



Personnel Policies and Procedures Manual for Town of Alstead, NH

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Revised 5/21/2019 (OT/Comp Time for Law Enforcement Employees)

Revised 7/29/2021 (Added Juneteenth as a Holiday)

*This document supersedes all personnel policies previously
established or approved by the Town of Alstead.*

INTRODUCTORY MESSAGE

WELCOME TO ALSTEAD

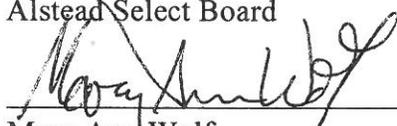
Starting a new job is exciting, but at times can be overwhelming. This Personnel Manual has been developed to help you get acquainted and answer many of your initial questions.

As an employee of the Town of Alstead, the importance of your contribution cannot be overstated. Our goal is to provide residents with the finest and most effective service possible. You are an important part of this process.

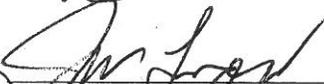
This Personnel Manual explains our personnel policies and benefits as well as the specific opportunities and responsibilities that exist for you within our Town. In an effort to be responsive to the needs of a changing organization, changes or additions to this manual will be made when necessary. We will keep you informed when these changes are made.

We are glad you have joined us, and we hope you will find your work to be both challenging and rewarding.

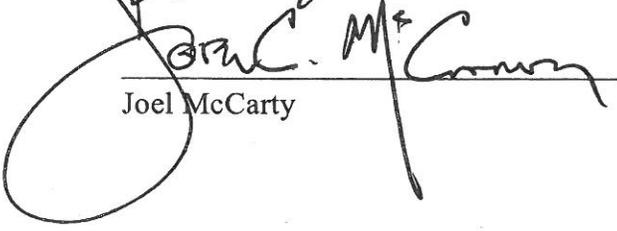
Sincerely,
Alstead Select Board



Mary Ann Wolf



Joseph Levesque



Joel McCarty

ABOUT THIS MANUAL

The policies outlined in this Manual should be regarded as guidelines only, which may require changing from time to time. The Town of Alstead retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and the Town. This Manual supersedes and replaces any and all prior Manuals, policies, procedures, and practices of the Town of Alstead.

This Employee Manual also summarizes the current benefit plans maintained by the Town of Alstead for eligible employees. If any questions arise regarding the implementation or interpretation of any benefit plan, the terms and conditions of the actual plan documents and summary plan descriptions will control rather than the summaries contained in this Manual. The Employee Manual (and other plan documents) are not contractual in nature and do not guarantee any continuance of benefits.

This Manual is not, and shall not be construed as, an explicit or implied contract, shall not modify any existing at-will status of any Alstead employee, and shall not create any due process requirements in excess of federal or state constitutional or statutory requirements. Employment at-will means that employees are free to resign from their employment at any time, with or without cause or notice, and the employer has similar rights and can terminate the employment relationship at any time, with or without cause or notice. Please understand that neither the policies contained in this Personnel Manual, nor any other written or verbal communication by any other employee, including management employees, are intended to create a contract of employment or a warranty of any of the benefits described in this Manual.

Please also be aware that the Town of Alstead reserves the right to change, revise, or eliminate any of the policies, procedures, or benefits described in this Manual at any time, in its sole discretion.

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I. GENERAL PROVISIONS

OUR WORKPLACE

As you review this Manual, you will notice that terms such as “workplace” and “premises” appear in many of Alstead’s policies. For most employers, such terms encompass the buildings and surrounding property that they own or lease. However, as you know, the nature of our work as a municipality requires that our use of these terms have a broader definition. Accordingly, whenever our “workplace” or “premises” is discussed in this Manual, you must understand that we are discussing not only Alstead buildings, facilities and properties, but also any remote job site to which you may be assigned to work and any vehicle in which you may be traveling with a supervisor and/or coworker for Alstead-related business.

EQUAL EMPLOYMENT OPPORTUNITY

The Town of Alstead is committed to a policy of equal employment opportunity to all persons based on individual merit, competence and need. The Town of Alstead will not discriminate against employees or applicants for employment on any legally-recognized basis including, but not limited to: veteran status, marital status, physical or mental disability, age, race, color, religion, sex, sexual orientation, pregnancy, or national origin. This policy applies to all terms and conditions of employment including, but not limited to, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation, and training.

The Town of Alstead does not tolerate harassment in the workplace on the basis of marital status, physical or mental disability, age, race, color, religion, sex, sexual orientation, veteran status, pregnancy, or national origin.

In support of our commitment to equal employment opportunities, the Town of Alstead prohibits harassment of one employee by another employee or supervisor on any of the basis discussed above. Any employee who harasses another employee or a resident on any of the basis discussed above will be subject to discipline, up to and including discharge. The Town of Alstead defines harassment as follows:

- Harassment is verbal and physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, sex, pregnancy, national origin, age, religion, personal beliefs, disability, marital status, sexual orientation or veteran status, or that of his or her relatives, friends, or associates, and that: (1) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

It is not possible to list all of the circumstances and behaviors that may constitute unlawful harassment in violation of Alstead’s policy. However, the following are some examples of conduct, which, if unwelcome, may constitute harassment depending on the circumstances, including the severity of the conduct and its pervasiveness:

- Employees are prohibited from bringing into the workplace or otherwise displaying any written materials or pictures that are sexually suggestive or offensive in nature. epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, religion, gender, national origin, pregnancy, age, disability, sexual orientation, marital status, or veteran status; and

- written or graphic material that denigrates or shows hostility toward an individual or group because of race, color, gender, religion, marital status, pregnancy, national origin, age, disability, sexual orientation or veteran status that is placed on walls, bulletin boards, or elsewhere on Alstead premises, or in circulation in the workplace.

The Town of Alstead prohibits all of the activities discussed above, whether engaged in by a supervisor, agent of our municipality, co-worker, or non-employee who is on our premises or who comes in contact with our employees.

If you believe that you have been subjected to harassment in violation of this policy, you should report the incident in accordance with the Reporting Procedure contained in this Manual. The matter will be promptly investigated and appropriate action will be taken, depending on the nature and severity of any proven incident.

Retaliation against an employee who complains in good faith about harassment in accordance with this policy is a violation of this policy. Retaliation is a form of unlawful harassment and will be handled in the same manner as other forms of harassment. If you believe that you have been subjected to retaliation, you should report the incident in accordance with the Reporting Procedure contained in this Manual.

SEXUAL HARASSMENT POLICY

It is the goal of the Town of Alstead to promote a workplace that is free of sexual harassment. Sexual harassment of employees is unlawful and will not be tolerated. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, physical, and nonphysical conduct of a sexual nature when:

- submission to such conduct is made explicitly or implicitly a term or condition of employment;
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual, or for awarding or withholding a favorable employment opportunity, evaluation, or assistance; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's performance at work, or creates an intimidating, hostile, or offensive work environment.

Sexual harassment includes a wide range of behaviors from the actual coercion of sexual relations to unwelcome offensive comments, jokes, innuendoes and other sexually-oriented statements and unwelcome emphasizing of sexual identity. Sexual harassment may be indirect and even unintentional.

