

TOWN OF PLYMOUTH

PERSONNEL POLICIES and RULES

ADOPTED

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PERSONNEL POLICIES AND RULES HANDBOOK

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Town of Plymouth, Vermont
PERSONNEL RULES

I. NAME OF ADMINISTRATIVE RULES AND AUTHORITY

These rules shall be known and cited as "Personnel Rules" and are hereby adopted pursuant to the provisions of Title 24, Vermont Statutes Annotated, Sections 1121 and 1122.

Employment with the Town of Plymouth is not for any definite period or succession of periods and may be terminated either by the employee or by the Town at any time without notices, except as provided by this manual. Wages or salary and any accrued and unused vacation allowable under these rules and regulations shall be due to the employee only to the day and hour of termination.

This manual and the provisions contained herein do not constitute a contract of employment in whole or in part. The Town reserves the right to add, amend or delete any benefit or policy stated herein at any time, except as otherwise committed to by formal contract agreements.

EQUAL EMPLOYMENT OPPORTUNITY

The Town of Plymouth is committed to a policy of equal employment opportunity and does not discriminate in the terms, conditions, or privileges of employment on account of race, age, color, sex, national origin, physical or mental disability, or religion or otherwise as may be prohibited by federal and state law.

Any employee, board member, volunteer or client who believes that s/he or any other affiliate of Town of Plymouth has been discriminated against is strongly encouraged to report this concern promptly to the Town Clerk.

II. PERSONS COVERED

These rules and regulations shall be applicable to all persons employed by the Town of Plymouth with the exception of Elected Officers, Assistant Clerk, members of Boards and Commissions, employees of the School District, persons employed in a professional capacity to make special and temporary studies, investigations and/or inquiries, and other positions to which no compensation is attached.

III. ADMINISTRATION

These rules and regulations shall be administered by the Select Board or its authorized representative. Amendments to these Personnel Rules shall be by resolution of the Select Board.

IV. RECRUITMENT

Qualified applicants residing in the community shall be given preference in filling vacancies with the Town. Applications for positions may be solicited from persons outside the Town of Plymouth at the option of the Select Board.

As part of the pre-employment procedure, former supervisors, former employers, and references provided by applicants shall be checked as a precaution against obtaining undesirable employees. Reference checks made by personal or telephone contact shall be documented. These reference checks shall be completed prior to an offer of employment and the information shall be made part of the application file. All such information is to be handled as privileged and confidential information.

At the option of the Select Board, full-time and/or part-time positions shall be posted and advertised in local newspapers stating position, title, approximate salary and application date deadline, as well as other pertinent information.

When an emergency hiring situation is declared by the Select Board, any or all of the application process requirements may be waived to ensure provision of continuous Town services to its citizens.

The policy of the Town of Plymouth is to maintain and promote equal employment opportunity. The Town will select candidates for employment on the basis of the candidates' qualifications for the job and treat them fairly with respect to compensation and opportunity for training and advancement, including upgrading and promotion without regard to age, sex, race, political or religious affiliation, sexual orientation, disability, HIV status or national origin. Equality in such opportunities has been and is the basic policy of the Town.

V. SELECTION

All appointments to positions in the service of the Town of Plymouth shall be made based on merit and fitness. Education, experience, aptitude, knowledge, skills, character, physical fitness (where necessary for the essential functions of the position), personality, and all other qualifications deemed necessary for the satisfactory performance of the duties of the position to be filled shall be considered with weights assigned to each factor as may be deemed proper by the Selectboard or its authorized representative or such advisory examining committee

VI. APPOINTMENT/PROBATIONARY PERIOD

A. Type of Appointments:

Full-Time: A full-time employee works between 36-40 hours per week on a continuing basis (indefinite term). The full-time employee is subject to all rules and regulations and receives all benefits and rights as provided by the Personnel Rules.

Student Appointments: Student appointments have the purpose of affording students of public administration or other professional areas an opportunity to gain actual work experience and provide service to the Town. Such appointments are for a definite period of time, not to exceed 12 months, and require the approval of the Select Board or its authorized representative and may be paid or non-paid. Student appointees shall not be eligible for employee benefits but shall be subject to all personnel rules pertaining to performance and conduct.

