
TOWN OF GEORGETOWN

PERSONNEL POLICIES HANDBOOK



REVISED 2010

**TOWN OF GEORGETOWN
PERSONNEL POLICIES
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Section 1.0 General Provisions

1.1 Authorization

These policies are promulgated in accordance with the authority granted by the Personnel Bylaw. In the case of a conflict between the provisions of these policies and the provisions of any collective bargaining agreement, the provisions of the collective bargaining agreement shall prevail.

1.2 Purpose

The purpose of these policies is to establish a fair and equitable system of personnel administration based on merit principles that ensure a uniform, fair and efficient application of personnel policies.

1.3 Definitions

The following definitions shall apply:

"Appointing authority," any board or official authorized by General Law, or otherwise, to employ personnel to perform services for the Town.

"Board," the Personnel Board of the Town.

"Bylaw," the Personnel Bylaw adopted by the Town.

"Department head," the officer responsible for supervising a department's day-to-day operations and activities. A department head may be an appointing authority.

"Intermittent Employee" An employee that does not have a regular work schedule. They do not accrue any benefits as described herein Sections 5, 6, and 7.

"Full-time employee," Unless otherwise stated in a specific written job description an employee regularly scheduled to work)20 hours or more per week for fifty-two (52) weeks per year are entitled to compensation and benefits proscribed in their offer of employment letter included in Sections 5, 6, and 7.

"General Laws," the General Laws of the Commonwealth of Massachusetts.

"Part-time employee," Unless otherwise stated in a specific written job description an employee working less than 20 regularly scheduled hours per work week are entitled to

accrue benefits on a pro rata basis consistent with their regularly scheduled hours per work week..

"Permanent employee," an employee who has completed the probationary period and whose tenure of service is unlimited

"Probationary period," the first 90 days of employment for all employees except police officers.

"Temporary employee," an employee whose fixed tenure of service is stipulated at the time of hire, excluding those who are appointed to serve in positions for which a term of office is stipulated by law or bylaw.

"Town," the Town of Georgetown.

"Town Administrator" Responsibilities include those of Personnel Director/Officer.

1.4 Amendment of Policies

These policies may be amended as provided in Section 105-5 of the Georgetown Bylaw.

1.5 Personnel Officer

The Town Administrator shall serve as the personnel officer for the Town responsible for administration of the personnel system. The personnel officer shall provide assistance and training to appointing authorities and department heads to ensure that recruitment, selection, appointment and retention of employees, maintenance of the classification plan and salary schedule, application and periodic review of personnel policies, and administration of a problem resolution system are accomplished in ways that are consistent with the Bylaw and these policies. The personnel officer shall supervise the maintenance of a centralized personnel record keeping system. The personnel officer shall bring to the Board's attention issues or matters requiring their attention in the administration of these policies.

Section 2.0 Recruitment and Hiring

2.1 Recruitment of prospective employees shall be conducted in a non-discriminatory manner and will include reasonable efforts to attract qualified candidates.

- 2.2 A notice of any vacant Town position shall be conspicuously posted in the Town Hall ,not less than 5 business days prior to advertisement to the general public board.
- 2.3 All applicants for employment will complete an official employment application form, which shall be retained by the Personnel Director. The form will include a statement signed by the applicant certifying to the truthfulness and accuracy of all information provided on the form. Successful Candidate’s application shall become part of their permanent personnel file and retained accordingly. All other applications may be disposed of by the Personnel Administrator not less than 180 days after the position is filled
- 2.4 The Personnel Director shall provide an a conditional offer of employment in writing to any prospective employee, which must contain the rate of pay, hours of work, starting date for employment, position job title, reference to specific job description and other relevant information. Conditions precedent to employment shall be defined as Driver License Check, CORI Check, and Criminal Conviction Check or alike as required by Statute or written job description upon acceptance and prior to the start date a copy of such offer of employment shall be provided to the Treasurer’s Office. Each new employee shall be directed to consult with the Town Treasurer during the first week of employment to ensure compliance with all legal requirements and facilitate enrollment in health insurance plans and the retirement system, as appropriate.
- 2.5 Except as otherwise provided for public safety employees, an individual record of a new employee shall be established in the centralized personnel record keeping system. A copy of the individual’s resume, employment application and other appropriate forms/documents as determined by the board) ,but in any event not less than all statutory requirements shall be retained in this centralized personnel record keeping system.

Section 3.0 Probationary Period

- 3.1 For all employees, the first ninety (90) days of employment shall be a probationary period. Probationary employees accrue but are not eligible to use sick and/or vacation time during their probationary period.
- 3.2 Probationary employees will receive an appraisal of their performance after the initial forty-five (45) days of employment.

Section 4.0 Classification Plan and Salary Schedule

- 4.1 The Board shall establish a uniform system, which appears as Appendix A to these

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Policies, for the classification of positions based on similarity of duties performed and the responsibilities assumed so that the same qualifications may reasonably be required, and the same schedule of pay may be equitably applied to all positions in the same class. No employee may be appointed to a position not included in the classification plan (*except as noted in 4.3*).

- 4.2 The classification plan shall cover and include all Town departments and positions in the Town service other than positions under the direction and control of the School Committee and positions filled by popular election.
- 4.3 When necessary, the Board, after consultation with appointing authorities, may establish temporary classifications with related compensation.
- 4.4 The Town Administrator shall establish, maintain and amend, as he/she deems necessary or as so directed by and with the approval of the Board written job descriptions for each class of positions. The job description shall describe the essential character of the duties and responsibilities of positions properly allocated to the class with illustrative examples of work where desirable and shall state the minimum qualifications for entrance to positions of the class.
- 4.5 The minimum qualifications for all classes of positions shall be prescribed by the Town Administrator, with the approval of the Board and shall be based upon:
 - a. the minimum qualifications recommended by department heads,
 - b. an examination of work content of positions allocated to the class,
 - c. a study of comparable positions in private employment and in the service of other municipalities.
- 4.6 The minimum qualifications for employment in paid elective positions shall be:
 - a. lawful election to the position,
 - b. compliance with any special qualifications prescribed by law for such positions.
- 4.7 Town employees or registered voters may request the Board to consider changes in the classification of positions or changes in the compensation of Town personnel covered by these Policies, or amendments thereto
- 4.8 The title of each class established by the classification plan shall be the official title of every position allocated to the class and the official title of each incumbent of a position so

allocated, and it shall be used to the exclusion of all others on payrolls, budget estimates, and other official records and reports pertaining to the position.

- 4.9 No position may be reclassified, nor may any class be assigned to a different compensation grade, until the Board, after public hearing and consideration, has determined such reclassification or reassignment is consistent with the classification plan.
- 4.10 The Board, after public hearing and consideration, shall adopt a salary schedule of hourly rates of pay, attached to these Policies as Appendix B. Such schedule shall be subject to the approval of Town Meeting.
- 4.11 The compensation of elected officers of the Town shall be established annually by vote of the Town Meeting, as required by General Laws c. 41, §108.
- 4.12 Department heads shall include in their estimates required by the provisions of General Laws c. 41, §59, a pay adjustment section setting forth in detail the amounts which will be required for anticipated pay adjustments during the ensuing year and shall furnish a copy thereof to the Board.
- 4.13 An initial performance review shall be conducted not less than twelve (12) but no greater than fourteen (14) months after the initial date of hire by the employee's department head. Every twelve (12) months thereafter an employee shall receive an annual performance review by his/her department head. The said performance review shall be copied to the employee by way of the Town Administrator. If the employee wishes to appeal the substance of the evaluation, he/she may do so by directing an appeal to the employee's appointing authority or the appointing authority's designee.