Experience has shown that a clear statement to the person engaging in the offensive behavior is often all that is necessary to stop the conduct. If you believe you are being harassed, we encourage you to let the person engaging in the conduct know how you feel. However, if you do not feel comfortable taking this step, we certainly do not require that you do so. If you believe that you have been subjected to sexual harassment, you should report the incident in accordance with the Reporting Procedure contained in this Manual. The matter will be promptly investigated and where it is determined that such inappropriate conduct has occurred, action will be taken to eliminate and correct the conduct. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

Retaliation against an employee who complains in good faith about sexual harassment is a violation of this policy and is prohibited by law. If you believe that you have been subjected to retaliation, you should report the incident in accordance with the Reporting Procedure contained in this Manual.

REPORTING PROCEDURE FOR SEXUAL AND OTHER UNLAWFUL HARASSMENT DISCRIMINATION

If you feel that you are a victim of sexual or other unlawful harassment, you should immediately report such actions in accordance with the following procedure. All complaints will be promptly and appropriately investigated.

1. If you believe that you are a victim of sexual or other unlawful harassment, you should report the act immediately to your Department Head or to the Alstead Select Board.
2. The Town of Alstead will promptly investigate every reported incident if appropriate. Any employee, supervisor, or agent of Alstead who has been found to have sexually or unlawfully harassed another employee may be subject to appropriate disciplinary action, up to and including immediate discharge. The complainant may be informed of the outcome of the investigation.
3. The Town of Alstead will conduct all investigations in a discreet manner. Disclosure of complaints will be limited to those with a need to know.

THE AMERICANS WITH DISABILITIES ACT

The Town of Alstead prohibits any form of discrimination in hiring as well as in all terms and conditions of employment, against individuals with disabilities. The Town of Alstead will make every effort to make reasonable accommodations to ensure equal opportunity in the application process, to enable employees to perform essential job functions and to enable disabled employees to enjoy the same benefits and privileges of employment as are enjoyed by employees without disabilities. Please notify the Select Board's Office Administrator if, because of a disability, you require an accommodation to perform the functions of your job. The Town of Alstead will maintain all medical information in a confidential manner in accordance with the ADA.

II. EMPLOYEE CLASSIFICATIONS

EMPLOYMENT AT WILL

Unless otherwise provided in a written contract signed by the Alstead Board of Select Board, or unless set forth by statute, Alstead employees are considered to be employees at will. Alstead employees at will therefore may resign from their employment at any time, for any reason. Likewise, the Town of Alstead may terminate the employment relationship of such employees at any time, for any reason. Neither the policies contained in this Manual, nor any other written or verbal communication by a supervisor is intended to change the at-will relationship or create a contract of employment.

EMPLOYMENT CLASSIFICATIONS

At the time that you are hired, you are classified as full-time, part-time, or temporary and are informed as to whether you qualify for overtime pay. Unless otherwise specified in writing or as required by law, the benefits described in this Manual apply only to full-time employees. All other policies described in this Manual apply to all employees, with the exception of certain wage, salary and time off limitations. If you are unsure of which job classification into which your position fits, please ask the Select Board's Office Administrator.

FULL-TIME EMPLOYEES: Individuals who are regularly scheduled to work forty or more hours per week.

PART-TIME EMPLOYEES: Individuals who are regularly scheduled to work less than forty hours per week. Part-time employees are not eligible for benefits described in the Manual except where noted or to the extent required by state or federal law.

TEMPORARY EMPLOYEES: Individuals who are hired for specific periods of time or for the completion of a specific project. Seasonal employees, those hired to work for twenty-six (26) weeks or less, are considered to be temporary employees. Temporary employees are not eligible for benefits described in this Manual except to the extent required by state or federal law.

NON-EXEMPT AND EXEMPT EMPLOYEES: Exempt employees are those who, because of their job, are not entitled to overtime pay and minimum wage in accordance with the Fair Labor Standards Act ("FLSA"). Most non-exempt employees, with the exception of employees engaged in law enforcement, fire protection, or other public safety activities, are entitled to be paid one and one-half (1-1/2) times their regular hourly wage for any time worked over forty (40) hours per week. Time away from work due to a job-related injury, jury duty, bereavement leave, holidays, vacation time, and sick time are not counted as hours worked for the purpose of computing eligibility for overtime pay. You will be advised when you are hired if you are entitled to overtime pay. (See Overtime Policy.)

III. COMPENSATION AND HOURS OF WORK

REPORTING OF TIME WORKED

It is important that your time be accurately reported so that you are compensated for the hours that you work. You may be required to complete time sheets, which are given to your Department Head by Monday morning or punch a time clock. No one is authorized to punch a time clock on your behalf, and falsification of time records could lead to disciplinary action, up to and including separation from employment. Your Department Head will provide you with details concerning your obligation to report all time you have worked.

PAY/PAY PERIODS

Employees are informed as to their rates of pay and the pay period at the time that they are hired. Rates of pay are reviewed periodically and may be adjusted. If you have any questions regarding your rate of pay, please see your Department Head or the Select Board's Office Administrator.

Employees are paid on a bi-weekly basis on Friday for all hours worked during the two calendar weeks. Please review your paycheck for errors. If you find a mistake, report it to the Select Board's Office Administrator immediately. Paychecks will be distributed only to you, unless you provide the Town of Alstead with written authorization for someone else to receive your paycheck.

WORK WEEK/HOURS OF WORK

The Town of Alstead's work week begins on Sunday at 12:00 a.m. (midnight) and ends on Saturday at 11:59 p.m. Because of the nature of our business, your work schedule may vary depending on your job and department. When hired, your Department Head will inform you of your hours of work.

PAYROLL DEDUCTIONS

There are two categories of payroll deductions: those required by state or federal law and those authorized by the employee. Payroll deductions required by state and federal law include federal withholding, income tax, social security tax, and wage garnishments as required by law (i.e., child support payments, court-ordered payments, and IRS garnishments). If authorized in writing by an eligible employee, the Town of Alstead will also make additional deductions for health insurance and other purposes that are for your benefit. Arrangement for these voluntary deductions may be made with the Select Board's Office Administrator.

Payroll deductions are also permitted by law for: required clothing not considered to be uniforms; voluntary rental fees for non-required clothing; voluntary cleaning of uniforms and non-required clothing; medical, surgical, hospital, and other group insurance benefits having no financial advantage for the employer; payments into savings funds held by someone other than the employer; housing and utilities; strictly voluntary contributions to charities; union dues; and health, welfare pension, and apprenticeship fund contributions. Please contact the Select Board's Office Administrator with any questions about payroll deductions.

REIMBURSABLE EXPENSES

With prior approval by the Select Board or Department Heads, legitimate expenses will be reimbursed by Alstead to the employee. The employee must submit receipts in order to reimburse the employee. Reimbursement may be in the form of petty cash, an addition to a paycheck, or a separate check. See the Department Head with any questions as to whether and what expenses may be reimbursed the employee.

