recognize that there can be several ways to accomplish an objective; being the best requires they all be considered. If you have an idea or suggestion for improvement please submit it to your supervisor. In closing, we trust you will find your employment with the Town both personally rewarding and professionally challenging. We believe in what we do for the community, our constituents we serve, and ourselves. Together, we can strive for and achieve our mission.

**APPENDIX C  
TOWN OF GEORGETOWN  
ALCOHOL AND DRUG TESTING POLICY**

**I. PURPOSE**

This Policy outlines the responsibilities of employees, supervisors and managers with regard to testing for drug and alcohol use by Town employees who occupy safety-sensitive positions subject to regulation of the U.S. Department of Transportation (DOT) and the Federal Motor Carrier Safety Administration (FMCSA).

**II. APPLICATION**

This Policy applies to all Town of Georgetown employees in safety sensitive positions, as defined below.

**III. DEFINITIONS**

Safety Sensitive Position: A position in which an employee is required to maintain a commercial driver's license (CDL) and operates, or may be required to operate, a commercial motor vehicle (CMV) that:

- weighs equal to or greater than 26,001 lbs.;<sup>1</sup>
- is designed to transport sixteen (16) or more occupants (including the driver), OR
- is used to transport hazardous materials that require placarding of the vehicle.
- Hoisting hydraulic license.
- Any vehicle requiring a Hoisting Engineers license.

Covered Employee: An employee who performs safety sensitive functions as part of his or her employment with the Town.

**IV. POLICY**

It is the Policy of the Town to fully comply with all DOT regulations concerning pre-employment, random, reasonable suspicion and post-accident drug and alcohol testing in an effort to ensure a safe work environment, reduce the potential for accidents and casualties, and to cooperate with the DOT and the transportation industry to eliminate the misuse of alcohol and the illegal use of controlled substances by Town employees.

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<sup>1</sup> By law, firefighters are specifically excluded from the definition of safety-sensitive position, and thus are not subject to this Policy's testing requirement. However, firefighters must still comply with the Town's Drug and Alcohol-Free Workplace Policy.

## V. PROCEDURES

### A. Designated Employer Representative (DER)

The Town's Designated Employer Representative (DER) shall serve as the Town's representative on all issues covered under this Policy. This includes answering all employee questions concerning the Town's drug and alcohol programs, or any aspect of this Policy. The DER is also responsible for receiving information about certain kinds of test results and taking required action, such as causing an employee to be removed from the performance of safety-sensitive functions. Collectors shall contact the DER with any problems or issues that may arise during the testing process. The following individual shall serve as the Town's DER:

Name: Michael Farrell  
Address: 1 Library Street  
Georgetown, MA  
Title: Town Administrator  
Phone: 978-352-5755  
E-Mail: mfarrell@georgetownma.gov

### B. Medical Review Officer (MRO)

The role of the Medical Review Officer (MRO) is to review and interpret lab results obtained through the Town's testing program. The MRO's role is an important safeguard in the testing process. The MRO position requires technical knowledge, professional judgment, interpersonal skills, and an understanding of both legal and economic issues.

The MRO shall be a licensed physician responsible for receiving laboratory results generated by the Town's drug testing program. He/she shall have extensive knowledge of substance abuse disorders and appropriate medical training to interpret and evaluate an individual's positive test result with his or her medical history and any other relevant biomedical information. The MRO assures:

- respect for personal confidentiality and dignity of the donor;
- maintenance of the confidentiality of medical information, except when public safety is jeopardized; and
- maintenance of high scientific and medical standards.

The following individual shall serve as the Town's Medical Review Officer:

Name: Total Compliance Network  
Address: 5440 NW 33 Ave, Suite 106  
Ft. Lauderdale, FL 3309  
  
Phone: 954-677-1200

### C. Testing Laboratory

Drug testing laboratories certified by the U.S. Department of Health and Human Services (HHS) receive urine specimens and test them to determine the presence of controlled substances. They also conduct validity testing to determine if the specimen has been adulterated or substituted.

A U.S. laboratory is permitted to participate in DOT drug testing only if it is certified by HHS under the National Laboratory Certification Program (NLCP) or, in the case of a foreign laboratory, if it is approved for participation by the DOT with respect to 49 CFR Part 40. A laboratory participating in DOT drug testing must comply with the requirements in 49 CFR Part 40, as well as all applicable HHS requirements.

The Town uses the following toxicology laboratory:

Name: Custom Drug Testing  
Address: 3 Perry Place  
Auburn, MA 01501  
Phone: 508-832-5990  
Fax: 508-519-8020

### D. Required Testing

All full and part-time Town employees in safety sensitive positions are required to submit to alcohol and controlled substances testing administered in accordance with this Policy.

### E. Period of Coverage

The Town may order a safety-sensitive employee to submit to a drug test any time the employee is on-duty. An alcohol test can be performed immediately before, during, or after the performance of a safety-sensitive job function.