Section 5.0 Authorized Leaves

5.1 Vacation

- 5.1.1 Full-time employees and part-time employees who work more than 20 regularly scheduled hours per week and who have, completed one year of continuous service (as calculated on their anniversary, or hire date), shall be entitled to the hourly equivalent of two weeks of regularly scheduled time as vacation time.

Except as otherwise stated for PROBATIONARY EMPLOYEES Vacation benefits may be used as it is earned (calculated on a monthly basis).

- 5.1.2 Full-time employees who have been continuously employed by the Town for more than five full years, but less than 10 full years, as of their anniversary date, shall be entitled to receive the hourly equivalent of (Fifteen) 15 regularly scheduled work days as vacation time . Part-time employees in this category, working more than (twenty) 20 regularly scheduled hours shall be entitled to the hourly equivalent of (Fifteen) 15 regularly scheduled work days as vacation time
- 5.1.3 Full-time employees who have been employed continuously by the Town for more than 10 full years, as of their anniversary date June 30, shall receive the hourly equivalent of (twenty) 20 regularly scheduled work days as vacation time
Part-time employees in this category, working more than (twenty) 20 hours ,shall be entitled to the hourly equivalent of (twenty) 20 regularly scheduled work days as vacation time
- 5.1.4 After 10 years of employment, as of their anniversary date, an additional hourly equivalent of one regularly scheduled work -day of vacation time per year shall be earned, up to 10 days, for a maximum of the hourly equivalent of (thirty) 30 regularly scheduled work days as vacation time per fiscal year.
- 5.1.5 Employees wishing to use vacation time shall submit a request in writing to the department head at least two weeks in advance of the time to be used, unless the supervisor agrees to shorter notice. Department heads shall submit written requests to the appointing authority at least two weeks in advance of the time to be used, or as directed by the appointing authority.
- 5.1.6 The dates of vacation leave shall be determined and scheduled by the department head at such times so as to have the least adverse impact upon the operations of the respective department.
- 5.1.7 If a paid holiday occurs within an employee's vacation period, the day of the holiday shall not be charged against accrued vacation, and the employee shall be paid for the holiday.
- 5.1.8 A maximum of the hourly equivalent of five regularly scheduled work days may be carried over from one fiscal year to the next as vacation time. Vacation carryover limit does not apply during first year of employment.

5.1.9 Upon leaving employment, employees will be paid for unused, accrued vacation time.

5.2 Sick leave

5.2.1 A full-time or part-time employee may be granted non-occupational sick leave with full pay for 15 days in any fiscal year. Unused non-occupational sick leave shall be cumulative to a total of 150 days.

5.2.2 Payment of sick leave benefits under this section shall be made at the regular time for payment of wages upon submission of a claim by the employee, approved by the department head.

5.2.3 In accordance with General Laws c. 149, §69, employees who are incapacitated from working due to injuries arising out of, and in the course of employment, may apply sick leave to supplement compensation received because of such injuries, from insurance or other sources, so they may continue to receive their full salary or wages while disabled.

5.2.4 Except as otherwise directed by the Board, the head of each department shall investigate and ascertain the validity of any request for non-occupational sick leave made by an employee of the department, and shall approve the same if he or she is satisfied as to the validity of such request. By request of the department head, Town Administrator or the Board, a physician's certificate may be required by the department after three (3) consecutive days of non-occupational sick leave.

5.2.5. Any question about the eligibility of an employee to non-occupational sick leave payments or about the amount of such payments may be raised by the employee, appointing authority or Town Administrator with the Personnel Board. The decision of the Personnel Board on such question shall be final.

5.2.6 A part-time employee working a minimum of five hours per week shall be granted sick leave credits in the same proportion that their part-time service bears to full-time service, upon completion of the probationary period.

5.2.7 Employees(or their duly appointed estate representative) may buy back 50% of any unused sick leave, at the time of retirement or death, at a rate of \$25.00 per day.

5.3 Bereavement leave

- 5.3.1. Except as otherwise provided, every full-time and part-time employee shall be entitled to a maximum of three days absence without loss of pay in case of death of a member of his or her immediate family. "Immediate family" is defined as follows: husband, wife, child, parent or parent of spouse, brother, sister, grandparent, grandchild, brother-in-law, sister-in-law, or a person living in the employee's household.

5.4. Military leave

- 5.4.1. All permanent full-time and part-time employees who are members of the ready reserve of the armed forces shall be granted leave not exceeding seventeen (17) days per calendar year in order to receive military training. At least sixty (60) days prior to departure, employees shall provide notice of the date of departure and date of return, and shall provide confirmation of the satisfactory completion of such training upon his or her return to work.
- 5.4.2. Absence from work for military training as provided in this section shall not affect the employee's right to receive normal vacation, sick leave or other employment benefits. Said time shall be counted toward benefit purposes.
- 5.4.3. Employees may be eligible to receive the difference between their regular wages or salary and military pay for no more than ten regularly scheduled work days per calendar year upon written application to and written approval by the Personnel Board copies of which shall become part of the employee's permanent record

5.5. Maternity leave

- 5.5.1. In accordance with General Laws ch. 151B, §4 and 804 Code of Massachusetts Regulations 8.0, a female employee who has been employed by the Town for at least six consecutive months as a full-time employee shall be entitled to leave for a period not exceeding eight weeks for the purpose of giving birth or for adopting a child under the age of 18, or under 23, if the child is mentally or physically handicapped. In order to be eligible for leave under this section, the employee is required to give two weeks notice in advance of the anticipated date of departure, stating her intention to return and anticipated date of return. Upon her return to work, the employee is entitled to be restored to her previous position, or to a similar position which has the same status and pay as her previous position, and to the length of service credit and seniority as of the date of her leave. Leave under this

section shall be unpaid, unless the employee is eligible to apply other leave, such as sick leave or vacation, to which she is entitled. Any leave taken under this section shall be deemed leave taken under the provisions of Section 6, Family and Medical Leave.

5.6. Jury duty leave

5.6.1. A full-time or part-time employee whose service as a juror makes it impossible or impractical to work the hours necessary to earn his or her normal week's pay may make application to the Personnel Board by way of the department head for the difference between jury duty pay and the employee's normal weekly earnings. The Town agrees to pay this difference by recommendation of the Personnel Board upon presentation of proof of the amount of jury pay received by the employee.

5.7. Personal leave

Permanent employees, working 20 hours or more, are entitled to the hourly equivalent of three (3) regularly scheduled work days of personal leave with pay each fiscal year to be earned and taken in the same manner as vacation benefits for the purpose of attending to personal business which unavoidably conflicts with the employee's work schedule or to observe religious holidays. Except in circumstances that prevent advance notice, employees shall make written request leave at least seventy-two (72) hours in advance. Part-time employees shall be entitled to the hourly equivalent of (three) 3 regularly scheduled work days. Personal leave shall not be carried over.