Emergency Appointments: In order to prevent stoppage of public business or loss or serious inconvenience to the public, appointment of employees on a temporary basis may be authorized by the Department Head with the approval of the Select Board or its authorized representative in accordance with these rules for a period not to exceed sixty (60) days. Such appointees shall not be eligible for employee benefits.

Permanent Part-time Employees: Permanent part-time employees are employees who work less than the normal week but on a regular basis. Permanent part-time employees working 31 or more hours per week shall be subject to all rules and regulations and receive all benefits and rights as provided by the Personnel Rules.

Part-time Employees: Part-time employees are employees who work fewer than 26 hours per week and are not eligible for employee benefits under these personnel rules.

Limited Term Appointments: Limited term appointments are made when a special project requires the addition of employees for a specific time period, or to fill a position of an employee on a leave of absence. Such employees shall be subject to all rules and regulations and receive all benefits and rights as provided by the Personnel Rules during their term of employment.

Seasonal Employees: Seasonal employees are hired for a specific project of short duration and are not eligible for employee benefits under these Personnel Rules.

B. New Hires:

All new hires shall receive a new hire packet with a copy of the Town of Plymouth Personnel Policies and Rules, Fraud Policy, Employee Appointment Form, I-9, W4 and W4VT forms for completion and return to the Treasurer's Office for payroll entry. Employees who are eligible for benefits, such as healthcare and retirement shall be supplied the appropriate forms for enrollment. Persons not willing to complete and return the necessary documents will not be considered for employment at the Town of Plymouth.

C. Probationary Period:

All appointments for greater than ninety (90) days shall be made with a probationary period of ninety (90) days. A Department Head may extend, with cause, the probationary period with the written approval of the Select Board or its authorized representative. The total probationary period shall not exceed twelve (12) months. One month prior to the end of the probationary period, the Department Head shall submit a report to the Select Board or its authorized representative,

carefully reviewing the work of the new employee. New employees shall be paid at a probationary rate during this period. During the probationary period, the Department Head may remove an employee with the approval of the Select Board, who is unable or unwilling to perform the duties of the position satisfactorily or whose performance and dependability do not merit continuance in the service of the Town.

D. Physical Examination:

All new permanent employees who are hired for positions in which health or physical abilities are important for the performance of the essential functions of the job shall be required to have a physical examination at the expense of the Town after an employment has been made. Appointment to a position may be conditioned on positive results of the examination. The specific criteria will be determined by the Select Board but will be based on the specific requirements of the essential functions of the job. All information obtained as part of the medical exam shall remain confidential and shall not be placed in the employee's personnel file, but in a separate medical file.

E. Proof of Citizenship:

All new Town employees must provide the Select Board or its authorized representative with proof of citizenship or legal immigration status in conformance with federal law by completion of an I-9 form with copies of required identification. Failure to provide such proof shall result in non-hiring or immediate dismissal.

VII. PROMOTIONS

A. Promotion Policy:

Vacancies in positions above the lowest rank in any department in the Town shall be filled as far as practical by the promotion of employees in the Town's service. Promotion in every case must involve a definite increase in duties and responsibilities and shall not be made merely for the purpose of effecting an increase in compensation.

B. Notification:

Department Head shall advise employees within the department of the existence of vacancies to which they are qualified to be promoted. Such notice will then be posted in the Town Office for a period of five (5) days prior to advertising in the local media except in emergency hiring situations.

C. Probationary Period:

All promotions shall be subject to the ninety (90) days probationary period and may be extended to one (1) year. If during this probationary period the Town determines that the job is not being satisfactorily performed, the employee shall be returned to his or her former job or a comparable position, if available, and the position shall be filled at the discretion of the Select Board.

VIII. EVALUATIONS

All employees of the Town of Plymouth will be evaluated a minimum of once a year. Such evaluations will be in writing and signed by both the employee and the department Head following a conference during which the evaluation is discussed. The signature of the employee does not indicate that he or she agrees with the evaluation but only acknowledges that the evaluation has been shown and discussed.