### F. Prohibited Substances

Prohibited substances include: cocaine, opiates (e.g., heroin, codeine), phencyclidine (PCP), cannabinoids (marijuana), amphetamines, and alcohol. Although the non-medical use of small amounts of marijuana has been decriminalized in the Commonwealth of Massachusetts, cannabinoids remain a prohibited substance as defined by DOT regulations. The Town shall test for all of these substances. For the purposes of this Policy, alcohol is defined as the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols including methyl or isopropyl alcohol. Alcohol use means the consumption of any beverage, mixture, or preparation, including any medication, containing alcohol.

### G. Legal and Prescribed Drugs

A legal prescription means a prescription or other written approval from a physician for the use of a drug by an individual in the course of medical treatment. It must include the patient's name, the name of the substance, quantity/amount to be taken, and the period of authorization. The appropriate use of legally prescribed and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates the mental functioning, motor skills, or judgment may be adversely affected must be reported to

supervisory personnel and medical advice must be sought, before performing work-related duties. The misuse or abuse of legally prescribed drugs or the use of illegally obtained prescription drugs shall be considered prohibited conduct. This prohibition includes the use of medication that is prescribed to an individual other than the employee.

H. Prohibited Behavior and Conduct

1. All covered employees are prohibited from reporting for duty or remaining on duty any time there is a quantifiable presence of a prohibited drug in the body above the following minimum thresholds:

<u>Initial test analyte</u>	<u>Initial test cutoff</u>	<u>Confirmatory test analyte</u>	<u>Confirmatory cutoff</u>
Marijuana metabolites.....	50 ng/mL	THCA <sup>1</sup> .....	15 ng/mL
Cocaine metabolites.....	150 ng/mL	Benzoylcegonine.....	100 ng/mL
<i>Opiate metabolites</i>			
Codeine/Morphine <sup>2</sup> .....	2000 ng/mL	Codeine.....	2000 ng/mL
Morphine.....	2000 ng/mL		
6–Acetylmorphine.....	10 ng/mL	6–Acetylmorphine.....	10 ng/mL
Phencyclidine .....	25 ng/mL	Phencyclidine.....	25 ng/mL
<i>Amphetamines<sup>3</sup></i>			
AMP/MAMP <sup>4</sup> .....	500 ng/mL	Amphetamine.....	250 ng/mL
Methamphetamine <sup>5</sup> .....	250 ng/mL		
MDMA <sup>6</sup> .....	500 ng/mL	MDMA.....	250 ng/mL
MDA <sup>7</sup> .....	250 ng/mL		
MDEA <sup>8</sup> .....	250 ng/mL		

<sup>1</sup> Delta-9-tetrahydrocannabinol-9-carboxylic acid (THCA).

<sup>2</sup> Morphine is the target analyte for codeine/morphine testing.

<sup>3</sup> Either a single initial test kit or multiple initial test kits may be used provided the single test kit detects each target analyte independently at the specified cutoff.

<sup>4</sup> Methamphetamine is the target analyte for amphetamine/methamphetamine testing.

<sup>5</sup> To be reported positive for methamphetamine, a specimen must also contain amphetamine at a concentration equal to or greater than 100 ng/ml.

<sup>6</sup> Methylenedioxymethamphetamine (MDMA).

<sup>7</sup> Methylenedioxyamphetamine (MDA).

<sup>8</sup> Methylenedioxyethylamphetamine (MDEA).

2. No covered employee shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.02 or greater.

No covered employee shall use alcohol while performing safety-sensitive functions or within four (4) hours prior to performing a safety sensitive function.

No driver required to take a post-accident alcohol test shall use alcohol for 8 hours following the accident, or until he/she undergoes a post-accident alcohol test, whichever occurs first.

3. Under independent authority, the Town prohibits every employee from using, possessing, selling, attempting to sell, distributing, purchasing, attempting to purchase, conveying, cultivating, or manufacturing illegal drugs. The Town also prohibits every employee from consuming, possessing, selling, purchasing, manufacturing, distributing, or conveying alcohol while on duty.

#### I. Alcohol Testing Procedures

Testing for the presence of alcohol will be conducted by analysis of breath. Alcohol initial screening tests will be conducted by a National Highway Traffic Safety Administration (NHTSA) approved Evidential Breath Testing (EBT) device or non-evidential alcohol screening device that has been approved by NHTSA. A trained Breath Alcohol Technician (BAT) shall conduct alcohol screening tests. Confirmatory tests for alcohol concentration will be conducted utilizing an NHTSA-approved EBT device. The results of both the screening and confirmation of breath alcohol tests, as applicable, shall be displayed to the individual being tested immediately following the test(s). The results will be transmitted by the breath alcohol technician to the Town in a confidential manner, in writing, in person, by telephone or electronic means.

#### J. Drug Testing Procedures

Testing for the presence of the metabolites of drugs will be conducted by the analysis of urine. All controlled substances testing specimens shall be analyzed by a laboratory that is approved by HHS, and that observes and adheres to applicable chain-of-custody procedures. The laboratory shall forward the results of every drug test to the MRO for review. If the test result is negative, the result will be reported by the MRO to the DER. If the test result is confirmed positive, adulterated, substituted or invalid, the employee will be given an opportunity to discuss the test result with the MRO. If the test result is verified as positive, or as a refusal to test because of adulteration or substitution, the MRO shall inform the employee of his/her right to request a retest of the same specimen at a different HHS-approved laboratory, and of the process for doing so. Such request must be made by

the employee within seventy-two (72) hours of the employee having been informed of a verified positive test result. The employee is responsible for the cost of the re-test. However, the re-test fee will be reimbursed to the employee if the result of the re-test is negative.