OVERTIME

From time to time, it may be necessary for you to perform overtime work. Your Department Head must approve all overtime. Most non-exempt employees, with the exception of certain law enforcement, fire protection, and public safety employees, are entitled to be paid one and one-half (1-1/2) times their regular rate of pay for all time worked in excess of forty (40) hours per week. Sick days, holidays, vacation time, leaves of absences, and other time off benefits are not counted as time worked for purposes of overtime.

OVERTIME/COMPENSATION TIME - LAW ENFORCEMENT EMPLOYEES

Alstead full-time employees engaged in law enforcement activities will be paid overtime at a rate of one and one-half times (1 ½) their regular rate of pay which shall be in the form of equal Compensation Time or cash pay as determined by the officer. Overtime and/or Compensation Time will be for all time worked in excess of forty (40) hours worked in a seven-day work period (Sunday through Saturday). Law enforcement employees will accrue comp time up to 100 hours. Once they reach this cap, no additional comp time may be accrued until the employee uses his/her comp time such that it falls below the 100-hour cap. When an employee is not eligible to receive comp time because he/she has accrued the maximum amount of time allowed, he/she will be paid cash overtime for any/all overtime hours worked. An employee must be permitted to use comp time on the date requested unless doing so would unduly disrupt the operations of the department.

For the purpose of calculating overtime, earned time off such as Holidays, Paid Time Off (PTO) and Compensatory Time will be considered time worked. The Chief of Police will be responsible for tracking and approving officer Compensatory Time.

Alstead employees engaged in fire protection activities will be entitled to overtime pay at a rate of one and one-half (1 ½) times their regular rate of pay for all hours worked in excess of forty (40) hours in the seven-day work period (Sunday through Saturday).

BREAKS AND MEAL PERIODS

Full-time employees of the Town of Alstead are entitled to one unpaid (30) thirty-minute meal break after 4 hours of work. Employees are also entitled to two (10) minute coffee breaks.

PERSONNEL RECORDS

The Town of Alstead maintains certain records containing job-related information on all employees to ensure compliance with state and federal law and to keep a record of your progress as an employee. Your

personnel file is our continuous record of information relative to your employment. You may inspect your own personnel file during regular office hours, upon reasonable request. However, you may not be permitted to review your personnel file if you are subject to an investigation at the time of your request and disclosure of such information would prejudice law enforcement. File inspection must be done on your own time, and must be arranged through the Select Board's Office. You may read your personnel file, but you may not remove any portion of the file. Upon request, you will be provided with a copy of all or part of your personnel file.

If upon inspection of your personnel file, you disagree with any of the information contained in such file, you may submit a written statement explaining your version of the information together with evidence supporting such version. The Town of Alstead will maintain such statement as part of your personnel file and will include the statement in any transmittal of the file to a third party.

It is important that your personnel file includes accurate information regarding who should be contacted in case of emergency. Please notify the Select Board's Office Administrator as soon as possible of any changes in your name, address, telephone number, marital status, dependents and/or beneficiaries.

IV. TIME AWAY FROM WORK AND OTHER BENEFITS

HOLIDAYS

Full-time employees are entitled to the following paid holidays, provided that the employee normally works on that day and provided that the employee works his or her assigned day preceding and following the holiday. Holiday pay will be paid at the straight time hourly rate.

Some employees may be required to work on holidays. Employees who are required to work on a holiday will be paid double time for the hours worked.

If a holiday occurs during an employee's vacation leave, the employee is entitled to an additional day of leave.

Holidays:

New Year's Day	January 1
Martin Luther King Day	3 rd Monday of January
President's Day	3 rd Monday of February
Memorial Day	Last Monday of May
Juneteenth	June 19
Independence Day	July 4
Labor Day	1 st Monday of September
Columbus Day	2 nd Monday of October
Veteran's Day	November 11
Thanksgiving Day	4 th Thursday in November
Christmas Day	December 25 th

All holidays will be observed on the day designated by the Federal Government.

PAID TIME OFF

Each year the Town of Alstead provides paid time off based on years of service which is based on hire date of each employee.

<u>Years of Continuous Service</u>	<u>Paid Time Off</u>
1 year	12 days
2 years	17 days
10 years	22 days

Paid Time Off may not be carried over and accumulated in subsequent years. Employees will not be paid accrued, unused Paid Time Off pay upon termination from employment unless the employees have been actively employed for at least six (6) months prior to the termination and: (1) in the event of resignation, the employees have given two weeks' notice of their intent to resign; or (2) in the event of involuntary discharge, the termination was not "for cause," as determined by the Town of Alstead.

FAMILY AND MEDICAL LEAVES OF ABSENCE

General Provisions

Under the provisions of the Family and Medical Leave Act of 1993 ("FMLA"), certain employees may be entitled to take an unpaid leave of absence of not more than twelve (12) work weeks in the event of:

- a. the birth of a child, in order to care for the child (leave must be taken within twelve (12) months of the birth of said child);
- b. an adoption or foster care placement of a child in order to care for the child (leave must be taken within twelve (12) months of the adoption or placement);
- c. a serious health condition of the employee's parent, spouse, minor child, or adult child when the ill person is not capable of self-care and the employee is needed for such care; or
- d. a serious health condition of the employee which results in the employee's inability to perform his or her job.

In order to be eligible to take FMLA leave, the employee must have worked for the Town of Alstead for at least 12 months, must have worked at least 1,250 hours in the preceding 12-month period, and must be employed by an employer with at least 50 employees. As of the date that this Manual was prepared, the Town of Alstead has at least 50 employees.

As stated above, an eligible employee is entitled to a total of twelve (12) work weeks of leave during any twelve (12) month period. That twelve (12) month period is defined as a "rolling" twelve (12) month period measured backward from the date an employee begins an FMLA leave. In other words, the number of weeks which an employee has available upon the beginning of a FMLA leave shall be twelve (12) weeks less the number of FMLA leave weeks taken in the twelve (12) month period prior to the beginning of the current FMLA leave (the "Available Leave Weeks"). For example, if an employee has taken eight (8) weeks of FMLA leave during the past twelve (12) months, an additional four (4) weeks of leave could be taken when a second leave is requested. If an employee used four weeks beginning February 1, 1999, four weeks beginning June 1, 1999, and four weeks beginning December 1, 1999, the employee would not be entitled to any additional leave until February 1, 2000. Beginning

on February 1, 2000, the employee would be entitled to four weeks of leave, on June 1, 2000, the employee would be entitled to four additional weeks.

FMLA leaves for the birth or placement for adoption or foster care of a child, as described in paragraphs A and B above, must be taken all at once unless otherwise agreed to by the Town of Alstead. If medically necessary, FMLA leaves due to illness as described in paragraphs C and D above may be taken on an intermittent or reduced leave schedule. If FMLA leave is requested on this basis, however, the Town of Alstead may require the employee to transfer temporarily to an alternative position which better accommodates periods of absence or a part-time schedule, provided that the position has equivalent pay and benefits.

Employees must substitute their accrued, unused vacation as part of the twelve (12) week leave requirement for types A, B, C, or D leaves listed above when the leave otherwise is unpaid. For example, an employee with two (2) weeks earned, unused vacation is required to use that time before taking not more than ten (10) additional unpaid weeks. For a type C or D FMLA leave, employees will be required to use accrued sick time before utilizing vacation time.

