

Town & Village of Woodstock

Personnel Policy

Adopted:

August 2024

Section 1: Definitions

Unless otherwise provided, the following definitions shall apply to this Personnel Policy:

Abandons Position – The unexplained and unexcused absence of an employee for three (3) consecutive workdays.

Close Relative – A person with a relationship with the subject employee in which the relationship is that of a spouse, civil union partner, domestic partner, parent, stepparent, grandparent, child, stepchild, sibling, aunt, uncle, niece, nephew, parent-in-law, or sibling-in-law.

Computer System – All computers and devices and any related hardware, equipment, components, or software, including, but not limited to, host computers, file servers, workstation terminals, laptops, tablets, smartphones, internal or external communication networks, the world wide web (www), the Internet, commercial online services, bulletin board systems, backup systems, and the internal and external e-mail systems accessed via the Town's computer equipment.

Department Head – The authorized and designated head of each Town or Village Department.

Exempt Employee – An employee who is not subject to the provisions of the federal Fair Labor Standards Act (FLSA).

Irregular (As Needed) Employee – A part-time employee who is not regularly scheduled to work but is employed on an "as needed" basis.

Non-Exempt Employee – An employee who is subject to the provisions of the federal Fair Labor Standards Act (FLSA).

Financial Interest – Any interest which may yield, directly or indirectly, a monetary or other material benefit (other than the employee's salary, wage, or compensation by the Town/Village for services).

Full Time Employee – An employee who works a minimum of thirty (30) hours per week on a regular and continuous basis; or an employee whose employment is designated, in writing, as a "Full-Time Employee" by the Municipal Manager, Town Select Board, or Village Trustees.

Mobile Communication Device – Any cell phone or other handheld portable electronic device.

Part Time Employee – An employee engaged on a regularly scheduled part-time basis who has consistent weekly hours that are fewer than 30 hours per week.

Pay Period – Recurring length of time over which employee work and leave time is recorded and compensated. Current pay period runs bi-weekly, Sunday through Saturday.

Personal Interest – An interest or potential advantage which arises from family, business, or political association, whether or not any financial interest is involved.

Probationary Period – For most employees, the initial six (6) months of service with the Town; for police officers and Firefighters/EMT, the initial twelve (12) months of service with the Village.

Regular Employee – A Part-time or Full-time employee hired by the Town or Village for an indefinite term.

Seasonal/Temporary Employee – An employee hired by the Town or Village for a fixed term of service.

Social Media – Online applications and mobile based tools that facilitate the sharing of information, interactivity, and communication amongst individuals, groups, organizations, and the government through digital transmissions. These tools include but are not limited to social networks, blogs, video sharing, podcasts, wikis, message boards, online forums and those developed in the future.

Section 2: Administration

2.1 Title and Authority

This policy shall be known as the Town & Village of Woodstock Personnel Policy (this “**Personnel Policy**”). The Town Select Board and the Village Trustees have adopted it pursuant to 24 V.S.A. §§ 1121 and 1122.

2.2 Notice and Disclaimer of Contract

This Personnel Policy does not constitute an express or implied contract of employment between the Town or Village and any current or future employees. With the exception of those employees who have a written contract of employment with the Town and/or Village that states otherwise, employment by the Town and/or Village is **at-will** and not for any definite period or successive of periods of time. The Town/Village or the employee may terminate the employment relationship at any time, with or without notice, for any reason or no reason, and without a hearing.

2.3 Amendment and Administration

The Personnel Policy is intended to serve as a policy to the Town/Village and the employees of the Town and/or Village. However, since it is only a summary, compiled for the convenience of our employees and supervisors, it is not intended to cover all topics or circumstances. The Select Board and Village Trustees reserve the right to amend any of the provisions of this Personnel Policy for any reason and at any time, with or without notice, in accordance with all applicable laws. Employees may receive updated information concerning changes to the Personnel Policy.

This Personnel Policy will be administrated by the Municipal Manager or the Human Resources Director. However, each Department Head shall be responsible for the administration of these regulations with respect to employees within his/her department.

In some instances, operation policies may be adopted by a department to cover specific circumstances and to maintain efficient and effective operations, as long as they do not conflict with the Personnel Policy. Such policies must be approved by the Municipal Manager.

The Municipal Manager should schedule a review of the Personnel Policy with the Select Board and Village trustees at least once every three (3) years. However, this Personnel Policy will not be negated for lack of review within the specified schedule.

2.4 Persons Covered

This Personnel Policy applies all to employees of the Town and/or Village of Woodstock; provided, however, this Personnel Policy shall apply to employees subject to a collective bargaining agreement only as to provisions which (i) do not constitute mandatory subjects of bargaining and (ii) do not conflict with such collective bargaining agreement. Additionally, this Personnel Policy shall apply to employees subject to an individual employment contract only to the extent it does not conflict with such contract.

Appointed officials and volunteers are covered by the rules and prohibitions stated in this Personnel Policy's sections on equal employment, conflicts of interest, drug and alcohol use, tobacco use, use of Town equipment, use of Town computer systems, public records, harassment and discrimination, and sexual harassment. Persons who provide the Town and/or Village with services on a contract basis shall be required to observe the prohibitions stated in this Personnel Policy's sections on drug and alcohol use, tobacco use, use of Town equipment, use of Town computer systems, public records, harassment and discrimination, and sexual harassment. Elected officials shall be covered by this Personnel Policy only to the extent set forth in a separate written agreement or resolution.

For employees subject to a collective bargaining agreement, this Policy applies only as to provisions which do not constitute mandatory subjects of bargaining, and which do not conflict with such agreement.

Section 3: Equal Employment Opportunity

The policy of the Town & Village of Woodstock is to provide equal opportunity for all qualified persons; to prohibit discrimination because of any characteristic protected under applicable federal, state or local law.

3.1 Probationary Period

All new employees will be required to complete a Probationary Period. Additionally, any employee that is transferred or promoted to a new position will complete a six month Probationary Period. The Probationary Period for new, transferred, and promoted employees may be extended by the Municipal Manager.

The purpose of this Probationary Period is to determine whether the employee is suited for the job. During the Probationary Period of a new employee, the employee may be terminated at any time at the sole discretion of the Municipal Manager. Notwithstanding any other provision of this Personnel Policy,

an employee terminated during the Probationary Period will have no right to grieve or appeal such termination.

During the Probationary Period of an employee who has been transferred or promoted and where the employee fails to meet the job performance expectations of the new position, the Municipal Manager may:

- Demote the employee to the prior position, if available.
- Demote the employee to a position similar to the prior position, if available.
- Terminate the employee.

Notwithstanding any other provision of this Personnel Policy, an employee who has been transferred or promoted and who is terminated during the Probationary Period will have a right to grieve or appeal such termination only on the grounds that the termination was discriminatory.

Section 4: Rules & Expectations

4.1 Conduct of Employees

Because of the public trust invested in Woodstock Town and Village government, it is the duty of every employee to conduct themselves in a polite, respectful, and professional manner. High standards of conduct are essential to municipal service and are expected of each employee. All employees are considered representatives of the Town and Village and as such are expected to conduct themselves in a courteous, helpful, and respectful manner in all their interactions with the public, other employees, and elected and appointed officials. Employees shall not publicly defame, ridicule, or otherwise undermine the dignity and effectiveness of another Town and /or Village employee, a Town and/or Village Department, or the Town and/or Village government as a whole, through verbal or written communication, including all electronic formats and Social Media. Employees shall not encourage nor incite ridicule that defames or otherwise undermines the dignity and effectiveness of another Town and/or Village employee, a Town and/or Village Department, or the Town and/or Village government as a whole, through verbal or written communication, including all electronic formats and Social Media. This prohibition is not intended to interfere with employees' rights under Section 7 of the National Labor Relations Act to engage in concerted activities related to unions.

All employees are expected to faithfully execute the duties and responsibilities of their office to the best of their ability and in compliance with the provisions of this Personnel Policy. All employees shall maintain productive, polite, and respectful working relationships. Work shall be performed in an efficient, timely, and effective manner. Employees may express disagreement respectfully in an appropriate setting, such as in a private meeting with the person with whom they disagree.

All employees are expected to acquire, develop, and expand the skills required by his/her position.

4.2 Conflicts of Interest

Employees have an obligation to conduct business in a manner that avoids any actual, perceived, or potential Conflict of Interest. A Conflict of Interest occurs when an employee is in a position to influence

a work-related action, decision or transaction in any cause, proceeding, application or any other matter pending before the employee or the Town/Village that may result in a personal gain for that employee or a personal gain for a Close Relative, business associate, employer, or employee of that individual. This personal gain may appear in the form of a benefit received by a company or firm in which the employee, or the employee's close relative, has a business interest, or when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealing involving the Town/Village.

Every employee of the Town and Village shall conduct his or her job in a way that ensures that neither the individual employee nor any other employee of the municipality will gain a personal or financial advantage from his or her work for the municipality and so that the public trust will be preserved. All decisions made by municipal employees shall be made based on the best interest of the community at large rather than the interests of any particular individual or employee.