#### K. Alternative Testing

Results of additional tests (such as blood, hair or DNA tests) arranged by an employee, or requested by a medical practitioner, will not be considered.

#### L. Circumstances When Testing May Occur

All covered employees shall be subject to pre-employment drug testing, as well as reasonable suspicion, post-accident, random, return-to-duty, and follow-up drug and alcohol testing, as defined in this Policy.

#### M. Pre-employment Testing

Covered employees shall be required to submit to drug testing prior to employment. Receipt of a negative test result is required prior to an individual's performance of a safety sensitive function. A positive test result will disqualify an applicant from employment with the Town. A non-covered employee shall not be placed, transferred or promoted into a covered position that requires the performance of a safety-sensitive function until the employee takes a pre-employment drug test with a verified negative result.

#### N. Random Testing

Covered employees will be subject to random drug testing. Each year, the Town will conduct random drug testing of fifty percent (50%) of employees in safety sensitive positions and random alcohol testing of ten percent (10%) of those employees, or other rates as required by the DOT.

Each covered employee who is notified of selection for random alcohol or drug testing must immediately proceed to the designated test site. If a supervisor is in the random selection pool and is responsible for generating or receiving the random list, or responsible for notifying employees selected by the random list, and the supervisor's name appears on the list, then the generated or received random list shall serve as notification to the supervisor of random selection, and that supervisor shall be readily available for testing and immediately proceed to the collection site for random testing.

#### O. Reasonable Suspicion Testing

All covered employees may be subject to a fitness for duty evaluation, to include appropriate urine and/or breath testing when there are reasons to believe that there is prohibited drug or alcohol use. A determination that reasonable suspicion exists shall be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the covered employee. The observations must be recent, and a supervisor, who is trained in detecting the signs and symptoms of alcohol/drug use and who reasonably concludes that an employee may be adversely affected or impaired in his/her work performance due to prohibited substance abuse or alcohol misuse, must be able to express clearly those observations. The behavior leading to the determination must be documented, as witnessed by the supervisor, within 24 hours. Examples of reasonable suspicion include, but are not limited to the following:

- Overt signs and symptoms of impairment
- The detectable odor of alcohol
- Physical evidence of drug use, such as possession of drug paraphernalia

P. Post-Accident Testing

Each surviving driver involved in a vehicular accident shall be subject to post-accident drug and alcohol testing if any one of the following conditions is met:

- There is a fatality; or
- The driver is cited for a moving violation AND either:
  - The vehicle is towed from the scene; or
  - Someone is medically evacuated from the scene.

Q. Return-To-Duty Testing

Before a covered employee can be considered for reinstatement after having engaged in prohibited conduct, the employee must be cleared to return to work by a Substance Abuse Professional (“SAP”) and provide a negative return-to-duty drug and/or alcohol test, depending on the substance(s) involved in the prohibited conduct. An SAP may, however, order testing for both alcohol and controlled substances. Return to duty drug tests must be observed. The Town reserves the right to withhold a final decision regarding reinstatement of a driver until after a negative result of a return-to-duty test has been received. A positive return-to-duty test result is another DOT violation, and may result in termination. An employee with a positive return-to-duty test will be required to complete an entirely new SAP process and will be subject to follow-up testing plans for each of the violations. An employee will not be returned to safety-sensitive functions until a negative result is obtained.

R. Follow-Up Testing

An employee, who returns to duty after complying with the recommendations of a SAP, and after providing a negative result on a return-to-duty test, is subject to unannounced follow-up alcohol and/or controlled substances testing as directed by the SAP. Follow-up drug tests must be observed. Follow-up testing may be scheduled for a period of up to sixty (60) months, and must include no fewer than six (6) tests to be conducted in the first twelve (12) months after the employee’s return-to-duty date.

S. Consequences for Policy Violations

A covered employee who engages in any of the prohibited conduct above will be in violation of this Policy. He or she will be immediately removed from all safety-sensitive functions and will be referred to an SAP for treatment and evaluation. An employee who has a confirmed alcohol concentration of 0.02 or greater but less than 0.04 will be removed from his/her position for twenty-four (24) hours.

The employee may also be subject to disciplinary action up to and including termination of employment.

For the first violation of this Policy, an employee shall be suspended for at least fifteen (15) days without pay but may be suspended for a longer period of time or have their employment terminated based upon all of the circumstances surrounding the violation. Employee shall thereafter be temporarily demoted to the position of Laborer and shall have his/her pay reduced to the corresponding pay grade until he/she is authorized to perform safety-sensitive functions.

For the second violation of this Policy, an employee shall be terminated.

The Town further reserves the right to take action against an employee, where appropriate, for violation of other Town policies, procedures and/or rules.

