

# **Personnel Policies & Rules**

Town of Plainfield, Vermont

Amended:

**April 27, 2026**

## **Handbook Distribution Policy**

Each employee will receive a copy of this handbook. An official copy of the Personnel Policies & Rules will be available at the Town Clerk's Office during regular working hours. The Personnel Policies & Rules will be amended from time to time. Amendments will be posted in each Department and copies will be mailed to each employee. It is each employee's responsibility to update their own handbook. In the event of a discrepancy between handbooks, the official copy is kept at the Town Clerk's office.

The Plainfield Electorate has delegated authority for supervision of the Water and Wastewater Department to the Water and Wastewater Commission. This includes the management of Water and Wastewater personnel. However, in order to ensure equity for all town employees, an agreement between the Water and Wastewater Commission and the Selectboard affirms that all provisions of the personnel policy apply to Water and Wastewater employees unless otherwise noted.

Note: the Cemetery Commission is also a duly chartered commission with responsibilities similar to a select board over the town's cemeteries, but it does not have persons on staff that qualify as employees and is therefore not a party to this policy.

## **Timeline of Revisions to Policy**

This is a true and attested copy adopted this 14<sup>th</sup> day of January 2002 by the Plainfield Selectboard, to be effective as of 1 July 2001. Janet Steward Karl Bissex Keith Goslant

This personnel policy was amended and approved at a duly warned Selectboard meeting on March 28, 2005 to amend the healthcare benefits. Karl A. Bissex Lori Bard Liz Perreault

This personnel policy was amended and approved at a duly warned Selectboard meeting on November 15, 2006 to no longer allow comp time to be accumulated. Kart A. Bissex Greg Light Keith E.Terry

This personnel policy was amended and approved at a duly warned Selectboard meeting on May 14, 2007 to include a Fire and Rescue addendum and update healthcare benefits. Keith E.Terry Greg Light Claudia Clark

This personnel policy was amended and approved at a duly warned Selectboard meeting on March 14, 2011 to update the insurance coverage offered to town employees. Gary Graves David Strong Bram Towbin

This personnel policy was amended and approved at a duly warned Selectboard meeting on August 27, 2012 to update the insurance coverage offered to town employees. David Strong, Bram Towbin Alice Merrill

This personnel policy was amended and approved at a duly warned Selectboard meeting on February 22, 2016, to clarify the parties to this policy and to make changes consistent with current or best practices.

This personnel policy as amended was approved at a duly warned meeting of the Water and Wastewater Commission on March 14, 2016.

This personnel policy was amended on March 28, 2016 to reflect updates to the Medical and Hospitalization section.

The complete revised personnel policy was approved by the Selectboard and is effective April 1, 2016. Bram Towbin Betsy Ziegler Ross Sneyd

This personnel policy was amended on February 6, 2023 to reflect various updates to the Policy. The complete revised personnel policy was approved by the Selectboard and is effective February 6, 2023. Jim Volz Riley Carlson Alexandra Thayer

This personnel policy was amended and approved at a duly warned Selectboard meeting on September 5, 2023 to reflect updates to the Work Related Expenses/Reimbursement – Work Boots Allowance section. Riley Carlson Jim Volz

This personnel policy was amended and approved at a duly warned Selectboard meeting on July 29, 2025 to reflect numerous updates. Changes included: reflecting that the Town Clerk and Treasurer are now appointed, rather than elected; making the document gender neutral; updating the retirement section to reflect the switch back to health savings accounts; clarifying family coverage in the health insurance section; adding dental benefits for employees; clarifying when step increases occur; amending sections to reflect current or best practices; updating the Holidays section; clarifying holiday and overtime for Water and Wastewater employees; correcting errors and omissions. Section II 5, regarding switching to bi-weekly payroll, will take effect January 1, 2026. Karl Bissex Frances Rose Subbiondo Patti Jamele Dan Fingus Peter Youngbaer

This personnel policy was amended and approved at a duly warned Selectboard meeting on October 27, 2025 to add disability and accidental death and dismemberment life insurance to the employee benefits. Karl Bissex, Frances Rose Subbiondo, Patti Jamele, Peter Youngbaer.

This personnel policy was amended and approved at a duly warned Selectboard meeting on December 15, 2025, to amend the Personal Leave section to reflect current practice and clarify leave is earned on a calendar year basis, not fiscal year. Karl Bissex, Frances Rose Subbiondo, Patti Jamele, Dan Fingas, Peter Youngbaer.

This personnel policy was amended and approved at a duly warned Selectboard meeting on April 27, 2026, to amend the Payment Schedules and Procedures section to align the end day of pay cycles for Town and W/WW employees. Peter Youngbaer, Frances Rose Subbiondo, Patti Jamele, Karen Hatcher, Andy Robinson.

# Table of Contents and Abbreviation Key

<b>Handbook Distribution Policy</b>	<b>2</b>
<b>Timeline of Revisions to Policy</b>	<b>3</b>
<b>Table of Contents and Abbreviation Key</b>	<b>5</b>
Abbreviation Key	7
<b>Declaration of Inclusion</b>	<b>8</b>
<b>I. Introduction</b>	<b>9</b>
1. Name of Administrative Rules and Authority	9
2. Employees Covered	9
3. Departmental Rules	9
4. Appointment at Will	10
5. Limitation	10
6. Equal Opportunity Employer	10
7. Personnel Records	10
8. Employee References	11
9. False Statements	11
10. Proof of Work Authorization Status	11
<b>II. Employment Conditions and Environment</b>	<b>12</b>
1. Communication	12
2. Employee Availability	13
3. Drug Testing	13
4. Non-Smoking	13
5. Payment Schedules and Procedures	14
6. Work Adjustment During/Following Illness, Injury or Pregnancy	14
7. Prohibition of Sexual Harassment	14
8. Overtime Work Provision	15
9. Orientation	16
10. Training	17
11. Exit Interview	18
12. Work Related Expenses/Reimbursement	18
<b>III. Personnel Actions</b>	<b>20</b>
1. Employment Opportunities	20
2. Promotions	20
3. Recruitment	20
4. Application	21
5. Selection	21

6. Appointment	21
7. Probationary Period	22
8. Resignation	23
<b>IV. Employee Conduct</b>	<b>24</b>
1. Hours of Service	24
2. Information Disclosure	25
3. Political Activity	25
4. Outside Employment	25
5. Physical Examination	26
6. Alcohol/Drug Abuse	26
7. Safe Work	26
8. Public Information	27
9. Reporting Work Related Injuries	27
<b>V. Disciplinary Actions</b>	<b>28</b>
1. Policy	28
2. Oral Reprimand	28
3. Written Reprimand	28
4. Suspension	28
5. Dismissal	29
<b>VI. Appeals of Personnel and Disciplinary Actions</b>	<b>30</b>
1. Policy	30
2. Right of Appeal	30
3. Appeal Procedure	30
4. Restoration Of Position/Status	30
<b>VII. Grievance</b>	<b>31</b>
1. Policy	31
2. Definition	31
3. Procedures	31
<b>VIII. Holidays / Vacation / Leaves</b>	<b>32</b>
1. Leave Grants	32
2. Leave Records	32
3. Official Holidays	32
4. Observance Of Legal Holidays	33
5. Alternative Religious Holidays	33
6. Vacation Leave	34
7. Vacation Leave Accumulation	34

8. Vacation Schedules	35
9. Holidays Occurring During A Vacation Leave	35
10. Vacation Payment Upon Termination Of Service	35
11. Sick Leave	35
12. Sick Leave Accumulation	37
13. Injury Leave/On The Job Injury	37
14. Parental and Family Leave	39
15. Jury Duty	39
16. Fire and Rescue	40
17. Personal Leave	40
18. Leave of Absence Without Pay	41
19. Bereavement Leave	41
<b>IX. Benefits</b>	<b>42</b>
1. Medical and Hospitalization Insurance	42
2. Health Savings Accounts	43
3. Dental Insurance	43
4. Social Security	43
5. Worker's Compensation Insurance	43
6. Retirement Program	43
7. Child Care Contribution Tax	43
8. Disability and Life Insurance	43
<b>X. Compensation Plan</b>	<b>44</b>
1. Definition	44
2. Maintenance of Compensation Plan	44
3. Salary and Wage Ranges	45
<b>XI. Performance Evaluations</b>	<b>46</b>
<b>XII. Acknowledgement of Receipt</b>	<b>47</b>

Appendix A: Town of Plainfield Resources and Policing Policy

Appendix B: Medical and Hospitalization Insurance Policy

Appendix C: Dental Insurance Policy

## Abbreviation Key

DCC	Duly Chartered Commission
SB	Selectboard
SB/DCC	Selectboard or Duly Chartered Commission
W/WW	Water/Wastewater Commission

## **Declaration of Inclusion**

The Town of Plainfield condemns racism and welcomes all persons, regardless of race, color, religion, national origin, immigration status, sex, gender identity or expression, marital status, age, social class or disability, and wants everyone to feel safe and welcome in our community.