If the employee on FMLA leave is an exempt employee and is among the highest paid ten percent of Alstead employees within a seventy-five-mile radius and keeping the job open for the employee would result in substantial economic injury to the Town of Alstead, reinstatement can be denied at the end of the leave period.

When an employee requests any leave of absence that qualifies as leave under the FMLA, the Town of Alstead may designate such leave as FMLA leave upon written notification to the employee.

Status of Employee Benefits

While on FMLA leave, employees may continue to participate in the Town of Alstead's group health insurance in the same manner as employees not on FMLA leave. In the event of unpaid FMLA leave, an employee shall pay to the Town of Alstead the employee's share of any medical insurance premiums once per month in advance on the first day of each month. In the event that the employee elects not to return to work upon completion of a FMLA leave of absence, the Town of Alstead may recover from the employee the cost of any payments to maintain the employee's medical coverage, unless the employee's failure to return to work was for reasons beyond the employee's control. Benefit entitlements based on length of service will be calculated as of the last paid work day prior to the start of the leave of absence; for example, an employee on leave will not accrue vacation or sick time. At the end of an authorized FMLA leave, an employee will be reinstated to his or her original or a comparable position.

Basic Regulations and Conditions of Leave

The Town of Alstead may require medical certification to support a claim for FMLA leave for an employee's own serious health condition or to care for a seriously ill child, spouse or parent. For the employee's own medical leave, the certification must include a statement that the employee is unable to perform the functions of his or her position. For FMLA leave to care for a seriously ill child, spouse or parent, the certification must include an estimate of the amount of time the employee is needed to provide care. At its discretion, the Town of Alstead may require a second medical opinion and periodic recertification at its own expense. If the first and second opinions differ, the Town of Alstead, at its own expense, may require the binding opinion of a third healthcare provider, approved jointly by the Town of Alstead and the employee.

Notification and Reporting Requirements

When the need for FMLA leave is foreseeable, such as the birth or adoption of a child, or planned medical treatment, the employee must provide reasonable prior notice, and make efforts to schedule leave so as not to disrupt Alstead's operations. In cases of illness, the employee will be required to report periodically on his or her FMLA leave status and intention to return to work. At the expiration of any FMLA leave due to the employee's own illness, the employee must present a written authorization from his or her doctor stating that the employee is ready to return to work.

Procedures

- (A) A Request for FMLA leave should be submitted to the Department Head. If possible, the form should be submitted thirty (30) days in advance of the effective date of the FMLA leave.
- (B) All requests for FMLA leaves of absence due to illness should include the following information to be supplied by the treating medical provider: 1) the date on which the serious health condition commenced; 2) the probable duration of the condition; and 3) the appropriate medical facts within the knowledge of the healthcare provider regarding the condition. In addition, for purposes of FMLA leave to care for a child, spouse, or parent, the request should give an estimate of the amount of time that the employee is needed to provide such care. For purposes of FMLA leave for an employee's illness, the request must state that the employee is unable to perform the functions of his or her position. In the case of certification for intermittent FMLA leave or FMLA leave on a reduced leave schedule for planned medical treatment, the dates on which such treatment is expected to be given and the duration of such treatment must be stated.

Coordination with Maternity Leave

The Town of Alstead provides employees with a leave of absence for the period of temporary physical disability resulting from childbirth and related medical conditions. A maternity leave begins when an employee is medically determined to be disabled and ends when medically determined to be able to return to work.

Maternity disability will be treated in the same manner as a type D FMLA leave of absence. The employee is required to exhaust accrued, unused personal, sick and vacation time before taking any unpaid leave. However, maternity leaves are not limited by any measure other than the period of medical disability. If a maternity disability is for the number of available FMLA leave weeks or less, the employee will be reinstated in accordance with this policy. If a maternity disability exceeds the available FMLA leave, the employee will be reinstated unless business necessity makes reinstatement impossible or unreasonable.

An employee who uses less than the Available Leave Weeks for type D leave for maternity may take additional type A FMLA leave after the end of the disability period for a period not to exceed the Available Leave Weeks.

Coordination with Other Alstead Policies; Reference to FMLA

In the event of any conflicts between this policy and other Alstead policies, the provisions of this policy shall govern. The FMLA contains many limitations and qualifications for entitlement and governance of FMLA leave not stated herein. The terms of the FMLA are incorporated herein and will be applied in all instances of requested or designated FMLA leave.

MATERNITY LEAVE

All female employees may take an unpaid leave of absence for the period of temporary physical disability resulting from pregnancy, childbirth, or related medical conditions. A maternity leave begins when an employee is medically determined to be disabled and ends when medically determined to be able to return to work. Employees will be required to take FMLA leave as set forth above, if they are eligible for such leave. In addition, employees will be required to exhaust accrued, unused vacation time before taking any unpaid leave. When the employee is physically able to return to work, her original job or a comparable position will be made available to her unless business necessity makes this impossible or unreasonable. Employees who cannot be returned to their former or a comparable position remain eligible to apply for any available position with the Town of Alstead. Employees on maternity leave should contact the Department Head to make arrangements for payment of their health insurance premiums during their leaves.

An employee on maternity leave, who states that she will not be returning to work, will be considered to have resigned as of the date that her leave commenced.

DISCRETIONARY LEAVE OF ABSENCE

Part-time and full-time employees may apply for an unpaid, discretionary leave of absence for up to six (6) months if they have exhausted their vacation time, and either have exhausted their Family and Medical Act Leave or are not eligible for Family and Medical Act Leave. (See Family and Medical Leave Act policy.) Requests for such unpaid leaves are granted at the sole discretion of the Town of Alstead. Discretionary leaves of absence will not ordinarily be granted to employees with less than one (1) year of continuous employment. In determining whether to grant a discretionary leave of absence, the Town of Alstead will consider, among other factors, the employee's length of service, the employee's work record, the reason(s) for leave, and staffing needs. Discretionary leaves will be unpaid, and the employee on discretionary leave is not entitled to accrue any benefits, including vacation, sick leave, holidays, and personal days. In addition, participation in any medical, dental, disability or life insurance coverage must be paid entirely by the employee during the discretionary leave. The employee must make arrangements with the Select Board's Office to make the insurance premium payments.

If a vacancy exists at the time of the expiration of the approved discretionary leave, the employee will be reinstated to his or her prior position or a comparable position unless business necessity makes reinstatement impossible or unreasonable. If a vacancy does not exist, the employee will be considered for the next available position for which the employee qualifies. If the employee does not report to work on the work day following the expiration of the approved leave, the Town of Alstead will assume that the employee has voluntarily resigned from his or her employment.

Requests for discretionary leave should be submitted to Department Heads at least thirty (30) days prior to the requested date of leave. The request must be made in writing, stating the length of leave and a brief description of the reason for the request. All considerations and approval for discretionary leave are handled on a case-by-case basis.

MILITARY LEAVE

It is the Town of Alstead's policy to grant leaves of absence without pay to regular full-time or regular part-time employees who enlist, are drafted, or are recalled to active service in the Armed Forces of the United States.

