



Town of Fairlee, Vermont Personnel Policy

Personnel Policy 11-27-2017 revised Purchasing Policy

Personnel Policy 09-10-2018 revised Purchasing Policy / Credit Card

Personnel Policy 10-15-2018 revised Holidays

Personnel Policy 1 1-23-2020 revised Performance Evaluation

Personnel Policy 08-02-2021 revised Retirement Policy

Personnel Policy 11-22-2021 revised Sick Leave, Personal Days & Bereavement Policy

Personnel Policy 01-18-2022 revised Retirement Policy

Personnel Policy 02-07-2022 revised Vacation Policy

Personnel Policy 01-09-2023 revised Holidays

Personnel Policy 06-26-2023 revised Holiday & Sick Eligibility

Personnel Policy 02-05-2024 revised Vacation Policy

Town of Fairlee, Vermont Personnel Policy

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Title and Authority

This policy shall be known as the Town of Fairlee Personnel Policy. It has been adopted by the Town of Fairlee Selectboard pursuant to 24 V.S.A. S 1121 and S 1122. The Selectboard originally adopted a personnel policy on December 28, 1992, to apply to all employees of the Town to take effect January 1, 1993, with policy revisions taking place as noted on page 1 .

The Town of Fairlee is an Equal Employment Opportunity Employer. This personnel policy does not constitute a contract of employment. Employment with the Town of Fairlee is at will and not for any definite period or succession of periods of time, with the exception of that protected by the State of Vermont statute. The Town or the employee may terminate employment at any time, with or without notice. The Selectboard reserves the right to amend any of the provisions of this personnel policy for any reason and at any time, with or without notice.

All individuals hired by the Selectboard may be required to undergo a background check at the discretion of the Selectboard.

Elected officials are not subject to some terms of this policy and are protected by state statute. Certain policies only apply to those hired by the Selectboard. This personnel policy will be administered by the Selectboard or the Town Administrator.

All employees will sign a Personnel Acknowledgement indicating that they have received a copy of this policy, have read it, and fully understand it.

Employment Status and Eligibility

Employees hired to work less than 25 hours per week are not eligible for benefits. Employees hired to work 25 hours or more per week are eligible for benefits. All employees will complete all required forms prior to beginning work.

Pay and Compensation

The Pay period is a bi-weekly cycle beginning on a Friday and ending on the Thursday of the second week. All Town employees will fill out Time Sheets documenting the hours worked and submit them to the Town Treasurer by the end of the workday on the Thursday of the second week. The Payroll Order is approved by the Selectboard at the regularly scheduled Monday night meeting. If there is no Selectboard meeting Monday night, then a designated member of the Selectboard will approve the Payroll Order.

Health Insurance

Eligible employees qualify for a single person health insurance premium payment, a single person eye insurance premium payment and a dental insurance premium payment on the Town's policies. There will be no cash reimbursement for individuals who choose not to accept this coverage. Individuals who select other than single person coverage will bear the cost of the increased premium for the additional coverage. The increased premium will be paid by a payroll deduction. The Selectboard may approve additional benefit coverage on a case by case basis.

The Selectboard reserves the right to approve payment of an insurance premium for coverage not offered by the current policy. This applies specifically to Medicare supplemental policies. The Selectboard reserves the right to change insurance carriers, or to add, delete or amend insurance benefit programs at their sole discretion. The Selectboard also reserves the right to change the amount or percentage of its contribution to the cost of any health group insurance program. Employees will be provided with advance notice of any change in the contribution rate or any other changes to their health coverage.

Holidays

Eligible employees will receive the following paid holidays (a day shall be defined as a number of hours in an average workday for each individual employee, to be calculated by dividing the employee's number of hours worked per week by 5):

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

Holidays falling on a Saturday will be observed the preceding Friday. Holidays falling on a Sunday will be observed on the following Monday. Holidays that fall during an employee's vacation leave will not be charged as vacation. Any hours worked on a holiday will be paid at the position's normal rate of pay in addition to the holiday pay. Veteran's Day may be used either on November 11th or on the day following Thanksgiving. The Selectboard may reserve the right to approve paid vacation, holidays and sick leave/personal days for any employees on a case-by-case basis

Vacation

Full-year employees who work twenty five (25) or more hours per week shall be entitled to vacation leave each year. Employees shall accrue vacation leave time as noted on the grid below.