As a town, we formally condemn all discrimination in all of its forms, commit to fair and equal treatment of everyone in our community, and will strive to ensure all of our actions, policies, and operating procedures reflect this commitment.

All employees, elected and appointed official, and anyone representing the Town of Plainfield in any manner shall conduct themselves in accord with Plainfield's Declaration of Inclusion adopted on November 15, 2022 and in accord with Plainfield's Town Resources and Policing Policy adopted on May 8, 2017.

See Appendix A: Town of Plainfield Resources and Policing Policy dated May 8, 2017.

## **I. Introduction**

The Town of Plainfield seeks to meet the needs of town residents as expressed and determined through the annual Town Meeting and through the actions of the SB/DCC throughout the year. Town employees are part of a team that works to meet these public needs.

The Town seeks to develop and foster a work environment in which employees recognize their vital roles in the functioning of the town, and obtain personal satisfaction and monetary compensation for their efforts on behalf of the town. These Policies and Rules are intended to assist town employees by providing clear statements of personnel policies, definitions of the responsibilities and rights of employees and rules that guide their performance.

Employees are urged to ask the Human Resources Officer or, in accordance with these Personnel Policies and Rules, the SB/DCC about any policies/procedures or rules that are unclear.

### **1. Name of Administrative Rules and Authority**

The policies and rules in this manual shall be known and cited as the Plainfield Personnel Policies and Rules and are hereby adopted pursuant to the provisions of 24 VSA §§ 1121 and 1122. The Town Clerk is the designated Human Resources Officer for the Town of Plainfield.

### **2. Employees Covered**

These policies and rules shall be applicable to all persons employed in the service of the Town, except elected officials and contractors awarded specific job contracts with the Town of Plainfield.

### **3. Departmental Rules**

Each department may have specific policies and rules that apply to the department's operations and activities. Such rules must be consistent with those presented in the Plainfield Personnel Policy and Rules and are subject to the approval of the Selectboard. Upon approval by the Selectboard, these rules shall be part of the official Policies and Rules of the town. The Selectboard/DCC shall make notification of any changes in existing departmental policies and rules, including the introduction of new policies and rules.

### **4. Appointment at Will**

Employment with the Town of Plainfield 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 the Plainfield Personnel Policy and Rules. 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.

## **5. Limitation**

Upon signature of the employee, the Plainfield Personnel Policy and Rules and the provisions contained herein, combined with the employee's job description, will constitute the employee's conditions of employment. The town reserves the right to add, amend or delete any benefit or policy stated herein during annual review each August. Compensation will be subject to review every three (3) years, except as otherwise identified in the Plainfield Personnel Policy and Rules.

## **6. Equal Opportunity Employer**

It is the policy of the Town of Plainfield to guarantee equal opportunity to all qualified applicants and to employees with respect to initial appointment, advancement, and general working conditions without regard to age, race, creed, color, sex, national origin, religious or political affiliation, sexual orientation, gender identity, HIV status, disability or any other factor proscribed by State and/or Federal statute.

## **7. Personnel Records**

The Town Clerk shall maintain a complete record of an employee's employment with the town. Files shall contain all pertinent information relating to employment with the town. An employee's file is confidential and may be reviewed only by the employee, the employee's supervisor, the Human Resources Officer, the SB/DCC, the Town Attorney, or by order of a court. However, in the event of an allegation of criminal conduct on the part of an employee or violation of law, employee personnel records may be released to a law enforcement agency and/or the Vermont Human Rights Commission.

An employee may request to review their employee file. The employee must make an appointment to view their file and such review may be granted and will occur only in the presence of Town Clerk or other official designated by the SB and to the extent authorized by the Human Resources Officer or the SB/DCC.

Medical and Alcohol/Drug Testing Records: Any employee medical or alcohol/drug testing records shall be kept in a separate, confidential file, accessible only to the employee, the employee's supervisor, the SB/DCC, and the Town Attorney. To the extent required by law, any additional release of these records may only be made with the employee's consent.

## **8. Employee References**

The town will provide references for former employees as follows: verify their employment with the town, verify dates of employment, and verify ending salary/wage level. Requests for references shall be directed to the SB/DCC.

Upon termination, employees may authorize, in writing, the town to provide additional information pertaining to their employment and performance with the town.

## **9. False Statements**

The Town of Plainfield expects and requires applicants and employees to provide complete and accurate information regarding their previous employment, schooling and qualifications, and other information necessary to fully evaluate their current or past employment with the town. Providing false statements shall provide grounds for non-hiring or for immediate dismissal.

## **10. Proof of Work Authorization Status**

All town employees must provide the SB/DCC with proof of work authorization status in conformance with federal law. Failure to provide such proof shall result in non-hiring or immediate dismissal.

## II. Employment Conditions and Environment

### 1. Communication

Communication is essential to an effective and pleasant work environment. The Town recognizes its responsibility to keep employees informed about developments, policies, and procedures that affect the town and the work of its employees. Several avenues are available for communication within the town:

- Supervisors are the first source of information and contact for town employees. Supervisors shall make every effort to ensure that information is brought to the attention of employees.
- Each department shall maintain a centrally located and readily available bulletin board for announcements from the town. Department Heads are responsible for ensuring that announcements and other information that affects employees is posted in a timely manner.
- The Human Resources Officer shall be responsible for mailing announcements or email to all employees. The Plainfield Town Clerk is designated as the Human Resources Officer for the Town of Plainfield and its employees. Employees who have questions about a policy or practice or benefits or leave time which they are unable to resolve with their supervisor, should direct such questions to the Town Clerk in their role as Human Resources Officer. If the employee is unable to resolve their question or concern with the Plainfield Town Clerk in their role as Human Resources Officer, the employee may file an appeal or petition with the SB/DCC seeking resolution of their question or concern.
- The Town 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 town-supplied or personally owned. The Town Cell Phone Usage policy applies to all Town employees whether elected or appointed. All employees of the Town of Plainfield shall follow State Law regarding the use of cell phones or similar devices while driving a town-supplied vehicle or engaged in Town business. **To use a cell phone or similar device you are required to stop your vehicle in a safe location.** In addition, for all employees, unless it is an emergency, personal cellular phones may only be used during regularly scheduled breaks or after requesting and receiving permission from a supervisor on a case-by-case basis. Employees who violate this policy will be subject to disciplinary actions, up to and including employment termination.

## **2. Employee Availability**

Due to the nature of service with the town, it is sometimes necessary to contact employees on short notice. Therefore, when appropriate, employees shall be required to provide their home and/or cell phone number to their supervisor, the Town Clerk and SB/DCC. Some employees may also be required to provide a telephone number at which they can be reached in the event of an emergency. Some employees may also be required to carry a pager, town cell phone or other such means of communication so they can be reached in the event of an emergency.

Failure to satisfy these requirements, or to inform the supervisor of any change in telephone numbers, may be grounds for disciplinary action.

## **3. Drug Testing**

It is the policy of the Town of Plainfield not to test employees for the use of illegal drugs. However, employees who display job difficulties of a nature that, in the opinion of the employee's supervisor, the Town Human Resources Officer and/or the SB/DCC, might indicate a drug or alcohol problem that interferes with the employee's ability to perform their essential job functions. The employer or an agent may require an individual employee to submit to a drug test if all the following conditions are met, per required in VT Statute Title 21, Section 513 Drug testing of employees; prohibitions; exceptions.