#### T. Refusal to Submit to a Drug or Alcohol Test

Any covered employee who refuses to comply with a request for testing shall be immediately removed from safety-sensitive duty and referred to a SAP for evaluation. A covered employee who refuses to submit to a drug or alcohol test shall be treated as having violated the Town's Drug and Alcohol Policy and relevant DOT regulations and will be subject, at a minimum, to all of the procedures set forth in this Policy for Return to Duty Testing, Follow-Up Testing, and treatment, evaluation, and clearance to return to duty by an SAP. The Town further reserves the right to discipline an employee who refuses to submit to required testing up to and including possible termination from employment. As a covered employee, you have refused to take a drug or alcohol test if you:

1. Fail to appear for any test within the specified time frame, as determined by the DER, after being directed to do so;
2. Fail to remain at the testing site until the testing process is complete;
3. Fail to attempt to provide a urine specimen for any drug test, or fail to attempt to provide a saliva or breath specimen, as required by 49 CFR Part 40 or 49 CFR Part 382;
4. Fail to provide a sufficient amount of urine when directed, or fail to provide a sufficient breath specimen, and it has been determined, through a required medical evaluation, that there was not adequate medical explanation for the failure;
5. In the case of a directly observed or monitored collection in a drug test, fail to permit the observation or monitoring of your provision of a specimen;
6. Fail to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER as part of the "shy bladder" or insufficient breath procedures;
7. Fail or decline to take a second test the employer, DER, or collector has directed you to take;
8. Fail to cooperate with any part of the testing process (e.g. refusing to empty pockets when so directed by the collector or behaving in a confrontational way that disrupts the collection process);
9. Fail to sign the certification at Step 2 of the alcohol testing form (ATF) for alcohol testing;
10. In the case of a directly observed collection, fail to follow the observer's instructions to raise your clothing above your waist, lower your clothing and underpants, and turn around to permit the observer to determine if you have any type of prosthetic or other device that could be used to interfere with the collection process;
11. Possess or wear a prosthetic or other device that could be used to interfere with the collection process;
12. Admit to the collector or MRO that you adulterated or substituted a specimen; or

13. Provide a urine specimen that produces a verified adulterated or substituted test result.

Any covered employee who is suspected of providing false information in connection with a drug test, or who is suspected of tampering with, contaminating, adulterating, or substituting a specimen will be required to undergo an observed collection.

Failure to appear for pre-employment drug and/or alcohol testing by applicants, or employees being transferred into safety sensitive positions, is not considered a refusal to submit to a drug or alcohol test. However, failure to complete the testing process once testing commences is considered a refusal to submit to pre-employment testing.

#### U. General Testing Information

1. Except as required by law or expressly authorized in this section, the Town shall not release employee information that is contained in its records.
2. An employee is entitled, upon written request, to obtain copies of any records pertaining to the employee's use of alcohol or controlled substances, including any records pertaining to his or her alcohol or controlled substances tests.
3. The Town shall release information regarding an employee's records as directed by the specific, written consent of the employee authorizing release of the information to an identified person. Release of such information is permitted only in accordance with the terms of the employee's consent.
4. Records shall be made available to a subsequent employer upon receipt of a written request from an employee.
5. The Town may disclose information pertaining to an employee/applicant to the decision-maker in a lawsuit, grievance, or other proceeding initiated by or on behalf of the employee/applicant, and arising from the results of an alcohol and/or controlled substance test administered under this Policy, or from the employer's determination that the employee engaged in conduct prohibited by this Policy. Other proceedings shall include, without limitation, a worker's compensation or other proceeding relating to a benefit sought by the employee.
6. The Town shall make available copies of all results of a requested alcohol and/or controlled substances test conducted under this Policy, and any other information pertaining to this alcohol misuse and/or controlled substance use prevention program, when requested by the U.S. Secretary of Transportation and any DOT agency.
7. When requested by a federal agency as part of an accident investigation, the Town shall disclose information related to its administration of a post-accident alcohol and/or controlled substance test administered following the accident under investigation.
8. If an employee is concerned about drug and alcohol use by a coworker at work, or about safety or job performance as it relates to another employee's drug and alcohol use, including managers and supervisors, such concern may be reported confidentially to the Highway Superintendent and/or the Town Administrator.

#### V. Recollection Requirements for Dilute Specimens

A positive dilute drug test will be considered to be a positive test. A negative dilute drug test (or the report of an invalid specimen) will result in the employee being required to immediately take another test, with minimum advance notice.

#### W. DOT Required Background Checks

In compliance with 49 CFR Part 40.25, the Town will make a good faith effort to obtain drug and alcohol testing records from prior DOT-covered employer(s) for the previous two (2) years for all applicants seeking safety-sensitive positions and all current employees transferring into a safety-sensitive position. The Town will require each applicant/transferee for a safety-sensitive position to complete a written consent that allows the release of drug and alcohol testing information from previous DOT covered employers. An applicant/transferee who refuses to provide written consent will not be permitted to perform safety-sensitive functions for the Town.

All safety-sensitive applicants who have previously failed a DOT pre-employment test must provide proof that they have completed a SAP's evaluation and treatment program in addition to their submission to a pre-employment drug test with negative results prior to their employment into a safety-sensitive job function. The credentials, training and education of the SAP must meet or exceed the regulation 49 CFR Part 40, Subpart O.

