PERSONNEL POLICY
FOR THE
TOWN OF JACKSON

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This document supersedes all personnel policy manuals previously established or approved by the TOWN OF JACKSON.

TABLE OF CONTENTS

I. INTRODUCTION

Congratulations on your new position with the Town of Jackson. We are confident that you will find our Town a dynamic and rewarding place to work, and we look forward to a productive and successful association. We consider the employees of the Town of Jackson to be one of its most valuable resources. This Personnel Policy has been written to serve as the guide for the employer/employee relationship.

The Town of Jackson Personnel Policy has been developed to provide general guidelines about Town policies and procedures for employees. It is a guide to assist you in becoming familiar with some of the privileges and obligations of your employment, including the Town of Jackson's policy of voluntary employment-at-will. None of the policies or guidelines in the Personnel Policy are intended to give rise to contractual rights or obligations, or to be construed as a guarantee of employment for any specific period of time, or any specific type of work. Additionally, with the exception of the voluntary employment-at-will policy, these guidelines are subject to modification, amendment or revocation by the Town of Jackson at any time, without advance notice. The procedures, practices, policies and benefits described here may be modified or discontinued from time to time. We will make every effort to inform you of any changes as they occur.

The Town of Jackson will provide each individual a copy of this Personnel Policy upon employment. All employees are expected to abide by it. The Town of Jackson expects each employee to display good judgment, diplomacy and courtesy in their professional relationships with the Selectmen, Employees, Boards, and Residents.

II. DIVERSITY

Equal Employment Opportunity Statement
The Town of Jackson provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, genetic information, age, physical or mental disability, marital status, military and/or veteran status, or other classification protected by law in accordance with applicable federal, state and local laws. The Town of Jackson complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting and hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Anti-harassment Policy and Complaint Procedure
The Town of Jackson is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, the Town of Jackson expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice and harassment.

The Town of Jackson encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of the Town of Jackson to promptly and thoroughly investigate such reports. The Town of Jackson prohibits retaliation against any individual who reports discrimination or harassment or who participates in an investigation of such reports.

- **Definitions of Harassment**

Harassment on the basis of any protected characteristic is strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of race, color, religion, sex, sexual orientation, gender identity, national origin, genetic information, age, physical or mental disability, marital status, military and/or veteran status, or other classification protected by law in accordance with applicable federal, state and local laws, and that a) has the purpose or effect of creating an intimidating, hostile or offensive work environment; b) has the purpose or effect of unreasonably interfering with an individual's work performance; or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to, epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on Town time or using Town equipment via e-mail, phone (including voice messages), text messages, tweets, blogs, social networking sites or other means.

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to, unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

- **Individuals and Conduct Covered**

This policy applies to all employees of the Town of Jackson at every level. This policy also prohibits harassment and discrimination of or by non-employees (e.g. vendors, board members, consultants, elected officials, etc.) who come in contact with Town of Jackson employees.

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace.

- **Complaint Process**

Individuals who believe they have been the victim of conduct prohibited by this policy statement or who believe they have witnessed such conduct should discuss their concerns with their immediate supervisor, Town Administrator or any Selectman.

When possible, The Town of Jackson encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem, but even if it is a resolved matter must still be reported through the Complaint Process. The Town of Jackson recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

The Town of Jackson encourages the prompt reporting of complaints or concerns so that action can be taken. Therefore, although no fixed reporting period has been established, early reporting and intervention is often an effective method of resolving and preventing harassment, discrimination, and/or retaliation.

All allegations of harassment, discrimination or retaliation made through the Complaint Process will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Confidentiality will be maintained throughout the investigatory process to the extent practicable under the circumstances.

The Town of Jackson prohibits and will not tolerate retaliation. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately using the Complaint Process and will be promptly investigated and addressed. Any employee who has violated this Policy or otherwise acted inappropriately will be subject to corrective and/or disciplinary action, up to and including termination of employment.

Complaints of harassment, discrimination or retaliation made in bad faith may be the subject of appropriate disciplinary action, up to and including termination.

Americans with Disabilities Act (ADA) & Amendments Act (ADAAA)
The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act, known as the ADAAA, are federal laws that prohibit employers with 15 or more employees from discriminating against applicants and individuals with disabilities and that when needed provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of the Town of Jackson to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is our Town policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

The Town of Jackson will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to the Town of Jackson.

III. EMPLOYMENT

Employee Classification Categories
All employees are designated as either nonexempt or exempt under state and federal wage and hour laws. The following is intended to help employees understand employment classifications and employees' employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. The right to terminate the employment-at-will relationship at any time is retained by both the employee and the Town of Jackson.

Nonexempt employees are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are NOT exempt from the law's requirements concerning minimum wage and overtime.

Exempt employees are generally managers or professional, administrative or technical staff who ARE exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor.

The Town of Jackson has established the following categories for both nonexempt and exempt employees:

- **Salaried Employees**: Department Heads or Section Leaders, who regardless of hours worked, are paid a fixed wage and benefits as negotiated.

- **Regular, full time**: Employees who are not in a temporary status and who are regularly scheduled to work the Towns full-time schedule of 30 hours or more per week. Generally, these employees are eligible for the full benefits package, subject to the terms, conditions and limitations of each benefits program.