However, Town employees who are covered under the Omnibus Transportation Employee Testing Act of 1991 (including all holders of commercial driver's licenses) shall be subject to pre-employment and regular random drug and alcohol testing in accordance with Department of Transportation rules and procedures.

Employees who test positive for drug or alcohol use will be subject to the Town of Plainfield policy on Drug and Alcohol expressed in Section IV: Employee Conduct of the Plainfield Personnel Policy and Rules.

## **4. Non-Smoking**

The Town of Plainfield recognizes that smoking and a smoke environment may be hazardous to the health of the employee. Also, the State of Vermont provides in 18 VSA § 1421-1423 as amended, that employers must provide a smoke-free workplace. Therefore it is the policy of the town to provide a smoke-free work environment. In addition, 18 V.S.A. §§ 1742 and 1743 prohibit smoking in any form in the common areas of all enclosed indoor places of publicly owned buildings and offices, including the Town Garage and town vehicles. Upon request of an employee, the SB will submit a policy to the employees in the particular workplace, in

conformance with State statute, permitting smoking in a designated unenclosed smoking area that is not in an indoor common area of a publicly owned building. This proposal shall become policy if three-fourths of the employees in the workplace agree.

A violation of this policy will result in disciplinary action up to and including dismissal.

## **5. Payment Schedules and Procedures**

**Pay Periods:** Town and W/WW employees are paid bi-weekly, on Friday, for the preceding two weeks, or portion thereof, ending the preceding Sunday. When a scheduled payday falls on a legal holiday, paychecks that are not direct deposited will be mailed.

**Time Cards:** Time cards are to be submitted every other Monday for the previous two weeks. In the event a holiday (or an employee's approved absence) falls on a Monday, the time card shall be submitted on Tuesday. Time cards shall be approved by the employee's supervisor. Employees must record any sick, personal or vacation time used on their time card prior to it being approved and submitted to the Town Clerk. The Town Clerk/Treasurer or the designated Assistant Town Clerk/Treasurer shall review and approve time cards prior to the issuance of pay or compensation for the employee.

## **6. Work Adjustment During/Following Illness, Injury or Pregnancy**

An employee may request modification of work duties or a temporary reassignment during or immediately following illness/injury/pregnancy. Such a request must be supported by or initiated by the advice of a licensed health practitioner or physician. The town will make a reasonable effort to accommodate the request for a period of time not to exceed three months.

In the event of a longer term or permanent disability, the town will make all reasonable efforts to accommodate the individual in their current position unless such accommodation will result in an undue hardship on the town or if such individual is unable to perform the essential functions of the job. In such a case, if reasonably possible, and upon the employee's request, the town will seek to reassign the employee to an acceptable position if one is available.

## **7. Prohibition of Sexual Harassment**

a. **Policy:** Employees have the right to work without being subject to insulting, degrading, or exploitative treatment. Sexual harassment in any form is unlawful and is strictly prohibited by town employees. Employees who violate this policy will be subject to disciplinary action up to and including dismissal.

b. **Definition:** The following behaviors are examples of harassment – abusing an employee through insulting or degrading sexual remarks or conduct; threats, demands, or suggestions that an employee's work status is contingent upon the employee's toleration of or acquiescence to sexual advances; retaliation against an employee for complaining about the behaviors described above.

c. Employees who encounter such behavior or other behaviors believed to be of a sexually harassing nature from supervisors, fellow employees, elected officials or members of the public should first contact the Town Clerk in their role as Human Resources Officer unless it is the Town Clerk who is engaging in the sexually harassing conduct in which case the employee should contact the Select Board chair, or other Select Board member if the chair isn't available. In the event the Human Resources Officer does not resolve the employee's concern regarding sexually harassing conduct, the employee may appeal the decision of the Human Resources Officer or may file a request with the Select Board chair or other Select Board member designated to receive such appeals or requests.

It is unlawful for the employer to retaliate against an employee for filing a complaint of sexual harassment or for cooperating with an investigation of sexual harassment.

d. A complaint of sexual harassment will be immediately followed up by an investigation, and a finding of sexual harassment of any form will result in immediate disciplinary action.

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

## **8. Overtime Work Provision**

Town employees may be requested to work overtime on occasion. The possibility of such overtime shall be included in the formal description of positions in which it may be required.

Requests for employees to work overtime will be made with as much advance notice as is possible. However, unexpected circumstances or emergencies may arise which make advance notice impossible. Employees are expected to honor requests for overtime work, except in unusual circumstances. Repeated failure or refusal to perform overtime work when requested will result in disciplinary action.

Employees will be compensated at the rate of one and a half (1.5) times the amount of their usual salary for all hours worked beyond 40 hours in the same week. Paid sick leave may be used as part of the employee's reported work hours, for the purpose of overtime compensation.

The W/WW Operators must work holidays, and have mandatory weekend duty to do testing as is required by the State of Vermont. The Operators are encouraged to work on alternate weekends. They will be compensated at double time for working 2 hours each weekend day. The employee is required to take a day off during the week in which the weekend hours are worked. The pay rate will be 32 regular hours for the week, and 2 double time hours for each weekend day. In the event an Operator works the full week, due to an emergency or illness of the other Operator, plus both weekend days, the pay rate will be 40 regular hours and 2 double time hours for each weekend day. Hours worked over this will be considered overtime at 1.5 hours. Another way to explain this is hours are paid in the order in which they are worked up to 40 hours, plus the double time hours. Any hours above and beyond this would be paid at the overtime rate of time and a half. If called in to work during the weekend (3:30PM Friday to 7:00AM Monday), outside of the regular required weekend work, they shall be paid at the weekend call in rate (1.5 hours) to compensate for the infringement on the employees' personal time regardless of whether they have reached 40 regular hours.

The W/WW Chief Operator, (or Assistant Operator in their place if needed), is expected to attend the monthly W/WW Commission meetings. This is part of the job description and is not to be counted as overtime hours, as much as possible, if the meeting is outside of the normal work hours. The employee shall make every effort to take off a comparable amount of time, usually 2 hours, during the week the meeting is held. If attendance at a special meeting is requested by the SB/DCC, with permission from the Commission, overtime hours may be used.

## **9. Orientation**

To assist new town employees, each new employee shall receive an orientation to the town, department and the position. This orientation shall include, but shall not be limited to:

- A review of Town Personnel Policies and Rules. The employee will sign a form acknowledging receipt of these policies that will be placed in their personnel file and kept in the Town Clerk's office.
- Town policies and procedures.
- Specific policies and procedures of the department.
- An introduction to co-workers.
- A review of the expectations and requirements of the position with an identification of significant dates or deadlines.

- Training in specific job functions or operations in which the employee is not specifically trained. The supervisor or a designated co-worker will normally provide such training. Orientation training does not include external training that would require time off from the job or additional expense to the town.

## 10. Training

The Town of Plainfield seeks to continually improve the effectiveness of the services it provides and encourage employees to develop and improve their abilities. It is recognized that training and education can have a direct benefit for both the town and its employees.

**In-House Training:** As appropriate, each department will organize and conduct training or refresher programs for employees. These programs may be conducted during normal work hours.

**Outside Training:** Legitimate training within the community can be of substantial benefit to the employee and town. Therefore, the SB and/or DCC, and/or the Town Clerk, will try to bring to the employees' attention trainings or other programs that may be beneficial to the town or the employee. Full-time employees may request permission to attend training programs offered during normal work hours. The SB/DCC may grant release time for this purpose if the work needs of the department permits and if such training program is relevant to the employee's current position/job. Additional considerations include whether the course has potential to benefit the town; value and relevance to the employee; length of time, if any, the employee will be absent from work; program cost and available budgetary allocation.

The W/WW Facilities Operators are required to complete all coursework and pass the Water and Wastewater exams in order to be granted their licenses within 2 years of their date of hire (unless they hold current Water and Wastewater licenses upon hire). Failure to do so will be grounds for termination from employment.

The W/WW Commission shall authorize payment for any and all training and travel necessary for the Operator and Assistant Operator. The training shall consist of programs designed for completion of certification of operator licenses and maintenance of operator licenses. In the event the Operator and/or the Assistant Operator shall terminate their employment within 5 years of obtaining an operating license and obtain employment elsewhere relative to the license obtained, the Operator and/or Assistant Operator shall refund the W/WW Department a prorated amount of training expenses reduced by 20% for each full year of licensed employment.