The signed, written evaluation will then be provided to the employee and a copy shall be placed in the employee's file. The employee may, at any time during business hours, view his/her file in the presence of the Select Board or its authorized representative.

Any annual evaluation with a rating of less than satisfactory may result in a sixty (60) to ninety (90) day probationary period (see Section VI.). Improved performance and subsequent evaluation may result in the probationary status concluding.

Failure to improve during the probationary period may result in suspension without pay or termination.

During the probationary period, there will be no reduction in pay or loss of fringe benefits.

DISCIPLINE AND DISCHARGE

A. General Policy:

The Town of Plymouth exists to provide services to its citizens and therefore has a responsibility to perform these services in the most effective and efficient manner possible. The same is required of Town employees. Discipline and/or discharge will result from any action or inaction resulting in anything less than satisfactory performance. All employees will be fairly and consistently subject to the disciplinary and discharge procedures, given the facts of the individual case.

B. Discriminatory Harassment

Harassment or intimidation of a client, staff person or guest because of that person's race, color, national origin (including language), disability, sex, age, or religion, is specifically prohibited and may be grounds for termination. Harassment and intimidation include abusive, foul or threatening language or behavior.

Town of Plymouth is committed to maintaining a workplace that is free of any such harassment and will not tolerate discrimination against staff members, volunteers or agency clients or any member of the public.

Issues of discriminatory treatment, harassment, or intimidation on any of these bases should immediately be reported to the Town Clerk and if substantiated, prompt action will be taken.

C. Employee Actions or Inactions Resulting in Discipline and/or Discharge:

The Select Board and/or its authorized representative may immediately dismiss an employee whenever in its opinion the employee's work or conduct so warrants. On the job reasons for dismissal may include, but are not limited to: insubordination, use or being under the influence of drugs or alcohol while on duty, dishonesty, recklessness on the job, attitude which constitutes an unwholesome influence on other employees, failure to obey a reasonable order either verbal or written, falsification of application forms, fighting on duty, convictions for offenses against the law which would affect the employee's performance, violation of any Town rules which result in serious personal or property damage, or use of abusive language toward a superior or the general public.

Other violations of Town work rules or these Personnel Rules, or employee actions or inactions including those listed as follows, shall result in a vocal or written reprimand, suspension without pay or dismissal: abuse of sick leave, failure to request leave in advance, leaving without permission, unexcused absences, chronic absenteeism, unexcused and/or excessive lateness; carelessness, negligence, short cuts, horseplay, gambling, sleeping on duty, theft, disregard for safety rules, possession of firearms or dangerous weapons on duty without supervisor's permission, willful damage to company property and falsifying work records. This list is not inclusive and is exemplary only.

C. Oral and Written Reprimands:

For the first violation or any violation immediately following six (6) months of no disciplinary actions against the employee of any rule, inaction or prohibited action as defined above not, in the opinion of the department Head serious enough for dismissal, the Department Head may issue an oral reprimand to the offending employee. Written records of oral reprimand shall be entered in the employee's personnel folder. Such record(s) shall be removed from the employee's personnel folder six (6) months after its inclusion, provided no other disciplinary action has transpired during that time. If additional disciplinary action is required during this six (6) month period, the record of the initial oral reprimand shall only be removed upon completion of a six (6) month period without any disciplinary action.

A violation of any rule, inaction or prohibited action within six (6) months of an oral reprimand or where more severe initial action is warranted, can result in the Department Head issuing a written reprimand to the offending employee. The reprimand will be issued to the employee in conference with the Department Head with a witness present and shall detail the incident necessitating the action and the rule or rules violated. A written record of oral reprimand signed by the Department Head and conference witness shall be entered in the employee's personnel folder six (6) months after its inclusion, provided no other disciplinary action has transpired during that time. If additional disciplinary action is required during the six (6) month period, the record of the written reprimand shall only be removed upon completion of a six (6) month period without any disciplinary action.