- **Regular, part time**: Employees who are not in a temporary status and who are regularly scheduled to work less than 30 hours each week. Regular, part-time employees are eligible for some of the benefits offered by the Town subject to the terms, conditions and limitations of each benefits program.

- **Temporary, full time**: Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work the Town's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary workers are not eligible for Town benefits.

- **Temporary, part time**: Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work less than the Town's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary workers are not eligible for Town benefits.

- **Part Time - on call Firefighters**: Employees who donate their time on a sporadic basis, are not eligible for Town benefits.

Background & Reference Checks
To ensure that individuals who join The Town of Jackson are well qualified and to ensure that the Town of Jackson maintains a safe and productive work environment, it is our policy to conduct pre-employment background checks on all applicants who accept an offer of employment. Background checks may include verification of any information on the applicant's resume or application form.

All offers of employment are conditioned on receipt of a State of New Hampshire background check. In accordance with NH RSA 41:9-b. If information obtained in a background check would lead the Town of Jackson to deny employment, a copy of the report will be provided to the applicant upon request.

Additional checks such as a driving record may be made on applicants for particular job categories if appropriate and job related.

The Police Department does have additional requirements that can include but are not limited to; credit checks, military records, criminal and motor vehicle checks, physical examinations, and truth verification tests.

Internal Transfers/Promotions
Employees with more than twelve months of service may request consideration to transfer to other jobs as vacancies become available and will be considered along with other applicants. At the same time, the Town may initiate transfers of employees between departments and facilities to meet specified work requirements and reassignment of work requirements.

The Town of Jackson offers employees promotions to higher-level positions when appropriate. The Selectmen prefer to promote from within and may first consider current employees with the necessary qualifications and skills to fill vacancies above the entry level, unless outside recruitment is considered to be in the Town's best interest.

To be considered, employees must have held their current position for at least 12 months, have a satisfactory performance record and have no disciplinary actions during the last 12 months. The Selectmen retain the discretion to make exceptions to the policy.

Separation of Employment

- **Resignation**: Although we hope your employment with us will be a mutually rewarding experience, we understand that varying circumstances cause employees to voluntarily resign employment. Resigning employees are encouraged to provide two weeks' notice, preferably in writing, to facilitate a smooth transition out of the organization. Department Heads and/or Selectmen reserve the right to provide an employee with two weeks' pay in lieu of notice in situations where job or business needs warrant such action. If an employee provides less notice than requested, the employer may deem the individual to be ineligible for rehire depending on the circumstances regarding the notice given.

- **Retirement**: Employees who wish to retire are required to notify their Department Head and the Selectmen's Office in writing at least one (1) month before the planned retirement date.

- **Job Abandonment**: Employees who fail to report to work or contact their supervisor for three (3) consecutive workdays shall be considered to have abandoned the job without notice, effective at the end of their normal shift on the third day. The supervisor shall notify the Selectmen's Office at the expiration of the third workday and initiate the paperwork to terminate the employee. Employees who are separated due to job abandonment are ineligible to receive accrued benefits and are ineligible for rehire.

- **Termination**: Employees of the Town of Jackson are employed on an at-will basis, and the Town retains the right to terminate an employee at any time.

The separating employee must return all Town property at the time of separation, including uniforms, cell phones, keys, PCs and any other Town owned property.

The separating employee shall contact the Selectmen's Office as soon as notice is given to schedule an exit interview. The interview will be on the employee's last day of work or another day, as mutually agreed on.

Accrued Paid Time Off (PTO) leave will be paid in the last paycheck unless the employee resigned and did not give and work a full two weeks' notice, if the employee is terminated, or if the employee has been employed for less than one year. If employed for less than one year, the PTO will be paid on a pro-rated basis, as long as they have given and worked at least two weeks' notice. Accrued sick time is not paid out. In the event that an employee does not work a full two weeks' notice at the express, written request of the Town or with the express, written approval of the Town, then the employees shall still receive employee's accrued PTO.

Health insurance terminates the last day of the month of employment. Information for Consolidated Omnibus Budget Reconciliation Act (COBRA) continued health coverage will be provided through the health coverage broker. Employees will be required to pay their share of the health insurance through the end of the month.

- **Rehire:** Former employees who left the Town of Jackson in good standing and were classified as eligible for rehire may be considered for reemployment. An application must be submitted to the Department Head or the Selectmen's Office, and the applicant must meet all minimum qualifications and requirements of the position.

  Rehired employees begin benefits just as any other new employee. Previous tenure will not be considered in calculating longevity, leave accruals or any other benefits.

  An applicant or employee who is terminated for violating policy or who resigned in lieu of termination from employment due to a policy violation will be ineligible for rehire.

IV. COMPENSATION

Work Week
The Town of Jackson's work week begins on Sunday at 12:01am and ends on Saturday at midnight. 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 work schedule.

Pay Periods and Rates of Pay
Employees are paid on a weekly basis. Employees are paid on Fridays for all hours worked during the prior week (Sunday through Saturday). Please review your paycheck for errors. If you find a mistake, report it to the **Town Administrator** immediately. Paychecks will be distributed only to you, unless you provide the Town of Jackson with written authorization for someone else to receive your paycheck.