Section 6.0 Family and Medical Leave

6.1 Definitions

The following definitions shall apply to this section:

- 6.1.1. "Health care provider," a doctor of medicine or osteopathy authorized to practice within the located state, or any person determined by the Secretary of Labor, or others capable of providing health care services as defined by the Department of Labor Family and Medical Leave Act rules.
- 6.1.2. "Intermittent leave," time away from the job taken in separate blocks of time due to a single illness or injury.
- 6.1.3. "Reduced leave schedule," a reduction in the number of hours per workday or workweek.

6.1.4. "Serious health condition," an illness, injury, impairment or physical or mental condition that involves:

- a. incapacity or treatment as an inpatient in a hospital, hospice or residential medical care facility, or
- b. incapacity requiring absence from work or other activities for more than three (3) calendar days and involves continuing treatment of a health care provider, or
- c. continuing treatment by a health care provider for a chronic or long-term health condition, which is incurable or if left untreated would result in incapacity for more than three (3) calendar days.

6.1.5. "Twelve month period," a "rolling" period measured backward from the date an employee uses any family and medical leave.

6.2 Eligibility

6.2.1. Employees who have completed at least twelve (12) months of employment with the Town and who have worked at least 1,250 hours during the preceding twelve (12) months.

6.3 Policy

6.3.1. Eligible employees will be granted a leave for up to twelve (12) weeks during any 12-month period for:

- a. family leave due to the birth, adoption or placement of a child (foster care),
- b. medical leave due to an employee's serious health condition,
- c. medical leave due to an employee's care of a spouse, child or parent who has a serious health condition.

6.4 Notice requirements

6.4.1. At least thirty (30) days in advance, the employee shall submit to the department head or appointing authority, if there is no department head, a written notice of his or her intent to take family or medical leave and the dates and expected duration of the leave. If thirty (30) days notice is not possible, the employee shall give notice as soon as practical.

6.5 Certification requirements

- 6.5.1 In connection with family leave, employees shall, upon request by the department head, appointing authority, or Personnel Board provides proof of birth, adoption or placement of a child.
- 6.5.2 In connection with medical leave, employees shall upon request of the department head or appointing authority provide medical certification utilizing the United States Department of Labor's Certification of Health Provider Form WH380, a copy of which may be obtained from the Personnel Director.
- 6.5.3 Employees must provide certifications requested under this section within fifteen (15) days of being asked to do so.
- 6.5.4 If an appointing authority has reason to doubt the validity of a medical certification, the appointing authority may require the employee to obtain a second opinion at the Town's expense. Pending receipt of the second (or third) medical opinion, the employee is provisionally entitled to the benefits of this Section, including maintenance of group health benefits.

If the certifications do not ultimately establish the employee's entitlement to FMLA leave, the leave shall not be designated as FMLA leave. The Town is permitted to designate the health care provider to furnish the second opinion, but the selected health care provider may not be employed on a regular basis by the Town. If the opinions of the employee's and the Town have designated health care providers differ, the Town may require the employee to obtain certification from a third health care provider, again at the Town's expense. This third opinion shall be final and binding. The third health care provider must be designated or approved jointly by the Town and the employee. The Town and the employee must each act in good faith to attempt to reach agreement on whom to select for the third opinion provider. If the Town does not attempt in good faith to reach agreement, the Town will be bound by the first certification. If the employee does not attempt in good faith to reach agreement, the employee will be bound by the second certification.

- 6.5.5 Employees may be required to provide re-certification including the employee's affirmative commitment to return to work and anticipated date of return after each

thirty (30)-day period of medical leave, or at shorter intervals if the employee requests an extension of leave; if there are significant changes from the original certification circumstances; or if the Town receives information which casts doubt on the validity of the certification.

6.6 Intermittent and reduced leave schedule

6.6.1. Employees may request medical leave, subject to the certification requirements of Section 6.5, on an intermittent leave, or reduced leave, schedule if medically necessary or if necessary to provide care for a family member. When such leave is requested, every effort shall be made to meet the employee's needs without unduly disrupting the Town's operations. Any requested leave must be approved by the Town Administrator, as submitted by the employee through the department head or supervisor.

6.7 Compensation and benefits

6.7.1 Leave under this section shall be unpaid unless an employee substitutes accrued paid leave benefits that may be available, such as vacation leave or sick leave. Sick leave substitution will only be permitted when the family or medical leave is being taken for a purpose that would qualify for sick leave to be used under the Town's sick leave policy. Use of such paid leave will not extend the total length of leave time available under this section beyond twelve (12) weeks in a twelve (12)-month period.

6.7.2 Employees who are on family or medical leave shall not be eligible for any holiday pay or other compensation for any holidays which occur during the leave.

6.7.3 During the time an employee is on unpaid family or medical leave, the employee shall be entitled to group health insurance coverage on the same terms and conditions in effect at the time the leave began, provided the employee pays the required employee share of premium while on leave. If the employee fails to return to work from unpaid leave, the Town may recover from the employee the cost incurred in maintaining insurance coverage for the duration of the employee's leave.

6.8 Re-employment rights

6.8.1. At the expiration of family or medical leave, the employee will be returned to the same or equivalent position with the same status, pay and length of service as of the start of the leave. If, during the period of the leave, employees in an equivalent position have been laid off through no fault of their own, the employee will be extended the same rights or benefits, if any, extended to employees of equal length of service in the equivalent position in the department.

6.9 Coordination with maternity leave

6.9.1. Leave taken under Section 5.6 shall be deemed family and medical leave so that the total amount of leave shall not exceed twelve (12) weeks in a twelve (12)-month period.

6.10 Small Necessities Act

6.10.1. In accordance with General Laws c. 149, §52D, an eligible employee is entitled to a total of 24 hours of leave during a twelve (12)-month period, in addition to other leave under this section, to participate in school activities directly related to the educational advancement of the employee's child; to accompany the employee's child to routine medical or dental appointments, and to accompany an elderly relative as defined in section 52D to routine medical or dental appointments or other professional services related to the elder's care. Leave under this provision is in addition to the twelve (12)-weeks leave provision and may be taken on an intermittent or reduced leave schedule. Small Necessities Act leave may be unpaid, or the employee may apply vacation or personal time paid leave that he or she has available.

Section 7.0 Holidays

7.1. Full-time and part-time employees shall be entitled to the legal holidays on which State offices are closed as provided in General Laws c. 136, §12, as follows:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
Presidents Day	Veterans Day
Patriots Day	Thanksgiving Day
Memorial Day	Christmas Day
Independence Day	

In addition, the day after Thanksgiving shall be considered a holiday.

7.2 If any holiday falls on an employee's normal day off, the employee shall be entitled to compensatory time off. Such compensatory time off shall be taken within sixty (60) calendar days of the holiday, and shall be taken with the prior approval of the department head.

- 7.3 Holiday pay shall equal to one and one half times the value of a regularly scheduled work day of that particular employee.
- 7.4 Temporary seasonal employees shall not receive holiday pay.
- 7.5 Full-time and part-time employees performing their official duties on a holiday and employees performing emergency work on a holiday shall be paid at the rate of one and one-half times their basic hourly rate of compensation. In the alternative, the employee may elect to take one compensating day off.