Vacation leave can be taken at any time throughout the work year provided sufficient notice is given by the employee to the selectboard.

If an employee does not use all of his/her/their vacation leave time during a work year, the employee may carry unused vacation leave time forward to the next year to a maximum of eighty (80) hours. Vacation leave time shall accrue from the first date of employment, but employees shall not be eligible to utilize vacation leave until completion of six (6) months of employment.

If an employee resigns or is terminated, he/she/they shall be paid for any unused accrued vacation leave time at his/her/their current rate of pay to a maximum of eighty (80) hours.

Newly hired employee grid placement shall be determined by the selectboard.

Weekly Hours	Yearly Hours	1 Hour Per 52 Hours Worked Yr. 1	2 Hours Per 52 Hours Worked	3 Hours Per 52 Hours Worked Yr. 3-9	4 Hours Per 52 Hours Worked Year 10 - Beyond
40	2080	80 Hrs.	80 Hrs.	120 Hrs.	160 Hrs.
35	1820	70 Hrs.	70 Hrs.	105 Hrs.	140 Hrs.
30	1560	60 Hrs.	60 Hrs.	90 Hrs.	120 Hrs.
25	1300	50 Hrs.	50 Hrs.	75 Hrs.	100 Hrs.
20	1040	40 Hrs.	40 Hrs.	60 Hrs.	80 Hrs.

Sick Leave/Personal/ Bereavement Days

A. Year-round employees shall be entitled to paid leave for absences due to personal illness and physical disability, including disabilities connected with or resulting from pregnancy, as set forth herein. When use of sick leave time can be foreseen, as in the case of elective surgery and pregnancy, the employee shall notify of the expected commencement date of the sick leave as soon as this date is determinable.

B. Each year-round employee shall begin each fiscal year with a credit of seven (7) paid sick leave days for said year, of which five (5) shall be cumulative from year-to-year to the maximum total sick leave entitlement of fifteen (15) days. For the purpose of this paragraph, a day shall be defined as the number of hours in an average working day for each individual employee, to be calculated by dividing the number of hours worked per week by 5. To calculate the number of total hours of sick leave time to record for each individual employee, the Town Treasurer shall multiply the number of hours in a normal working day for each individual employee by seven (7). When necessary, the Town Treasurer shall use hours worked in the previous year to make this calculation.

c. Sick leave may be used when:

1. the employee is sick or injured.
2. the employee obtains professional diagnostic, preventative, routine, therapeutic health care.

3. the employee cares for an injured or sick spouse, domestic partner, parent, grandparent, parent-in-law, child, sibling, grandchild, or foster child, including helping that person obtain professional diagnostic, preventative, routine, therapeutic health care, or accompanying the employee's spouse, parent, grandparent, or parent-in-law to an appointment related to their long term care.
4. the employee is arranging for social or legal services or obtaining medical care or counseling for the employee's spouse, domestic partner, parent, grandparent, parent-in-law, child, sibling, grandchild, or foster child, who is a victim of domestic violence, sexual assault, or stalking. As used in this section "domestic violence," "sexual assault," and "stalking" shall have the same meanings as in 15 V.S.A. 5 1151.
5. the employee cares for an injured or sick spouse, domestic partner, parent, grandparent, parent-in-law, child, sibling, grandchild, or foster child, because the school or business where that individual is normally located during the employee's workday is closed for public health or safety reasons.

D. The Selectboard/Selectboard designee shall have the discretion to authorize the use of sick leave to care for individuals other than those noted herein without establishing a precedent. E. It is the right of the Selectboard/Selectboard designee to verify illness where absences exceed three (3) consecutive days, or there is a demonstrable pattern of abuse, even though three (3) consecutive days have not been missed.

F. Year-round employees shall be eligible for five (5) days per year for personal reasons or emergencies. Notice to the Selectboard/Selectboard designee that personal or emergency leave is to be taken shall be provided as early as possible. For the purpose of this paragraph, a day shall be defined as the number of hours in an average working day for each individual employee. To calculate the number of total hours of personal or emergency leave time to record for each individual employee, the Town Treasurer shall multiply the number of hours in a normal working day for each individual employee by five (5). When necessary, the Town Treasurer shall use hours worked in the previous year to make this calculation.