If you are in the military reserve, you will receive the required time off to complete your training and your drill obligations. You must present a copy of your official orders or instructions to the Select Board's Office. This information shall be made a part of your permanent personnel record.

If you enlist or are recalled to active Armed Forces duty, for a time period beyond normal annual training and drill obligations, you have certain re-employment rights prescribed by statutes with which the Town of Alstead will comply.

You must notify the Select Board's Office of your availability to return to work.

The Town of Alstead reserves the right to place another employee in your position for the duration of the military leave of absence. Every effort will be made to place you in your previous position. If this is not possible, you will be placed in a position with comparable status, pay and responsibility.

JURY DUTY LEAVE

The Town of Alstead considers it a civic duty to serve on a jury if summoned and will grant you leave in order to serve on a jury. Employees summoned for jury duty will be paid the difference between their regular rate of pay and the pay provided by the government for jury service. You must show your jury summons to your Department Head as soon as you receive the notice. In order to receive jury duty pay, you will be required to furnish the Select Board's Office Administrator with copies of the checks you receive for jury duty pay.

While serving on a jury, you are expected to call your Department Head daily to advise him or her of your status. In addition, you are expected to return to your job if you are excused from jury duty during your regular working hours.

EDUCATIONAL LEAVE

At the sole discretion of the Town of Alstead, part-time and full-time employees may be granted paid or unpaid leave to attend workshops, institutes, or short-term courses. All considerations and approval for an educational leave are handled on a case-by-case basis.

MEDICAL BENEFIT PLAN

The Town of Alstead provides all full-time employees who have met the eligibility requirements of the insurance plan with health insurance coverage. The Select Board set the match rate for the employee. Details concerning the health insurance plan may be obtained from the Select Board's Office Administrator.

CONTINUATION OF GROUP HEALTH INSURANCE

The Consolidated Omnibus Budget Reconciliation Act of 1985 ("COBRA") requires that most employers sponsoring group health plans offer employees and their families the opportunity for a temporary extension of health coverage at group rates in certain instances where coverage under the plan otherwise would end. Please contact the Select Board's Office Administrator for more details regarding COBRA.

WORKERS' COMPENSATION

The Town of Alstead pays a premium for Workers' Compensation insurance for all employees. This insurance coverage protects employees from a loss of income and pays medical expenses, resulting from a workplace accident or injury. You are required to report all work-related injuries to your Department Head and the Select Board's Office Administrator immediately.

Employees with work-related injuries may be entitled to temporary alternative duty in accordance with the New Hampshire Workers' Compensation law. Employees with non-work-related injuries or other physical or mental impairments who require accommodations to perform their jobs should make any accommodation requests to the Department Head. The Town of Alstead will consider the request in accordance with its Americans with Disabilities Act policy.

UNEMPLOYMENT INSURANCE

The Town of Alstead pays into the unemployment compensation fund established by the State of New Hampshire. Individuals laid off from employment by the Town of Alstead may be eligible for unemployment compensation benefits through the New Hampshire Department of Employment Security.

SOCIAL SECURITY

Social Security is a payroll deduction representing your contribution to the federal government's Social Security Program. The Town of Alstead also contributes money on your behalf to the Social Security Program.

V. ON THE JOB

ATTENDANCE

Every employee is a valuable and contributing member of the Town of Alstead. Your regular attendance is important to our success and efficiency. We must be able to depend on our employees to report to work regularly and on time. Every employee is expected (1) to work all scheduled hours; (2) to report for work on time; and to work until the end of the work period.

Excessive absence, being late, and quitting early, are grounds for disciplinary action, including separation from employment. If you are absent or late for work, you must contact your Department Head or the Select Board's Office either verbally or in writing, within one hour before and no later than one-half hour after starting time, to explain why you will be absent or late and how long you expect to remain absent. An employee who fails to call in on the day of an absence, or does not have an excuse for calling in late, may be subject to discipline, up to and including discharge. If you are absent from work for more than one day, you are required to call in on each day of your absence, unless you have submitted a doctor's note indicating that you will be absent from work on that day.

Unless there are extenuating circumstances, an employee will be considered to have resigned from the Town of Alstead if no notification is received within three (3) consecutive working days from the beginning of the absence. Before returning to work, an employee who is absent three (3) or more consecutive workdays due to illness must obtain and submit to the Town of Alstead a doctor's release to work slip.

CONFIDENTIALITY

Employees are expected to respect the confidentiality of information received during the course of employment with the Town of Alstead.

ALSTEAD EQUIPMENT, TELEPHONES, FACSIMILE, E-MAIL AND INTERNET USE

All electronic and telephonic communication systems and all communications and information transmitted by, received from, or stored in Alstead equipment and systems are the property of the Town of Alstead and as such are to be used solely for job-related purposes. Alstead telephones may not be used for personal calls except in an emergency situation. Moreover, the use of any electronic communications systems and software and business equipment, including, but not limited to facsimiles, telecopiers, computers, e-mail, and copy machines, for private purposes is strictly prohibited.

Employees are not permitted to use a code, access a file, or retrieve any stored communication unless authorized to do so or unless they have received prior clearance from the Alstead Select Board. All passcodes are the property of the Town of Alstead. No employee may use a passcode that has not been issued to that employee or that is unknown to the Town of Alstead. Moreover, improper use of the e-mail system (e.g., spreading offensive jokes or remarks) will not be tolerated. Employees who violate this policy are subject to disciplinary action, up to and including separation from employment. To ensure that the use of electronic and telephonic communications systems and business equipment is consistent with the Town of Alstead's legitimate business interests, and to ensure quality service to our customers, authorized representatives of the Town of Alstead may monitor the use of such equipment from time to time.

SOCIAL NETWORKING AND BLOG POSTINGS

This policy addresses personal sites only; sites maintained by the Town are not included. Postings on social networking sites such as Twitter, Facebook, LinkedIn and Myspace as well as on blogs has become a common activity of many individuals. The Town prohibits employees from any such postings, viewing or in any way participating in such sites while on work time or using any of the resources or equipment of the Town. The Town internet resources are only to be used in accordance with the office rules and policies on confidentiality, harassment, use of the internet and use of office equipment. The Town neither encourages nor discourages any of its employees from posting on social networking sites or blogging on their own time, using their own equipment. However, employees should be aware that these postings are public; even if access to them is restricted they may be forwarded out of the restricted group by those who have rightful access, and live on virtually forever. And, even if a posting is taken down it never truly disappears but rather continues to exist somewhere in cyberspace. As a result, employees need to be mindful that social networking postings (whether images or comments), even though done on personal time and using personal equipment, can cause damage to not only their own reputation and interests but also the reputation and interests of the Town, co-workers, and the public we serve. Should you choose to blog or participate in any social networking site on your own time, using your own resources and equipment, you are requested to follow the following guidelines:

- You must never disclose any confidential information of the Town or any information whatsoever about the Town's residents.
- Your postings must not violate any laws or policies of the Town, including but not limited to harassment, violence, or confidentiality of other employees or residents.
- Should you reference the Town in any way you must state that the views, opinions, ideas or information belong to you personally and are not in any way attributable to the Town. Employees should report violations of this policy to Supervisor and/or Department Head. It is the responsibility of all employees to help the Town ensure compliance with the policy. Violation of any aspect of this policy is subject to disciplinary action, up to and including termination of employment, regardless of whether such conduct occurred away from work or on non-work time.