## 11. Exit Interview

Exit interviews will be conducted when an employee leaves the service of the town. The employee's supervisor, or the person who is most closely responsible for the employee, will conduct the interview. This interview will cover an overview of the employee's work performance: any goals that were met or not and why; positives and negatives about the position, and work experience. In addition, the employee will contact the Town Clerk's office to review accrued vacation, conversion of health insurance rights, other insurance coverage, clearance of any other accounts, and any other questions that may arise concerning the termination of employment.

## 12. Work Related Expenses/Reimbursement

Employees who, as a part of their job, are required to travel, shall be reimbursed for related expenses according to the following:

a. **Transportation:** Employees will use town vehicles for job-related travel. Employees shall not use town vehicles for personal use, nor allow individuals not employed by the Town to be passengers in town vehicles, except when permitted to do so by a Supervisor, Commissioner, or Select Board member.

b. **Mileage Reimbursement:** The use of an employee's personal vehicle for job-related travel shall be done with prior permission from the SB/DCC. The town will pay a mileage allowance at the rate set for the current fiscal year. This will be set annually during budget development. The SB will use the current rates set by State and Federal agencies as a guide for reimbursement. Mileage reimbursement is available for appointed town employees.

c. **Clothing Allowance:** In the absence of a contract with a private provider, the Town will pay for employee's uniforms, or special clothing for their position, such as but not limited to: boots, safety jackets, T-shirts with logo, and other items approved by their supervisor. Employees may replace worn clothing items as needed and as approved by their supervisor.

d. **Work Boots Allowance:** Employees will be reimbursed annually for the purchase of one pair of work-related boots, in an amount to be priorly approved by their supervisor. An employee's eligibility for reimbursement for replacement of work boots runs one year from their date of employment or one year from the date of previous replacement of their work boots. Employees are not eligible for reimbursement for purchase of work boots more frequently than 1 year from previous purchase of work boots. The employee shall be reimbursed for the purchase of work-related boots upon presentation of a purchase receipt, reviewed and

authorized by the employee's supervisor, and the approved purchase receipt submitted to the Human Resources Officer within 30 days of purchase.

### III. Personnel Actions

#### 1. Employment Opportunities

**Policy:** It is the policy of the town to, in every instance, seek the best, and fully qualified, person available for vacancies as they occur. In filling vacancies, the following steps will be taken:

- A current employee will be promoted to fill the vacancy if they are fully qualified and follow the promotion procedures set forth below.
- Employees on lay-off status will be recalled if fully qualified for the position, subject to the seniority provisions of the Plainfield Personnel Policy and Rules.
- An open examination will be scheduled subject to the provisions provided below.
- Preference in hiring for vacant positions will be given to fully qualified applicants who are residents of the Town of Plainfield.
- The W/WW Commission in consultation with the SB will fill vacancies in the W/WW department.

#### 2. Promotions

a. **Policy:** Vacancies in positions above the lowest rank in any category in the classified service shall be filled, as far as practical, by the promotion of employees already in the service of the town.

b. **Conditions:** The SB/DCC in each case shall determine whether an open competitive examination or a promotional examination will serve best the interest of the town in attracting fully-qualified candidates. Promotions in every case must involve a definite increase in duties and responsibilities and shall not be made merely for the purpose of affecting an increase in compensation.

#### 3. Recruitment

a. **Policy:** When open recruitment for a position is in the best interest of the town, the town shall recruit qualified applicants in a manner consistent with its commitment to Equal Employment Opportunity.

b. **Procedures:** Announcements of vacancies for positions with the town which are not being filled through internal promotion or reinstatement shall: be advertised in local and other appropriate newspapers and publications and online sites; be posted in other relevant publications as determined by the SB/DCC; and specify the position title, nature of work to be

performed, desired and required qualifications, closing date for receiving applications, and any other relevant information. Beginning pay shall be determined by the SB or DCC prior to being relayed to an applicant during the interview process.

#### **4. Application**

Application for positions shall be on approved town forms or as otherwise designated in the announcement.

#### **5. Selection**

Selection for appointments shall be made on the basis of merit and fitness.

a. **Criteria:** The qualifications of an applicant shall be determined on the basis of various components as determined by the SB as they relate to the essential functions of the jobs to be performed. Education, experience, aptitude, knowledge, skills, and character will be considered. Job-related testing or skills demonstration may be required. If relevant, federal requirements for commercial motor vehicle drivers will apply.

b. **Physical Examinations:** In positions in which health or physical abilities are particularly important, a physical examination may be required of all entering employees after an offer of employment is made by the town, and such offer of employment shall be conditioned on the positive results of the examination. For these positions, additional physical examinations may be required from time to time where necessary to insure continued fitness for duty. All information obtained as part of the medical exams shall remain confidential and shall not be placed in the employee's personnel file but in a separate medical file.

c. **References:** As part of the selection procedure, former supervisors, employers, and references shall be checked. Reference checks made by personal or telephone contact shall be documented, made part of the applicant's file, and used in determining an applicant's eligibility. Reference checks shall be completed prior to an offer of employment and handled as privileged information. The SB/DCC will assign weights to these factors as deemed appropriate.

#### **6. Appointment**

a. **Procedures:** The SB/DCC makes position appointments with the input and advice of the appropriate Department Head. For all highway department positions, federal requirements for commercial motor vehicle drivers will apply.

b. **Types of Appointments:** Appointments to the town service may be of the following types and are made in conformance with the rules established:

i. **Full-Time Appointment:** A full-time employee works a regular work week of thirty-two (32) hours or more on a continuing basis throughout the year; is subject to all Town Personnel Rules and Regulations; receives benefits and rights as provided by the Personnel Rules; performs regular work supplemented by special work as needed; receives wages or salaries within the range specified for the job classification.

ii. **Full-Time Seasonal Appointment:** A full time seasonal employee works a regular (40) hour work week and overtime as needed. Such employees are not eligible for benefits including vacation time or sick leave. Employees are eligible for holiday pay during seasonal employment.

iii. **Emergency Appointment:** To prevent the disruption of public business or a loss or serious inconvenience to the public, temporary appointments may be authorized by the SB/DCC for a period not to exceed sixty (60) days. The SB/DCC shall determine the appropriate salary or wages. Emergency appointees shall not be eligible for employment benefits, except paid holidays.

iv. **Part-Time Appointment:** Part-time employees work less than thirty-two (32) hours weekly. The employee is eligible for increases in accordance with the compensation plan. The employee may be entitled to specific benefits, on a pro-rata basis, as determined by the SB/DCC.

vi. **Limited Term Appointment:** A limited term appointment is made when a special project requires the addition of employees for a specific term or to fill a position of an employee on a leave of absence.

Such appointment shall be for an initial period not to exceed six (6) months. Salary or wages are within the established range for the position. Such employees shall not be eligible for other regular employee benefits except to the degree required by the Vermont paid sick leave law, 21 V.S.A. § 481-487.

## 7. Probationary Period

It is the policy of the town that each new employee will have a period of adjustment and be provided an assessment of the quality of the employee's work habits and product.

All new appointments shall be made for a probationary period of at least six (6) months. A Department Head may extend the probationary period, with the approval of the SB/DCC, for up to an additional six (6) months.

a. **Dismissal:** During the probationary period, the SB/DCC, based upon the recommendation of the Department Head, may dismiss an employee if:

- i. The employee is unable or unwilling to perform the duties of the position satisfactorily;
- ii. The employee's habits and dependability do not merit continuance in the service;
- iii. The employee disregards or violates the rules of conduct or procedures of the town or the department.

b. **Benefits:** Employees with probationary appointments shall be eligible for, and receive, the benefits of regular appointments, subject to the provisions and limitations included in the Plainfield Personnel Policy and Rules.

c. **Appeals:** Employees with probationary appointment shall not have the right to appeal any disciplinary action or dismissal.

## **8. Resignation**

Employees who voluntarily resign from their employment with the town shall give at least two (2) weeks notice, in writing. Such resignation notice shall be submitted to the supervisor. The SB/DCC may waive the required notification period at its discretion.