G. In the event of a death in the immediate family of a year-round employee, the employee shall be provided five (5) days of paid bereavement leave per such occurrence. For the purpose of this paragraph, immediate family is defined as spouse, domestic partner, children, parents, parent-in-law, grandparents, siblings, siblings-in-law, or person residing in the employee's home. The Selectboard/Selectboard designee shall have the discretion to grant additional time or to grant bereavement leave for individuals not noted herein without establishing a precedent. For the purpose of this paragraph, a day shall be defined as the number of hours in an average working day for each individual employee. To calculate the number of total hours of bereavement leave time available for each individual employee, the Town Treasurer shall multiply the number of hours in a normal working day for each individual employee by five (5). When necessary, the Town Treasurer shall use hours worked in the previous year to make this calculation.

Overtime

On the rare occasion when overtime may be necessary for an hourly (non-exempt) employee to complete their assigned duties, prior authorization from the Selectboard will be required. The request should be made at a regularly scheduled Selectboard Meeting. When the need is more urgent, the employee will contact the Selectboard Chair with an explanation of the cause(s) for the overtime. The overtime can be approved or

refused by the Chair unless he/she feels the need to consult the remaining Board members. Overtime will be paid at one and one-half the employee's hourly wage.

Comp Time

Upon verbal approval from the Selectboard, an employee may, if having worked their regular hours, accrue comp time up to their nonnal hours per week for later use at the Selectboard's discretion. Comp time is not cumulative. It must be used by December 31st of each year.

Bereavement Leave

Three days per year at the position's regular rate of pay may be used for time out of the office due to the loss of a close relative. A close relative is defined as a spouse, mother, father, brother, sister, son, daughter, stepchildren, adopted children, grandmother, grandfather, grandchildren and in-laws. Bereavement Leave may also be granted at the discretion of the Selectboard for other cases, such as an aunt who was a guardian.

Jury Duty

If called for jury duty, the Selectboard must be informed the first working day after notice is received. The Town will pay the difference between the normal rate of pay and any compensation received during jury duty. If released from court early, the individual is expected to return to work. During jury duty, all benefits will accrue.

Military Leave of Absence

The Town will comply with the requirements of the Uniformed Services Employment and Re-employment Rights Act (USERRA), 38 U.S.C. SS 4303 et seq., and 21 V.S.A. SS 491 et seq. Employees who take military leave subject to the provisions of these laws will be granted leave without pay. At the option of the employee, any paid leave accrued prior to the commencement of the leave may be used.

Parental and Family Leave

Eligible employees may receive leave as described in the Family and Medical Leave Act (FMLA) and the Vermont Parental and Family Leave Act (PFLA). These federal and state laws will determine employee eligibility, the qualiMng reasons for such leave, and the length of leave.

The Town reserves the right to designate any qualiWing leave of absence granted under this policy as leave under FMLA or the PFLA. Where an employee's leave request is

covered by the PFLA and the FMLA, the Town will adhere to the law that provides the most benefits to the employee. If an employee is entitled to leave under both the PFLA and FMLA, the leave periods will run concurrently.

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

Unpaid Leave of Absence

All 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 supervisor 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.

The Town will pay medical benefits during an unpaid family leave for up to twelve weeks. Other employee benefits (e.g. sick leave, vacation, seniority, etc.) will not accrue during the unpaid leave period.

Performance Evaluations & Probation

Non-elected employees will be subject to job performance evaluations annually and/or at such times and in such a manner as the Selectboard deems reasonable. The results of such evaluations will be submitted to the employee and will become part of the employee's permanent Personnel Record.

In the event the employee's annual performance review is deemed unsatisfactory by the Selectboard, the employee may be placed on a three- to six-month probation period. At the end of the probation period, the employee will have another performance review, and improved performance can result in the conclusion of probation.

All newly hired employees will be required to complete a six-month probationary period followed by a performance evaluation. The purpose of a probationary period is to determine whether an employee is suited for a position. Notwithstanding any other provision of this policy, an employee terminated during the probationary period will have no right to appeal such termination.