Employees agree to their rate of pay at the time that they are hired. Rates of pay, for all employees, are reviewed annually during the Town budgeting process, and rates of pay may be adjusted at that time to become effective in March after the Town Meeting. To be eligible for an annual pay increase you will have to be employed with the Town for a minimum of six months (hired prior to September 15th). If you have any questions regarding your rate of pay, please see the Department Head or the Board of Selectmen. An annual review will be conducted annually to provide feedback for your performance. If the proposed budget is approved at the Town Meeting, a retroactive adjustment will be processed in your weekly payroll check.

Rates of pay will increase at a flat rate of 3% per year for all town employees to establish a budget number, (this will also include Selectmen, Treasurer and Town Clerk/Tax Collector). This percentage increase may be adjusted at the annual budget hearings. When a newly elected official takes office (other than the Town Clerk / Tax Collector the pay rates will be the current budgeted amount.

- Town Clerk / Tax Collector – if a new Town Clerk / Tax Collector has to be appointed by the Selectmen mid-year, salary will be negotiated based on experience. At the town meeting following the appointment, when a new Town Clerk / Tax Collector is elected, salary will be approved at the annual town meeting as a warrant article. If the current Town Clerk / Tax Collector loses an election and a warrant article hasn't been established – the salary will need to be determined at the town meeting by adjusting the operating budget total up or down depending on the experience of the newly elected Town Clerk/ Tax Collector.
- Moderator and Supervisors of the checklist pay is determined based on the number of elections and approximate hours they will work every year.
- Pay increases for the fire department (excluding the fire Chief) are set by the Fire Chief

Time Reporting
It is important that your time be accurately reported so that you are compensated for the hours that you work. You shall be required to complete weekly timesheets. 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. Salaried employees are not required to submit a weekly timesheet and will be paid the agreed upon fixed wage.

Overtime
Nonexempt employees who exceed 40 hours of work time in a workweek will be paid time and one-half. Paid leave, such as holiday, sick or vacation pay, does not apply toward work time. The workweek begins at 12:01 a.m. on Sunday morning and ends at 12:00 p.m. on Saturday night. Your Department Head must approve all overtime.
Police exception - full time, non-salaried police officers will receive overtime after working 8 hours in a day, or after 40 hours, in any given workweek. Part time officers will be eligible for overtime pay as well.

Highway Department employees will be paid time and one-half for weather events, which require them to work anything outside of their normally scheduled workweek. They will receive overtime pay for these weather events even if they have not worked all of their normally scheduled work week hours.

On Call Pay/Stipend
The Jackson Highway Department is entitled to a $250.00 per month winter storm stipend November through April.

An on-call employee who is called back to work outside his or her normal work schedule shall be paid for the time worked or a minimum of two (2) hours, whichever is greater. This does not apply to our part time fire fighters.

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, wage garnishments and New Hampshire Retirement (New Hampshire Retirement does have minimum hour requirements for full time employees). The Town of Jackson will also make additional deductions if the employee elects and is eligible for health insurance and other purposes that are for your benefit. Arrangements for these voluntary deductions are made with the Town Administrator.

Probationary period
All new employees will serve a 60 day probationary period, during which time their job progress will be formally evaluated by the standards established for their areas of job responsibility. The Police Departments employee probationary period varies and is outlined in their individual employment paperwork. The Fire Department employee probationary period is one year.

Employee Travel and Reimbursement
Employees will be reimbursed for reasonable expenses incurred in connection with approved travel on behalf of the Town. Mileage reimbursement forms will need to be submitted to the Selectmen's office to be included in the weekly check run along with any receipts for other expenses. Exempt employees will
be paid their regular salary for weeks in which they travel. Nonexempt employees will be paid for travel time in accordance with federal and state wage payment laws.

V. BENEFITS

Health Insurance
The Town of Jackson currently offers salaried and regular full-time employees who work a minimum of 30 hours per week enrollment in health insurance coverage options after they have been employed for 60 days.

- Current and former Selectmen are also eligible to participate in the Health Insurance plan. They will be responsible for 100% of the cost for themselves and any covered dependents.

- Employees who are already covered through another Health Insurance policy do have the option to waive the Town insurance with a negotiated reimbursement provided that proof of insurance is provided annually.

Employees have up to 30 days from their date of hire to make health insurance selections. Once made, elections are fixed for the remainder of the plan year. Changes in family status, as defined in the Plan document, allow employees to make midyear changes in coverage consistent with the family status change (this change can only be made 30 days from the date of change). Please contact the Town Administrator to determine if a family status change qualifies under the Plan document and IRS regulations.

At the end of each calendar year during open enrollment (during the month of December), employees may change health insurance selections for the following calendar year.
Employees will contribute a percentage (evaluated annually) toward the cost of the premium on a pre-tax basis, depending on their health insurance selection.

The Town Administrator is available to answer benefits plan questions and assist in enrollment as needed.

- **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 Town Administrator for more details regarding COBRA.

New Hampshire Retirement System (NHRS)
As a condition of employment, any salaried or regular full time employee who works over 35 hours a week (30 hours for police and fire) and who is not already a retiree under NHRS, shall become a member of the retirement system. The employee will contribute a required 7% (11.55% for police and 11.80% for fire) from their weekly paycheck on a pre-tax basis. The employer will also contribute to this plan. You are fully vested after ten years of service.

Cell Phone Policy
As a Department Head (or Full Time Police Officer), Cell phones can be a valuable resource for Town employees in the performance of their job duties by providing immediate accessibility to the Selectmen and others.