## IV. Employee Conduct

**Policy:** The town recognizes the rights of individuals to live their lives subject to the rules and laws of society as expressed in our various constitutional institutions.

The Town of Plainfield expects and requires employees to adhere to standards of conduct that are required for the effective functioning of the town. Failure to observe these standards can result in disciplinary actions and, in some situations, termination of employment.

The town believes that every employee should be aware of their visibility as a town employee and should conduct themselves in such a manner as to bring credit upon both the town and the town employee in general.

Conduct off the job is not specifically covered by these policies and rules, and generally will not be a subject of disciplinary action, unless such conduct affects on-the-job ability and/or performance or is not in accord with Plainfield's Declaration of Inclusion.

### 1. Hours of Service

The SB/DCC shall prescribe the minimum numbers of hours to be worked on a daily and weekly basis. The hours so established shall be construed as the normal workweek. The normal, full-time workweek for town employees is as follows:

- Administrative 32-40 hours
- Highway Department 40 hours
- Water and Wastewater 40 hours - Chief Operator  
40 hours - Assistant

a. **Flexible Schedule:** At the discretion of the supervisor, and with the approval of the SB/DCC, a flexible schedule may be permitted provided that all essential department needs are met and the full work week hours are completed. Observance of the established hours of the department is expected of all employees, unless a "Flex Schedule" has been approved, as discussed above.

b. **Authorized Absence:** For proper cause, and with adequate notice (i.e. one week, except in emergencies) supervisors shall be able to excuse an employee from reporting or being present for duty.

c. **Unauthorized Absence:** The appropriate supervisor shall investigate unauthorized absences, including absence for a single day or part of a day. An unauthorized absence by an employee shall result in a forfeiture of all compensation for the period of such absence and other disciplinary action as deemed appropriate by the supervisor or SB/DCC.

## 2. Information Disclosure

All Town employees, including board members and volunteers, shall adhere to the Vermont Open Meeting Law (1 V.S.A. §§ 310-314), and are prohibited from discussing, disclosing, or using privileged information (e.g. personnel or legal information received in executive session). Divulging, discussing, or using such information shall result in disciplinary action, up to and including dismissal.

## 3. Political Activity

a. **Policy:** Town employees are encouraged to exercise their normal civic rights and responsibilities. They retain the right to vote, to freely express their opinions on all political subjects, to become or continue to be a member of any political party, and to attend political meetings.

b. **Restrictions:** Several restrictions apply as a result of employment with the town. Town employees shall not use their official authority for the purpose of interfering with or affecting the nomination or election of any candidate for public office; or command or solicit from any other employee direct or indirect participation in any political party or organization, or the support of political candidates. The pursuit of political activities while working, or through the use of town facilities, is strictly prohibited.

## 4. Outside Employment

Full-time employees of the town are expected to be available to fulfill their responsibilities and duties. Positions with the town are the principal and primary occupation of full-time employees. W/WW employees are to be available during an emergency, and be at the WW Facility within 20 minutes. The Road Crew is expected to be available during weather events and other emergencies, so outside employment is not encouraged. However if an employee has additional employment or work outside of the Town position, the Supervisor shall be informed, and if the work performance of the employee is, or appears to be adversely affected, the Supervisor or SB/DCC will discuss the problem with the employee. The employee may be advised to modify or relinquish their additional employment or work if it interferes with the employee's ability to fulfill their responsibilities and duties.

## 5. Physical Examination

In addition to physical examinations required in accordance with Chapter III, Section 5 of this policy, physical examinations may be required from time to time of town employees who drive municipal vehicles; drive their own vehicles for the municipality and receive compensation there from; or are required by state or federal law to receive physical examinations. The required physical examinations shall be performed by competent licensed medical practitioners selected by the employee and who has been approved by the town; and shall be reported on a form or in a manner furnished or prescribed by the town. The completed form shall be filed with the Town Clerk and shall be kept strictly confidential. Required physical examinations will be at the town's expense. Examinations, which exceed the requirements of the town, will be at the employee's expense. Failure to obtain required physical examination within sixty (60) days of employment may result in dismissal.

## 6. Alcohol/Drug Abuse

a. **Policy:** Working under the influence of alcohol or regulated drugs may endanger the public, co-workers and the employee, and result in poor or inaccurate job performance. Employees who experience alcohol or drug abuse problems are expected and encouraged to seek assistance in the treatment of their problems. Such employees may, without fear of reprisal, seek guidance from supervisors, Department Heads or the SB/DCC responsible for that department. **Town employees may access services via an Employees Assistance Program (EAP).**

b. **Prohibition on Working Under the Influence:** Employees shall not report to work or work under the influence of alcohol, or a regulated drug, unless the drug is prescribed by a duly licensed medical professional and not contraindicated for the specified duties of the employee.

c. **Disciplinary Action:** An employee, who reports for work under the influence of alcohol or regulated drugs, or who consumes or uses such substances while at work, shall be subject to disciplinary action which may result in dismissal. Contact the Vermont League of Cities and Towns before taking an action.

## 7. Safe Work

Creating and maintaining safe working conditions and following safe work procedures are practices and conditions which the town and its employees shall strive to maintain. All town employees shall observe safe work practices, including but not limited to the wearing of appropriate protective clothing and/or equipment; following all prescribed work practices as presented in departmental policies and procedures; reporting to their supervisor all known

medical or psychological conditions which impacts the safety of the employee, the public or co-workers; and immediately reporting to their supervisor any dangerous or potentially dangerous work conditions. Failure to follow safe work procedures shall result in disciplinary action up to and including dismissal.

## **8. Public Information**

The town has a responsibility to keep the public informed about actions and work being undertaken, and to respond to inquiries from the public. It is the policy of the town to provide complete and accurate information to the public in accordance with the following guidelines:

As questions arise, the supervisor closest to the work/action in question should provide answers as quickly as possible. To ensure that a complete response is given, the Department Head most closely associated with the work/action, Select Board members, and the Town Clerk should be advised of any information provided to the public or press. Employees other than supervisors should confine any comments/responses to factual information. Evaluative, interpretative, or policy statements should be referred to the SB/DCC. The SB/DCC, or its designee, will issue statements regarding policies or actions under consideration or taken at Selectboard or other meetings.

## **9. Reporting Work Related Injuries**

The employee MUST immediately report all work-related injuries to their supervisor. Failure to report such injuries may result in a delay in, or loss of, Workers' Compensation benefits. Workers' Compensation reports and claims must be given to the Town Clerk for submission to the insurance company and for appropriate follow-up. This report must include the completion of a First Report of Injury form.

## V. Disciplinary Actions

### 1. Policy

The Town of Plainfield's disciplinary actions may be invoked for failure of employees to observe the policies and practices contained in the Plainfield Personnel Policy and Rules, and in any modifications or supplements to it. Disciplinary actions shall be taken promptly by supervisors, or the SB/DCC, and shall be determined by the seriousness or frequency of violation. The following disciplinary actions shall be taken in accordance with the accompanying guidelines.

### 2. Oral Reprimand

The most immediate and least severe disciplinary action is given by the immediate supervisor for initial minor misconduct. A record of such reprimand will be placed in the employee's personnel file.

### 3. Written Reprimand

A written reprimand shall be given to an employee when, in the judgment of the immediate supervisor, an oral warning has not resulted in the expected improvement; a further similar incident has occurred within a short period of time; or a more severe initial action is warranted due to the seriousness of the action. A written reprimand shall be sent to the employee and a copy placed in the employee's personnel file.

### 4. Suspension

Suspension without pay shall occur when an employee: takes unauthorized absence from work; refuses to follow a legitimate directive from a supervisor or is insubordinate; is negligent in the performance of work such that the town may, or does, experience a delay in work, or the public's or other town employees' safety is endangered; engages in conduct on or off the job which effectively limits or curtails the ability of the employee to perform an assigned job as set forth in the employee's job description; or repeats an action for which a written reprimand has previously been given;.

a. **Suspension Period:** On the first unauthorized absence from work, an employee will be suspended without pay for a period of time equal to the unauthorized absence. An employee may additionally be suspended without pay for up to three (3) days by the Department Head. Notice of such action must be forwarded to the SB/DCC the Town Clerk/Treasurer, and the Human Resources Officer immediately. Suspension exceeding three (3) days shall be made by the Department Head only after obtaining the approval of the SB/DCC.

b. **Length of Suspension:** The length of suspension will be determined by the seriousness of the action that has resulted in disciplinary action and the employee's performance history.

c. **Record of Suspension:** A record of the suspension of an employee shall become a permanent part of the employee's personnel record.