D. Suspension Without Pay:

A violation of any rule, inaction or prohibited action, or any other behavior warranting disciplinary action within six (6) months of an oral reprimand or where more severe initial action is warranted, can result in the Department Head or Select Board suspending an employee without pay for up to ten (10) working days. Such suspended employee shall be notified of such action in writing during a conference with the Department Head with a witness present. The written notification will include a description of the incident necessitating the action and/or the rule or rules violated. A copy of the written notification signed by the suspending officer and the conference witness shall be entered in the employee's personnel folder. Such record shall be removed from the employee's personnel file upon successful completion of six (6) months service without disciplinary action. Employees suspended shall also be informed in writing of the appeal procedure provided under these Personnel Rules. Salaried employees who are exempt from the overtime provisions of the Fair Labor Standards Act may not be suspended without pay; however, the Select Board may immediately dismiss this employee instead.

E. Dismissal:

The Select Board or its authorized representative may immediately dismiss: (1) any employee whose actions or inactions violate Town rules and regulations as set forth in the paragraphs above; or (2) any employee whose action or inaction violates any Town rules or regulations within a six (6) month period following a disciplinary suspension as prescribed in paragraph D above. Such dismissed employee will be notified of such action during a conference with the Select Board or its authorized representative with a witness present and will include the incident necessitating the action and/or the rule or rules violated. An employee so dismissed shall also be informed in writing of the appeal procedure provided under these Personnel Rules. Upon dismissal, an employee will return any Town property in their possession such as laptop(s), phone(s), and keys to the building.

IX. APPEAL PROCEDURE

Appeals from dismissal, demotion or suspension shall be made by an employee by applying in writing within five (5) working days of such dismissal, demotion or suspension, to the Select Board.

If a hearing is requested, the Select Board shall hold a hearing as requested by employee, within three (3) weeks of receipt of employee's written request for a hearing.

At the hearing, the employee, at his/her discretion, may be present, present testimony, be represented by counsel, examine the evidence against him or her and/or cross-examine witnesses.

The Select Board shall make its decision and inform the appellant within seven (7) days.

If the action of the Select Board is in favor of the employee, he or she shall be restored to his or her original position with full pay for the period since dismissal or suspension. The Select Board can also reduce the disciplinary action to suspension without pay or reprimand.

The decision of the Select Board shall be final.

X. GRIEVANCES

Policy:

It is the intent of the Town of Plymouth to adjust grievances informally, and supervisors as well as employees are encouraged to make every effort to resolve problems as they arise. However, it is recognized that there may be grievances which will be resolved only after a formal appeal and review. When this is the case, the procedure listed hereunder will be followed.

A grievance is any matter considered by the employee as ground for complaint, except in the case of personnel action arising out of discipline, dismissal, demotion or suspension. Adjustment for such complaints is separately provided for in Section IX.

Procedure:

An employee who believes that inequitable treatment has been received because of some conditions of employment may personally or through representatives' appeal for relief from that condition. The employee is expected to initially discuss any grievance with the immediate supervisor. If the matter cannot be settled at that level, the employee may elect to discuss the matter with the Department Head.

If the employee feels that the grievance has not been satisfactorily adjusted by the Department Head, he or she may present it to the Select Board for consideration.

XI. CONDUCT OF EMPLOYEES

Hours of Service:

With the approval of the Select Board, the appointing authority shall prescribe the number of hours per day and per week of actual attendance on duty for employment in positions under its jurisdiction. The hours so established shall be construed as the normal workday or work week.

General Obligations:

Every employee shall fulfill to the best of his or her ability the duties and responsibilities of the employee's position. The employees shall, during their hours of duty, be subject to such other laws, rules and regulations that pertain thereto, and devote their full-time attentions and efforts to their office and employment. Employees shall not use their positions to secure special privileges or exemptions for the employee or others. Employees shall not use Town property or equipment, without written authorization from the Select Board or its authorized representative, for the employee's private use or for any use other than that which serves the public interest. Such private use of Town property or equipment is seriously discouraged and shall be approved only in emergency situations as determined by the Select Board or its authorized representative.