Purchasing Policy / Credit Card

All purchases of goods or services by a Town official, employee or department must follow the Purchasing Policy adopted by the Selectboard 11/27/2017.

All purchases with a Town credit card are to be done in accordance with the Purchasing Card Use policy adopted by the Selectboard 09/10/2018.

Personnel Records

Personnel records will be maintained for each employee of the Town. In accordance with Vermont's Public Records Law, any employee or the employee's designated representative may inspect or copy his or her personnel file at a mutually agreeable time during regular office hours. The Town reserves the right to have its representative present at the time its files are examined or copied. The Treasurer is the custodian of all payroll files, and all personnel records are the responsibility of the Town Administrator.

Employee/Elected Official Town Keys

When employees and elected Town Officials leave their positions, they must return all Town keys to the Town Clerk or Town Administrator prior to receiving their last paycheck. If not, the Town will withhold that final paycheck until all keys are returned.

Use of Town Equipment and Computers

The use of Town equipment (copiers, fax machines, postage meter, etc.) or property for personal use is strictly prohibited. The Town computer system is to be used by employees for the purpose of conducting official Town business only. Personal use is subject to disciplinary action, up to and including termination.

Employees should have no expectation of privacy regarding anything created, sent or received on the Town computer system. The Town 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 computer system are open to review and regulation by the Town and may be subject to the provisions of Vermont's Public Records Law.

Employees may not introduce software from any outside source into the Town's file server computer without authorization from the Town's Information Technology personnel. Employees will be held responsible for any damages caused by using unauthorized software or viruses they introduce into the Town computer system.

Employees who have a confidential password to access the Town'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. Passwords are to be kept on file with the Town's Information Technology personnel and computer support.

Transmission of electronic messages on the Town 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 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;
- Access to Internet resources, including web sites and news groups, that are inappropriate in a business setting;
- Any other use that may compromise the integrity of the Town and its business in any way.

Email messages that are intended to be temporary, non-substantive communications may be routinely deleted. However, employees must recognize that emails sent, received, or stored on the Town computer system are subject to Vermont's Public Records Law and may be covered by the State of Vermont's retention schedule for municipal records. For purposes of this section, computer system means all computer-related components and equipment including, but not limited to, host computers, file servers, workstation terminals, laptops, software, 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.

Prohibition Against Harassment

Definition: Unlawful harassment is a form of discrimination based on membership in a classification protected by law. It involves behaviors that are viewed as offensive or harassing.

Examples of harassment include the following:

- insulting comments of a sexual, racial, or religious nature or references to an individual's age, sexual orientation or disability;
- aggressive bullying behaviors; inappropriate physical contact or gestures, physical assaults or contact that substantially interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment;
- retaliation against an employee for complaining about the behaviors described above or for participating in an investigation of a complaint of harassment.

The Selectboard will not tolerate unlawful harassment based on race, sex, religion, national origin, age, disability, color, ancestry, place of birth, sexual orientation or any other protected status defined by law. Likewise, the Selectboard will not tolerate retaliation against an employee for filing a complaint of harassment or for cooperating in an investigation of harassment. Furthermore, the Selectboard will address complaints regarding harassment committed in the workplace by employees against nonemployees and by non-employees (such as vendors, customers, Board Members, and other workplace visitors) against employees to the extent possible.

Employees who violate this policy will be subject to disciplinary action, up to and including discharge. An employee subjected to harassment is encouraged to report it to the Selectboard before it becomes severe or pervasive. A prompt, thorough and impartial investigation will be conducted, and employee confidentiality will be protected to the extent possible. If it is determined that unlawful harassment has occurred, the Selectboard will take immediate and appropriate corrective action.

Employees may also contact the State of Vermont Attorney's General Office, 109 State Street, Montpelier, (802-828-3171) or the Federal Equal Employment Opportunity Commission, JFK Federal Building, 475 Government Center, Boston, MA, 02203, (800) 669-4000.