CELL PHONES OR SIMILAR DEVICES IN THE WORKPLACE

The Town of Alstead's cell phone policy offers general guidelines for using personal and company cell phones during work hours.

It is the policy of the Town that if an employee's job duties require them to be readily accessible for frequent contact or critical contact with the Town staff or public, and the accessibility extends to time away from work or involves on-call responsibilities, then the eligible employee may use a Town-issued cell phone. The Select Board shall have the discretion to determine who is eligible as well as the service plan and features that will be provided.

Eligibility for Town issued Cell Phones

Employees whose job duties include the frequent need for a cell phone may be provided a town issued cell phone. Department heads may identify employees who hold positions that include the need for a cell phone. The Select Board shall have final approval on all such determinations. Generally, an employee is eligible for a town issued cell phone if at least one (1) of the following criteria are met:

- The job function of the employee requires considerable time outside of his/her assigned office or work area and it is important to the Town that she/he is accessible during those times; or
- The job function of the employee requires him/her to be accessible outside of scheduled or normal working hours where time sensitive decisions/ notifications are required.

Limitations on Town provided Cell Phones

1. Invoices: Invoices may be audited by the employee's supervisor to ensure that no unauthorized use has occurred.
2. Personal Use: Occasional brief personal use is allowable; however, employees should always use their own personal cell phones for personal use, if possible.
3. Text Messaging: Shall be limited whenever possible and is approved for such use by the employee's department head.
4. Internet Access: Employees should use discretion when using their cell phone to not access websites that would be in violation of Alstead's Equipment Use Policy.
5. If a cell phone with data capabilities is stolen or missing, it must be reported to the employee's supervisor, the service provider, and to the Select Board's office as soon as possible.
6. Misuse: Use of the cell phone in any manner contrary to local, state, or federal laws will constitute misuse, and may result in disciplinary action up to and including immediate termination.
7. No expectation of privacy: Town issued cell phones shall remain the sole property of the Town and shall be subject to inspection or monitoring at any time. Employees who are issued town cell phones must understand that there is no expectation of privacy when using such phones. The Town has the right to review all records related to Town issued cell phones, including but not limited to phone logs, text messages, and internet usage logs. Users should further be aware that such records may be subject to discovery under RSA Chapter 91-A (aka, the "Right to Know" law).
8. Upon resignation or termination of employment, or at any time upon request, the employee will produce the device for return and inspection. Employees unable to present the device in good working condition will be expected to bear the cost of a replacement.

If an employee is eligible for a town issued cell based on satisfaction of at least one of the above criteria, then if the employee also needs data access for health, safety, welfare or operational efficiency concerns, their town issued cell phone shall provide data access or provide for a data plan.

Limitations and Employee Responsibilities on Personal Cell Phones

Excessive use of cell phones during the work day for personal use can interfere with employee productivity and be distracting to others. During paid work time, employees are expected to exercise the same discretion in using cell phones or similar devices as is expected for the use of any town telephone or computer. Cell phones or similar devices may not be used at any work site where the operation of the phone would create an unreasonable distraction to the public or other employees.

1. Employees are expected to make personal communications on non-work time, when possible. However, it is understood that occasional personal communications of short duration may be accomplished without disrupting others and without having an adverse effect on one's job performance. Personal calls, incoming and outgoing, must be kept to a minimum and must be incidental to business use. Employees should use good judgment when making personal communications. Abuse of personal communications privileges may subject the employee to discipline.
2. In order to ensure a productive work day, the following uses of any cell phone are prohibited during working hours:
 - Accessing the internet for non-work-related purposes;
 - Playing games;
 - Watching movies, television, sports, etc.; and
 - Any activity that violates town policy.

Safety in Using Cell Phones

This section applies to all use of Town provided cell phones, and to all use of personal cell phones when used for Town business.

1. Employees are encouraged to refrain from using a cell phone while driving. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to a reasonably safe location and safely stop the vehicle before using their cell phone. If use of their cell phone is unavoidable and pulling over is not an option, employees shall use hands-free options, abiding by applicable state laws. During hands-free operation, employees are expected to keep the usage to a minimum, refrain from discussions of complicated or emotional issues, and keep their eyes on the road. Special care should be taken in situations where there is inclement weather or where the employee is driving in an unfamiliar area. Under no circumstances are employees allowed to place themselves at risk to fulfill business needs.
2. With the exception of extraordinary circumstances, operators of authorized emergency vehicles are to comply with this Policy while driving.
3. Engaging in text or email communications, or accessing the internet while driving is not allowable under any circumstance. Note: safely pull over to the side of the road before setting a destination and selecting a route for GPS-related applications.

4. Employees who are charged with traffic violations resulting from the use of cell phones while driving on duty may be subject to disciplinary action.
5. Employees who are charged with traffic violations resulting from the use of their personal cell phone while driving will be solely responsible for all liabilities that result from such actions.
6. Violations of this will be subject to discipline, up to and including dismissal.

COMMUNICATIONS

Good communications are vital for efficient and effective operations. Bulletin boards are maintained within the Town Municipal Offices to bring to the attention of employees any matters relating to federal and state regulations, safety and health, Alstead policies and announcements. No notices, posters or other material may be displayed on these boards without the approval of the Town Clerk. All employees are urged to check these boards daily. Failure to read bulletins will not serve as an excuse for violations of posted policies.

PERSONAL DRESS

Discretion in style of dress and behavior is extremely important to the Town of Alstead. Employees are therefore required to dress in attire safe and appropriate for their positions. Work clothing worn by employees must not be torn, must meet safety requirements, and must not contain inappropriate language or graphics. Please use good judgment in your choice of work clothes and hygiene and remember to conduct yourself at all times in a way that best represents you and the Town of Alstead. Any questions regarding appropriate dress for your department should be addressed to your Department Head and the Alstead Board of Select Board.

SNOW DAYS

Employees generally are expected to report to work during inclement weather. However, there may be occasions on which the Town of Alstead will be closed due to severe inclement weather. You should contact Alstead Municipal Offices at 835-2986 or 835-2242 for information as to whether the Town of Alstead will be open for business.

SOLICITATIONS

No solicitation of any kind is permitted during working time, unless first approved by the Alstead Board of Select Board. "Solicitation" is defined as requests for contributions, donations, raffles, lotteries, membership in organizations, attendance at events, or other similar conduct. "Working time" is defined as time during which the employee is scheduled to be working, exclusive of established break periods, meal times, or time before or after work hours. This rule applies to solicitation for both charitable and non-charitable causes.

No distribution of any non-work-related written materials is permitted in any work area at any time, unless first approved by the Board of Select Board. "Work areas" are defined as any Alstead office or facility, other than designated break areas. Absent prior approval by the Board of Select Board, employees may solicit or distribute materials only during break time or outside of scheduled work hours. Persons not employed by the Town of Alstead are likewise prohibited from distributing materials or soliciting employees on The Town of Alstead premises at any time, unless authorized by the Alstead Board of Select Board.