Attendance:

No employee of the Town of Plymouth shall be absent from duty without permission. Any absence of an employee from duty, including the absence of a single day or a part of a day, which is not authorized under provisions of these Rules, shall be investigated by the appropriate supervisor and shall be reported to the Select Board or authorized representative for action. Any such absence may be cause for disciplinary action by the Department Head. Any non-exempt employee who shall absent himself or herself without authorization shall forfeit all compensation for the period of such absence. For a period not exceeding three to four hours and for proper cause, Department Heads shall be able to excuse a subordinate from reporting or being present for duty.

Political Activity:

An employee shall not use his or her official authority for the purpose of interfering with or affecting the nominations or election of any candidate for public office in the Town of Plymouth. This rule is not to be construed to prevent a town employee from becoming or continuing to be a member of any political party or from attending political meetings or signing petitions for a candidate for public office.

Receipt of Gifts:

No person in the service of the Town of Plymouth shall either directly or indirectly give, render, pay or receive any service or other valuable thing for or on account of or in connection with any appointment, proposed appointment, promotion or proposed promotion. Any employee who receives a gift or is offered a gratuity in excess of \$20.00 from any source by virtue of the fact that he or she is a town employee shall within twenty-four hours inform the Department Head. Failure to report such gifts or gratuities, or offer thereof, may present grounds for suspension or dismissal. The Department Head shall, in turn, inform the Select Board or its authorized representative of all gifts and/or gratuities offered or received by the department whether individual or collective. The Select Board will decide whether or not such gifts and/or gratuities may be accepted.

Contracts:

No elective or officer or employee of the Town of Plymouth shall be beneficially interested directly or indirectly in any contract with the Town, regardless of amount; or furnish any material, or perform any labor, except in the discharge of his or her official duties, unless such contract shall have been awarded upon bids advertised by for publication. Such publication shall be at least two (2) times in a newspaper having general circulation within the town; the second publication shall be at least seven (7) days prior to the opening of such bids. No officer or employee of the Town shall take part in any decision concerning the business of the Town in which he or she has a direct or indirect financial interest, aside from his or her salary as an officer or employee, greater than any other citizen or taxpayer in the town. This section shall not apply in the event of an emergency where immediate action shall be deemed more important to the Town than the receipt of formal bids.

Designation:

An employee who resigns his or her employment with the town shall be deemed to be terminated in good standing if he or she gives reasonable notice to the Select Board or its authorized representative of the employee's intention to resign and if other circumstances of the termination are such as to justify good standing.

Sexual Harassment:

It is the policy of the Town of Plymouth that all employees are responsible for assuring that the workplace is free from sexual harassment. Because of the Town's strong disapproval of offensive or inappropriate sexual behavior at work, and because sexual harassment is unlawful, all employees must avoid any action or conduct which could be viewed as sexual harassment, including:

- a. unwelcome sexual advances;
- b. requests for sexual acts or favors;
- c. other verbal or physical conduct of harassing nature.

Any employee who has a complaint of sexual harassment at work by anyone, including supervisors, co-workers, or visitors, must bring the problem to the attention of his or her immediate supervisor, the Department Head or the Select Board or its authorized representative. If the complaint involves someone in the employee's direct line of command, then the employee may go directly to the Select Board with the complaint. Retaliation against an employee for making a complaint of sexual harassment or for cooperating with an investigation of harassment is unlawful and will not be tolerated.

Complaints of sexual harassment shall be investigated promptly. The determination of whether or not a particular action constitutes sexual harassment shall be made from the facts on a case-by-case basis. In determining whether alleged conduct constitutes sexual harassment, the Supervisor, Department Head and Select Board shall look at the record as a whole and at the totality of the circumstances, such as the nature of the behavior and the context in which the alleged incidents occurred. If sexual harassment is found to exist, prompt corrective action shall be taken.

The sexual harassment policy of the Town of Plymouth shall be provided to each employee, shall be posted in a prominent place in the workplace, and shall include the names and addresses of the state and federal agencies that handle complaints of sexual harassment in the workplace.

INTERNET AND SOCIAL NETWORKS:

Plymouth town employees whether elected or appointed, while at work, will limit the use of the internet, texting and/or social networking for official town business only.