Prohibition Against Sexual Harassment

Sexual harassment in the workplace is unlawful. It is further unlawful to retaliate against an employee for filing a complaint of sexual harassment or for cooperating in an investigation of sexual harassment. Employees have the right to work without being subject to insulting, degrading, or exploitative treatment on the basis of their gender. Sexual harassment by town employees in any form is strictly prohibited. Likewise, the Town will not tolerate retaliation against an employee for filing a complaint of sexual harassment or for cooperating in an investigation of harassment. Further, the Town will address complaints regarding sexual harassment committed in the workplace by employees against non-employees and by nonemployees (such as vendors, customers, board members, and other workplace visitors) against employees to the extent possible.

Definition: Sexual harassment is a form of sex discrimination. It involves behavior that may include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct. Examples of sexual harassment include the following: abusing an employee through insulting or degrading sexual remarks or conduct; threats, demands, or suggestions that an employee's work status is contingent upon the employee's toleration of, or acquiescence to, sexual advances; retaliation against an employee for complaining about the behaviors described above.

Employees who violate this policy will be subject to disciplinary action, up to and including discharge. An employee subject to sexual harassment is encouraged to report it before it becomes severe or pervasive; he/she shall notify the Selectboard. A prompt, thorough and impartial investigation will be conducted, and employee confidentiality will be protected to the extent possible. If it is determined that unlawful sexual harassment has occurred, the Town of Fairlee will take immediate and appropriate corrective action.

Employees may also contact the State of Vermont Attorney's General Office, 109 State Street, Montpelier (828-3171) or the federal Equal Employment Opportunity Commission, JFK Federal Building, 475 Government Center, Boston, MA, 02203, (800) 669-4000.

Employee Discipline

The Town of Fairlee has adopted a progressive discipline process to identify and address employee and employment related problems. The Town's progressive discipline process applies to any and all employee conduct that the Selectboard in its sole discretion, determines must be addressed by discipline.

The progressive discipline process does not apply to elected officers and their statutory assistants. However, an elected officer may choose to follow the requirements of this policy for

discipline and termination of his or her statutory assistants. A statutory assistant means an individual appointed to his or her position by an elected officer of the Town having express statutory authority to appoint an assistant. Statutory assistants include an Assistant Clerk or an Assistant Treasurer.

Under the Town's progressive discipline process, an employee may be subject to disciplinary action, up to and including termination, for violation of the provisions of this personnel policy and/or failure to maintain an acceptable level of performance. The Town may take prior disciplinary action into consideration when disciplining or terminating an employee. Violations of different rules may be treated as repeated violations for purposes of progressive discipline.

Most often, employee conduct that warrants discipline results from unacceptable behavior, poor performance, or violation of the Town's policies, practices, or procedures. However, discipline may be issued for conduct that falls outside of those identified areas. The Selectboard also reserves the right to impose discipline for off duty conduct that adversely impacts the legitimate interests of the Town. The Selectboard reserves the right in its sole discretion to bypass progressive discipline and to take whatever action it deems necessary to address the issue at hand. This means that more or less severe discipline, up to and including termination may be imposed in a given situation at the Selectboard's sole discretion.

The Selectboard also retains the right to unilaterally eliminate positions or reduce the work hours of a position or positions due to economic conditions, shortage of work, organizational efficiency, and changes in departmental functions, reorganization or reclassification of positions resulting in the elimination of a position or for other related reasons.

The Selectboard will normally adhere to the following progressive disciplinary process, but reserves the right to bypass any or all steps of progressive discipline when it determines, in its sole discretion, that deviation from the process is warranted: (1) verbal warning; (2) written warning; (3) suspension; and (4) termination.

Employees are prohibited from engaging in the 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 measures. Appropriate levels of discipline may be based on the severity of employee conduct.

This list is not comprehensive.

- Refusing to do assigned work or failing to carry out reasonable assignments.
- Being inattentive to duty.
- Falsifying a Time Sheet 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 authorization.
- Conducting oneself in any manner that is offensive, abusive or contrary to reasonable community standards and expectations of public employees.

- Engaging in any form of harassment.
- Misusing, misappropriating, or willfully neglecting Town 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.
- 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 other property of the Town or attempting to remove them from the premises without approval or permission from the appropriate authority. • Willfully damaging or destroying Town property in any way. Willful violation of Town rules or policies.