An employee shall disclose any actual, perceived, or potential Conflict of Interest and shall decline to participate in any action or sphere of influence in their capacity as a Town or Village employee, decision, or transaction unless the Conflict of Interest is determined to be nonexistent by the Municipal Manager.

The Town and Village Conflict of Interest Policy can be referred to for more information.

Federal Grants: When Town/Village of Woodstock employees are participating in the selection, award or administration of contracts involving federal grants, the employee(s) shall disclose any actual, perceived, or potential Conflict of Interest. To the extent any actual, perceived, or potential Conflict of Interest exists, the employee shall decline to participate in any action or sphere of influence associated with the federal grant project. Employees who violate this provision will be subject to disciplinary action as provided in Section 11 of this Personnel Policy.

An employee shall not personally, or through a Close Relative, business associate, employer, or employee, represent, appear for, or negotiate in private capacity on behalf of any person or organization in a cause, proceeding, application or other matter pending before the municipality.

An employee shall not use resources unavailable to the general public, including but not limited to staff time, equipment, tools, supplies, or facilities for private gain or personal purposes.

An employee shall not, without explicit prior authorization from the Municipal Manager, disclose confidential information relating to the officers, employees, transactions, property, or affairs of the Town or Village nor shall any Town and/or Village employee use or assist in the use of any such confidential matter to advance the financial interest of said individual.

An employee may accept from an individual or entity, nominal gifts, or gratuities in connection with actions associated with their official duties on behalf of the Town/Village with an aggregate estimated monetary value not exceeding \$25 per calendar year. Employees may not directly or indirectly ask, demand, exact, solicit, accept or receive any gift, gratuity, act or promise beneficial to that individual, or another, which could influence any action or inaction associated with their official duties on behalf of

the Town/Village, or create the appearance of impropriety in connection with any actions or inaction associated with their official duties on behalf of the Town/Village. Any employee authorized to procure or to recommend procurement of materials, supplies or services, directly or indirectly, shall not ask, demand, exact, solicit, seek, accept, receive, or agree to receive for the employee or another person, any benefit or benefits from the person providing or soliciting the provision of such materials, supplies or services, with the exception that the employee may receive items of a de minimis nature valued at \$25 or less per calendar year from an individual or entity.

An employee may accept from an individual or entity, a gift in the form of a meal if the meal is routine and not unusual.

4.3 Fraud

The Town and Village have an interest in preventing fraud. Fraud by Town and/or Village employees will not be tolerated. Additionally, this section of the Personnel Policy encourages Town and/or Village employees to combat fraud involving other employees, elected or appointed officials, consultants, vendors, contractors, outside agencies and/or any other parties that have a business relationship with Woodstock.

Fraud involves the use of an individual's occupation for personal enrichment or benefit through the deliberate misuse or misapplication of Woodstock's resources or assets.

Examples of activities that constitute fraud include, but are not limited to, the following:

- Theft of money or property.
- Receiving bribes
- Misappropriation in handling funds, securities, supplies, or other assets belonging to the Town or Village.
- Engaging in transactions or decisions that involve a Conflict of Interest as defined in Section 6.2 of this Personnel Policy.
- Destruction, removal or inappropriate use of records, furniture, fixtures, tools, vehicles, mobile communication devices, computers, or other Town/Village equipment.
- Worker's compensation fraud.
- Payroll falsification.
- Expense reimbursement falsification.

Department Heads and other management are ultimately responsible for the detection and prevention of fraud. However, Department Heads and other management rely on the observations and communications of all employees to detect and prevent fraud.

Any irregularity with respect to Town or Village assets that an employee suspects or detects shall be immediately reported to the employee's Department Head, the Municipal Manager, or HR. All reports received shall be referred directly to the Municipal Manager, except for complaints relating to actions by the Municipal Manager, which will be referred directly to the Select Board and Village Trustees. Investigations will be conducted by the Town Manager or the Boards, as appropriate. The attorney for the Town and/or Village will be consulted, as necessary.

Any employee who reports a suspected fraud or irregularity to the employee's Department Head, the Municipal Manager, or HR shall not attempt to personally conduct an investigation related to the suspected fraud or irregularity. The Municipal Manager (or Select Board and Village Trustees if the complaint is against the Municipal Manager), in consultation with HR and the attorney for the Town/Village, shall have the primary responsibility for the investigation of all suspected fraudulent acts. All instances that are investigated will be disclosed to the Auditors responsible for preparing the Town and Village's annual financial audits. If the investigation substantiates that the fraudulent activities have occurred, the Municipal Manager (or Select Board and Village Trustees if the complaint is against the Municipal Manager), with the assistance of the attorney for the Town/Village, as necessary, shall prepare a written report documenting the suspected fraud. The Municipal Manager (or Select Board and Village Trustees if the complaint is against the Municipal Manager) shall make a final decision as to the disposition of the case with respect to the Town/Village involvement, which may include discipline of the employee in accordance with this Personnel Policy or an appropriate collective bargaining agreement.

The Department Head, the Municipal Manager, and/or HR involved in receiving the complaint from the employee and/or investigating the complaint on behalf of the employee shall keep the identity of the employee confidential throughout the entirety of the process, to the extent permitted by law.

4.4 Hours of Service

The Municipal Manager, with input from Department Head, shall determine regular work hours. All employees are expected to be in attendance during regular work hours and punctual in reporting to work. Employees who will be absent from work are expected to notify their supervisor as far in advance as possible and all unexpected absences shall be reported as soon as possible. An employee failing to report to work, without explanation, for three consecutive work shifts (two consecutive work shifts for Firefighters/EMT), shall be considered to have abandoned his/her position. An employee who abandons his/her position may be subject to termination.

Regular work hours may be changed, and employees may be expected to work additional hours that may exceed 40 hours in a given week, as circumstances require. All highway, wastewater, EMS, fire, and police employees are required to be available for work on an on-call basis, especially during the winter months and/or in cases of emergency.

4.5 Flexible Working Arrangements

Employees have the right to request a flexible working arrangement pursuant to 21 V.S.A. 309.

4.6 Telecommuting

An employee request for a flexible working arrangement may involve a request to telecommute. Alternatively, a supervisor may identify an advantage to the Town and Village in offering a telecommuting option to an employee. Telecommuting is the practice of working at home or a work site other than the Town Office or as described in the employee's job description. It is an alternative that may be granted only to certain employees in certain positions, consistent with applicable law, at the sole discretion of the Municipal Manager. Telecommuting is not an employee benefit, but an alternate

approach to fulfilling Woodstock's work requirements strictly on a case-by-case basis. Permission for telecommuting may be withdrawn or modified at the sole discretion of the Municipal Manager.

4.7 Outside Employment

The primary occupation of all full-time employees shall be with the Town or Village. Employees may not engage in any outside business activities during their normal working hours. Additionally, employees may not engage in outside business activities during times that are not normal working hours if the outside business activities interfere with their job performance or constitute an actual, perceived, or potential Conflict of Interest as defined in Section 6.2 of this Personnel Policy.

Prior to accepting any outside employment, employees will disclose their intent to do so in writing and obtain prior clearance from the Municipal Manager that such employment does not interfere with their job performance or constitute a Conflict of Interest.

4.8 Political Activity

An employee shall not use his or her official authority for the purpose of interfering with or affecting the nomination or election of any candidate for public office, or demand or solicit from any individual direct or indirect participation in any political party, political organization, or support of any political candidate. Employees are prohibited from using Town or Village facilities, equipment, or resources for political purposes and from pursuing political activities while working.

This Personnel Policy is not to be construed to prevent employees from becoming or continuing to be members of any political party or organization, from attending political parties, or organization meetings, or events, or from expressing their views on political matters, so long as these views are clearly articulated as being those of the individual and not of the Town or Village, and these activities do not interfere with the individual's ability to effectively perform his or her duties and take place or are expressed during non-working hours. This Personnel Policy is not to be construed as prohibiting, restraining, or in any manner limiting an individual's right to vote with complete freedom in any election.

4.9 Nepotism

The Town and Village – in recognition of the potential for an actual, perceived, or potential Conflict of Interest to occur in the workplace where a Close Relative is responsible for supervising or evaluating the work performance of another Close Relative – prohibits the hiring or transferring of Close Relatives, when doing so will result in a Close Relative supervising or evaluating another Close Relative, or a Close Relative supervising or evaluating the immediate supervision of another Close Relative.

Additionally, the Town and Village prohibits the hiring of a Close Relative or a household member of a sitting member of a Town or Village board, authority, commission, or committee. Further an employee of the Town/Village shall not directly hire or attempt to influence the hiring of a Close Relative.

Seasonal/Temporary Employees may be exempted from this restriction, based on Municipal Manager approval.

4.10 Alcohol and Drug Free Workplace

The Town and Village of Woodstock is committed to maintaining safe, efficient working conditions for its employees by providing a drug-free workplace. This policy is adopted in accordance with the Drug Free Workplace Act, 41 U.S.C. 8101-8106.