Section 8.0 Problem Resolution

- 8.1 Employees are strongly encouraged to immediately bring any problems or complaints regarding their work or other day-to-day relations with the Town to the attention of their supervisors, or if the problem or complaint involves the employee's supervisors, to the Town Administrator or if the problem or complaint involves both to the Board.

Section 9.0 Disciplinary Action

- 9.1 Disciplinary action, up to and including termination, may be imposed upon an employee for misconduct or failure to fulfill his or her responsibilities as an employee.

All employees are responsible for observing regulations necessary for proper operation of departments in the Town. Disciplinary action may be imposed upon an employee for failure to fulfill responsibilities. This includes, but is not limited to, the following:

- a. Refusal or failure to perform assigned work or violation of any reasonable official order or failure to carry out any lawful and reasonable directions made by a proper supervisor.
- b. Habitual tardiness or absence from duty.
- c. Use or possession of illegal narcotics while on duty. Violation of this section is cause for immediate dismissal.
- d. Willful misuse, misappropriation, negligence or destruction of Town property or conversion of Town property to personal use or gain.
- e. Fraud in securing appointment.

- f. Disclosure of confidential information.
- g. Abuse of sick leave or absence without leave.
- h. Conviction of a felony.
- i. Violation of safety rules, practices and policies.
- j. Engaging in sexual harassment.
- k. Falsification of time sheets.
- l. Disorderly conduct.
- m. Violation of the Standards of Conduct.
- n. Incompetence or inefficiency in performing assigned duties.
- o. Any other situation or instance of such seriousness that disciplinary action is warranted.

10.2 Types of Discipline:

Department supervisors shall be responsible for enforcing rules and regulations. The type of disciplinary action imposed is at the discretion of the appointing authorities and department supervisors, in consultation with the Town Administrator. Disciplinary action may include Oral Reprimand, Written Reprimand, suspensions demotions or dismissal. In the case of suspensions, demotions and dismissals, the Town Administrator shall be contacted prior to the disciplinary action being issued. The Board shall thereafter be advised within 2 days of the decision date of such, suspensions, demotions and dismissals.

10.3 Oral Reprimand Conference

In an oral reprimand conference, the supervisor tries to reach an understanding of the causes of the offense and to impress upon the employee the need for corrective action. The conference can eliminate misunderstandings immediately and set the desired standards of conduct and performance. A written memorialization of such conference, in a manner and form as provided by the Personnel Administrator shall be completed by the supervisor, signed by all parties to the conference and or in attendance. Said memorialization shall become part of the employee's permanent personnel record

10.4 Written Reprimand

A written reprimand will specify the nature of the employee's offense, the efforts made previously to correct the problem, and a warning to the employee that future disciplinary action may be taken if the matter is not corrected. A copy of the written reprimand shall be sent to the employee and to the Town Administrator who will place the reprimand in the employee's personnel file. The employee may write a letter which responds to the reprimand and send it to the Town Administrator. Such a letter shall be placed in the employee's personnel file.

10.5 Suspension, Demotion and Dismissal

An appointing authority may initiate suspension, demotion or discharge proceedings. Prior to doing so, notice of the contemplated action must be provided to the Town Administrator who will consult with labor counsel. Prior to such action being taken against non-probationary and non-temporary employees, the employee shall be given prior written notice of the misconduct being alleged and a hearing on the matter shall be held before the appointing authority or its designee at which the employee shall have the right to speak on his own behalf and have a representative of his choosing present for the purpose of advising him. Should the decision be made after hearing to suspend or terminate the employee, written notice of the decision and the reasons for same are to be issued to the employee forthwith.

Section 11.0 Disclaimer

11.1 This document and its contents do not constitute a contract of employment and are for informational purposes only. All information contained herein is subject to change without notice. In addition, specific cases may require a different approach than is herein provided. Applicable collective bargaining agreements supersede provisions of the Personnel Policy Handbook which affect conditions of employment.

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Appendix A. Classification Plan

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Town of Georgetown Massachusetts
Personnel Policies Handbook
Appendix B Salary Schedule

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Town of Georgetown Massachusetts
Personnel Policies Handbook
Appendix B Salary Schedule (continued)

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APPENDIX C

Commercial Driver's License Alcohol and Drug Testing Policy

C.1.0 Introduction

This is the policy of the Town of Georgetown regarding alcohol testing and drug testing of those employees who operate motor vehicles, which require a commercial driver's license as provided in the rules and regulations of the U.S. Department of Transportation.

C.2.0 Definitions, terms and abbreviations

- C.2.1.1. "Alcohol," the intoxicating agent in beverage alcohol, ethyl alcohol, methyl, or isopropyl alcohol.
- C.2.1.2. "Alcohol concentration," also called alcohol content; the alcohol volume of breath as indicated by an evidential breath test, such as a Breathalyzer.
- C.2.2.3. "Alcohol use," the consumption of any beverage, mixture or preparation, including medications, containing alcohol.
- C.2.1.4. "Breath alcohol technician" ("BAT"), an individual who instructs and assists individuals in the alcohol testing process and operates an evidential breath testing device.
- C.2.1.5. "CDL," commercial driver's license.
- C.2.1.6. "CMV," commercial motor vehicle.
- C.2.1.7. "Confirmation test," in alcohol testing, a second test with a result of 0.02 or greater, that provides a quantitative measurement of alcohol concentration.
- C.2.1.8. "Controlled substances," in this policy, the terms "drugs" and "controlled substances" are interchangeable and have the same meaning. Unless otherwise provided, these terms refer to amphetamines (including methamphetamines), cocaine, marijuana, opiates and phencyclidine (PCP).
- C.2.1.9. "DOT," Department of Transportation.
- C.2.1.10. "Driver," any person who operates a commercial motor vehicle, including full-

time drivers, temporary or occasional drivers, leased drivers and independent owner-operator contractors who are either directly or indirectly employed by the Town of Georgetown.

- C.2.1.11. "Evidential breath testing," a device for alcohol breath testing that has been approved by the National Highway Safety Administration.
- C.2.1.12. "Medical review officer" ("MRO"), a licensed physician (M.D. or O.D.) responsible for interpreting lab results from the Town's drug testing program.
- C.2.1.13. "Screening test," in alcohol: the initial test to determine if a driver has a prohibited concentration of alcohol in his or her system. In drug testing: a screen to eliminate negative urine specimens from further consideration.
- C.2.1.14. "Substance abuse," refers to patterns of substance use that result in health consequences or impairment in social, psychological and occupational functioning.
- C.2.1.15. "Substance abuse professional," a licensed physician (M.D. or O.D.) or a licensed or certified psychologist, social worker or addiction counselor with experience in the diagnosis and treatment of alcohol and substance problems.
- C.2.1.16. "Town," Town of Georgetown.

C.3.0 Coverage

- C.3.1.1. The Federal Highway Administration Department of Transportation Alcohol and Drug ruling applies to every person who operates a CMV in interstate or intrastate commerce, and is subject to the CDL requirements of part 383.