Cell Phones will not be used in any town vehicle except for an emergency.

Plymouth Town employees whether elected or appointed, represent the Town of Plymouth and shall not make disparaging remarks based on personal feelings and not based on actual events. Elected or appointed officials shall be fair and courteous to fellow associates, customers, members, suppliers or residents of the Town. If you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage customers, members, associates or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or company policy. Any Elected or Town Official found in violation of this policy will be subject to disciplinary action, up to and including termination.

XII. HOSPITALIZATION, MEDICAL AND DENTAL INSURANCE

The town believes that medical coverage for employees is in its best interest as an employer. A healthy workforce is required for continuous and quality government service.

Full-time employees contracted to work 35 hours per week, or more are eligible for health care benefits for single, two person or family coverage. Employees contracted to work 31-34 hours a week as a permanent part-time employee are eligible for a single person plan. Part-time employees contracted to work 26 – 30 hours a week are eligible for a single person plan.

The Town will provide a maximum benefit equal to pricing of two platinum plans, intended to cover the employee and an eligible spouse. Employees may choose a plan lesser than platinum for family coverage up to the benefitted amount and expenses above the maximum dollar amount must be covered by the employee.

If an employee has coverage equivalent to a bronze plan or better through their spouse or family, the Town will provide a buyout of 80% of single coverage. This amount is subject to income tax under current IRS rules.

If an employee does not choose a platinum level health care plan, they are eligible for 80% of the difference 2-person platinum plan the plan they have selected. This money is taxable under current IRS regulations. As an example, if an employee chooses a silver plan that cost \$8,400 annually. Dental and vision coverage is offered to all full-time employees who work more than 35 hours per week.

XIII. RETIREMENT

Town Employee's Retirement Plan, in place with the Vermont Municipal Employee Retirement System (VMERS) is available to employees and qualifying elected officials who work at least 24 hours per week and not less than 1040 hours in a year.

While said Retirement Plan is in effect, an employee is eligible for a normal retirement benefit at age 65. However, an employee with at least five (5) years of Vesting Service may retire any time after age 55 with a benefit which is actuarially reduced for early commencement.

XIV. SICK LEAVE

All full-time employees are entitled to one (1) day of sick leave per month. Sick leave may be accumulated indefinitely; however, upon termination of employment voluntarily, involuntarily, or upon retirement, no compensation shall be granted for any unused portion of sick leave remaining. If an employee runs out of sick leave, he or she may use vacation time, if authorized by the Department Head.

Sick leave days earned shall only be paid to employees for workdays absent because of illness or injury to themselves or their immediate family or household members and shall equal eight (8) hours pay at the employee's regular straight time rate. More than three (3) consecutive workdays of absence to be compensated under this section shall require a certificate from a licensed physician stating the necessity of the absence. In addition, the Town may require such a certificate for any leave requested under this Section.

All permanent part-time employees are entitled to sick leave benefits on a prorated basis.

XV. PARENTAL AND FAMILY LEAVE

Any employee as defined in VSA Title 21, section 472, who works over 30 hours per week, shall be entitled to take unpaid leave for a period not to exceed twelve (12) weeks during the employee's pregnancy and following the birth or adoption of his or her child.

Any employee as defined in VSA Title 21, Section 472, who works over 30 hours per week, shall be entitled to take unpaid family leave for a period not to exceed twelve (12) weeks to care for a seriously ill spouse, child, stepchild, ward, foster child, parent, or parent of the employee's spouse.

Accrued sick leave or vacation leave, not to exceed six (6) weeks, consistent with existing policy, may be used by the employee during parental or family leave. However, utilization of accrued vacation leave shall not extend the leave provided in subsection above.

The employer shall continue employment benefits for the duration of the leave. The employer may require that the employee pay the entire cost of the benefits during the leave at existing employer rates.

Written notice of intent to take parental leave shall be given to the employer, including date leave is expected to commence and estimated duration of the leave, six weeks prior to the anticipated commencement of the leave. Upon approval by the Select Board or its authorized representative, an employee may return from leave earlier or later than estimated.