Employees shall not be involved with the unlawful manufacture, distribution, possession, or use of an illegal drug, controlled substance, cannabis or alcohol while on Town or Village premises or while conducting Town/Village business on Town/Village premises. This policy shall apply to all employees, including any employee that is telecommuting or otherwise working from an alternate work site. Any employee who discovers a violation of this policy must notify the HR Director, Department Head, or the Municipal Manager.

An employee must report a conviction under a criminal drug statute for violations occurring on or off Town or Village premises while on Town/Village business to the Department Head or Municipal Manager within five days after the conviction or plea. The Town/Village will notify any government agency providing grant funds or any government agency with which the Town/Village has a qualifying contract of such conviction or plea within 10 days thereafter. Upon request, the Municipal Manager or HR Director shall meet with the employee (and a union representative, if applicable) before taking any further action.

Employees shall only use prescription drugs on Town or Village premises which have been prescribed by a licensed medical practitioner, and such drugs shall be used only as prescribed. Further, such drugs may not interfere with the ability of the employee to perform job functions. An employee in a safety-sensitive position may not perform safety-sensitive job duties while taking prescribed medications that adversely affect the employee's ability to perform those job duties safely and effectively.

An employee shall not consume alcohol or cannabis on Town or Village premises or off Town/Village premises while on duty. An employee who is on duty, including any employee who is telecommuting or otherwise working from an alternate work site, shall not be under the influence of alcohol or cannabis. An exception can be made for work-related events with prior approval from the Municipal Manager.

A violation of this policy may result in disciplinary action, up to and including termination.

In appropriate circumstances, the Town and Village shall provide an employee with an opportunity for counseling or rehabilitation in overcoming addiction to, or dependence upon, alcohol and drugs. The Town/Village will inform employees about available drug counseling, as per 41 U.S.C. 8103.

In addition to the foregoing policy regarding a Drug Free Workplace, employees who operate a commercial motor vehicle (CMV) are required to adhere to the Town and Village of Woodstock's Drug and Alcohol Policy for CMV Drivers.

4.11 Safety and Health

The safety and health of every employee is important to the Town and Village. All employees are required to comply with the rules and regulations of the Vermont Occupational Safety and Health

Administration (VOSHA). All employees shall report unsafe equipment and any hazardous working conditions immediately to the Department Head and Municipal Manager. Retaliation against any employee or other individual who reports a safety hazard is strictly prohibited and may be grounds for discipline up to and including termination.

All employees shall immediately report any accident which results in personal injury, even if minor, or property damage of any kind, to his/her Department Head and the Municipal Manager.

4.12 Tobacco Use

In recognition of the hazards that tobacco poses to the health of employees and visitors, and in accordance with 18 V.S.A. 1421 et seq. and 1741 et seq., the Town and Village hereby prohibits employees' and visitors' use of tobacco in any form, including electronic cigarettes and chewing tobacco, in all publicly owned buildings, offices and enclosed areas, and in all Town and/or Village vehicles.

Each employee has a responsibility to report violations of this policy to his/her supervisor, or if not resolved, to the Municipal Manager. It is the responsibility of supervisors and Department Heads to ensure adherence to this policy and to investigate complaints. If management fails to enforce the policy, employees can contact the Vermont Department of Health at 866-331-5622, which will then contact the employer. The law prohibits an employer from retaliating against an employee for assisting in supervision or enforcement of these laws.

Copies of this Tobacco Use section will be distributed to all employees and lessees of Town or Village owned building and will be posted wherever required workplace posters are displayed.

4.13 Use of Town and Village Equipment and Vehicles

Except in rare cases expressly authorized by the Municipal Manager and re-authorized at least annually on July 1, the use of Town and Village equipment or property for personal use is strictly prohibited. Town/Village vehicles shall be used for Town/Village business purposes only. In situations where employees have been authorized to drive vehicles between home and work, they shall restrict the vehicle use to Town/Village purposes, and only incidental personal use on the way to or from work is permitted.

Employees should have no expectation of privacy regarding anything stored in or on Town- or Village-owned property or Town- or Village-owned equipment, including but not limited to desks, filing cabinets, lockers, and vehicles. Employees should expect that such areas may be searched by authorized personnel at any time to retrieve work-related materials or to investigate violations of workplace rules.

4.14 Use of Town/Village Computer System

The Town and Village Computer System is to be used by employees for the purpose of conducting Town/Village business. Occasional, brief, and appropriate personal use of the Town and Village Computer System is permitted, provided it is consistent with this policy and does not interfere with an employee's job duties and responsibilities.

Employees must use their Town or Village signature in messages pertaining to Town/Village business sent to third parties. Employees must not use Town/Village signatures in any personal messages.

Employees should have no expectation of privacy regarding anything created, sent, or received on the Town and Village Computer System. The Town/Village may monitor any and all computer transactions, communications, and transmissions to ensure compliance with this policy and to evaluate the use of its Computer System. All files, documents, data, and other electronic messages created, received, or stored on the Town/Village Computer System are open to review and regulation by the Town/Village and are subject to the provisions of Vermont's public records law.

Employees may not introduce software from any outside source on the Town and Village's Computer System without explicit prior authorization from the network administrator. Employees may be held responsible for any damages caused by using unauthorized software or viruses they introduce into the Town/Village Computer System, and may also be subject to discipline up to, and including, termination.

Employees who have a confidential password to access the Town and Village's operating system should be aware that this does not mean the Computer System is for personal confidential communication, nor does it suggest that the Computer System is the property of that person.

Transmission of electronic messages on the Town and Village Computer System shall be treated with the same degree of propriety, professionalism, and confidentiality as written correspondence. The following are examples of uses of the Town/Village Computer system which are prohibited:

- Communications that in any way may be construed by others as disruptive, offensive, abusive, discriminatory, harassing, or threatening.
- Communications of sexually explicit images or messages.
- Transmission of chain letters or solicitations for personal gain, commercial or investment ventures, religious or political causes, outside organizations, or other non-job-related solicitations during or after work hours.
- Knowingly infringing upon the copyright or other intellectual property rights of third parties.
- Sharing user identification information with another person except the network administrator or other person authorized by the Department Head or Municipal Manager.
- Disabling, interfering with, or not following proper security measures.
- Deletion or modification of computer files and/or data without prior consent of the primary user.
- Access to internet resources, including websites and news groups, which are inappropriate in a business setting.
- Any other use that may compromise the integrity of the Town/Village and its business in any way.

Employees must recognize that emails sent, received, or stored on the Town and Village Computer System are subject to Vermont's public records law and may be covered by the State of Vermont's retention rules and disposition schedules for municipal records.

Nothing in this section, nor any other provision of this Policy, will be interpreted or applied in a manner that interferes with employee rights to organize, form, join, or assist labor organizations, to bargain collectively through representatives of their choosing to the extent allowed by law, or to engage in other concerted activities for the purpose of addressing the terms and conditions of employment.

4.15 Security of Town and Village Computer System.

Security of Town and Village computers is the responsibility of each employee. Problems arising from security breaches occurring as a result of employee negligence or non-compliance with this policy may result in disciplinary action, up to, and including, termination.

No one shall be granted unattended access to Town or Village computers, servers, or network systems except an employee of the Town/Village, unless the person granted access is working as part of a formal vendor or support relationship with the Town/Village or has otherwise been authorized by the Municipal Manager.

4.15.a Physical Security of Computers at Town and Village Offices

Every employee shall lock his or her computer if it is unattended and the employee expects to be out of sight of the computer or desk.

Every employee expecting to be out for more than 90 minutes should log off the computer before leaving.

All employees must log off their computers before leaving work for the day. The only exceptions to this rule are:

- An employee leaves for an appointment, expects to return, but does not.
- An emergency prevents an employee from shutting down prior to leaving.
- IT Support requires the systems to remain on for some reason.

No employee passwords to access Town and Village information systems shall be visible at any workstation. If a list of passwords is necessary, it shall be secured.

All computers shall be programmed with a screen saver "time out" of 20 minutes, requiring reentering a password to reactivate the computer. Employees shall not tamper with or change the screen saver "time out" programmed on their computer.

4.15.b Physical Security of Computers Outside of Town and Village Offices

Any employee taking a Town or Village computer outside of the office shall take all reasonable precautions to ensure the physical safety of the computer, as well as to prevent unauthorized access to the computer.

A Town or Village computer shall not be connected to an open, unsecured Wi-Fi network when a secure Wi-Fi is available. If an unsecure network must be used, the amount of time on it should be minimized. Confidential information of any kind shall not be accessed or transmitted on an open Wi-Fi network.

4.15.c Working at Home

When an employee uses a Town or Village computer to work at home, he or she must take precautions to prevent either advertent or inadvertent access to that computer or confidential information displayed on its screen(s) by other members of the household. These precautions shall include:

- Locking or logging out of the computer whenever the employee is away from it.
- Closing windows with confidential information when someone might see it.
- Turning the screen away from others in the room.

Home networks must be protected by a security system between the network and the internet. Ideally, a Town or Village computer should be connected to a home network with a physical (ethernet) cable. When a home Wi-Fi is used, that network shall be protected with a password or key and secured using appropriate Wi-Fi security, preferably WPA or WPA2, or as determined by the Town and/or Village employee or contractor in charge of IT and Communications. Use of WEP for Wi-Fi security is not allowed when using Town/Village computers to work at home.