C.4.0 Safety-sensitive function

- C.4.1. 1. A safety-sensitive function includes any of the following functions or activities:
 - a. waiting to be dispatched, while at a carrier or shipper facility or on any public property, unless the driver is relieved from duty by the employer;
 - b. inspecting service brakes, including trailer brake connections, parking brake, steering mechanism, lighting devices and reflectors, tires, horn,

windshield wipers, rear vision mirrors, coupling devices, fire extinguisher, spare fuses or warning devices for stopped vehicles;

- c. inspecting, servicing or conditioning any CMV in operation;
- d. at the driving controls of a CMV in operation;
- e. while in or upon any CMV, except when resting in the sleeper berth;
- f. supervising or assisting in loading or unloading a vehicle;
- g. attending a vehicle being loaded or unloaded;
- h. while in readiness to operate the vehicle;
- i. when giving or receiving receipts for shipments loaded or unloaded;
- j. performing driver requirements of sections 392.40 and 392.41 of part 392, Driving Motor Vehicles, relating to accidents;
- k. repairing, obtaining assistance or remaining in attendance upon a disabled vehicle.

C.5.0 Alcohol and Drug Prohibitions

The DOT refers to the restrictions for the use of both alcohol and drugs as "prohibitions."

C.5.1 Alcohol prohibitions

C.5.1.1. A driver may not report for duty or stay on duty:

- a. with a blood alcohol concentration of 0.02 or greater;
- b. if in possession of alcohol (unless it is being transported as cargo) including any product or medication containing alcohol;
- c. within four hours of using alcohol.

C.5.1.2. A driver who has had an accident may not use alcohol until post-accident testing is done or for a period of eight (8) hours, whichever comes first.

C.5.2. Drug prohibitions

- C.5.2.1. Drivers may not report for or stay on duty (a) if they have tested positive for a drug, or (b) while using any drugs, except when a physician has prescribed a substance which does not interfere with the driver's ability to operate a vehicle in a safe manner. Drivers may be required to report the use of any drugs prescribed by a physician.

C.6.0 Testing

- C.6.1.1 There are five situations where testing may be done to determine the presence of alcohol and/or drugs.

C.6.1. Pre-employment

- C.6.1.1 Before a new hire may perform any safety-sensitive duties or when a person transfers into a safety-sensitive function from elsewhere in the Town.

C.6.2 Post-accident

- C.6.2.1. Following an accident involving a fatality or when the driver was cited for a moving violation.

C.6.3 Random

Unannounced random testing is required on a certain percentage of drivers each year.

- C.6.3.1 Selection and participation

The random selection process will ensure that each driver has an equal chance of being tested. Drivers must report immediately to the test site when notified that they have been selected for random testing.

- C.6.3.2. Alcohol

Random testing for alcohol must be performed immediately before, during or after performing safety-sensitive work. The percentage of drivers to be randomly tested for alcohol in any year of the testing program depends on the percentage of positive tests for the entire industry.

- C.6.3.3 Drugs

Random testing for drugs may be performed at any time a driver is working for the Town. Fifty percent (50%) of all drivers in the testing group must be randomly tested for drugs in each year of the testing program.

C.6.4. Reasonable suspicion

C.6.4.1. If a department head believes that the behavior or appearance of a driver may indicate alcohol or drug use. Appearance, speech, behavior and body odor are factors in determining reasonable suspicion. Drivers may not report for or stay on the job while under the influence of alcohol. The Town will not allow drivers to perform safety-sensitive duties until their alcohol concentration is less than 0.02 or 24 hours have passed from the time of the initial observation. No action will be taken against a driver regarding alcohol misuse on the job unless an alcohol test was administered or refused.

C.6.5 Return to duty and follow-up

C.6.5.1 Return to duty testing is required for drivers who have violated prohibitions before they may return to work. In order to return to work, an alcohol concentration of less than 0.02 or a negative drug test is required.

C.6.5.2 Follow-up testing is required after a driver returns to a safety-sensitive function. A minimum of six (6) tests during the first year back in a safety-sensitive position is required. Follow-up testing may continue for up to five (5) years.

C.7.0 Refusal to be tested

C.7.1.1. Drivers must submit to alcohol and drug testing. If a driver refuses to be tested, it is considered a positive test result. Refusal to test is considered to be any time a driver either fails to provide enough breath for alcohol testing or enough urine for drug testing (without a valid medical excuse) after being notified of the test, or otherwise obstructing the testing process.

C.8.0 Alcohol testing procedure

C.8.1 All alcohol testing will be done by a BAT in a private setting.

C.8.2. The BAT will ask test subjects for identification. The BAT will provide identification to the test subject upon request.

C.8.3 The test subject must blow forcefully into the mouthpiece of the testing device. The BAT must show the test subject the test result on the testing device.

- C.8.4 A screening test is done first. If the reading is less than 0.02, the test subject will sign and date the certification. The test will be reported as negative.
- C.8.5 If the reading is 0.02 or greater, a confirmation test must be performed after 15 minutes, but within 20 minutes of the first test. Test subjects will be directed not to eat, drink, belch or put anything in the mouth to avoid the buildup of mouth alcohol, which could lead to an artificially high test result.
- C.8.6 If the screening and confirmation test results are not the same, the confirmation test result is used.
- C.8.7 Any refusal to be tested or to sign the testing form will be reported immediately to the Town.

C.9.0 Drug testing procedure

- C.9.1 Drug testing is done by analyzing a urine sample, which will be collected in a private location.
- C.9.2 Urine specimens are divided into two containers by the collection site person in the presence of the test subject. These two samples, called primary and split, will be sent to a testing laboratory certified by the federal government.
- C.9.3 A screening test will be performed on the primary sample at the laboratory. If this test is positive for drugs, a confirmation test is required using the primary sample.
- C.9.4 The confirmation test must use a specialized procedure called gas chromatography/mass spectrometry to ensure that over-the-counter drugs are not reported as positive.
- C.9.5 If the first test is positive, the MRO will contact the test subject to find out if there is a medical reason for drug use. If the MRO determines there is a legitimate medical excuse, the test may be reported as negative.
- C.9.6 A test subject may request a test of the split specimen within 72 hours of notification that the first test was positive. If a second test is requested and

is positive, the test subject will be responsible for the cost of the second test. The second test, using the split sample, will be sent to another federally certified laboratory. If the request for a second test is not made within 72 hours but the test subject can provide a legitimate reason for not doing so, the MRO may order the split specimen to be tested.

- C.9.7 Removal from safety-sensitive functions is required by the DOT following the first positive drug test. If the analysis of the split sample does not confirm the presence of a drug, the MRO shall cancel the test and report this to the DOT, the Town and the test subject.

Section 10.0 Consequences of violating the alcohol or drug prohibitions

C.10.1 Alcohol violations

- C.10.1.1 Removal from safety-sensitive functions
- C.10.1.2 Following a violation, a driver may not return to safety-sensitive duties until an evaluation has been performed and any recommended treatment has been completed.
- C.10.1.3 Anyone with an alcohol concentration of 0.02 or greater, but less than 0.04, may not return to safety-sensitive duties for at least 24 hours.