Any employee who violates these rules will be subject to disciplinary action.

PARKING FACILITIES

Parking Spaces in front of the Town Municipal Offices are for Town Business only 8AM-9 PM, Monday through Saturday. Violators may be warned or ticketed. No overnight parking is permitted in front of the Town Municipal Building. Spaces behind the Municipal Building are reserved as indicated in the spaces. Other lined spaces are public. All publicly-owned vehicles parked on the Town Lots are left at the Owner's Risk. The Town assumes no responsibility related to parked cars or associated property. No overnight parking. Vehicles blocking snowplows may be towed at the owner's expense.

MOTOR VEHICLE VIOLATIONS

All employees who operate Alstead vehicles are required within 72 hours to notify their Department Heads if they have been convicted of or plead nolo contendere to any and all motor vehicle violations. If the license of any employee who operates Alstead vehicle[s] is suspended, revoked, or otherwise restricted; the employee must notify his or her Department Head within one working day of learning of the suspension, revocation, or restriction. Employees who are required but unable to drive and/or who fail to comply with this policy may be subject to discipline, up to and including termination of employment.

ALSTEAD PROPERTY

Alstead property of any type or value shall not be used or removed from Alstead premises without written authorization of the Alstead Board of Select Board. All Alstead equipment, memoranda, records, communications, computer data, disks, or other documents made or compiled by you or made available to you in connection with the business of the Town of Alstead shall be delivered to the Town of Alstead promptly upon your termination or at any other time upon request.

ALSTEAD SECURITY

It is each employee's responsibility to help ensure that proper security measures are exercised at all times. You should be familiar with emergency exits and with alarm systems and the proper steps to take upon hearing them. Any suspicious person or events should be called to the immediate attention of the Alstead Police Department.

CONFLICT OF INTEREST

The Town of Alstead expects its employees to conform to the highest ethical and legal standards. Employees are required to refrain from engaging in any activities that create a conflict or the appearance of a conflict of interest. Examples of conduct and behavior that would violate this policy include, but are not limited to, the following:

- Investing in any of the Town of Alstead's vendors or suppliers (unless the securities are publicly traded and the investments are on the same terms available to the general public, and not based on any inside information), or having any financial interest in a vendor or supplier that could cause divided loyalty or even the appearance of divided loyalty.
- Receiving any gifts or favors from, any members of the public, vendors, or suppliers.
- Using directly or indirectly, Alstead funds, assets, or other resources for any unlawful goal or purpose.

Employees with any questions regarding these guidelines are required to discuss them with their Department Head or the Select Board's Office Administrator, prior to engaging in any activity or conduct that may violate this policy, as violations may lead to disciplinary action, up to and including termination.

EMPLOYMENT OF RELATIVES (NEPOTISM)

While the Town is committed to hiring the most qualified and capable individuals available for every position, it recognizes the importance of maintaining a collegial and positive work environment. Therefore, no relative of a full-time employee may work in the same department as the full-time employee if the employment relationship is such that the relative is directly supervised by the employee, or where the employment relationship may cause a potential conflict of interest, unless specifically approved by the Select Board. A relative is defined to include spouse, civil union partner, children, parents, step-parents, stepchildren, brothers, sisters, immediate in-laws, grandparents, grandchildren, or other person living in the employee's household

SUGGESTIONS AND IDEAS

We are always interested in your constructive ideas and suggestions for improving our operations. You will be notified whether or not it is feasible to put them into practice.

We believe that constructive suggestions indicate initiative on the part of an employee, and we encourage employees to submit them. A constructive suggestion notes an issue and offers a reasonable suggestion for improvement.

PROGRESSIVE DISCIPLINE

The Town of Alstead is justifiably proud of our employees and the manner in which they conduct themselves. We rely on individual good judgment and sense of responsibility. Each employee is expected to conduct himself or herself in an appropriate manner. However, for the protection of its property and other employees, the Town of Alstead has established certain rules of conduct, which must be followed.

It is the policy of the Town of Alstead to discipline an employee whenever he or she violates a rule, regulation, endangers the safety of others, or performs unsatisfactorily. In each instance, the disciplinary action taken will be just and in proportion to the seriousness of the violation. Generally, there are four types of discipline used by the Town of Alstead: verbal warning, written warning, suspension, and dismissal. When an employee's work performance or personal conduct is unacceptable, certain guidelines will be followed to ensure fair and consistent treatment for all employees. Where a problem exists, the Department Head will discuss the problem with the employee, identify causes, outline corrective action steps, and establish a time in which to correct the problem. The employee will be made aware of the consequences of repeated infractions or continued deficient performance. A notation of the incident will be made by the Department Head and filed in the employee's personnel file.

The progressive discipline system will be used except in those cases where the Town of Alstead, at its discretion, determines that immediate termination is necessary. Furthermore, if circumstances warrant, the Town of Alstead, at its discretion, may skip or repeat steps in the progressive discipline system. The progressive discipline steps are as follows:

First Violation of Rule or Policy:	Documented verbal warning
Second Violation of Rule or Policy:	Written warning
Third Violation of Rule or Policy:	Suspension
Fourth Violation of Rule or Policy:	Dismissal

This progressive discipline system does not prevent the Select Board or Department Head from placing any employee on administrative leave, paid or unpaid, on a temporary basis.

STANDARDS OF CONDUCT

Any group of people who have come together for a common purpose must have rules that promote consistency, harmony, and support the objectives and missions of the Town of Alstead.

There are certain standards of common honesty and decent behavior that all employees are expected to follow. We believe that the following rules, which are not set out in any particular order, are necessary and reasonable to the proper conduct of our business.

We all know that no list of rules can be all-inclusive. The following areas, however, are expressly described to guide you in the recognition of certain behaviors which are clearly prohibited and which can result in disciplinary action, up to and including discharge. Particular disciplinary action to be taken in any specific instance will depend on the review of all factors involved and the employee's past records.

1. Absence and Lateness

Absence and lateness without good reason, failure to report when absent, overstaying allotted break time, excessive or unexcused absences.

2. Employment Alstead Records

Making a false statement on the application form; falsifying Alstead and employment records.

3. Attitude

Abusive language, creating any type of disturbance, complaining in front of visitors, uncooperativeness, abuse or neglect of visitors or residents, and abuse, neglect, or intentional destruction of Alstead property.

4. Safety

Violation of safety regulations or endangering the health or safety of other persons.

5. Employee Relations

Abusive or profane language to another employee, intentional destruction of another employee's personal possessions, threatening bodily harm, intent to strike, and/or striking another employee, creating a disturbance, causing dissension among employees.

6. Crime

Conviction of a crime that adversely impacts the employee's position with the Town of Alstead.

7. Dishonesty

Dishonesty to a coworker, resident, visitor or to the Town of Alstead.

8. Incompetence

Repetition of avoidable mistakes to a point that the mistakes demonstrate a willful disregard for the Town of Alstead's interest.

9. Intoxicants

Bringing, possessing, or using alcoholic beverages or illegal drugs on Alstead property or while on the job; being under the influence of or testing positive for these substances during working hours will result in immediate discharge.

10. Neglect of Duty

Negligence in the performance of duties which seriously conflict with the Town of Alstead's interest.