4.15.d File Security

Any files requiring that access be restricted to specific people or groups, must have their permissions set, or be placed in a folder which has its permissions set, to limit access to only those people or groups.

4.16 Use of Mobile Communication Devices

This Section provides uniform guidelines to employees of the Town and Village regarding the provision of, subsidization for, and use of Mobile Communication Devices, which include cell phones and other handheld portable electronic devices.

4.16.a General Guidelines for Provision of Mobile Communication Devices

Certain Town and Village employees are required to be accessible by phone due to the nature of their work. With the approval of the Municipal, Manager Department Heads may require these Town and/or Village employees to maintain Mobile Communication Devices.

These employees, at the discretion of the Department Heads, may be provided with a Mobile Communication Device owned by the Town and Village. In these situations, the Town/Village will determine the type of monthly plan necessary and will pay all the costs associated with the purchase of the phone and the type of plan. A Town/Village Owned Mobile Communication Device is the property of the Town/Village, and all content on that Device shall be subject to review and inspection by the employee's Department Head or the Municipal Manager. Upon separation from Town/Village employment, a Town and/or Village employee with a Town/Village Owned Mobile Communication Device must return that Device to the Town/Village without deleting any of its contents.

4.16.b Employee responsibilities for Usage

Non-business use of a Town/Village Mobile Communication Device is permitted as long as that use is of minimal time and duration, does not impede the employee's work responsibilities, does not result in additional cost to the Town/Village, and does not violate applicable law or this Personnel Policy.

Non-business use of a Town/Village owned device shall be occasional, unusual in frequency, incidental or for emergencies. If the non-business usage of the Town/Village Owned Mobile Communication Device results in a direct cost to the Town/Village, it is the employee's responsibility to reimburse the Town/Village.

All usage of a Town/Village Owned Mobile Communication Device shall be consistent with provisions of this Personnel Policy including, but not limited to, provisions related to Conduct of Employees, the Use of Town/Village Computer System, and Use of Social Media.

A Town or Village employee is not permitted to loan a Town/Village Owned Mobile Communication Device to anyone other than to another Town and/or Village employee.

A Town or Village employee must immediately report the theft or loss of their Town/Village Owned or Town/Village Subsidized Mobile Communication Device to his/her supervisor or manager.

Use of Mobile Communication Devices in the course of Town or Village business may not be used to defame, harass, intimidate, or threaten any other person(s) and use of the device must comply with this Personnel Policy.

It is the policy of the Town and Village to promote safe operation of vehicles by all Town and/or Village employees by requiring adherence to all applicable driving laws, including the Vermont law governing the use of handheld portable electronic devices while operating motor vehicles, 23 V.S.A. 1095b. As set forth in further detail below, the use of Mobile Communication Devices by Town and/or Village employees while operating motor vehicles is prohibited.

- Use of Town/Village Owned or Subsidized Mobile Communication Device while operating a motorized vehicle is prohibited, unless parked and in a safe and legal location.
- Use of any Mobile Communication Device while operating a Town and/or Village vehicle is prohibited, unless parked and in a safe and legal location.
- Conducting town business by Mobile Communication Device while driving is prohibited.

Exception to Prohibition for Hands Free Devices

Notwithstanding the foregoing, if the Town or Village employee is operating a motorized vehicle within the State of Vermont, the Town and/or Village employee may use "hands free" technology to use the Mobile Communication Device while operating a motor vehicle so long as the device can be operated without the use of either hand by employing an internal feature of, or an attachment to, the device (e.g., Bluetooth wireless transmission through the vehicle). Additionally, A Town and/or Village employee may use the global positioning or navigation system of the Mobile Communication Device if the device is securely mounted in the vehicle where the device will remain stationary under typical driving conditions.

When a Town or Village employee is operating a vehicle in a state other than the State of Vermont, the laws governing the use of Mobile Communication Devices during the operation of a motor vehicle in that state may restrict the use of hands-free devices. Town and/or Village employees shall comply with applicable state law where the state laws are more restrictive than the provisions of 23 V.S.A. 1095b and this Personnel Policy. In states where the laws governing the use of handheld devices during the operation of a motor vehicle are less restrictive than 23 V.S.A. 1095b and the provisions of this Policy, Town and/or Village employees shall abide by the provisions of this Personnel Policy.

4.16.c Penalties for Violation of the Section

Employees who violate this Section 6.19 of the Personnel Policy shall be subject to discipline, up to and including termination. Additionally, employees who are charged with traffic violations involving violations of this Section 6.19 will be solely responsible for all liabilities that result from such actions.

4.17 Use of Recording Devices in the Workplace

The Town and Village limits use of personal cameras, camera phones, tape recorders, or other recording devices in the workplace as a preventative step believed necessary to secure employee privacy and other business information.

Employees are prohibited from using cameras or other video or audio recording devices in the workplace without the expressed consent of all persons involved. All parties to a meeting or conversation that is to be recorded must have been informed at its outset that it will be monitored, transcribed, intercepted, or recorded, and they have consented to such actions prior to the conversation. Police Department cameras being utilized for law enforcement purposes are exempt from this policy.

Additionally, the Town and Village reserves the right to use cameras and recording devices for surveillance for Town/Village property, investigations and for the official business of committees, boards, and commissions.

4.18 Use of Social Media

Employee use of Social Media can occur in an official capacity, where the employee is specifically authorized to speak on behalf of the Town or Village in a Social Media forum; or in a personal capacity, where the employee is not specifically authorized to speak on behalf of the Town or Village.

Town and Village Employee Use of Social Media in a Personal Capacity:

While employees may engage in any lawful activities through Social Media (including exercising any rights they may have to engage in protected concerted activity or political activities), any employee who chooses to use Social Media should be aware of the following Town and Village policies in this regard:

- a. Any conduct, which under the law or Town and Village policy is impermissible if expressed in any other form, is impermissible if expressed through Social Media.
- b. Employees are held responsible for their own content expressed through Social Media and will be expected to communicate in a professional and lawful manner at all times.

- c. Employees who use Social Media shall not post any proprietary Town or Village data, documents, or photographs, or any information which would violate any privacy laws applicable to the Town/Village, regardless of whether the posting is done during working or non-working time. Any information that cannot be disclosed through a conversation, a memo, or an email also cannot be disclosed through Social Media.
- d. Unless authorized in writing, employees do not have permission to speak on behalf of the Town or Village via Social Media.
- e. While communicating through Social Media, if an employee posts any content that has something to do with the work they perform for the Town or Village or subjects associated with the business of the Town/Village, employees must make clear that they are speaking for themselves and not on behalf of the Town/Village by accompanying their posts with a disclaimer such as: "The postings on this site are my own and do not necessarily represent the Town or Village's positions or opinions."
- f. Employees are not permitted to use a Town/Village email address to establish a personal Social Media account.

Employees are prohibited from establishing anonymous and/or false identities for Social Media accounts for any purpose related to their work for the Town or Village and are prohibited from commenting anonymously or under false identities on Social Media on any aspect of municipal operations or Town/Village government. Employees must exercise professional judgement to ensure that their conduct is beyond reproach in all Social Media interactions.

When an employee's use of any Social Media violates the law or any Town or Village policies (including policies pertaining to employee misconduct or job performance), appropriate discipline, up to, and including termination of employment, will be imposed, regardless of when the information was posted or sent and regardless of the tools or site used to post or send such information.

Nothing in this section, nor any other provision of this Policy, will be implemented or should be interpreted in any manner so as to prohibit or inhibit employees from engaging in any lawful activities through Social Media, including exercising any rights they may have to engage in protected concerted activities related to unions or political activities.

Additionally, nothing in this section will be implemented or should be interpreted in any manner so as to infringe upon employee Social Media privacy interests. The Town/Village, and all Department Heads and supervisors, will refrain from any conduct that would violate Vermont law protecting employee personal Social Media use.

Section 5: Public Records

Any written or recorded information that is produced or acquired by a Town and/or Village employee in the course of Town and/or Village business is a public record, is subject to Vermont's public records law, and may be covered by the State of Vermont's retention rules and disposition schedules for municipal records. Although the Town and/or Village discourages the use of personal computers, devices, or accounts to conduct Town and/or Village business (see Section 6.17, above), the use of a personal

computer, device, or account does not prevent an otherwise public record from being subject to public inspection and copying.

In the uncommon event that an employee uses their personal computer, device, or account to conduct Town and/or Village business, the record created, sent, or received should be forwarded by the employee to the employee's Town computer system, or otherwise captured and retained as a Town and/or Village record. All employees are required to respond in the manner prescribed by Vermont's public records law regardless of where a Town and/or Village public record may be stored. All employees must provide any Town and/or Village public records stored in their personal computers, devices, or accounts that are responsive to a public records request.