## 5. Dismissal

An employee may be dismissed from the town's service when, in the judgment of the SB/DCC, the employee's work or conduct is grossly negligent or repeatedly negligent, in the performance of work such that the town may or does experience a delay in work or endangers the public's or other town employees' safety; if the employee is grossly insubordinate or shows a pattern of refusing to follow a legitimate directive from a supervisor; or continues to engage in conduct on or off the job which effectively limits or curtails the ability of the employee to perform an assigned job as set forth in the employee's job description; or such other action or conduct that warrants dismissal. An employee may also be dismissed for criminal conduct and/or on the basis of a complaint to the Vermont Human Rights Commission.

**Dismissal Procedure:** The SB/DCC in dismissing any employee shall submit to the employee a written description of the reasons for such action, including all evidence, prior to any action being taken. The employee shall be informed of their right to respond to the information provided by the employer prior to actual dismissal except when providing this opportunity presents a risk of harm to their supervisor, to fellow employees, elected or appointed officials, or members of the public. In such a case, the employee shall be informed of their right to respond in writing to the information provided as the basis for their termination. The employee shall be given a notice of the appeal procedure provided in Chapter VI of these Rules.

## **VI. Appeals of Personnel and Disciplinary Actions**

### **1. Policy**

The town shall make a reasonable effort to be equitable and fair in its relations with employees. An appeal procedure is provided for employees who disagree with personnel or disciplinary actions taken by the town.

### **2. Right of Appeal**

Town employees have a right to appeal actions regarding compensation, dismissal, demotion and suspension. Disagreements over interpretations of specific rules are not subject to appeal, but may be dealt with through the grievance provisions of the Plainfield Personnel Policy and Rules.

### **3. Appeal Procedure**

Appeals of personnel actions must be made by the employee submitting, to the Select Board and the Human Resources Officer (unless the Human Resources Officer, in their role as supervisor, is party to the appeal, in which case the appeal will only go to the Select Board), a written appeal within five (5) working days of the employee's receipt of the notice of personnel action being appealed. A hearing on such appeal shall be held as soon as reasonably possible after receipt of the notice of appeal. The purpose of the hearing will be to enable the SB to gather information regarding the personnel action being appealed. The hearing will be closed and informal. The employee and the supervisor will be present. Counsel may represent the employee. If appropriate, witnesses may be brought in by the employee and/or supervisor and/or the Human Resources Officer or the SB may call other witnesses it believes have pertinent information. The Select Board will try to have a written decision made within five (5) working days or as soon as reasonably possible after the hearing. The Select Board may uphold the original actions, modify the severity of the action, or overrule the prior action. After action by the Select Board, the employee retains all rights to an Arbitration or Court appeal of the decision.

### **4. Restoration Of Position/Status**

If the original action is overruled, the employee shall be restored to their original position or status with no loss of rights, privileges or compensation.

## **VII. Grievance**

### **1. Policy**

Prompt consideration and equitable adjustment of employee grievances are necessary to insure that the work of the Town of Plainfield is accomplished in an efficient and effective manner. It is the intent of the town to address grievances informally whenever possible. Both supervisors and employees are expected to make every effort to resolve problems as they arise.

### **2. Definition**

A grievance is an employee complaint. In the case of a grievance arising from a personnel action relating to position classification, compensation, dismissal, demotion, and/or suspension, Chapter VI, Appeals of Personnel and Disciplinary Action, provides for the employee's sole rights and remedies.

### **3. Procedures**

The following steps shall be followed in the case of a grievance by an employee other than those provided for in Chapter VI. The employee shall informally discuss the grievance with their supervisor. Such informal conference is to occur within five (5) working days of the date of the occurrence complained of. If the employee should be on excused absence during any of these five (5) days, an additional two (2) days shall be allowed for the conference. Following the conference, the supervisor shall issue an oral and written statement of their solution to the problem. A record of the conference and the decision shall be kept in the employee's personnel file in the Town Clerk's Office. If the employee is dissatisfied with the decision of the supervisor, a final appeal may be made to the SB/DCC within five (5) working days of the written decision of the supervisor. This appeal must be in writing and must state the basis for the appeal. The SB/DCC shall hold an informational hearing as soon as possible after the date of receipt of such appeal, hear evidence, and receive tendered exhibits if relevant or material. Within fifteen (15) working days of the date of the final hearing, which could include mediation, the SB/DCC shall render a decision that shall be binding on all parties. It shall be in writing and forwarded to the grievant and to the supervisor. There shall be no right of appeal from such decision.

## VIII. Holidays / Vacation / Leaves

**Policy:** Town employees shall receive vacation and holiday leave and have available other leave options which may be utilized to meet personal, civic, or military obligations or situations in conformance with the policies and procedures specified below.

### 1. Leave Grants

An employee's request for leave shall be made to their supervisor two weeks prior to the commencement of leave, except in the case of emergency. Leaves shall be granted by the supervisor, in conformance with rules established for each type of leave; however at the supervisor's discretion leave may be granted with less than two weeks notice.

### 2. Leave Records

The Town Clerk shall maintain the official record of each employee's leave status. A statement of vacation leave status shall be provided at the request of the employee. The employee shall verify the vacation leave record and immediately notify the Town Clerk of any apparent errors in the record. In the absence of any notification of errors by the employee, the record maintained by the Town shall be the official record.

Leave must be approved in advance by an employee's supervisor except in the case of emergency leave. The employee's supervisor shall notify the Town Clerk/Human Resources Officer of all regular leave approved by the supervisor at least one week before the commencement of the leave. Such documentation is essential to the Town Clerk keeping records of leave usage by each department employee and to the Town Treasurer for accurate payroll. The town shall provide a leave record to each employee at the end of every quarter and at the end of each fiscal year.

### 3. Official Holidays

The following are official holidays paid to full time employees only; any other holidays shall be established by the SB:

<b>New Year's Day</b>	January 1
<b>Martin Luther King Day</b>	Third Monday in January
<b>President's Day</b>	Third Monday in February
<b>Town Meeting Day</b>	First Tuesday in March

<b>Memorial Day</b>	Last Monday in May
<b>Juneteenth</b>	June 19
<b>Independence Day</b>	July 4
<b>Bennington Battle Day</b>	August 16
<b>Labor Day</b>	First Monday in September
<b>Indigenous People's Day</b>	Second Monday in October
<b>Veteran's Day</b>	November 11
<b>Thanksgiving</b>	Fourth Thursday and following Friday in November
<b>Christmas Day</b>	December 25

Any full-time employee who is required to work on any specified holiday shall receive, in addition to the regular pay for that day, a payment of time and one half (1 1/2) the hourly rate for the hours worked. A full-time employee who works on a holiday and also on the day on which it is observed shall be paid for only one (1) such day under this policy. Pay for the second day shall be at the regular rate. Any full-time classified employee who is absent on authorized or unauthorized leave without pay on the holiday, the day on which it is observed, or the working day immediately preceding or following a holiday shall not be paid for either the holiday, the day on which it is observed, or the other day(s) off.

#### **4. Observance Of Legal Holidays**

Legal holidays which fall on Saturday will be observed on the preceding Friday. Legal holidays which fall on a Sunday shall be observed on the following Monday.

#### **5. Alternative Religious Holidays**

Employees wishing to observe religious holidays not listed in the Plainfield Personnel Policy and Rules shall be entitled to time off without pay to observe such religious holiday, or may use vacation days to observe such holiday, or may substitute a holiday designated in the Plainfield Personnel Policy and Rules, provided there is work to be performed for the Town of Plainfield on such day. An employee wishing to take time off to observe a religious holiday shall complete a written leave form and submit it to their supervisor two weeks prior to that religious holiday.