Department Heads and Full Time Police Officers will be offered the choice of a Town owned phone or a cell phone stipend. Employees who chose to receive a cell phone stipend will be reimbursed for business-related costs incurred when using their personally –owned cell phones. The stipend amount will be the same as the cost for those who have Town owned phones.

Unemployment insurance and worker's compensation coverage is provided as required by law.

- Individuals laid off from employment by the Town of Jackson may be eligible for unemployment compensation benefits through the New Hampshire Department of Employment Security.
- You are required to report all work-related injuries to the Town 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 Board of Selectmen. The Town of Jackson will consider the request in accordance with its Americans with Disabilities Act policy.

VI. TIME OFF / LEAVES OF ABSENCE

Holidays

The Town of Jackson recognizes the following paid holidays each year:

- New Year's Day
- Martin Luther King Jr. Day
- Presidents Day
- Memorial Day
- Juneteenth Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Holiday (December 24th,25th, 26th)
- New Year's Eve

All holidays will be observed on the day designated by the Federal Government. Should a holiday fall on a weekend, the holiday will be observed on the workday closest to the holiday.

The Town of Jackson awards qualified employees 15 paid holidays during the calendar year. Qualified employees are salaried, regular full time or regular part time employees who work a regular weekly schedule. For calculation purposes, if you work 30 hours or less in a week, your total weekly hours will be divided evenly over a five-day work week. This numerical value will then be used to calculate your holiday pay, (Example: 15 hours a week divided by a 5 day work week results in 3 hours of holiday pay eligibility). Compensation for holiday pay will be as follows: recognized and approved holidays will be paid to qualified employees, whether they work on the corresponding day or not, at a rate of straight time. With regards to regular full time employees, the straight time rate will correspond by duration with the regularly scheduled work day for the relevant department (i.e., if you work or are scheduled an 8 hour day your holiday pay will be 8 hours, a scheduled 10 hour day will be paid 10 hours). The holiday pay will be included in the payroll cycle in which the date falls, and will be identified as such on the pay stub. Holidays will not be paid at an overtime rate regardless of the number of hours worked in a given pay cycle.

Paid Time Off (PTO)

PTO is an all-purpose time-off policy for eligible employees to use for vacation, illness, and personal leave. All employees except for temporary and part time on call fire fighters (who volunteer their time) are eligible to earn and use PTO as described in this policy. PTO will be available in one lump sum to use starting January 1st of

every year. This amount will be prorated for anyone hired after January 1st and for anyone who works less than 40 hours a week.

The amount of PTO employees receives each year increases with the length of their employment as follows:

- Years 1-3 *200 hours (25 days of vacation, sick, and personal time)
- Years 4-7 *240 hours (30 days of vacation, sick, and personal time)
- Years 8-12 *264 hours (33 days of vacation, sick, and personal time)
- Years 13-19 *280 hours (35 days of vacation, sick, and personal time)
- Years 20+ *320 hours (40 days of vacation, sick, and personal time)

PTO can be used in any time increments that you choose, with your supervisor's approval. PTO does not count toward overtime or any special forms of compensation. PTO may not exceed the annual allotment of hours. To schedule planned PTO, employees should request advance approval from their supervisors. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

PTO requests that exceed two consecutive weeks need supervisor **and** selectmen approval.

Employees will be allowed to carry over a maximum of 40 unused hours to the next calendar year. This amount will not increase with years of service.

Police PTO Carryover:
Policy for those hired prior to April 2023: Carry over limits on unused PTO shall not apply to officers who, by emergency circumstances or denial of request by the Chief of Police, are unable to use PTO during the calendar year. The carry over will be added to their yearly allotment without penalty. In any case, Officers cannot carry greater than double their yearly allotment of PTO. For any Police Officer hired after April 2023, the regular Town PTO policy will apply.

Employees will have an option to put up to 120 hours (15 days for those who work 8 hours a day) per year into a bank for sick time, which can only be used for sick time. PTO hours will be reduced by the number of hours elected to be added to the sick bank. There is no limit to this bank and it will carry over from year to year. Employees must notify the Town Administrator by January 31st of every year as to how many hours (if any) they would like to deposit into their sick bank. For those employees who have an accrued sick time balance as of 6.1.13 you will be able to keep and use that sick time (as sick time) but you will not accrue more based on the new PTO Policy unless you choose to deposit more into your sick bank by January 31st of every year.

If employment is terminated, unused PTO time will not be paid out. If the employee resigns, and has been actively employed for more than one year, they will be paid unused PTO as long as they have given and worked at least two weeks' notice. If they have been actively employed for less than one year, their PTO will be paid on a pro-rated basis, as long as they have given and worked at least two weeks' notice. In the event that an employee does not work a full two weeks' notice at the express, written request of the Town or with the express, written approval of the Town, then the employees shall still receive employee's accrued PTO.
Sick Time does not get paid out for any reason. Leave taken beyond an employee's available PTO balance may be unpaid unless otherwise required under state or federal law.

Family Medical Leave (FMLA)
The function of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

- **Eligibility**
  To qualify to take family or medical leave under this policy, the employee must meet the following conditions:

- The employee must have worked for the Town of Jackson for at least 12 months
- The Employee must have worked at least 1,250 hours in the preceding 12 month period.
- The Employee must be employed by an employer with at least 50 employees.