#### X. Cost

The cost of all testing, except the testing of the split specimen, will be paid for by the Town. All costs associated with a SAP evaluation and required rehabilitation shall be the responsibility of the employee.

### EFFECTS OF ALCOHOL AND DRUG USE

Pursuant to 49 CFR § 382.601(b)(11), this attachment is intended to help individuals understand the consequences of alcohol and substance abuse.

#### ALCOHOL

Although used routinely as beverage for enjoyment, alcohol can also have negative physical and mood-altering effects when abused. These physical or mental alterations in a driver may have serious personal and public safety risks.

##### Health Effects

An average of three or more servings per day of beer (12 ounces), liquor (1 ounce), or wine (6 ounces) over time, may result in the following health hazards:

- Dependency
- Fatal liver diseases
- Kidney failure
- Pancreatitis
- Ulcers
- Decreased sexual function

- Increased cancers of the mouth, pharynx, esophagus, rectum, breast, and malignant melanoma
- Spontaneous abortion and neonatal mortality
- Birth defects

### Social Issues

- 2/3 of all homicides are committed by people who drink prior to the crime.
- 2 - 3% of the driving population is legally drunk at any one time. This rate doubles at night and on weekends.
- 2/3 of all Americans will be involved in an alcohol-related vehicle accident during their lifetime.
- The separation and divorce rate in families with alcohol dependency problems is 7 times the average.
- 40% of family court cases are alcohol-related.
- Alcoholics are 15 times more likely to commit suicide.
- More than 60% of burns, 40% of falls, 69% of boating accidents, and 76% of private aircraft accidents are accident-related.
- 30,000 people will die each year from alcohol-caused liver disease.
- 10,000 people will die each year due to alcohol-related brain disease or suicide.
- Up to 125,000 people die each year due to alcohol-related conditions or accidents.

### Workplace Issues

- It takes one hour for the average person (150 pounds) to process one serving of alcohol from the body.
- Impairment can be measured with as little as two drinks in the body.
- A person who is legally intoxicated is 6 times more likely to have an accident than a sober person.

## ALCOHOL IN THE BODY

**Mouth and Esophagus:** Alcohol is an irritant to the delicate linings of the throat and food pipe. It burns as it goes down.

**Stomach and Intestines:** Alcohol has an irritating effect on the stomach's protective lining, resulting in gastric or duodenal ulcers. This condition, if it becomes acute, can cause peritonitis, or perforation of the stomach wall. In the small intestine, alcohol blocks absorption of such substances as thiamine, folic acid, fat, vitamin B1, vitamin B12, and amino acids.

**Bloodstream:** 95% of the alcohol taken into the body is absorbed into the bloodstream through the lining of the stomach and duodenum. Once in the bloodstream, alcohol quickly goes to every cell and tissue in the body. Alcohol causes red blood cells to clump together in sticky wads, slowing circulation and depriving tissues of oxygen. It also

causes anemia by reduction of red blood cell production. Alcohol slows the ability of white cells to engulf and destroy bacteria and reduces the clotting ability of blood platelets.

**Pancreas:** Alcohol irritates the cells of the pancreas, causing them to swell, thus blocking the flow of digestive enzymes. The chemicals, unable to enter the small intestine, begin to digest the pancreas, leading to acute hemorrhagic pancreatitis. One out of five patients who develop this disease dies during the first attack. Pancreatitis can destroy the pancreas and cause a lack of insulin, thus resulting in diabetes.

**Liver:** Alcohol inflames the cells of the liver, causing them to swell and block the tiny canal to the small intestines. This prevents bile from being filtered properly through the liver. Jaundice develops, turning the whites of the eyes and skin yellow. Each drink of alcohol increases the number of liver cells destroyed, eventually causing cirrhosis of the liver. This disease is eight times more frequent among alcoholics than among non-alcoholics.

**Heart:** Alcohol causes inflammation of the heart muscle. It has a toxic effect on the heart and causes increased amounts of fat to collect, thus disrupting its normal metabolism.

**Urinary Bladder and Kidneys:** Alcohol inflames the lining of the urinary bladder making it unable to stretch properly. In the kidneys, alcohol causes increased loss of fluids through its irritating effect.

**Sex Gland:** Swelling of the prostate gland caused by alcohol interferes with the ability of the male to perform sexually. It also interferes with the ability to climax during intercourse.

**Brain:** The most dramatic and noticed effect of alcohol is on the brain. It depresses brain centers, producing progressive incoordination: confusion, disorientation, stupor, anesthesia, coma, and death. Alcohol kills brain cells and brain damage is permanent. Drinking over a period of time causes loss of memory, judgment and learning ability.