Section 6: Employee Benefits

6.1 Eligibility for Benefits

The Town and Village currently offers a comprehensive benefits package for the benefit of its eligible full-time employees and for eligible part-time employees as follows:

Part-time Employees who are regularly scheduled to work year-round at least 20 hours a week may currently elect to participate in the aforementioned benefits on a prorated basis, subject to the eligibility requirements of the insurance carrier or other benefit provider. The Town and/or Village currently pay a proportionate share of the cost of the benefit programs based on the ratio of work hours per week to 40 work hours per week. The employee is responsible for the balance.

Irregular (As Needed) Employees and Seasonal/Temporary Employees are not eligible for benefits, other than those required by law. Notwithstanding the foregoing, the Municipal Manager, Select Board or Trustees, in their sole discretion, may offer certain benefits to such employees on a case-by-case basis.

Information about current group insurance and other benefits are included as Addendum B to this Policy. Additionally, further details are available in the HR Department.

The Town and Village reserves the right to change insurance carriers, or to add, delete, or amend benefit programs at its sole discretion. The Town/Village also reserves the right to change the amount or percentage of its contribution to the cost of any group health insurance or other benefit program. Employees will be provided with advance notice of any change in the contribution rate or change in benefit plan program offerings.

Furthermore, all descriptions of benefits below are not intended to establish any ongoing right to such benefits. The descriptions are based upon the Town and Village's current offerings and procedures as of the publication date of this Personnel Policy, and may be modified or eliminated.

6.2 Holidays and Personal Leave

Full-time employees receive up to two days of personal leave per year (16 hours for EMS/Fire staff). Eligible Part-time employees receive a pro-rated amount based on their regularly scheduled number of

work hours. Personal leave may be taken subject to as much advance notice as possible and approval by the Department Head.

Additionally, eligible full- and part-time employees receive the following paid holiday leave:

- New Year's Day (January 1)
- Martin Luther King, Jr. Day (3rd Monday in January)
- Presidents Day (3rd Monday in February)
- Memorial Day (last Monday in May)
- Juneteenth (June 19)
- Independence Day (July 4)
- Labor Day (1st Monday in September)
- Indigenous People Day (2nd Monday in October)
- Veterans Day (November 11)
- Thanksgiving Day (4th Thursday in November)
- Day after Thanksgiving (4th Friday in November)
- Christmas Day (December 25)

Eligible employees receive holiday leave pay for the number of hours in the employee's typical workday on which the holiday falls, at the employee's regular rate of pay. Eligible part-time employees receive prorated holiday leave pay based on the number of hours the employee is regularly scheduled to work. Holidays that are not actually worked by an employee are not included as hours worked in calculating overtime for that week for the employee.

Holidays falling on a Saturday are observed the preceding Friday. Holidays falling on a Sunday are observed the following Monday. Holidays that fall during an employee's vacation leave are not charged as vacation leave.

An employee who works on a holiday and does not receive "holiday pay" (as described in the Compensation section of this Policy) may, with the pre-approval of their Department Head, take an alternate day off, referred to as a "flex holiday". The use of flex holidays is subject to the following:

- An employee may not take a flex holiday off until they have been in the Town or Village's service for at least 30 days.
- The employee may not accrue more than three alternate holidays and such alternate holidays must be used by June 30th of that fiscal year in which they are earned, or they will be lost. Holidays earned in fiscal year will not carry forward to the next fiscal year.

Accrued but unused flex holidays or unused personal leave are not subject to payment upon separation from service.

6.3 Vacation Leave

It is the policy of the Town and Village of Woodstock to encourage every employee to take some time away from work at least once every year to relax and enjoy the leisure time that has been earned.

Full-time employees accrue vacation at the following rates, based on a 40 hour work week. Eligible part-time employees accrue vacation on a pro-rated basis based on the number of hours the employee is regularly scheduled to work. The chart below reflects days accrued for a full-time employee who works 40 hours. Number of days may differ depending on schedule.

Years of Service	Rate per hour	Days Per Year
Date of hire until 5 th anniversary	.03846	10
5 th anniversary until 10 th anniversary	.05769	15
10 th anniversary until 15 th anniversary	.07692	20
15 th anniversary until 20 th anniversary	.09615	25
In excess of 20 years	.11538	30

Vacation leave accrual is calculated from the date of hire, accrues bi-weekly, and is credited at the end of each Pay Period. However, an employee may not take vacation during their Probationary Period without prior approval of the Municipal Manager. An increase in the annual rate of accrual of vacation time occurs based on the above schedule upon the anniversary of the date of hire. Leave must be taken in increments of at least 15 minutes.

Employees are strongly encouraged to take an annual vacation. Vacation scheduling in each department is the responsibility of Department Heads. Approval of vacation request is subject to Department Head discretion to manage departmental operations; preference shall be given to seniority when there are conflicting employee requests. Employees should provide as much notice as possible and submit a vacation request for consideration a minimum of two weeks in advance unless a department has a standard greater than this.

Vacation leave may currently be carried forward up to a maximum vacation leave balance of 30 days (i.e., 240 hours for full-time employees; pro-rated hours for part-time employees based on their regularly scheduled hours per week). All vacation requests are subject to approval from the Municipal Manager.

When a regular holiday falls during a scheduled vacation period, the day will be charged as a holiday, not as vacation time, taken.

When an eligible employee exhausts their available sick leave, accrued vacation time may be used if the employee is unable to work by virtue of illness, accident, or other reasons permitted under 21 V.S.A 472, the Vermont Parental and Family Leave Act.

At the discretion of the Municipal Manager, an employee may have a negative balance in their vacation leave of no more than 40 hours for Full-time Employees and 20 hours for eligible Part-time Employees. In the case of a negative balance, any leave taken beyond the 40 hours (or 20 hours for eligible Part-time Employees) will be unpaid leave.

An employee who resigns with two weeks' notice from employment with the Town or Village is compensated for unused, accrued vacation leave up to 240 hours. Any employee who terminates during their Probationary Period, is terminated, or who abandons their position without two weeks' notice will not be entitled to compensation for any accrued vacation time. If employment is terminated and the vacation balance is in the negative, the employee agrees to reimburse the company for the cost of the vacation advance and this will be deducted from final checks. In the event of the employee's death, earned, unused vacation time up to 240 hours will be paid to the employee's estate or designated beneficiary.

6.4 Sick Leave

For the purposes of this Section of the Personnel Policy, the following definition shall apply: "Sick Leave-Eligible" means a person who, in consideration of direct or indirect gain or profit who: (a) is age 18 or older; (b) works an average of 18 or more hours per week during the year; and (c) is expected to work 20 or more weeks in a 12 month period. This definition includes newly hired employees and those who are still in their Probationary Period of employment. This definition does not include an individual who: (i) works on a per diem or intermittent basis; (ii) works only when they indicate that they are available to work; (iii) is under no obligation to work for the Town/Village; and (iv) has no expectation of continuing employment with the Town/Village.

Sick Leave-Eligible Full-time Employees earn sick leave in the amounts listed below and is accrued monthly. Sick Leave-Eligible part-time employees earn a pro-rated amount based on the number of hours they are regularly scheduled to work.

Years of Service	Days Per Year
Date of hire	15 days

Sick Leave-eligible Full-time Employees may carry over unused sick leave from year to year up to a maximum of 360 hours; the maximum hours limit is pro-rated for Sick Leave-eligible part-time employees. If an employee has more than 45 days at the end of the fiscal year, the time over 45 days will be moved to their sick bank. The sick bank balance can be used in cases of emergencies (FMLA, Short term disability, etc.) with approval from the Municipal Manager.

Use of Sick Leave:

Eligible employees must use paid sick leave in increments no smaller than 15 minute intervals.

An employee may use sick leave for the purposes allowed by 21 V.S.A. 483.

- Inclement weather conditions that keep the employee from attending work. Employees of Public Works Department, Communications Department, and Emergency Services personnel shall be expected to show up for work regardless of the weather conditions.

If an employee cannot report for work, they must notify their Department Head as far in advance of normal working hours as possible.

An employee whose absence extends beyond three consecutive working days (two consecutive working days for Firefighters/EMT), may be required to provide the Department Head with a statement from a physician or licensed health practitioner attesting to the employee's inability to work (or such other acceptable evidence that is applicable to the reason for the absence).

Use of this paid leave does not diminish the rights that an employee may have under the Vermont Parental Family Leave Act, 21 V.S.A. 470.

In special circumstances, employees may currently donate up to 10 days of their sick leave to another employee with the approval of the Municipal Manager. A maximum of 60 days per occurrence may currently be donated to an employee, after which the employee must utilize the long-term disability program. Any unused donated sick leave is returned to the employees who donated on a pro-rata basis.

The Town and Village does not compensate eligible employees for unused, accrued sick leave at the time of separation from employment.

Upon separation of employment with the Town or Village, employees who commenced employment with the Town/Village before July 12, 2020, are in good standing at the time of separation, and provide at least two weeks' notice of resignation, are paid for all unused sick leave accrued before July 12, 2020, at the employee's current rate of pay upon separation. Employees who leave involuntarily do not receive pay for any accrued or unused sick leave. Beyond the circumstances outlined in this paragraph, no sick leave is paid out upon an employee leaving employment with Woodstock.