- **Types of Leave Covered**
  Under the Family and Medical Leave Act ("FMLA"), eligible employees may take an unpaid leave of absence and be restored to the same or an equivalent position upon their return to work for any of the following reasons:
  - The birth of the employee's child and to care for the newborn child (leave must be taken within twelve (12) months of the birth of the child);
  - The placement of a child with the employee for adoption or foster care, and in order to care for the newly placed child (leave must be taken within twelve (12) months of the adoption or placement of the child);
  - The serious health condition of a spouse, parent, minor child, or adult child when the adult child is incapable of self-care and the employee is needed for such care ("covered family members");
  - The employee's own serious health condition that renders the employee unable to perform his or her job;
  - A "qualifying exigency" (as defined in the Department of Labor Regulations) arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on "covered active duty" or has been notified of an impending call or order to "covered active duty" in the United States Armed Forces;
  - The employee is a spouse, son, daughter, parent, or next of kin of a "covered service member" (as defined in the Department of Labor Regulations) who has a serious injury or illness and the employee is needed to care for such person.

- **Amount of Leave**
  An eligible employee may take up to 12 weeks for the first five FMLA circumstances above (under heading "Type of Leave Covered") under this policy during any 12-month period. The Town will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the Town will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount of time the employee is entitled to take at that time.

  An eligible employee can take up to 26 weeks for the FMLA military caregiver leave circumstance above during a single 12-month period. For this military caregiver leave, the Town will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

Employee Status and Benefits During Leave

- Employees must substitute their accrued, unused PTO as part of the twelve (12) week leave requirement.
- While on FMLA leave, employees may continue to participate in the Town of Jackson'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 Jackson 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 Jackson 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.

- 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 Jackson 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 Jackson may require a second medical opinion and periodic recertification at its own expense. If the first and second opinions differ, the Town of Jackson, at its own expense, may require the binding opinion of a third health care provider, approved jointly by the Town of Jackson 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 Town of Jackson 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 Request for FMLA leave should be submitted to the Board of Selectmen. If possible, the form should be submitted thirty (30) days in advance of the effective date of the FMLA leave.
    - ✓ 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 health care 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.

- **Intent to Return to Work from FMLA Leave**
  The Town of Jackson may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

Catastrophic Leave

The catastrophic leave bank is a partnership between the Town of Jackson administration and the Town of Jackson employees to provide some potential income protection for employees who cannot perform regular duties and have exhausted all forms of paid leave (PTO & Sick). The Town of Jackson maintains the bank and permits regular employees to donate PTO & Sick Hours to the bank for use by a qualifying employee experiencing a catastrophic illness or injury, either personally or by a family or household member.

Coverage: The bank is intended to cover a catastrophic illness or injury, such as cancer, major surgery, serious accident, heart attack, etc., that poses a threat to life or requires inpatient or hospice care, extensive outpatient treatment or care at home, or other extraordinary events (natural disaster, fire, etc.) that prevents the employee from performing regular work duties.

Compensation and Benefits: The receiving employee is considered on paid leave and will continue to receive benefits. If the employee receives workers' compensation payments, he or she will not be eligible to utilize the catastrophic leave bank.

Requests: Employees must have exhausted, or will exhaust, all forms of paid leave. Leave use patterns may be considered in the decision to grant or deny the request. The requesting employee must have a satisfactory attendance record.

If the employee is not eligible for FMLA leave, the Selectmen may request a physician's statement or other medical evidence necessary to establish that the illness or injury is of a catastrophic nature and keeps the employee from performing regular work duties. If the request is due to a catastrophic illness or injury of a relative or household member, the Selectmen may also require the employee to provide evidence that the relative's or household member's illness or injury keeps the employee from performing regular work duties.

Approval: The Selectmen will confirm that the employee has exhausted, or will exhaust, all paid leave. If the request is for the care of a relative or household member, the Selectmen will determine that the relationship meets the requirements set forth in these guidelines. If the employee meets all of the conditions, the Selectmen may approve time in 30-day increments or less, as evaluated on a case-by-case basis.

Donations: Donations of PTO and Sick Time will be accepted from employees by the Town Administrator. Once annual time is donated, the time may not be retrieved from the Catastrophic Leave bank.

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 PTO, and either have exhausted their Family and Medical Leave Act or are not eligible for Family and Medical Leave Act. (See Family and Medical Leave Act policy.) Requests for such unpaid leaves are granted at the sole discretion of the Town of Jackson. 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 Jackson 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 PTO, and holidays. In addition, participation in any medical insurance coverage must be paid entirely by the employee during the discretionary leave. The employee must make arrangements with the Town Administrator 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 Jackson will assume that the employee has voluntarily resigned from his or her employment.

Requests for discretionary leave should be submitted to the Board of Selectmen 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.

Bereavement Leave
Full-time and part-time employees who wish to take time off due to the death of an immediate family member will be granted time off from work without loss of pay in accordance with the following policy:

- Employees are allowed five days of paid leave in the event of the death of the employee's spouse, child, father, father-in-law, mother, mother-in-law, brother, sister, stepfather, stepmother, stepbrother, stepsister, stepson or stepdaughter.
- Employees are allowed three days of paid leave in the event of death of the employee's brother-in-law, sister-in-law, son-in-law, daughter-in-law, aunt, uncle, grandparent, grandchild or spouse's grandparent.