## DRUGS/CONTROLLED SUBSTANCES

### Marijuana

#### Health Effects

- Emphysema-like conditions.
- One joint of marijuana contains cancer-causing substances equal to 1/2 pack of cigarettes
- One joint causes the heart to race and be overworked. People with heart conditions are at risk.
- Marijuana is commonly contaminated with the fungus *Aspergillus* which can cause serious respiratory tract and sinus infections.
- Marijuana lowers the body's immune system response, making users more susceptible to infection.
- Chronic smoking causes changes in brain cells and brain waves. The brain does not work as efficiently or effectively. Long-term brain damage may occur.
- Tetrahydrocannabinol (THC) and 60 other chemicals in marijuana concentrate in the ovaries and testes.
- Chronic smoking of marijuana in males causes a decrease in testosterone and an increase in estrogen, the female hormone. As a result, the sperm count is reduced, leading to temporary sterility.
- Chronic smoking of marijuana in females causes a decrease in fertility.
- A higher than normal incidence of stillborn babies, early termination of pregnancy, and higher infant mortality are during the first few days of life are common in pregnant marijuana smokers.
- THC causes birth defects, including damage to the brain, spinal cord, forelimbs, and liver and water on the brain and spine in test animals.
- Prenatal exposure may cause underweight newborn babies.
- Fetal exposure may decrease visual functioning.
- User's mental function can display the following effects:
  - Delayed decision making
  - Diminished concentration
  - Impaired short-term memory
  - Impaired signal detection
  - Impaired tracking
  - Erratic cognitive function
  - Distortion of time estimation

#### Workplace Issues

- THC is stored in body fat and slowly released.
- Marijuana smoking has long-term effects on performance.
- Increased THC potency in modern marijuana dramatically compounds the side effects.
- Combining alcohol or other depressant drugs with marijuana increases the impairing effects of both.

## Cocaine

Cocaine is used medically as a local anesthetic. When abused, it becomes a powerful physical and mental stimulant. The entire nervous system is energized. Muscles tense, the heart beats faster and stronger, and the body burns more energy. The brain experiences an exhilaration caused by a large release of neurohormones associated with mood elevation.

### Health Effects

- Regular use may upset the chemical balance of the brain. As a result, it may speed up the aging process causing damage to critical nerve cells. Parkinson's disease could also occur.
- Cocaine causes the heart to beat faster, harder, and rapidly increases blood pressure. It also causes spasms of blood vessels in the brain and heart. Both lead to ruptured vessels causing strokes and heart attacks.
- Strong dependence can occur with one "hit" of cocaine. Usually mental dependency occurs within days for "crack" or within several months for snorting coke. Cocaine causes the strongest mental dependency of all the drugs.
- Treatment success rates are lower than with any other chemical dependency.
- Extremely dangerous when taken with other depressant drugs.

### Workplace Issues

- Extreme mood and energy swings create instability. Sudden noise causes a violent reaction.
- Lapses in attention and ignoring warning signals increases probability of accidents.
- High cost frequently leads to theft and/or dealing.
- Paranoia and withdrawal may create unpredictable or violent behavior.
- Performance is characterized by forgetfulness, absenteeism, tardiness, and missing assignments.

## Opiates

Opiates are narcotic drugs which alleviate pain and depress body functions and reactions.

### Health Effects

- IV needle users have a high risk of contracting hepatitis or AIDS when sharing needle.
- Increased pain tolerance. As a result, a person may more severely injure themselves and fail to seek medical attention as needed.
- Narcotic effects are multiplied when combined with other depressants causing an increased risk for overdose.
- Because of tolerance, there is an ever increasing need for more.
- Strong mental and physical dependency occurs.
- With increased tolerance and dependency combined, there is a serious financial burden for the users.

## Amphetamines

Amphetamines are central nervous system stimulants that speed up the mind and body.

### Health Effects

- Regular use causes strong psychological dependency and increased tolerance.
- High doses may cause toxic psychosis resembling schizophrenia.
- Intoxication may induce a heart attack or stroke due to increased blood pressure.
- Chronic use may cause heart or brain damage due to severe constriction of capillary blood vessels.
- Euphoric stimulation increases impulsive and risk taking behavior, including bizarre and violent acts.
- Withdrawal may result in severe physical and mental depression.

### Workplace Issues

- Since the drug alleviates the sensation of fatigue, it may be abused to increase alertness during periods of overtime or failure to get rest.
- With heavy use or increasing fatigue, the short-term mental or physical enhancement reverses and becomes impairment.

## Phencyclidine (PCP)

PCP is often used as a large animal tranquilizer. It is used primarily for its mood altering effects. Low doses produce sedation and euphoric mood changes. Mood can rapidly change from sedation to excitation. Sudden noises or physical shocks may cause a "freak out" in which the person has abnormal strength, violent behavior, and an inability to speak or comprehend.

### Health Effects

- The potential for accidents and overdose is high due to the extreme mental effects combined with the anesthetic effect on the body.
- PCP, when combined with other depressants, including alcohol, increases the possibility of an overdose.
- If misdiagnosed as LSD induced, and treated with Thorazine, can be fatal.
- Irreversible memory loss, personality changes, and thought disorders may result.

### Workplace Issues

- Not common in workplace primarily because of the severe disorientation that occurs.
- There are four phases to PCP abuse:
  - Acute toxicity causing combativeness, catatonia, convulsions, and coma. Distortions of size, shape, and distorted perception are common.
  - Toxic psychosis with visual and auditory delusions, paranoia and agitation.
  - Drug induced schizophrenia.
  - Induced depression which may create suicidal tendencies and mental dysfunction.