## 6. Vacation Leave

A regular full time employee is granted 6 days of vacation leave at the end of the twenty-sixth (26) week of employment. The employee will then accrue vacation leave on a monthly basis according to the accrual rate set forth below. Except as noted below, annual vacation leave is based on continuous service to the town and shall be computed as follows:

<b>Length of Service</b>	<b>Vacation Accrual Rate</b>
Through 5 years	1 day per month
6 through 10 years	1.25 days per month
11 through 15 years	1.50 days per month
Over 16 years	1.75 days per month

A part-time employee designated as eligible for vacation leave by the SB/DCC, is granted 3 days of vacation leave at the end of the twenty-sixth week of employment; provided, however, employees working less than 20 hours per work shall not be eligible for vacation leave. A part-time employee eligible for vacation leave will accrue pro-rated vacation leave on a monthly basis according to the accrual rate set forth below. Except as noted below, annual vacation leave is based on continuous service to the town and shall be computed as follows:

<b>Length of Service</b>	<b>Vacation Accrual Rate</b>
Through 5 years	0.5 day per month
6 through 10 years	0.6 day per month
11 through 15 years	0.75 day per month
Over 16 years	1.3 days per month

## 7. Vacation Leave Accumulation

Full-time employees can accrue a maximum of 45 days of vacation leave. Part-time employees can accrue a maximum of 20 days of vacation leave. This shall be in effect for all employees regardless of years of service or position.

## 8. Vacation Schedules

Employees seeking to take vacation leave must notify their supervisor two weeks prior to the commencement of leave. A supervisor may waive a portion of the two week period at the supervisor's discretion. Employees shall be permitted to take vacation leave when, in the judgment of the supervisor, it will best serve the interest of the town and the employee. Vacation schedules shall be established as follows:

Supervisors shall schedule vacations giving consideration to the needs of the department and the ability of the remaining staff to perform departmental duties. Supervisors shall have the power to suspend any vacation leave, with the consent of the SB/DCC, if the needs of the department require such action. If an employee's vacation leave is suspended, the supervisor shall reschedule any remaining vacation days, giving consideration to the wishes of the individual involved.

## 9. Holidays Occurring During A Vacation Leave

Official holidays, or the days observed as such holidays, which occur during a vacation period shall not be charged to vacation time.

## 10. Vacation Payment Upon Termination Of Service

Upon termination of service with the town, either voluntarily or otherwise, the employee shall be paid an amount equal to all accrued unused vacation leave. Payment may be a lump sum payment, or a schedule of payments, except that payments must be completed by the end of the fiscal year.

## 11. Sick Leave

Full-time employees are granted six (6) days of sick leave upon assignment or hiring which may be used in accordance with the provisions set forth below. Accrual of additional sick leave will commence at the end of the employee's 26<sup>th</sup> week of employment and is based on continuous service to the Town and shall be computed as follows:

<b>Length of Service</b>	<b>Sick Leave Accrual Rate</b>
Through 5 years	1 day per month
6 through 10 years	1.25 days per month
11 through 15 years	1.50 days per month

Over 16 years	1.75 days per month
---------------	---------------------

Part-time employees working 20 to 32 hours weekly are granted three (3) days of sick leave upon assignment or hiring that may be used in accordance with the provisions set forth below. Accrual of additional sick leave will commence at the end of the employee’s 26<sup>th</sup> week of employment and is based on continuous service to the Town and shall be computed as follows:

Length of Service	Sick Leave Accrual Rate
Through 5 years	0.5 day per month
6 through 10 years	0.6 day per month
11 through 15 years	0.75 day per month
Over 16 years	1.3 days per month

a. **Availability:** Sick leave is available to eligible town employees for legitimate health/medical purposes. Sick leave eligibility is not a privilege that an employee may use at their discretion. Use of sick leave is allowed only for the following conditions and circumstances:

- i. Personal illness or physical incapacity resulting from causes beyond the employee's control, including the birth of a child.
- ii. Enforced quarantine of the employee in accordance with community health regulations.
- iii. To meet medical or dental appointments or other illness prevention measures.
- iv. To meet medical needs of immediate family or household members.

b. **Abuse:** Abuse of sick leave eligibility shall be considered sufficient cause for suspension or dismissal.

c. **Procedure for Use of Sick Leave:** To receive sick leave, the employee must do the following:

- i. Notify their supervisor within one (1) hour of the time the employee is to begin duty if the employee is unable to report for work. Provide such notification to their supervisor each day the employee is unable to report for work.

ii. Notify their supervisor immediately when illness occurs during the workday. Return to work as soon as the health of the employee permits.

iii. In the event of illness or injury which prevents the employee from providing the notification above, notify their supervisor as soon as the employee is able.

iv. Provide a doctor's certificate or other proof of illness to the supervisor when the employee takes three (3) consecutive days of absence of authorized sick leave.

A doctor's certificate or other proof of illness may be required by the supervisor for illness of fewer than three (3) days' duration. Failure of an employee to provide the required or requested doctor's certificate or proof of illness may result in a loss of pay for the sick leave period.

The town reserves the right to require any employee to furnish medical proof or a release from the attending physician attesting to their ability to return to work.

d. **Sick Leave Record:** Sick leave usage shall be requested of the employee's supervisor for approval, and submitted to the Town Clerk/Treasurer/Human Resources Officer to be recorded in the employee's leave record maintained by the Town Clerk. Upon request of the employee the town shall provide the employee with a record of their sick leave eligibility.

## **12. Sick Leave Accumulation**

Full-time employees can accrue a maximum of 120 days of sick leave. Part-time employees can accrue a maximum of 45 days of sick leave. This shall be in effect for all employees regardless of years of service or position.

Sick Leave Donations: A full-time employee who has accrued 30 days of sick leave days, may voluntarily donate any surplus over 30 days to another employee.

## **13. Injury Leave/On The Job Injury**

a. **Policy:** An employee who is injured while on the job shall be eligible for injury leave as described in this section.

Injury leave is designed to provide employees who receive on-the-job injuries with adequate time to recover from the injury or to determine if the injury will result in permanent disability, without experiencing undue financial hardship.

The town shall permit full-time employees to use accrued sick leave to pay for full days that are not covered by workers' compensation insurance.

b. **Leave:** Worker's Compensation insurance will be provided according to State and Federal guidelines.

The employee will receive worker's compensation benefits in accordance with state workers' compensation rules. The days the employee is absent while receiving these benefits will not be deducted from the employee's accrued sick leave. The employee will not receive regular pay during this time.

c. **Non-Covered Injuries:** If the employee's injury is determined to be non-compensable under the worker's compensation rules, the employee will use accrued sick leave, if any, in order to be paid for their time off.

d. **Reporting Requirements:** The injured employee shall report to the Human Resources Officer the amount of worker's compensation received when received. Failure to do so may result in the loss of sick leave usage for that period. The employee shall report their injury on the initial Report of Injury form provided by the town.

e. **Benefit Payments:** The injured employee will continue to receive full benefits from the town.

f. **Vacation Accrual Usage:** When the employee on injury leave has exhausted sick leave accruals, they may then utilize vacation leave accruals.

g. **Employee Benefit Contributions:** During the period of payroll supplementation of worker's compensation benefits, payroll deductions will continue as authorized. If the payroll amount is inadequate to satisfy those deductions, it will be the employee's responsibility to make a separate payment to the town to satisfy those employee costs. During any period in which the employee is in a non-pay status, it will be the employee's responsibility to pay the town for benefit contributions. The required payment amounts and payment schedule can be obtained from the Town Clerk.

## **14. Parental and Family Leave**

- a. 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 their child.
- b. 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.
- c. 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 "A" above.
- d. The employer shall continue employment benefits for the duration of the leave. The employer will require that the employee pay their share of the benefits during allowable leave at existing employer rates.
- e. Written notice of intent to take parental leave shall be given 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 SB/DCC, an employee may return from leave earlier or later than estimated.
- f. 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).
- g. Except for serious illness, an employee who upon completion of family leave does not return to the employment of the Town of Plainfield 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.

## **15. Jury Duty**

The Town of Plainfield encourages employees to exercise their Constitutional and civil rights and responsibilities and will make whatever temporary work adjustments as are possible to enable them to meet these rights and responsibilities.