6.5 Bereavement

Full-time Employees receive up to three paid bereavement leave days (half a work week for EMS/Fire) per occurrence (pro-rated for eligible Part-time Employees) related to the death of an employee's Close Relative. Five days (one work week for EMS/Fire) will be granted for the death of a spouse/domestic partner or child.

The exact amount of time off is dependent upon the circumstances and subject to Department Head approval.

If additional time off is needed, or if time off is needed for the funeral of a friend or a relative who is not a Close Relative, the employee's Department Head and Municipal Manager may grant, on a case-by-case basis, the use of a reasonable amount of paid vacation, sick leave and/or unpaid time. The amount of such time off, if approved, will depend upon the individual circumstances such as the distance to be traveled, closeness of the employee's relationship with the person who died of their family, and the employee's level of responsibility in making funeral or other arrangements.

Paid bereavement leave does not accrue and thus when not used is not carried forward into the next year nor compensated upon separation from employment.

6.6 Parental and Family Leave

Eligible employees may receive leave as described in the Family and Medical Leave Act, 29 U.S.C. 2601 and 2611 et seq. (FMLA), and Vermont Parental and Family Leave Act, 21 V.S.A. 470 et seq. (VPFLA). These federal and state laws will determine employee eligibility, the qualifying reasons for such leave and the length of leave.

The Town and Village reserves the right to designate any qualifying leave of absence granted under this policy as leave under FMLA or the VPFLA. A request for leave must be made to the Municipal Manager or Human Resources within a reasonable time in advance, and shall include, when possible, the estimated duration. In the case of serious illness of the employee or a member of the employee's family, the Municipal Manager may require certification from a physician to verify the condition and the amount and necessity for the leave requested. Where an employee's leave request is covered by the VPFLA and the FMLA, the Town/Village will adhere to the law that provides the most benefits to the employee. If an employee is entitled to leave under both the VPFLA and FMLA, the leave periods will run concurrently.

For the purpose of determining the 12 month period in which an employee may be entitled to VPFLA and/or FMLA leave, the Town and Village will use a rolling 12 month period measured backward from the date an employee uses such leave.

6.7 Short Term Family Leave

In accordance with the 21 V.S.A. 472a, eligible employees may be entitled to take unpaid leave.

At the option of the employee, accrued paid leave may be used. Before taking leave under this section an employee shall make a reasonable attempt to schedule appointments outside of regular work hours. An employee shall provide the Town and Village with the earliest possible notice of the intent to take short term family leave, but in no case later than seven days before leave is to be taken, except in the case of an emergency where the required seven day notice could have a significant adverse impact on the family member of the employee.

6.8 Leave of Absence Without Pay

In accordance with 21 V.S.A. 472b, an employee may be eligible to take unpaid leave from employment for the purpose of attending their Town Meeting.

The Municipal Manager, with the concurrence of the appropriate Department Head, may authorize other unpaid leaves of absence based on exceptional circumstances. During such leave, some or all employee benefits may continue to be provided at the Municipal Manager's sole discretion. The Town or Village may fill the absent employee's position by temporary appointment.

Other requests for leaves of absence without pay for any reason other than those covered by federal or state law must be submitted in writing to the employee's Department Head and must set forth the purpose for which the leave is requested. All leave requests must be for a definite period of time and include a specified date of return and must be approved by the Department Head and Municipal Manager.

6.9 Military Leave

The Town and Village will comply with the requirements of the Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C. 4303 et seq., and 21 V.S.A. 491 et seq.

6.10 Court/Jury Leave

The Town and Village will compensate employees at their regular hourly rate for their service as jurors or witnesses when compelled by the court and unrelated to their status as a Town and/or Village employee. Payments by the Town/Village shall be reduced to the extent of any amount received as compensation for jury duty or appearance as a witness. In accordance with 21 V.S.A. 499, employees will otherwise be considered in the service of the Town/Village for purposes of determining seniority, benefits, credit towards vacations, sick leave, and other rights, privileges, and benefits of employment.

When Town or Village employees are called to serve as a witness in a court proceeding due to their status as an employee of the Town/Village, the Town/Village compensates the employee for the difference between their regular rate of pay and their compensation as a witness. The Town/Village will pay the difference only when the employees' regular rate of pay exceeds their compensation as a witness.

An individual taking Court/Jury leave shall be required to submit documentation of their service and any pay received from the Court.

Section 7: Compensation

7.1 Overtime

Exempt Employees

Exempt employees are those who meet certain requirements and qualify for an administrative, professional, or executive exemption, as defined by law, and are thus not covered by the Fair Labor Standards Act. It is implicit in the nature of such positions that the requirements of these jobs frequently exceed the hours of the normal work week.

With prior Municipal Manager approval, there may be certain occasions when work hours may be adjusted to allow an exempt employee to attend an appointment or to make up for an extensive period of working unusually long hours.

Non-exempt Employees

In accordance with the Federal Fair Labor Standards Act, the Town and Village compensates non-exempt employees at the rate of 1 ½ hours for each authorized hour actually worked in excess of 40 hours in any workweek. Concerning overtime hours, Department Heads are responsible for ensuring compliance with the following procedures:

- With the exception of unforeseeable emergency where it is assumed overtime would normally be granted, all non-exempt employees shall notify Department Heads or, if none, the Municipal Manager, in advance of the need to perform overtime work. Working overtime without such

pre-authorization may subject the employee to disciplinary action, up to and including termination.

- If a non-exempt employee is called back to work after the normal workday has ended, or before their next regular workday, they receive no less than three hours at the rate of 1 ½ times their regular pay rate. This policy is applicable to all call-back situations on a per occurrence basis.
- There, where allowable, is an equitable distribution of scheduled overtime work among members of a department.

7.2 Holiday Compensation for Non-Exempt Employees

A non-exempt employee who is required by the Town or Village to work a holiday listed in the Holiday Leave section of this policy, shall be compensated for the rate of time and one-half plus holiday pay.

7.3 Damaged Personal Property

In rare instances, the Town and Village may reimburse an employee for personal property damaged, provided that damage was in no way caused by the negligence of the employee and adequate proof is provided that the damage was incurred in the performance of job functions. Approval is at the discretion of the Municipal Manager.

The amount of reimbursement from the Town and Village shall be reduced by any reimbursement that the employee receives from other sources.

7.4 Mileage Reimbursement

Employees who are authorized to use their personal vehicles for Town or Village business receive mileage reimbursement at the prevailing federal mileage rate. Mileage reimbursement is paid on a monthly basis based upon the timely submission of a mileage reimbursement form. Please refer to the internal reimbursement policy

Section 8: Harassment

8.1 Employment Harassment and Discrimination

The Town and Village are committed in all areas to providing a work environment that is free from unlawful harassment and discrimination. Vermont and federal law prohibit employment discrimination or retaliation based on race, color, religion, sex, gender identity, marital status, national origin, age, pregnancy, genetic information, veteran status, any other category of person protected under federal or state law, or against a qualified individual with a disability with respect to all employment practices. Vermont law also prohibits discrimination based on sexual orientation, ancestry, HIV status, and place of birth. It is also unlawful to retaliate against employees or applicants who have alleged employment discrimination.

“Harassment” means to engage in unwelcome conduct based on an employee’s race, color, religion, national origin, sex, sexual orientation, gender identity, ancestry, place of birth, age, crime victim status, or physical or mental condition that interferes with the employee’s work or creates a work environment that is intimidating, hostile, or offensive.

Examples of harassment may include the following when based on an employee's protected category: insulting comments or references; aggressive bullying behaviors; inappropriate physical contact or gestures; or physical assaults or contact.

Conduct may constitute harassment regardless of whether the complaining employee is the individual being harassed, the complaining employee acquiesced or otherwise submitted to or participated in the conduct, the conduct is also experienced by others outside the protected class involved in the conduct, the complaining employee was able to continue carrying out the employee's job duties and responsibilities despite the conduct, the conduct resulted in a physical or psychological injury, or the conduct occurred outside the workplace.

Harassment and discrimination need not be severe or pervasive to constitute a violation of this section. Behavior that a reasonable employee with the same protected characteristic would consider to be a petty slight or trivial inconvenience shall not constitute unlawful harassment or discrimination pursuant to this section.

The Town and Village will not tolerate unlawful harassment based on a person's race, color, religion, sex, gender identity, marital status, national origin, age, pregnancy, genetic information, veteran status, disability, sexual orientation, ancestry, HIV status, place of birth, or membership in a classification protected by law. Likewise, the Town/Village will not tolerate retaliation against an employee for filing a complaint of harassment or for cooperating in an investigation of harassment.

All employees, supervisors, and other management personnel are expected and required to abide by this policy. Employees who are found to have engaged in harassment may face disciplinary action up to and including termination. Any individual who believes that they have been the target of this type of harassment is encouraged to report it.

Any employee who wishes to report harassment should file a complaint with the following individual:

Municipal Manager
Eric Duffy
31 The Green, Woodstock Vermont 05091
eduffy@townofwoodstock.org
802-457-3456

If, for any reason you are unable to report to the above-mentioned individuals, you may alternatively report the incident to the Chair of the Select Board or Chair of the Village Trustees. The names and email addresses of the Chairs may be found on the Town website at www.townofwoodstock.org under "Boards".