C.10.2 Drug violations

- C.10.2.1 Removal from safety-sensitive functions
- C.10.2.2 A driver cannot return to safety-sensitive duties until an evaluation has been performed, recommended treatment has been completed and a verified negative drug test is produced.

C.10.3 Discipline

- C.10.3.1. An employee who refuses to be tested, or who tests positive for alcohol or drugs, may be subject to disciplinary action, including suspension and discharge in appropriate situations.

C.11.0 Alcohol and drug treatment

- C.11.1 In conformity with DOT rules and regulations, employees will be provided with an opportunity for treatment at their own expense and

without any obligation for the Town to hold a job open. Employees who violate an alcohol or drug prohibition must be evaluated by a substance abuse professional to determine what help is needed. As provided in Section 10, completion of recommended treatment is a condition for return to a safety-sensitive job.

- C.11.2 The Town Administrator has been designated as the Town's coordinator for alcohol and drug problems and to assist with treatment referrals and may be reached at the Town Hall, Georgetown, MA 01833 or by phone at 978-352-5755.

C.12.0 Effects of alcohol and drugs on the body

C.12.1.1. Alcohol

Alcohol, a nervous system depressant, is the most widely abused drug. About half of all auto accident fatalities in this country are related to alcohol abuse. A 12-ounce can of beer, a 5-ounce glass of wine and a 1.5-ounce shot of hard liquor all contain the same amount of alcohol. The average person takes about one hour to process and eliminate one-half ounce of alcohol. Coffee, cold showers or exercise do not speed up the process. Alcohol first acts on the parts of the brain that affect self-control and learned behaviors. This explains the aggressive behavior of some people who drink. In large doses, alcohol can impair muscular coordination, memory and judgment. Taken in larger quantities over a long period of time, alcohol can damage the liver and heart, and can cause permanent brain damage. On average, heavy drinkers shorten their life span by about 10 years. Other effects include greatly impaired driving ability; reduced coordination and reflex action; impaired vision and judgment; inability to divide attention; lowering of inhibitions; and hangover, including headaches, nausea, dehydration, unclear thinking and aching muscles.

C.12.1.2. Amphetamines

Amphetamines are drugs that stimulate the central nervous system and produce a feeling of alertness and an increase in speech and general physical activity. Street names for amphetamines include speed, uppers, bennies, wake-ups and dexies. People who use amphetamines become addicted quite often, believing that they need the drug to get by. They use the drug frequently to avoid the "down" mood which they experience when the drug wears off. Even small, infrequent doses can produce restlessness, anxiety, mood swings, panic, heart rhythm disturbances, paranoid thoughts, hallucinations, convulsions and coma. Long-term users often have acne, trouble with teeth, gums, and nails and hair.

Frequent use can produce brain damage and speech problems. Other effects include loss of appetite; irritability and anxiety; increased heart rate and blood pressure; difficulty in focusing eyes; exaggerated reflexes; distorted thinking; perspiration, headaches, dizziness and insomnia.

C.12.13. Cocaine

Cocaine is a stimulant drug which increases heart rate and blood pressure. As a powder, cocaine is inhaled, ingested or injected. Cocaine is also used as a free-base cocaine known as "crack" or "rock" which is smoked. Crack cocaine is one of the most addictive drugs known. Cocaine causes rapid heartbeat, tremors and even convulsions. Due to the extreme demand for oxygen it creates, cocaine use can directly cause a heart attack. High doses can depress brain functioning, breathing and heartbeat, which can cause death. Other effects include heightened, but momentary, feeling of confidence, strength and endurance; accelerated pulse, blood pressure and respiration; impaired driving ability; paranoia, which may trigger mental disorders; irritation and bleeding of nostrils; mood swings and anxiety; reduced sense of humor; compulsive behavior such as teeth grinding or repeated hand washing.

C.12.1.4. Opiates

Opiates include heroin, morphine, codeine and other narcotics used to relieve pain and induce sleep. Heroin, also called "junk" or "smack", accounts for 90% of the narcotic abuse in this country. Sometimes narcotics found in medicines are abused. This includes pain relievers containing opium and cough syrups containing codeine. Heroin is illegal and cannot be obtained legally even with a doctor's prescription. Most medical problems are caused by uncertain dosage level, use of unsterile needles, and contamination of the drug or dangerous combination with other drugs. Other effects included short-lived euphoria; impaired driving ability; drowsiness, followed by sleep; decreased physical activity; reduced vision; change in sleeping habits and possible death.

C.12.1.5. Phencyclidine

Phencyclidine or PCP, also known as "angel dust," was developed as a surgical anesthetic in the late 1950's. Later, due to its bad side effects, it was restricted to use as a veterinary anesthetic and tranquilizer. Today it has no lawful use and is no longer legally manufactured. PCP is a very dangerous drug that can produce violent and bizarre behavior. More people die from accidents caused by erratic and unpredictable behavior produced by the drug than from the drug's direct effect on the body. PCP scrambles the brain's internal connections and

changes how users see and deal with their environment. Routine activities, such as driving and walking become very difficult. Low doses produce a rush, sometimes associated with a feeling of numbness. Increased doses produce an excited, confused state including any of the following: muscle rigidity; loss of concentration and memory; visual disturbances; delirium; feelings of isolation; and convulsions. Other effects include impaired driving ability; drowsiness; perspiration; repetitive or incomplete speech patterns; blank stare; thick, slurred speech; and involuntary eye movement.

C.13.0 Distribution

- C.13.1.1. Copies of this policy will be distributed to all covered employees. Employees will be requested to complete a form acknowledging receipt of the policy and indicating that they have read the policy.

APPENDIX D

Sexual Harassment Policy

Scope: All employees, elected officials, appointed officials, volunteers, students and any other person(s) acting officially on behalf of the Town of Georgetown.

Exception: School Department

D.1.0 Policy

D.1.1. Introduction

The Town of Georgetown depends on a working environment of tolerance for the achievement of its goals. The Town is committed to providing a working environment that is free of all forms of abuse or harassment. The Town recognizes the right of all employees to be treated with respect and dignity.

Sexual harassment is a form of behavior which adversely affects the employment relationship. It is prohibited by State and Federal law and will not be tolerated by the Town. The Town condemns and prohibits sexual harassment by those parties defined in the “Scope” above.

Sexual harassment does not refer to purely voluntary social activities. It refers to behavior which is not welcomed by the employee (or anyone defined in the above “Scope”), which is personally offensive to him or her, and which undermines morale and/or interferes with the ability of the person to work efficiently. Sexual harassment, as defined by the law, may, depending on the circumstances, include unwelcome actions such as:

- a. verbal abuse of a sexual nature, use of sexually degrading words, or jokes or language of a sexual nature;
- b. physical contact including patting, pinching or repeated brushing against another’s body;
- c. demands or requests for sexual favors accompanied by implied or overt promises of preferential treatment or threats concerning an individual’s status;
- d. continued expressions of sexual interest after being informed that the

- e. assaults or molestation; and the posting or distribution of sexually suggestive pictures or other materials.
- f. Sexual harassment is not limited to prohibited behavior by a male employee toward a female employee. Sexual harassment can occur in a variety of circumstances, including but not limited to the following:
- g. a man as well as a woman may be the victim of sexual harassment, and a woman as well as a man may be the harasser;
- h. the harasser does not have to be the victim's supervisor;
- i. the victim does not have to be of the opposite sex from the harasser;
- j. the victim does not have to be the person at whom the unwelcome sexual conduct is directed;
- k. the victim may be someone who is affected by the harassing conduct even when it is directed toward another person, if the conduct creates an intimidating, hostile or offensive working environment or interferes with work performance.