If an employee is called to jury duty, and receives jury pay, the Town of Plainfield will compensate the employee the difference to equal their regular rate of pay.

## **16. Fire and Rescue**

Full time employees will be allowed to respond to emergency calls during their normal working hours and receive their regular rate of pay as follows:

- a. The employee must be an active member of the Plainfield Fire and Rescue Department.
- b. The employee will be compensated for time away from their regular job.
- c. The employee must obtain permission from their supervisor or be the person in charge.
- d. The employee will receive their pay from the Town only for responding to emergency calls in the Town of Plainfield.
- e. The employee will return to their town duties as soon as they are released from the officer in charge of the fire and rescue incident.
- f. The town will not pay any overtime due to a fire and rescue incident.

## **17. Personal Leave**

Full-time employees are eligible for three (3) days of personal leave each calendar year. Part-Time employees who work between twenty (20) and thirty-one (31) hours per week are eligible for two (2) days of personal leave per calendar year. Employees are eligible for such personal leave upon hiring. Personal leave will not accrue, nor can personal leave be carried over into a new calendar year.

Personal leave may be used in accordance with the provisions of this Personnel Policy. Personal leave can be used for any purpose with approval of the employee's supervisor. To receive personal leave the employee must request it from their supervisor for approval a minimum of one (1) week in advance, or as soon as possible in the event of an emergency. Personal leave requests will be submitted to the Human Resources Officer promptly and personal leave used shall be recorded in the employee's leave record maintained by the Town Clerk.

Upon request by the employee, the town shall provide the employee with a record of their personal leave eligibility and usage.

## **18. Leave of Absence Without Pay**

a. Policy: An employee who, for personal or medical reasons, will be away from their position in excess of any accumulated sick and/or vacation leave may request a leave of absence without pay. The maximum leave that will be granted in any single block is six (6) months. All requests for leaves of absence without pay shall be submitted in writing to the appropriate supervisor and shall set forth the purpose for which the leave is requested. The granting of such leave is subject to the approval of the SB/DCC.

b. The benefit and salary or wage payments during a leave of absence without pay shall be as follows: The town shall make no contributions to the employee's pension fund, medical plan, or insurance plan, and shall make no salary or wage payments to the employee while on a leave of absence without pay. Employees may continue their benefits at the town rate by making advance payments to the Town clerk. When an employee begins a leave of absence without pay, their record is frozen in time. The employee earns no service credit or compensation adjustments during the period away from work

## **19. Bereavement Leave**

Employees shall be allowed up to three (3) consecutive days off for the death of an employee's immediate relative (spouse, child, stepchild, parent, parent-in-law) or members of the employee's household. Bereavement leave for members of an employee's family other than immediate relatives and individuals who are not members of the employee's household may be given at the discretion of the supervisor. The leave may be up to a maximum of three (3) consecutive days depending on the situation. Examples are grandparents, brothers-in-law, sisters-in-law, aunts and uncles. In situations where a longer amount of time is needed, such as travel to take care of all funeral and estate arrangements, with approval of the SB/DCC and Supervisor, personal time may be used. Sick leave bank time may be used subject to the established policy (see 12b).

## **IX. Benefits**

The Town of Plainfield provides or makes available the benefits described below for town employees, subject to the conditions and limitations specified in Chapter III, Sec. 6. Appointment.

Benefits shall be extended to all eligible employees as set out in the Plainfield Personnel Policies and Rules.

### **1. Medical and Hospitalization Insurance**

The Town of Plainfield provides all eligible employees with medical and hospitalization insurance.

Town employees may enroll in the insurance program at the time of their initial appointment. A waiting period of 30 days is required before coverage begins. Employees should verify coverage start dates at the time of their enrollment.

The current hospital and medical insurance policy is attached as Appendix B.

The Town provides coverage for an employee and their dependents as follows:

- For full-time employees: The Town of Plainfield will provide 90% of the cost of coverage for the employee and their dependents.
- For part-time employees: The Town of Plainfield will provide 50% of the cost of coverage for the employee and their dependents.
- The Town of Plainfield will extend Medicare supplemental health insurance coverage to the Medicare-eligible spouse of an employee to the extent that the cost of such coverage, in combination with the cost of individual coverage for the employee, does not exceed the premium the Town contributes for 2-person health insurance coverage for employees whose spouses are not Medicare eligible. If the combination of the employee's individual coverage plus the supplemental coverage for the spouse exceeds the premium amount contributed by the Town for 2-Person health insurance coverage, the employee must pay the excess premium amount.
- When an employee retires from active service with the Town/or Village Water and Wastewater the employee and/or spouse or dependents will no longer be eligible for health insurance.

## **2. Health Savings Accounts**

To assist eligible employees with their medical deductibles, the town will pay 50% of the deductible for individual and family plans per year. For employees with 20 or more years service, the town will pay 100%. Employees must set up a Health Savings Account at their financial institution and notify the Human Resource Officer of the details.

## **3. Dental Insurance**

The Town of Plainfield provides eligible employees, but not family members, with dental coverage, paying 100% of the premium. The current policy is attached as Appendix C.

## **4. Social Security**

All town employees are required to participate in the Social Security system. Both the employee and the town are required to contribute to Social Security. Employee and town contributions are determined by law and are subject to change.

## **5. Worker's Compensation Insurance**

As required by Vermont law, all town employees are covered by worker's compensation insurance. This insurance provides coverage in the event of a work-related injury.

## **6. Retirement Program**

The Town of Plainfield provides a Retirement Program for eligible employees via the Vermont Municipal Employees Retirement System (VMERS). The Town will contribute the designated match as specified by VMERS.

The program is open to all eligible employees in accordance with the requirements specified by VMERS.

## **7. Child Care Contribution Tax**

The Town of Plainfield has chosen to pay both the Employer and Employee share of Vermont's Child Care Contribution tax, as per the Vermont Legislature's Act 76 of 2023.

## **8. Disability and Life Insurance**

The Town of Plainfield provides short and long term disability insurance and basic life accidental death and dismemberment insurance to all employees working at least 20 hours a week, paying 100% of the premiums.

## **X. Compensation Plan**

**Policy:** The Town of Plainfield seeks to provide fair compensation for all classes of employees. The determination of a fair compensation rate for a class is based upon a consideration of the:

- Range of pay for other classes.
- General rates of pay for similar positions in private industry and in other public jurisdictions in the area.
- Cost of living data for the area.
- Financial conditions of the town.
- Other factors considered relevant by the SB/DCC.

### **1. Definition**

The Compensation Plan is the schedule of salary and wage ranges. It consists of minimum and maximum rates of pay for all classes of positions included in the Classification Plan as approved by the SB/DCC.

### **2. Maintenance of Compensation Plan**

To maintain the Compensation Plan at a fair level, the SB/DCC shall, from time to time and at least once every three (3) years, make a comparative study of all factors affecting the level of salary and wage ranges, and make such changes in salary and wage ranges as appear to be appropriate.

Employees may receive an annual cost of living raise. This rate will be established in February of each year and will be equal to the annual cost of living figures established by the US Bureau of Labor Statistics, New England Area of the Northeast Region.

In addition, employees shall receive a three (3) percent step increase every three (3) years, on their anniversary date of hire, for continuous service. The step increase is in addition to, and does not replace, any annual cost of living increase granted within the same fiscal year.

The schedule for rate of compensation shall apply to all full-time, part-time, and elected employees.

### **3. Salary and Wage Ranges**

The salary and wage ranges provide administrative flexibility in recognizing individual differences among positions allocated to the same class and in responding to employee's performance improvements.

## **XI. Performance Evaluations**

Employees may be subject to job performance evaluations at such times and in such a manner as the SB/DCC, or their authorized representative deems reasonable. A copy of such evaluations will be signed and provided to the employee and supervisor and will become a part of the employee's personnel file.

## **XII. Acknowledgement of Receipt**

I, \_\_\_\_\_, employee of the Town of Plainfield, acknowledge receipt of the Plainfield Personnel Policy and Rules.

I, \_\_\_\_\_, employee of the Town of Plainfield, acknowledge receipt of the job description for my position. I acknowledge that this job description may change.

**Employee Signature:** \_\_\_\_\_

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