A prompt, thorough, and impartial investigation will be conducted, and confidentiality will be protected to the best extent possible. If it is determined that unlawful harassment has occurred, the Town and

Village will take immediate and appropriate corrective action. No person will be adversely affected in employment with the Town/Village as a result of bringing a complaint of unlawful harassment.

Complaints of harassment or retaliation may also be filed with the following agencies:

Vermont Attorney General's Office

Civil Rights Division

109 State Street

Montpelier, VT 05609

Tel: 802-828-3657 (voice)

Toll-free: 888-745-9195

TTY: 802-828-3665

Email: civilrights@atg.state.vt.us

Online: <http://ago.vermont.gov/about-the-attorney-generals-office/divisions/civil-rights/>

Equal Employment Opportunity Commission

JFK federal Building

475 Government Center

Boston, MA 02203

Tel: 1-800-669-4000 (voice)

TTY: 1-800-669-6820

Email: info@eeoc.gov

Online: www.eeoc.gov

These agencies may conduct impartial investigations, facilitate consultation, and, if they find that there is a probable cause or reasonable grounds to believe unlawful harassment occurred, they may take a case to court.

8.2 Sexual Harassment

Sexual harassment in the workplace is illegal under federal and Vermont law and is strictly prohibited. The Town and Village are committed to providing a workplace free from this unlawful conduct.

All employees, and all other persons engaged by the Town and/or Village to perform work or services, have the right to work without being subjected to insulting, degrading, or exploitative treatment on the basis of their gender. It is against the policies of the Town and Village for any individual to sexually harass another individual in the workplace. In accordance with 21 V.S.A. 495h, the Town/Village has adopted the following harassment policy.

Sexual harassment is a form of sex discrimination and means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to that conduct is made either explicitly or implicitly a term or condition of employment.
- Submission to or rejection of such conduct by an individual is used as a component of the basis for employment decisions affecting that individual.

- The conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Examples of sexual harassment include, but are not limited to, the following when such instances or behavior come within one of the above definitions:

- Either explicitly or implicitly conditioning any term of employment (e.g., continued employment, wages, evaluation, advancement, assigned duties, or shifts) on the provision of sexual favors.
- Touching or grabbing a sexual part of an individual's body.
- Whistling, gesturing, or staring in a suggestive manner that is unwelcome.
- Touching or grabbing any part of an individual's body after that party has indicated, or it is known, that such physical contact was unwelcome.
- Continuing to ask an individual to socialize on or off-duty when that person has indicated they are not interested.
- Displaying or transmitting sexually suggestive pictures, objects, cartoons, or posters.
- Continuing to write sexually suggestive notes or letters.
- Referring to or calling a person a sexualized name.
- Repeatedly telling sexual jokes or using sexually vulgar or explicit language.
- Retaliation of any kind for having filed or supported a complaint of sexual harassment (e.g., ostracizing the person, pressuring a person to drop or not support the complaint, adversely altering that person's duties or work environment, etc.).
- Derogatory or provoking remarks about or relating to an employee's sex.
- Harassing acts or behavior directed against a person on the basis of his or her sex.
- Off-duty conduct which falls within the above definition and affects the work environment.

It is also unlawful to retaliate against employees for filing a complaint of sexual harassment or for cooperating in an investigation of sexual harassment.

Any individual who believes that they have been the target of sexual harassment, or who believes they have been subjected to retaliation for having brought or supported a complaint of harassment, is encouraged to directly inform the offending person or persons that such conduct is offensive and must stop. This exchange should be documented.

Employees who are found to have engaged in sexual harassment may face disciplinary action up to and including termination.

Any employee who wishes to report harassment should file a complaint with one of the following individuals:

Municipal Manager
 Eric Duffy
 31 The Green, Woodstock, Vermont 05091
eduffy@townofwoodstock.org
 802-457-3456

If, for any reason you are unable to report to the above-mentioned individuals, you may alternatively report the incident to the Chair of the Select Board or Chair of the Village Trustees. The names and email addresses of the Chairs may be found on the Town website at www.townofwoodstock.org under "Boards".

A prompt, thorough and impartial investigation will be conducted, and confidentiality will be protected to the best extent possible. If it is determined that sexual harassment has occurred, the Town and Village will take immediate and appropriate corrective action. No person will be adversely affected in employment with the Town/Village as a result of bringing a complaint of sexual harassment.

Complaints of sexual harassment or retaliation may also be filed with the following agencies:

Vermont Attorney General's Office

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Boston, MA 02203

Tel: 800-669-4000 (voice)

TTY: 800-669-6820

Email: info@eeoc.gov

Online: www.eeoc.gov

These agencies may conduct impartial investigations, facilitate conciliation, and, if they find that there is probable cause or reasonable grounds to believe sexual harassment occurred, they may take a case to court.

Section 9: Employee Discipline

As stated above, this Personnel Policy does not constitute an express or implied contract of employment between the Town or Village and any current or future employees. With the exception of those employees who have a written contract of employment with the Town and/or Village, employment by the Town and/or Village is **at-will** and not for any definite period or successive periods of time. The Town/Village or the employee may terminate the employment relationship at any time, with or without notice, for any reason or no reason, and without a hearing. Likewise, the employee has the right to terminate at any time.

Employees are prohibited from engaging in conduct listed below and may receive discipline, up to and including termination, for doing so. This list has been established to provide examples of behavior that could warrant a range of disciplinary sanctions. Appropriate levels of discipline may be based on the severity of employee conduct. This list is not exhaustive.

- Engaging in any illegal activity.
- Inability to cooperate with and perform job tasks with fellow employees, supervisor, or Department Head.
- Lack of productivity, failure to effectively perform job duties, inefficiency, or incompetency.
- Being inattentive to duty, including sleeping on the job.
- Falsifying information on documents such as a job application or timecard or other record or giving false information to anyone whose duty is to make such record.
- Being repeatedly or continuously absent or late, being absent without notice or satisfactory reason or leaving one's work assignment without appropriate authorizations, or job abandonment.
- Conducting oneself in any manner that is offensive, abusive, threatening, or contrary to reasonable community standards and expectations of public employees.
- Engaging in any form of harassment including sexual harassment.
- Misusing, misappropriating, or willfully neglecting Town or Village property, funds, materials, equipment, or supplies.
- Unlawfully distributing, selling, possessing, using or being under the influence of alcohol or drugs when on the job or subject to duty.
- Fighting, engaging in horseplay, or acting in any manner which endangers the safety of oneself or others. This includes acts of violence as well as threats of violence.
- Stealing or possessing without authority any equipment, tools, materials, or property of the Town or Village or attempting to remove them from the premises without approval or permission from the appropriate authority.
- Marking or defacing walls, fixtures, equipment, tools, materials, or other Town or Village property, or willfully damaging or destroying property in any way.
- Inappropriate use of a Mobile Communication Device while operating a vehicle.
- Inappropriate use of a recording device.
- Inappropriate use of Social Media.
- Willful violation of Town and Village rules or policies.

Section 13: Separation from Employment

13.1 Resignation

Any employee may resign from employment with the Town or Village at any time by submitting a written letter of resignation to the Department Head and Municipal Manager. Employees are asked to submit at least a two week notice of their resignation.

Section 14: Severability

If any provision of this Personnel Policy or the application hereof to any person or a circumstance(s) is held invalid, this invalidity does not affect other provisions or applications of the personnel rules which

can be given effect without the invalid provision or application. For this purpose, this Personnel Policy is severable.

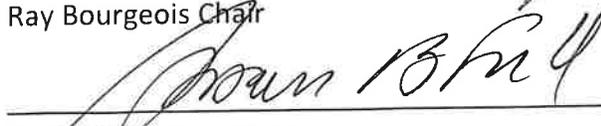
Section 15: Select Board & Village Trustees Adoption

ADOPTED this _____ day of _____, 20__.