Part-time employees pay will be pro-rated based on the number of hours the employee regularly works on those days.

Jury Duty
The Town of Jackson 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 immediate supervisor as soon as you receive the notice. In order to receive jury duty pay, you will be required to furnish the Town Administrator with copies of the checks you receive for jury duty pay.

While serving on a jury, you are expected to call your immediate supervisor 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.

Military Leave of Absence
It is the Town of Jackson's policy to grant leaves of absence without pay to salaried, regular full-time or regular part-time employees who enlist, who are drafted, or who 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 Board of Selectmen. 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 Jackson will comply.

You must notify the Board of Selectmen of your availability to return to work.

The Town of Jackson 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.

Maternity Leave
The Town of Jackson complies with the Family Medical Leave Act (FMLA) and the equivalent New Hampshire law, which guarantee leave and return rights to eligible employees, as defined by the law. All female employees may take an unpaid leave of absence for a temporary time 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 Jackson. Employees on maternity leave must pay their portion of their Health Insurance costs while on leave. Please contact the Town Administrator to make arrangements for payment.

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.

Educational Leave
At the sole discretion of the Town of Jackson, salaried, 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.

VII. WORKPLACE SAFETY

General Safety
It is the responsibility of each employee to conduct all tasks in a safe and efficient manner complying with all local, state and federal safety and health regulations and program standards, and with any special safety concerns for use in a particular area or with a client.

Although most safety regulations are consistent throughout each department and program, each employee has the responsibility to identify and familiarize her/himself with the emergency plan for his/her working area. Each facility shall have posted an emergency plan detailing procedures in handling emergencies such as fire, weather-related events and medical crises.

It is the responsibility of the employee to complete an Accident and Incident Report for each safety and health infraction that occurs by an employee or that the employee witnesses. Failure to report such an infraction may result in employee disciplinary action, including termination.

Furthermore, management requires that every person in the organization assumes the responsibility of individual and organizational safety. Failure to follow Town safety and health guidelines or engaging in conduct that places the employee, client or Town property at risk can lead to employee disciplinary action and/or termination.

The Health and Safety Committee and the safety director shall have the responsibility to develop and the authority to implement the safety and health program in the interest of a safer work environment.
The Town of Jackson values the health, welfare and safety of every employee and intends to provide a safe and healthful workplace. Accidents cause untold suffering and financial loss to our employees and their families. In pledging its full support of the safety process, the selectmen recognize certain obligations:

1. That prevention of accidents and protection of all resources are guiding principles.

2. That all operational decisions affecting safety must receive the same consideration as those affecting production or quality.

3. That safe working conditions and methods are of prime importance and take precedence over shortcuts and “quick fixes”.

4. That the Town of Jackson will comply with all safety laws and regulations.

5. That feedback will be welcomed from all employees.

6. That all employees will follow all safety rules, take no unnecessary chances, use all safety guards and equipment and make safety an integral part of their lives.

As an employee of the Town of Jackson, you have a responsibility to yourself, your family, your co-workers and the community to understand and follow our safety policy. We must be alert in detecting and taking steps to remedy potentially hazardous conditions. Above all, we must exercise concern for others to help ensure everyone's safety, well-being and productivity.

Horseplay on Town of Jackson property and premises will not be tolerated.

Drug-Free Workplace

The Town of Jackson is committed to providing a safe work environment that is free from the effects of drugs and alcohol. Drug and alcohol use in the workplace can create health, safety, and security issues for our employees, citizens and visitors. The Town of Jackson is committed to providing a safe work environment that is free from the effects of drugs and alcohol. In support of our commitment, the Town of Jackson prohibits the following conduct and other conduct which, in our determination, is inconsistent with our commitment:

- The manufacture, distribution, sale, dispensation, possession, storage, or use of a controlled substance, unauthorized prescription drug, other substances, legal or otherwise that can negatively affect an employee's safety or the safety of the general public, or drug paraphernalia at any time on Town property, on Town business, or during working hours;
- Use, possession, storage, manufacture, distribution, dispensation, or sale of alcohol at any time while on Town property, on Town business, or during working hours;
- Reporting to work or otherwise working under the influence of illegal drugs or alcohol, or under the influence of legal drugs that may impair your ability to safely perform your job functions;
- Reporting to work in a condition that is not fit for work. In addition to being under the influence as mentioned above, other indications of a lack of fitness for duty are smelling of alcohol, or otherwise appearing or being unable to effectively interact with citizens, visitors and co-workers and work safely and properly without impairment;
- Any employee who is taking medication that may impair his or her ability to safely perform job functions must inform his or her supervisor immediately, and must not perform any work until authorized to do so by the Town of Jackson.
- If any employee is involved in drug misconduct (including the use or possession of illegal drugs or unauthorized prescription drugs) on Town property or while working for the Town, the Town of Jackson reserves the right to report the incident to law enforcement authorities;
- If any person observes an employee exhibiting behavior that may be indicative of impairment by drug or alcohol use, he or she should immediately report the behavior to their Department Head.
- Any employee involved in a motor vehicle or equipment accident that results in damage to property of another, other than the Town of Jackson, or injury to any person(s) shall be required to submit to drug and alcohol testing.
- These Policies shall not apply to the lawful storage of drugs, drug paraphernalia and/or alcohol as they pertain to the evidence responsibilities of the Jackson Police Department, provided that the items are handled in accordance with the accepted and recognized practices of the Jackson Police Department.