DRUG AND ALCOHOL TESTING POLICY

This acknowledges that I have received and reviewed the Town of Georgetown Drug and Alcohol Testing Policy (“Policy”), including the attachment, “Effects of Alcohol and Drug Use.” By signing this form, I agree to abide by the Policy and any Guidelines promulgated thereunder and to review periodically any changes or modifications thereto. I recognize that the law and associated Policy regarding drug and alcohol testing are continually evolving. Therefore, I understand that my regular review of this Policy, as it may be amended, is required.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*To be included in employee’s personnel file.*

## APPENDIX D

### TOWN OF GEORGETOWN SEXUAL HARASSMENT POLICY

#### I. PURPOSE

The purpose of this Policy is to outline the Town's policy regarding sexual harassment in the workplace and to ensure compliance with all applicable federal laws and state statutes and regulations.

#### II. APPLICATION

This policy applies to all employees of the Town of Georgetown, excluding those employees under the supervision and control of the School Committee.

#### III. DEFINITIONS

Sexual Harassment - That conduct, including unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, which may constitute sexual harassment when:

- a) submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment;
- b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Hostile Work Environment - pervasive and sexually hostile working conditions which unreasonably interfere with an employee's ability to do his or her job.

Quid Pro Quo - situation in which tangible job benefits are offered or withheld in exchange for sexual favors.

Note: While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which, if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances, whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences; and,
- Discussion of one's sexual activities.

#### IV. POLICY

The Town of Georgetown will not tolerate sexual harassment in the workplace. The duty to prevent such harassment arises from G.L. c. 151(B) and from Title VII of the U.S. Civil Rights Act of 1964. Retaliation against an employee who files a sexual harassment complaint, or who cooperates in an investigation of a sexual harassment complaint, is similarly unlawful and will not be tolerated.

#### V. PROCEDURES

##### A. Supervisor Responsibilities

Department Heads and appointing authorities are responsible for the following:

1. disseminating this policy to employees under their supervision;
2. informing employees that sexual harassment is prohibited conduct which will not be tolerated or condoned, and that disciplinary action will be taken against any person who engages in sexual harassment;
3. advising employees of their right to file a sexual harassment complaint;
4. informing employees that it is advisable to report conduct which the employee believes to be sexual harassment in a timely manner; and
5. assisting the employee in the complaint resolution process.

##### B. Employee Responsibilities

Each employee is personally responsible for the following:

1. ensuring that his/her conduct does not sexually harass any other employee, applicant for employment, or other individual in the workplace;
2. cooperating in any investigation of a report or complaint of alleged sexual harassment; and
3. cooperating with the Town's efforts to maintain a working environment free from such unlawful discrimination.

##### C. Complaint Resolution Procedure

If an employee believes that he or she has been subjected to sexual harassment, the employee has the right to file a complaint with Town officials either in writing or verbally. An employee wishing to file a complaint should contact the Department Head or Town Administrator.

When a complaint is received, the allegation shall be promptly investigated in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under

the circumstances. The Town's investigation will include a confidential interview with the person filing the complaint and any relevant fact witnesses. When the investigation is completed, the Town will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation. If it determined that inappropriate conduct has occurred, the Town will act promptly to eliminate the offending conduct, and where appropriate, impose disciplinary action. Such action may range from counseling to termination from employment, and may include such other forms of disciplinary action as deemed appropriate under the circumstances.

In addition to the above, if an employee believes he or she has been subject to sexual harassment, he or she may file a formal complaint with either or both of the government agencies listed below. Using the Town's complaint process does not preclude an employee from filing a complaint with these agencies. The deadline for filing a claim at either agency is 300 days.

The U.S. Equal Employment Opportunity Commission  
One Congress Street  
10<sup>th</sup> Floor  
Boston, MA 02114  
(617) 565-3200

The Massachusetts Commission Against Discrimination  
Boston Office:  
One Ashburton Place, Room 601  
Boston, MA 02108  
(617) 727-3990

Springfield Office:  
424 Dwight Street, Room 220  
Springfield, MA 01103  
(413) 739-2145

Worcester Office:  
22 Front Street  
Fifth Floor, P.O. Box 8038  
Worcester, MA 01641  
(508) 799-6379

## APPENDIX E

### TOWN OF GEORGETOWN CONFLICT OF INTEREST POLICY

#### I. PURPOSE

This Policy outlines the legal and financial disclosure requirements governing the state's Conflict of Interest laws and the conduct of public officials and employees.

#### II. APPLICATION

This Policy applies to all employees of the Town of Georgetown, excluding those employees under the supervision and control of the School Committee. Of note, the state Conflict of Interest law applies to all municipal personnel, employees or officials, paid or unpaid, appointed or elected. Thus, while this Policy refers to "employees," all municipal personnel should be aware of, and adhere to, the state Conflict of Interest law, as well as the provisions of this Policy.