D.1.2. The rule

It is, therefore, against the policy of the Town of Georgetown for anyone as defined in the "Scope" above to harass another by making unwelcome sexual advances, requests for sexual favors, or other uninvited verbal or physical conduct of a sexual nature when:

- a. submission to such conduct is made either implicitly or explicitly a term or condition of an employee's employment;
- b. submission to, or rejection of, such conduct by an individual is made the basis for employment decisions affecting the employee;
- c. such conduct has the purpose or effect of interfering with an individual's work performance;

- d. a hostile or intimidating work environment is created.

D.1.3 Responsibility

Each person is personally responsible for:

- a. ensuring that his or her conduct does not sexually harass anyone with whom contact is made on the job, including outside vendors, etc.;
- b. cooperating in any investigation of alleged sexual harassment by providing any information he or she possesses concerning the matter being investigated;
- c. actively participating in efforts to prevent and eliminate sexual harassment and to maintain a working environment free from such discrimination;
- d. ensuring that anyone who files a sexual harassment claim or cooperates in an investigation may do so without fear of retaliation or reprisal.

D.1.4 Retaliation

Retaliation against anyone for filing a complaint of sexual harassment or for cooperating in an investigation of a sexual harassment complaint is against the law and will not be tolerated by the Town of Georgetown.

D.2.0 Violation of policy

- D.2.1. Anyone (as defined in “Scope” above) violating this policy will be subject to appropriate discipline, including possible discharge by the Town.

D.3.0 Procedures for complaints

D.3.1. Complaint

The Board of Selectmen, acting for the Town of Georgetown, shall appoint the Sexual Harassment Grievance Officer annually.

Sexual Harassment Grievance Officer is:

Michael Farrell
Town Administrator’s Office, 978-352-5755

If anyone (defined in “Scope” above) believes he or she has been subjected to sexual

harassment, a complaint should be initiated by contacting the Sexual Harassment Grievance Officer as soon as possible. It is suggested that a complaint be made within 30 days of the alleged harassing behavior. Complaints can be filed up to 180 days from the time of the alleged incident. The Grievance Officer may request that the complaint be in writing in order to have documentation of the charge.

If an employee prefers to discuss a possible sexual harassment problem with his or her supervisor, the employee may always do so, but employees do not have to go through the regular chain of supervision when reporting sexual harassment and may go directly to a Grievance Officer.

D.3.2 Investigation

On receiving the complaint, the Sexual Harassment Grievance Officer, or alternate, will promptly have a preliminary investigation made into the matter. The Town Administrator will be notified within the first 48 hours of the investigation, unless complaint is in relation to the Town Administrator, then the Board of Selectmen should be notified. The investigation will be initiated within fifteen (15) days of receipt of the complaint and will be completed and submitted to the Town Administrator within thirty (30) days. The alleged harasser will be requested to respond to the complaint. Additional investigation will be made to the extent appropriate in each case. Appeals to the initial determination may be made within fifteen (15) days of the final decision. The Town Administrator shall present the findings to the Board of Selectmen.

D.3.3. Decision

After the response of the alleged harasser has been received, and any further investigation which may be warranted has been carried out, the Board of Selectmen will make a final decision. If the Select Board finds that the allegations in the complaint have been established by the investigation, the Town Administrator will initiate discipline of the charged harasser. Discipline will be appropriate to the offense and could include any of the following, or any combination of the following:

- a. consultation with the administrator;
- b. letter of warning put into the employee's personnel file;
- c. referral to the administrator for further action up to and including termination and/or referral for prosecution consistent with state and federal laws.

D.4.0 State and federal agencies

D.4.1. In addition to the above, if an employee believes he or she has been subjected to sexual harassment, the employee may contact and/or file a complaint with either or both of the following government agencies:

The U.S. Equal Employment Opportunity Commission
One Congress Street
Boston, MA 02114
Phone: 800-669-4000
TTY: 800-669-6820

The Massachusetts Commission Against Discrimination

Boston Office
One Ashburton Place
Room 601
Boston, MA 02108
Phone: 617-994-6000
TTY: 617-994-6196

The Town will not be held responsible for confidentiality issues of employees who wish to file complaints with the U.S. Equal Employment Opportunity Commission nor the Massachusetts Commission Against Discrimination. If anonymity is important, employees are encouraged to investigate those departments' rules about complaints being a public record.

APPENDIX E

Computer Usage Policy

E.1.0 General

The Town of Georgetown has begun to improve the efficiency of information flow with electronic communication services, such as local and wide area computer networks, voice mail, facsimile transmission, and electronic mail (e-mail). As this technology is implemented, Town employees and contractors will be provided with e-mail and Internet access as a tool to improve their access to information and provide an additional means to communicate with co-workers, customers and vendors.

In order to provide these tools to its employees, the Town will be investing in computers, applications and servers. This equipment and applications are the property of the Town of Georgetown. The Town reserves the right for legitimate business purposes to monitor, review and retrieve any information stored on or transmitted with Town equipment and, therefore, users should not have an expectation that their e-mail communication, or documents stored on Town equipment, will remain private.

The users of the network are responsible for respecting and adhering to local, state, federal and international laws. Any attempt to break those laws through the use of the network may result in litigation against the offender by the proper authorities, and where appropriate, disciplinary action. If such an event should occur, the Town will fully comply with the authorities to provide any information necessary for the litigation process.

E.2.0 Scope

This policy applies to every employee, board member (elected or appointed), contractor or remote user who is provided access to the Town's computers and network resources.

E.3.0 User account

Each Town employee who needs access to the Town's computer network will be given a unique user account. Once a user receives a user ID to access the network and corresponding computer systems, the user is solely responsible for all actions taken with his or her assigned user ID.

Therefore:

- a. Sharing the employee's user ID with any other person is prohibited. If an

employee does share the user ID with another person, the employee will be solely responsible for the actions that person takes using the user ID.

- b. Deletion, examination, copying, or modification of files and/or data belonging to other users without their prior consent is prohibited.
- c. Attempts to evade or change resource quotas (where applicable) are prohibited.
- d. Users need to be aware of the impact of their activities on system resources. Continued excesses which impede other users' use through mass consumption of system resources is prohibited.
- e. Use of the Town's computer network for non-government business purposes is prohibited during business hours.
- f. Any unauthorized, deliberate action, which damages or disrupts a computing system, alters its normal performance, or causes it to malfunction, is a violation, regardless of system location or time duration.
- g. Duplication or installation of unauthorized software is prohibited. Software that is not purchased/licensed by the Town is considered unauthorized.

E.4.0 Network Security

As a user of the network, the employee may be allowed to access other networks (and/or the computer systems attached to those networks).

Therefore:

- a. Use of systems and/or networks in attempts to gain unauthorized access to remote systems is prohibited.
- b. Use of systems and/or networks to connect to other systems, in evasion of the physical limitations of the local/remote system is prohibited.
- c. Unauthorized use of network "sniffers" or other network analysis tools is prohibited.
- d. Decryption of system or user passwords is prohibited.