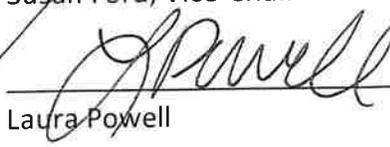
SIGNATURES of SELECT BOARD:



Ray Bourgeois Chair

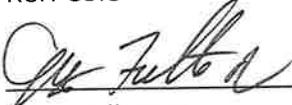


Susan Ford, Vice-Chair



Laura Powell

Keri Cole



Greg Fullerton

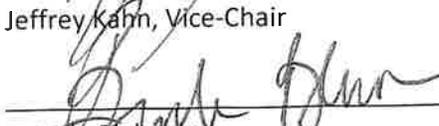
SIGNATURES of VILLAGE TRUSTEES:



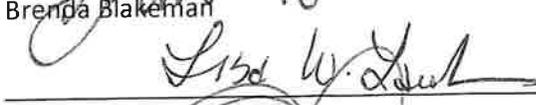
Seton McIlroy, Chair



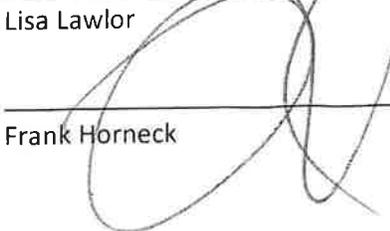
Jeffrey Kahn, Vice-Chair



Brenda Blakeman



Lisa Lawlor



Frank Horneck

Addendum A
Acknowledgement of Receipt of Personnel Policy

I, _____, acknowledge that:

1. I received a copy of Woodstock's Personnel Policy on _____.
2. I agree to familiarize myself with the contents of the Personnel Policy.
3. I understand that it is my responsibility to ask questions of the Municipal Manager if there is anything in the policy that I do not understand.
4. I understand that the language used in this Personnel Policy is not intended to create, nor should it be construed to create, a contract of employment between myself and the Town and/or Village.
5. I understand that, unless I have a written contract of employment with the Town and/or Village, employment by the Town and/or Village is **at-will** and not for any definite period or successive of periods of time.
6. I acknowledge that this Personnel Policy replaces any and all prior versions and that the Town and/or Village reserve the right to add, amend, or discontinue any of the provisions of this Personnel Policy for any reason or none at all, in whole or in part, at any time, with or without notice.

Employee signature: _____

Date: _____

Addendum B

Employee Benefits

The Town and Village reserve the right to change insurance carriers, or to add, delete, or amend benefit programs at its sole discretion. The Town/Village also reserves the right to change the amount or percentage of its contribution to the cost of any group health insurance or other benefit program. Employees will be provided with advance notice of any change in the contribution rate or change in benefit program offerings. Benefits for eligible employees are listed below.

Furthermore, all descriptions of benefits below are not intended to establish any ongoing right to such benefits. The descriptions are based upon the Town and Village's current offerings and procedures as of the publication date of this Personnel Policy, and may be modified or eliminated at any time, with or without notice, at the Town and/or Village's sole discretion.

B.1 Health Insurance

Current Health Care Plan Name: MVP Reflective Silver 4 HDHP

Both the Town and Village provide medical and health policies for Full-time Employees. The Town/Village pays up to 100% of the cost of the insurance premiums for the employee and their family. The percentage of health insurance premiums paid by employees may vary on an annual basis as determined by the Select Board and Trustees. They may also vary based on the insurance plan selected by the employee. Application to enroll must be made to the Municipal Manager or HR Director.

Eligible Part-time Employees are eligible to receive a prorated health insurance benefit for themselves that is proportional to the number of hours worked. Dependent coverage is not included. For example, an employee who works 20 hours per week may be eligible to receive 50% of premiums paid for by the Town/Village.

B.1a Payment in Lieu of Insurance

Any Full-time Employee, or eligible Part-time Employee, who has medical insurance coverage through another source, is eligible to forego coverage in the medical insurance plan offered by the Town and Village and receive a cash payment in lieu of medical insurance coverage under the following terms and conditions:

- Eligible employees who choose to forego municipal medical insurance benefits are paid a sum of money equal to 50% of the health insurance premium that would be paid by the Town and Village to insure them and their eligible families.
- Said payment shall be paid to the employee on a quarterly basis, at the end of each quarterly calendar period, and are subject to all applicable income taxes and other assessments based on income.
- Full-time employees with dependent coverage who elect to be paid in lieu of insurance coverage must forego medical insurance for both employee and dependents.

To be eligible for participation in this reimbursement plan, the employee must complete the following:

1. Present proof that they are covered by their spouse or domestic partner's plan or another insurance plan that covers the entire family.
2. Declare their intention to forego coverage under the Town and Village health insurance policy.
3. Sign a release authorizing the Town and Village to cancel their medical insurance.
4. Sign a waiver stating that the act of foregoing coverage in the Town and Village health insurance plan is strictly voluntary on the part of the employee.
5. Sign a waiver stating that the employee understands and acknowledges that if they lose medical insurance from another source during the plan year, the employee of the Town or Village must notify the Municipal Manager within 30 days of the loss of insurance coverage to be eligible for insurance coverage by the Town/Village insurance coverage for the following month.

Failure to contact the Municipal Manager within 30 days of loss of medical insurance benefits through the employee's spouse or domestic partner results in the coverage being delayed until the 1st day of the following plan year.

Employees who opt for payment in lieu of health insurance coverage may elect to participate in dental and/or vision insurance benefits plans at their own expense. Should an employee lose their medical coverage as provided by another source, they are eligible to re-enroll in the Town and Village health or medical insurance plan with coverage beginning according to the regulations of the insurance carrier, but not sooner than the 1st day of the following month.

B.2 Dental Insurance

Current Dental Insurance Provider: NE Delta Dental

Dental insurance is provided to eligible employees and their family. Full-time Employees are eligible to participate in the dental group insurance program as offered.

B.3 Social Security

The Town or Village contribute to the employee's social security taxes in the amount prescribed by federal statutes.

B.4 Worker's Compensation

The Town or Village provide Worker's Compensation Insurance to eligible employees, as established by state statutes on Worker's Compensation Insurance, and pay the premium.

B.5 Short-Term Disability, Long-term Disability Insurance, Life, & AD&D Insurances

Current Long Term Care Insurance: UNUM

The Town and Village provide short term disability, long term disability, life, and AD& D insurances to eligible employees.

B.6 Vision Insurance

Current Vision Insurance: Eye Med

Vision insurance is provided to eligible employees and their family. Full-time Employees are eligible to participate in the vision insurance program as offered.

B.7 Retirement – Vermont Municipal Employee Retirement System (VMERS)

The Town and Village participate in the Vermont Municipal Retirement System (VMERS). Participation is required of all employees who are regularly scheduled to work at least 24 hours per week and at least 1040 hours per year. Contributions are made by both the employee, through payroll deduction, and by the Town/Village at the rates set by VMERS. Changes in the required amounts are made by VMERS on occasion. If this occurs, employees are informed. Retirement benefits are provided as set forth by statute.

B.8 Part-Time Employee Benefits

Benefits may be purchased by Part-time Employees if they meet the requirements of the insurance provider.

B.9 Wellness Benefit

The Town and Village pays 75% of an employee's membership to the Woodstock Recreation Center's Fitness Center or Woodstock Athletic Club bought each quarter.

B.10 Employee Development

The Town and Village encourage employees to continue their education and currently offer a reimbursement program for 100% of the direct costs of the course or program that an employee is enrolled in. In order to receive reimbursement for a course, four requirements must be met: 1) the course must be approved by the Municipal Manager prior to enrolling; 2) the course must be job related; 3) a grade of "C" or better must be obtained; and 4) adequate funds must be available in the budget. An employee may be reimbursed for one course per semester. Reimbursement is also given to full time employees who have satisfied the above requirements for a course conferring credit for a high school diploma or GED. Courses taken under this provision shall be outside of the employee's working hours, except with approval of the Department Head and Municipal Manager. Upon completion of the course, a receipt of the course and an official statement of grades earned must be received by the Municipal Manager's Office. These items must be turned in before a reimbursement check is issued.

Addendum C

Agreement by Officer to be Bound by Personnel Policy

This is an agreement between the [Town / Village] of Woodstock and [insert name and title of officer] (hereafter "Town Official") collectively referred to as "parties."

Town Official agrees to be bound, in connection with their own workplace conduct, by the provisions of the Town & Village of Woodstock Personnel Policy (the "Personnel Policy") regarding equal employment opportunity, conflicts of interest, drug and alcohol use, tobacco use, use of Town equipment, use of Town computer systems, public records, harassment and discrimination, and sexual harassment.

Town Official further agrees to adhere to the Personnel Policy in connection with their appointment, management, supervision, and discipline of employees, and that such employees shall be subject to the Personnel Policy.

In consideration of the provisions set forth herein, the [Select Board / Trustees] agrees that it or its designees shall make available or facilitate payroll, benefits, and personnel records keeping services for Town Official and employees supervised by Town Official, as well as other services as the parties may agree.

Town Official agrees and acknowledges:

- They have received a copy of the Personnel Policy and understand it is their responsibility to become familiar with its contents;
- They have been given an opportunity to ask questions about the Personnel Policy and have been provided with satisfactory information in response to those questions;
- The Town's Select Board and/or Village Trustees may amend any of the provisions of the Personnel Policy for any reason, at any time, with or without notice;
- They understand the Personnel Policy and agree to comply with its provisions to the extent described above; and
- They shall provide a copy of the Personnel Policy to the employees they supervise and shall secure a signed acknowledgement form from all such persons.

The parties agree that this agreement shall not constitute a contract for employment.

If any term of this agreement, the provisions of the Personnel Policy, or the application hereof of either to any person or a circumstance(s) is held invalid, this invalidity does not affect other provisions or

applications of the agreement's terms, which can be given effect without the invalid term(s) or application(s). For this purpose, this agreement is severable.

Entered into this ____ day of _____, 20__

By: Town Official:

Name: _____

Title: _____

Signature: _____

Date: _____

By: [Town of Woodstock or Village of Woodstock]

Name: _____

Title: _____

Signature: _____

Date: _____