Employee Termination Process

The Town of Fairlee has adopted an employment termination process. Most often, employee conduct that warrants termination results from unacceptable behavior, poor performance, or violation of the Town's policies, practices, or procedures. However, termination may result from conduct that falls outside of those identified areas. The Selectboard need not utilize this termination process but may take whatever action it deems necessary to address the issue at hand.

The Selectboard also retains the right to unilaterally eliminate a position and thus terminate employment or reduce the work hours for some or all employees due to economic conditions, shortage of work, organizational efficiency, changes in departmental functions, reorganization or reclassification of positions resulting in the elimination of a position or for other related reasons. In such case, this termination process does not apply.

An employee being considered for termination will be provided with written notice. The notice will contain a brief statement of the reasons termination is being considered and the date, time and place of a pre-termination meeting with the Selectboard.

At the pre-termination meeting, the employee will be afforded an opportunity to present the employee's response to the reasons for termination. If the employee declines to attend the pre-termination meeting, the employee may submit a written response to the pre-termination notice not later than the scheduled date of the meeting.

Within seven days of the date of the meeting, the Selectboard will provide the employee with a written notice informing the employee whether he/she has been terminated. If the employee has been terminated, the notice will provide the general reasons therefore and will also inform the employee of the opportunity to request a post termination hearing before the Selectboard by giving written notice of such request to the supervisor within seven days. The employee will be informed that the employee's failure to make a timely request for a posttermination hearing will result in such hearing being waived.

If a request for a post-termination hearing is made, the Selectboard will provide the employee with a notice informing the employee of the date, time, and place of the post-termination hearing before the Selectboard. The notice will inform the employee of his or her right to be represented by counsel, to present and cross-examine witnesses and to offer supporting documents

and evidence. The notice will also inform the employee of his or her right to have the hearing conducted in executive session in accordance with 1 V.S.A. S 313.

At the post-termination hearing, the employee will be afforded the opportunity to address the basis for termination by hearing and examining the evidence presented against the employee, cross-examining witnesses and presenting evidence on his/her behalf. The Selectboard will make such determinations as may be necessary in the event of evidentiary objections or disputes. When the hearing is adjourned, the Selectboard, under the authority granted by 1 V.S.A. S 313(e), will consider the evidence presented in the hearing in deliberative session.

The Selectboard will render a written decision within fourteen days after close of the hearing, unless otherwise agreed upon by the parties.

Alcohol and Drug Use

Reporting to work or working under the influence of alcohol or drugs is strictly prohibited, unless the drug is prescribed and used in the manner prescribed by a duly licensed physician or dentist.

Tobacco Use

In recognition of the hazards that tobacco poses to the health of employees, and in accordance with 18 V.S.A. SS 1421 et seq. and SS 1741 et seq., the Town hereby prohibits employees' use of tobacco in any form in all publicly owned buildings, offices and enclosed areas, and in all Town vehicles. Employees will be allowed reasonable time for smoke breaks outside of Town owned buildings.

Retirement Benefits

As a retirement benefit, the Town of Fairlee, Vermont will compensate eligible employees 5% of their budgeted annual salary each fiscal year. All Town employees who are employed on a year-round full-time basis are eligible to receive retirement benefits. Year-round full-time employment constitutes 30 or more per week base pay. The employee may elect to choose to deposit the funds into the Town's tax-exempt VT deferred compensation plan (457B) or receive the funds directly, with taxes withheld at the end of each fiscal year.

An employee ending their employment prior to the end of the Town's fiscal year will be eligible for compensation of the 5% benefit prorated from January 1 to the time of terminating the employment. An employee starting their employment during the Town's fiscal year will be eligible for compensation of 5% benefit prorated from the date of hire to December 31st.

Eligible employees for this retirement benefit are required to have completed three consecutive years of service.

This policy can be altered at the discretion of the Selectboard.

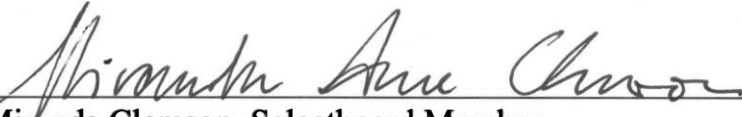
Approved this 18TH day of F03RU4Z 2024



Lance Mills, Selectboard Chair



Peter Berger, Selectboard Vice-Chair



Miranda Clemson, Selectboard Member