Violations of this Policy:
Employees must, as a condition of employment, abide by the terms of this policy. Violations of this policy will result in disciplinary action, up to and including termination, and may also have legal consequences.

Fitness for Duty Exams:
The Town of Jackson reserves the right to require any employee to submit to a fitness for duty exam when there is a reasonable basis for the Town of Jackson to believe that the employee may be under the influence of alcohol or drugs or may be otherwise unfit for duty. Fitness for duty exams may include, but not be limited to, tests for the presence of drugs or alcohol. Employees must consent to fitness for duty exams as a condition of employment. The cost of any such fitness for duty exams will be covered by the Town. Within the Town of Jackson's discretion, an employee may be placed on paid or unpaid administrative leave or suspension pending the results of a fitness for duty exam.

Use or Possession of Cannabis
New Hampshire has legalized the use of cannabis for therapeutic purposes for qualifying patients. An employee whose use of cannabis for therapeutic purposes may not be discriminated against for lawfully engaging in conduct specifically authorized by New Hampshire Law; however, the law does not require the Town of Jackson to accommodate an employee's use or possession of cannabis at the workplace or to permit an employee to work while under the influence of cannabis; therefore, the use or possession of cannabis in the workplace or during work hours is prohibited.

In accordance with law, employees are prohibited from operating or being in control of any motor vehicle while under the influence of cannabis. If the use of cannabis impairs the ability of an employee to carry out assigned responsibilities and/or endangers the safety of the employee and/or others, the Town of Jackson may remove the employee from the work site and/or take disciplinary action against the impaired employee in accordance with the Drug-Free Workplace Policy above.

Those employees who operate vehicles requiring a Commercial Drivers License (CDL), are prohibited from using cannabis pursuant to Federal Regulation, 49 CFR 382:213.

Workplace Bullying
The Town of Jackson defines bullying as "repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment." Such behavior violates the Town Code of Ethics, which clearly states that all employees will be treated with dignity and respect.

The purpose of this policy is to communicate to all employees, including supervisors, managers and executives, that the Town will not tolerate bullying behavior. Employees found in violation of this policy will be disciplined up to and including termination.
Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant and will not be given consideration when meting out discipline. As in sexual harassment, it is the effect of the behavior upon the individual that is important. The Town of Jackson considers the following types of behavior examples of bullying:

- Verbal bullying: Slandering, ridiculing or maligning a person or his/her family; persistent name calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.

- Physical bullying: Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault; damage to a person's work area or property.
- Gesture bullying: Nonverbal threatening gestures or glances that convey threatening messages.
- Exclusion: Socially or physically excluding or disregarding a person in work-related activities.

Violence in the Workplace
All employees, customers, vendors and business associates must be treated with courtesy and respect at all times. Employees are expected to refrain from conduct that may be dangerous to others.

Conduct that threatens intimidates or coerces another employee, customer, vendor or business associate will not be tolerated. The Town of Jackson resources may not be used to threaten, stalk or harass anyone at the workplace or outside the workplace. The Town of Jackson treats threats coming from an abusive personal relationship as it does other forms of violence.

Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to a Department Head, Selectman, Town Administrator, or Police Department. When reporting a threat or incident of violence, the employee should be as specific and detailed as possible. Employees should not place themselves in peril, nor should they attempt to intercede during an incident.

The Town of Jackson will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities.

Anyone found to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

The Town of Jackson encourages employees to bring their disputes to the attention of their Department Head, Selectman, or Town Administrator before the situation escalates. The Town of Jackson will not discipline employees for raising such concerns.

Smoke-Free Workplace
It is the policy of the Town of Jackson to prohibit smoking on all Town premises in order to provide and maintain a safe and healthy work environment for all employees. The law defines smoking as the "act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette or pipe of any kind."

VIII. WORKPLACE EXPECTATIONS

Attendance and Punctuality
Every employee is a valuable and contributing member of the Town of Jackson. 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 to work all scheduled hours, report for work on time and work until the end of the work period.

Patterns of absenteeism or tardiness may result in discipline even if the employee has not yet exhausted available paid time off. Absences due to illnesses or injuries that qualify under the Family and Medical Leave Act (FMLA) will not be counted against an employee's attendance record. Medical documentation within the guidelines of the FMLA may be required in these instances.

Not reporting to work and not calling to report the absence is a no-call/no-show and is a serious matter. The first

instance of a no call/no show will result in a final written warning. The second separate offense may result in termination of employment with no additional disciplinary steps. A no call/no show lasting three days may be considered job abandonment and may be deemed an employee's voluntary resignation of employment.

Inclement Weather
Employees generally are expected to report to work during inclement weather. However, there may be occasions when the Town Offices will be closed due to severe inclement weather. Office closures will be determined by severity of weather. The Town Administrator will report the decision on closing to the Select Board Chair and contact the Town Office personnel. Hourly employees will be paid for this day.

Please note, however, that some Town employees will be expected to report to work even if the Town Offices are closed due to the nature of the job.

If the Town Offices are not closed due to severe inclement weather, but you are unable to get to work, then you must call your Department Head to explain why you cannot get to work. If you do not come to work because of inclement weather, you must use your earned PTO time for that day. If your earned benefits have been exhausted, you will not be paid for the time missed, unless otherwise required by law.