- e. The copying of system files is prohibited.
- f. The copying of copyrighted materials, such as third-party software, without the express written permission of the owner or the proper license, is prohibited.
- g. Intentional attempts to "crash" network systems or programs are prohibited.
- h. Attempts to secure a higher level of privilege than authorized on network systems are prohibited.
- i. The willful introduction of computer "viruses" or other disruptive/destructive programs into the Town's network or into external networks is prohibited.

E.5.0 Internet policy and guidelines

- E.5.1 Internet access through the Town-provided network is intended for business use, including finding vendor information, government information, research, and communicating with colleagues and residents for government-related purposes. All Internet usage will be monitored.
- E.5.2. The Town allows users the privilege of Internet access for limited personal use, such as looking at home pages and sending e-mails to friends. This privilege of personal use of the Internet is subject to the terms and conditions established by the Town herein, and as they may be amended from time to time, and may be withdrawn in the future, with or without cause, in the discretion of Town management.
- E.5.3. Any personal use of the Internet must be on the employee's own time, and must not interfere with the Town's operation or the user's work responsibilities.
- E.5.4. At no time may the Internet be used for any type of commercial use, or to transact non-government business. The use of the Internet to solicit or proselytize others for commercial ventures, religious or political causes or outside organizations, or for personal gain is prohibited.
- E.5.5. At no time may users access inappropriate web sites, such as those hosting pornography or obscene materials.

- E.5.6. The use of any element of the Town's computer system, including Internet access, for the receipt or transmission of information disparaging to others based on race, national origin, sex, sexual orientation, age, disability, or religion is not permitted under any circumstances.
- E.5.7. The Town reserves the right to monitor the user's history of web sites visited, and Internet access and use in order to ensure compliance with this policy.
- E.5.8. Users are not permitted to download executable files from the Internet unless previously approved by the network administrator.

E.6.0 Electronic mail (e-mail) policy

- E.6.1. E-mail is an effective tool for sharing and disseminating information. Since the Town's e-mail system is linked to Internet systems, users can communicate with colleagues in state agencies, vendors and residents. This electronic communication promotes better information exchange between peers and residents.
- E.6.2. As with all of the Town's assets, the e-mail system is intended to be used for work-related purposes, and in ways consistent with the Town's overall policies. The system may not be used in any way that is disruptive to the operation of the Town or offensive to others.
- E.6.3. The use of e-mail for the transmission of information disparaging to others based on race, national origin, sex, sexual orientation, age, disability, or religion is not permitted under any circumstances. Users should keep in mind that material which one person finds humorous could be offensive to others.
- E.6.4. Likewise, electronic mail is not to be used to solicit or proselytize others for commercial ventures, religious or political causes or outside organizations, or personal gain (including, but not limited to, "chain letters" and/or requests for donations).
- E.6.5. The use of broadcast mail (sending the same message to a group of employees) places stress on the e-mail system and has the potential for generating undesirable volumes of junk mail or spam. Therefore, it should be selectively used only for work-related reasons, and with appropriate supervisory approval.

E.6.6. Confidential information should never be transmitted or forwarded to outside entities or individuals not authorized to receive such information, or to Town employees having no business reason to have such information.

E.6.7. It is emphasized that the privacy and confidentiality of e-mail transmissions cannot be assured. E-mail transmissions may be subject to disclosure through legal proceedings or otherwise through various laws which may be held to apply to such transmissions.

E.7.0 Expectation of privacy

E.7.1. Authorized Town personnel must have unrestricted access to e-mail and related information stored on Town-owned computer equipment. This access is required for reasons that include retrieving business-related information, troubleshooting hardware and software problems, preventing unauthorized access and system misuse, deterring use that is contrary to the Town's policy, ensuring compliance with software copyright and distribution policies, and complying with legal and regulatory requests for information.

E.7.2. The Town reserves the right for legitimate business purposes to monitor, review and retrieve any information stored on or transmitted with Town equipment and; therefore, users should not have an expectation that their e-mail communication, or documents stored on Town equipment, will remain private. For this reason, users are advised to use discretion in drafting e-mail messages, and are cautioned not to "say" things by e-mail that they would not want to be viewed by others.

E.8.0 Open Meeting Law

E.8.1. Users need to take into consideration the applicability of the open meeting law when participating in an electronic conversation through email, chat or other such method of electronic communication.

E.9.0 Conclusion

E.9.1. As the technology for communication and information processing evolves, the Town will continue to examine and refine its information management policies. Use of electronic mail in accordance with this policy will allow the Town's user community to better work together and be more productive.

ACKNOWLEDGMENT OF E-MAIL/COMPUTER USE POLICY

The undersigned acknowledges that he/she has received and read the Town of Georgetown's Computer Usage Policy dated January 2000, and agrees to abide by it.

(Signature) (Date)

Print Name

(Witness signature) (Date)

Print Name of Witness (Date)

Town of Georgetown Massachusetts
Personnel Policies Handbook
DRUG AND ALCOHOL POLICY

The Town of Georgetown has a strong commitment to its employees to provide a safe work place and to establish programs promoting high standards of employee health. Consistent with the spirit and intent of this commitment, the Town of Georgetown has established this policy regarding drug and alcohol use or abuse. The goal is to establish and maintain a work environment that is free from alcohol and drug use.

Employees of the Town of Georgetown are visible and active members of the communities where they live and work. They are inescapably identified with the Town and are expected to represent it in a responsible and creditable fashion.

While the Town of Georgetown has no intention of intruding into the private lives of its employees, the Town does expect employees to report for work in condition to perform their duties. The Town recognizes that employee involvement with drugs and alcohol can have an impact on the work place and on the Town's ability to provide an alcohol and drug-free environment.

Therefore, the following conduct is prohibited:

1. The illegal manufacture, distribution, use, sale or possession of a narcotic or a controlled substance while on the job or on property leased or owned by the Town or reporting for work under the influence of a narcotic or controlled substance. Such conduct may be proper cause for disciplinary action up to and including termination of employment. Any illegal substances confiscated will be turned over to the appropriate law enforcement agency.
2. The possession or consumption of alcohol or narcotics, drugs or controlled substances, while on the job or on property leased or owned by the Town, or reporting for work under the influence of alcohol. Such conduct may be proper cause for disciplinary action up to and including termination of employment.

These prohibitions also apply to all breaks and meal periods, without limitation.

Some of the drugs which are illegal under federal, state or local laws include, among others, marijuana, heroin, hashish, cocaine, hallucinogens and/or depressants not prescribed for current personal treatment by a licensed physician. Other drugs may also be illegal, depending on current laws in effect at the time.

Employees are expected to follow any directions of their health care provider concerning prescription medications, and must immediately notify their supervisor if any prescription drug is likely to have an impact on job performance.

All employees will be provided information regarding available drug counseling, rehabilitation and/or employee assistance programs for substance abuse. In addition, employees found in

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violation of this policy may also be required to participate in a drug or alcohol assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

Questions about the Town's Alcohol and Drug Policy should be referred to the Town Administrator.