Upon return from parental leave, the employee shall be offered the same or comparable job at the same levels of compensation, employment benefits, seniority or any other term or condition of employment existing on the day leave began. 21 VSA 472.

Except for serious illness, an employee who upon completion of family leave does not return to the employment of the Town of Plymouth, will have to return to the Town the value of any compensation paid to or on behalf of the employee during the leave except payments for accrued sick leave or vacation leave.

XVI. LEAVES OF ABSENCE

General Policy:

The following types of leaves are officially established: holiday, vacation, sick leave, parental leave, family leave, injury leave, death in the family, leave without pay, and, in the case of salaried personnel, compensatory leave (time off in lieu). All leaves may be granted by the Department Head in conformance with rules established for each type of leave. All Department Heads shall maintain permanent records of any absence from duty of their employees, and these shall be given to the Town Treasurer who is the official timekeeper.

Holidays:

The following holidays shall be official holidays together with any other day so proclaimed by the Select Board:

New Year's Day	Martin Luther King Day	President's Day
Memorial Day	Juneteenth (June 19 th)	Fourth of July
Labor Day	Columbus/Indigenous Day	Veteran's Day
Thanksgiving Day	Day after Thanksgiving	½ day before Christmas
Christmas Day	½ day before New Year's Day	

All municipal departments and offices shall observe any legal holiday which falls on a Saturday on the preceding Friday and any legal holiday which falls on a Sunday on the following Monday.

Full-time hourly and permanent part-time employees shall be compensated for holidays as though the employee has worked his or her normal workday. Any full-time hourly employee who is required to work on a holiday shall, in addition to the holiday pay, be paid at his or her regular rate. If including the holiday hours puts an employee over 40 hours then it shall be the policy of the Town of Plymouth to pay one and one half (1.5 hr) times the hourly rate of pay to all employees for any hours over 40.

Non-exempt full-time employees or permanent part-time employees wishing to observe religious holidays not listed by the Select Board shall, at their option, be given time off without pay or have the time charged to their vacation.

Vacation

Annual vacation leave, based on continuous service, shall be granted on the following basis for all full-time employees:

After one (1) year - One (1) week

After two (2) years - Two (2) weeks

After five (5) years - Three (3) weeks

One week is the equivalent of one regular work week and represents the number of days and hours which the employee normally works each week. All employees are encouraged to take their vacation leave annually. A maximum of up to one-week accrued vacation time may be carried over. Should the leave time not be taken during the following year, it shall be forfeited. Vacations will be taken at the discretion of the Department Head. Highway Department employees will be required to take their vacations during the summer months. Upon termination an employee may be paid for accrued vacation not to exceed a total of fifteen (15) days.

Permanent part-time employees will receive prorated vacation leave based on the average number of hours worked per week. Vacation time must be taken from anniversary date to anniversary date. If leave time is not taken during that year, it shall be forfeited. Vacations will be scheduled at the discretion of the Department Head upon consultation with the employee.

Civil Duty and Jury Leave:

All full-time employees entitled to vote in national, state, and municipal elections shall, when necessary, be allowed sufficient time off with pay to exercise this right. Approval of such leaves shall be given by the Department Head.

Should any full-time employee be called for jury duty within any state or federal judicial court, the town shall pay to the employee the difference between the employee's actual salary and that received from the court.

Leave of Absence Without Pay:

All requests for leaves of absence without pay shall be submitted in writing to the appropriate Department Head and shall set forth the purpose of which the leave is requested.

Department Heads will approve/disapprove and forward to the Select Board for decision.

Bereavement:

Employees are allowed up to three (3) consecutive days off from their regular scheduled work duty with regular pay in the event of the death of the employees' spouse, domestic partner, child, step-child, parent, step-parent, father in-law, mother in-law, son-in-law, daughter-in-law, sister, brother, step-brother or step-sister.

Employees are allowed one day off from their regular scheduled work duty with regular pay in the event of the death of employees' brother-in-law, sister-in-law, aunt, uncle, grandparent, grandchild, or spouses' grandparent.

Employees are allowed up to four hours of bereavement leave to attend the funeral of a fellow regular employee or retiree of the company, provided such absence from duty will not interfere with normal operations of the Town.