#### III. POLICY

The Policy of the Town is to ensure compliance with the requirements of Chapter 268A of the Massachusetts General Laws which governs conduct as a public official or public employee. In adopting this Policy, however, the Town expressly reserves the right to enact rules and procedures that are more stringent than the requirements of Chapter 268A.

#### IV. DEFINITIONS

Immediate Family: The employee and his or her spouse, and their parents, children, brothers and sisters.

#### V. PROCEDURES

##### A. Prohibitions

In accordance with G.L. c. 268A, Town employees may not:

- Ask for or accept anything (regardless of its value), if it is offered in exchange for the employee agreeing to perform or not perform an official act.
- Ask for or accept anything worth \$50 or more from anyone with whom the employee has official dealings. Examples of regulated gifts include: sports tickets, costs of drinks and meals, travel expenses, conference fees, gifts of appreciation, entertainment expenses, free use of vacation homes and complimentary tickets to charitable events. If a prohibited gift is offered, an employee may
  - refuse or return it;
  - donate it to a non-profit organization provided the employee does not take the tax write-off; or

- pay the giver the full value of the gift; or, in the case of certain types of gifts, it may be considered “a gift to the public employer,” provided it remains in the office and does not ever go home with the employee.
- Accept honoraria for a speech that is in any way related to the employee’s official duties, unless the employee is a state legislator.
- Hire, promote, supervise, or otherwise participate in the employment of the employee’s immediate family or his or her spouse’s immediate family.
- Take any type of official action which will affect the financial interests of the employee’s immediate family or his or her spouse’s immediate family. For instance, an employee may not participate in licensing or inspection processes involving a family member’s business.
- Take any official action affecting the employee’s own financial interest, or the financial interest of a business partner, private employer, or any organization for which the employee serve as an officer, director or trustee. For instance: an employee may not take any official action regarding an “after hours” employer, or its geographic competitors; an employee may not participate in licensing, inspection, zoning or other issues that affect a company he or she owns, or its competitors; if an employee serves on the Board of a non-profit organization, he or she may not take any official action which would impact that organization or its competitors.
- Have more than one job with the same municipality, unless the employee qualifies for an exemption.
- Have a financial interest in a contract with his or her public employer except under special circumstances. For instance: a company owned by the employee may not be a vendor to that Town unless the employee meet specific criteria, the contract is awarded by a bid process, and the employee publicly discloses his or her financial interest.
- Represent anyone but the Town in any matter in which the Town has an interest. For instance, an employee may not contact other government agencies on behalf of a company, an association, a friend, or even a charitable organization.
- Ever disclose confidential information, data or material without proper authorization, which the employee gained or learned as a public employee.
- Take any action that could create an appearance of impropriety or could cause an impartial observer to believe the employee’s official actions are tainted with bias or favoritism, unless the employee makes a proper, public disclosure that includes all relevant facts.

- Use his or her official position to obtain unwarranted privileges, or any type of special treatment, for him/herself or anyone else. For instance, an employee may not approach subordinates, vendors whose contracts he/she oversee, or people who are subject to the employee’s official authority to propose private business dealings.
- Use public resources for political or private purposes. Examples of “public resources” include: office computers, phones, fax machines, postage machines, copiers, official cars, staff time, sick time, uniforms, and official seals.
- After leaving public service, take a job involving public contractors or any other particular matter in which an individual participated as a public employee.

Should an employee have a question with respect to the application of any of the above-listed prohibitions, he or she should contact the Town Administrator. Employees may also contact the State Ethics Commission’s Legal Division regarding compliance with the requirements of Chapter 268A. The Legal Division can be reached at: (617) 371-9500 or (888) 485-4766.

#### B. Online Training Program

Within thirty (30) days after commencing employment with the Town, and every two (2) years thereafter, all employees must complete an online training program summarizing the conflict of interest law. The training program can be accessed on the State Ethics Commission website at <http://www.muniprogram.eth.state.ma.us/>. Upon completion of the online training program, employees shall sign and print the certificate of completion provided at the end of the program, and provide said certificate to the Town Clerk, who shall retain it for no less than six (6) years.

#### C. Summary

Additionally, within thirty (30) days after commencing employment with the Town, and annually thereafter, each employee must review the attached summary, which can also be found online at:

<http://www.mass.gov/ethics/education-and-training-resources/implementation-procedures/municipal-employee-summary.html>

Upon review of the summary, employees shall provide acknowledgement of completion thereof to the Town Clerk, who shall retain such acknowledgement for no less than six (6) years (acknowledgement form contained on last page of attached summary).

## VI. SANCTIONS

Violation(s) of any or all provisions of this Policy, or failure to timely complete the above-referenced online training program or summary review, may result in disciplinary action, up to and including termination from employment.

**CONFLICT OF INTEREST POLICY**

This acknowledges that I have received and reviewed the Town of Georgetown Conflict of Interest Policy (“Policy”). By signing this form, I agree to abide by the Policy and any Guidelines promulgated thereunder, and I agree to review periodically any changes or modifications. I recognize that the law and associated Policy regarding financial disclosure and conflict of interest are continually evolving. Therefore, I understand that my regular review of this Policy, as it may be amended, is required.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***To be included in employee’s personnel file.***