11. Unsatisfactory Performance

Failing to demonstrate the requisite skill or abilities to satisfactorily discharge the employee's duties.

12. Telephone, Facsimile, Computer, E-Mail, Copier

Use of an Alstead telephone, facsimile, computer, e-mail, and copier for a non-Alstead purpose.

13. Theft or Destruction of Property

The theft or negligent or intentional destruction of any Alstead property or the personal property of a coworker, resident or visitor.

14. Sexual or Other Unlawful Harassment

Discrimination, sexual or other unlawful harassment, and inappropriate conduct in violation of Alstead policies.

15. Insubordination

Acting in an insubordinate manner toward any Department Head or any other directive of the Alstead.

DISPUTE RESOLUTION PROCEDURE

We encourage you to bring your questions, suggestions and complaints to our attention. Careful consideration will be given to each of these in our continuing effort to improve operations.

If you feel you have a problem, you should present the situation to your Department Head so that the problem can be settled by examination and discussion of the facts. We hope that the Department Head will be able to satisfactorily resolve most matters.

If the matter is not resolved by the Department Head within fifteen (15) business days, the Alstead Select Board are available to hear the issue. We urge every employee to follow through rather than be dissatisfied. Any complaint will be investigated and the findings and determination reported back to the employee.

Your suggestions and comments on any subject are important to us so we encourage you to take every opportunity to discuss them with us. Your job will not be adversely affected in any way because you choose to use this procedure.

VI. EMPLOYEE SAFETY AND HEALTH

HEALTH & SAFETY PROGRAM

The Town of Alstead is committed to providing a safe and healthy working environment for all of our employees. With your assistance, we can use our resources to identify and control work-related hazards. All employees are required to bring known and potential hazards and safety issues to the attention of the Office Administrator. Failure to do so may result in an injury to you or others that could otherwise have been avoided.

The cooperative effort of each employee and Department Head in the awareness, acceptance, participation, and preservation of a functional Health and Safety Program is essential and welcomed. Please bring any suggestions you may have to improve safety to the Alstead Select Board's Office.

WORKPLACE VIOLENCE

Unfortunately, violence in the workplace has become a reality for many employers. We hope that we never have to face this growing problem. Violence and verbal and physical threats of violence of any kind in the workplace or on Alstead property will not be tolerated, and employees engaging in such conduct will be subject to discipline, up to and including separation from employment. If you become aware of any violence or threat of violence, you must immediately report the matter to the Select Board's Office.

ALCOHOL AND DRUG POLICY

It is the Town of Alstead's intent and obligation to provide a safe and efficient work environment for all employees. The Town of Alstead recognizes alcohol and drug abuse as potential health, safety and security problems. All employees are expected to assist in maintaining a work environment that is free from the effects of alcohol, drugs and other intoxicating substances.

Compliance with the Town of Alstead's substance abuse policy, which is attached as Appendix A is made a condition of employment.

SMOKING POLICY

The Town of Alstead is committed to providing a safe, healthy, and smoke-free work environment for our employees, visitors, and vendors. Consistent with our commitment and state law, we have declared a no smoking policy within our buildings and in Alstead vehicles.

No smoking is allowed in any areas of Alstead buildings. Anyone wishing to smoke must do so outside. The Town of Alstead hopes and expects that our employees will comply with the no-smoking policy. If an employee fails to comply with these rules, the employee will be subject to disciplinary action.

WORKPLACE SEARCHES

To safeguard the safety and property of our employees, residents, and the Town of Alstead and to help prevent the possession, and use of weapons and illegal drugs on Alstead premises, it may become necessary to question employees and all other persons entering and leaving our premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunch boxes, or any other possessions or articles carried to and from Alstead property. In addition, the Town of Alstead reserves the right to search any employee's office, desk, files, locker, or any other area or article on our premises in pursuit of our concern to safeguard the safety and property of employees and the Town of Alstead. Employees should understand that all offices, desks, files, lockers, and so forth, are the property of the Town of Alstead and are issued for

the use of employees only during their employment with the Town of Alstead. Inspections may be conducted at any time at the discretion of the Town of Alstead.

Employees working on or entering or leaving the premises who refuse to cooperate in an inspection, as well as employees who after the inspection are believed to be in possession of stolen property, weapons, or illegal drugs, will be sent immediately to the Select Board's Office and will be subject to disciplinary action up to and including discharge if after investigation, they are found to be in violation of the Town of Alstead's security procedures or any other Alstead rules and regulations.

VII. SEPARATION FROM EMPLOYMENT

REQUESTED NOTICE OF DECISION TO TERMINATE EMPLOYMENT

Should you decide to resign from your employment with the Town of Alstead, we ask that you notify the Select Board's Office of your decision at least two weeks in advance of your planned departure date. Your thoughtfulness will be appreciated, and will allow the Town of Alstead to maintain work schedules and provide important services to the public.

EXIT INTERVIEWS

All employees who terminate their employment will be asked to participate in an exit interview with the Select Board's Office. The purpose of the exit interview is to discuss any relevant separation benefits and benefit continuation, and to receive feedback from you on ways in which the Town of Alstead can improve its operations and retention of employees.

RETURN OF ALSTEAD PROPERTY

Alstead property of any type or value may not be used or removed from Alstead premises without authorization from the Alstead Board of Select Board. All Alstead tools, equipment, documents, or records made or compiled by you or made available to you in connection with the business of the Town of Alstead must be delivered to the Town of Alstead promptly upon the termination of your employment or at any other time upon request.

Appendix A

ALCOHOL AND DRUG-FREE WORKPLACE POLICY

1. **GENERAL POLICY.** The purpose of this policy is to implement the Federal Drug Free Workplace Act of 1988 by providing for a safe and productive work environment that is free from impaired performance caused by employee use or abuse of alcohol, controlled substances, and/or medication.
2. **EMPLOYEE RESPONSIBILITIES.**
 - A. No employee shall unlawfully manufacture, dispense, possess, use, or distribute any controlled substance, medication, or alcohol.
 - B. Any employee convicted under a federal or state statute regulating controlled substances shall notify the Select Board's Office Administrator within five (5) days after the conviction.
 - C. Employees are prohibited from consuming alcoholic beverages immediately before work, during work hours, or while at work during breaks or lunches.
 - D. No employee shall be impaired by alcohol, illegal drugs, or medication during work hours.
 - E. No employee shall represent the Town of Alstead in an official capacity while impaired by alcohol, illegal drugs, or medication.
 - F. No employee using medication that may impair performance shall operate a motor vehicle or engage in safety sensitive functions while on duty for the Town of Alstead.
 - G. If an employee is using prescription or non-prescription medication that may impair the ability to safely perform duties, the employee shall report that fact to Select Board's Office Administrator.
 - H. An employee who has reason to believe that the performance of another employee is impaired by alcohol, illegal drugs, and/or medication shall immediately notify the Select Board's Office Administrator.
3. **DISCIPLINARY ACTION.** Because of the serious nature of illegal use or abuse of alcohol, controlled substances, and/or medication, violations of this policy will lead to appropriate disciplinary action, up to and including termination