XVII. PAY PLAN

In accordance with the provisions of the Fair Labor Standards Act, as amended, it shall be the policy of the Town of Plymouth to pay one and one half (1.5 hr) times the hourly rate of pay to all employees (except elected officials and exempt salaried employees) for required work performed in excess of forty (40) hours during a given weekly pay period. Each employee shall fill out his/her weekly time sheet and submit same to his/her Department Head for approval. No employee may work over forty (40) hours in a given one week period without the authorization of his/her supervisor.

An hourly employee shall be paid for the actual number of hours worked during each pay period. Salaried employees shall be paid an annual rate divided by the number of pay periods per year.

During winter months, November 1 through March 31, Town road crew employees will work 8-hour days, Monday through Friday. Any hours worked over 40 hours per week will be paid at one and one-half (1.5 hr) times their hourly rate. In summer months, April 1 through October 31, Town road crew employees will work 10-hour days, Monday through Thursday. Any overtime hours worked during summer hours will be posted to Comp Time at one and one-half (1.5 hr) times their hourly rate. The employee can use the time accrued to Comp Time as real time to equal a 40-hour work week. If the employee terminates employment in good standing, he will be paid any accumulated Comp Time on termination.

The provisions of these regulations shall prevail except in cases where contrary contractual agreement exists between the employee and the Select Board.

XVIII. WORKPLACE HEALTH AND SAFETY

Vermont Occupational Safety Hazards Act (VOSHA):

In the interest of the safety and well-being of Town workers, all employees shall acquaint themselves with the rules and regulations of the Vermont Occupational Safety Hazards Act (VOSHA). All department Heads shall be responsible for enforcing safety rules as required by VOSHA and/or adopted by the Town.

All employees shall conduct themselves in a safe manner at all times in accordance with these regulations and shall not violate the VOSHA regulations. Any defective, unsafe equipment or

practice, or any known medical or psychological condition which creates a danger to the worker, a co-employee or the public, shall immediately be brought to the attention of the Department Head, Select Board or its authorized representative, and use of such unsafe equipment or practice shall cease immediately.

Smoking Policy:

In accordance with Vermont statues Annotated Title 18, Section 1421 et seq., and Sections 1742 and 1743, the Town of Plymouth is committed to providing a smoke free workplace. Smoking in any form is prohibited in all enclosed indoor places of publicly owned buildings and offices. Upon request of an employee, and with the agreement of the other employees, a smoking area may be designated in an unenclosed outdoor place of the publicly owned building. An employee's failure to comply with the smoking policy shall constitute cause for disciplinary action, and the failure of the Town to implement or enforce the policy shall be grounds for a grievance procedure by an aggrieved employee, and any violations shall be promptly remedied.

Drug Testing:

In accordance with the Omnibus Transportation Employee Testing Act of 1991 all Town employees who are required to hold commercial drivers' licenses shall be subject to pre-employment and regular random drug and alcohol testing in accordance with the Department of Transportation rules and procedures.

Employees who are found to be using illegal drugs or alcohol on the job will be subject to immediate dismissal. [Drug Free workplace wording?]

By signature of this statement, I acknowledge that I have received a copy of the Town of Plymouth Personnel Policy.

Name

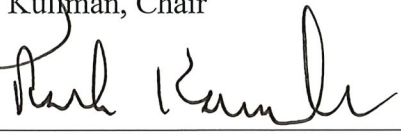
Date

The Foregoing Policy is hereby revised and approved by the Select Board of the Town of Plymouth, Vermont on this 4th day of December, 2023 and is effective of said date until revised or repealed.

Select Board



Jay Kullman, Chair



Rick Kaminski



Keith Cappellini

The Foregoing Policy is hereby revised and approved by the Select Board of the Town of Plymouth, Vermont on this 11th day of September, 2024 and is effective of said date until revised or repealed.

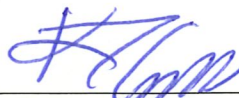
Select Board



Jay Kullman Chair



Rick Kaminski



Keith Cappellini