If you are an hourly employee and you come to work and the Town Offices close because of weather, loss of electricity or an emergency beyond our control, you will be paid for the hours you were scheduled to work on that day. This only applies to the Town Office staff.

Attire and Grooming
Discretion in style of dress and behavior is extremely important to the Town of Jackson. 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 Jackson. Any questions regarding appropriate dress for your department should be addressed to your immediate supervisor.

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

Conflicts of Interest
The Town of Jackson 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 Jackson'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 unless approved by the Board of Selectmen.
- Using directly or indirectly, Town of Jackson 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 Board of Selectmen, 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.

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

Personnel Records
The Town of Jackson 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 Town 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 arranged through the Town Administrator. 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 Jackson 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 include accurate information regarding who should be contacted in case of emergency. Please notify the Town Administrator as soon as possible of any changes in your name, address, telephone number, marital status, dependents and/or beneficiaries.

Equipment, Telephones, Facsimile, E-Mail and Internet Use
All electronic and telephonic communication systems are to be used solely for job-related purposes. All communications and information transmitted by, received from, or stored in Town of Jackson equipment and systems are the property of the Town of Jackson.

To ensure that the use of electronic and telephonic communications systems and business equipment is consistent with the Town of Jackson's legitimate business interests, and to ensure quality service to our customers, authorized representatives of the Town of Jackson may monitor the use of such equipment from time to time.

Forbidden activities which may lead to disciplinary action, up to and including termination of employment, include (but are not limited to) the following:

- browsing, retrieving, displaying or distributing (electronically or via paper) pornographic and/or sexually explicit comments or images, racial epithets and slurs, or any comments or images that would offend someone based on their race, color, sex, religion, national origin, age, physical or mental disability, ancestry, or sexual orientation.
- communicating to another individual or entity in any manner, which reasonably could cause him or her distress, embarrassment, or unwanted attention, as this may constitute harassment;
- sending chain letters or engaging in gambling activity;
- unauthorized commercial use or use for personal profit or personal businesses;
- disruptive acts, such as introducing viruses into the computer system;
- copying software or copyrighted materials without express written consent of the copyright holder;
- downloading unauthorized software and/or use of the Town of Jackson's communications systems on unauthorized hardware;

- and sending messages that adversely affect the Town of Jackson's reputation.

Vehicle Operation
The Town of Jackson values and prioritizes the safe operation of vehicles while employees are performing any duties on behalf of the Town. Whether in a Town- owned vehicle or performing a work function in a private vehicle, the Town of Jackson requires all employees to operate in a safe and lawful manner. Complaints received regarding vehicle operation will be reviewed and are actionable against employees who are found to have been operating in an unsafe or illegal manner. Any employee who is involved in an accident while in the service of the Town of Jackson is required to immediately report, if able, the event to their immediate supervisor or Department Head. Additionally, any person, while driving in the service of the Town of Jackson, who receives a summons or citation for a motor vehicle or criminal infraction shall immediately report the event and all pertinent facts to their immediate supervisor or Department Head.

Seat Belt Policy
It is mandatory for all Town of Jackson employees operating or riding in motor vehicles to use seat belts. This includes all employees operating Town owned vehicles, passengers in Town owned vehicles, and all employees operating personal vehicles while engaged in Town business, and employees riding in a passenger vehicle while on Town business.

Motor Vehicle Violations
All employees who operate Town of Jackson 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 Town of Jackson 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.

Town of Jackson Property
Town of Jackson property of any type or value shall not be used or removed from Town of Jackson premises without written authorization. All Town of Jackson 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 Jackson shall be delivered to the Town of Jackson promptly upon your termination or at any other time upon request.

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 Jackson.

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 termination. 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.

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

- **Employment/Town of Jackson Records** - Making a false statement on the application form; falsifying Town of Jackson and employment records

- **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 Town of Jackson property

- **Safety** - Violation of safety regulations or endangering the health or safety of other persons

- **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

- **Crime** - Conviction of a crime that adversely impacts the employee's position with the Town of Jackson

- **Dishonesty** - Dishonesty to a coworker, resident, visitor or to the Town of Jackson

- **Incompetence** - Repetition of avoidable mistakes to a point that the mistakes demonstrate a willful disregard for the Town of Jackson's interest

- **Intoxicants** - Bringing, possessing, or using alcoholic beverages or illegal drugs on Town of Jackson 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

- **Neglect of Duty** - Negligence in the performance of duties which seriously conflict with the Town of Jackson's interest

- **Unsatisfactory Job Performance** - Failing to demonstrate the requisite skill or abilities to satisfactorily discharge the employee's duties

- **Weapons** - Possession of any kind of weapons on Town of Jackson property, except in the case of the Jackson Highway Department for animal control or Jackson Police Department

- **Telephone, Facsimile, Computer, E-Mail, Copier** - Use of a Town of Jackson telephone, facsimile, computer, e-mail, and copier for a non-Town of Jackson purpose

- **Theft or Destruction of Property** - The theft or negligent or intentional destruction of any Town of Jackson property or the personal property of a coworker, customer or visitor

- **Sexual or Other Unlawful Harassment** - Discrimination, sexual or other unlawful harassment, and inappropriate conduct in violation of Town of Jackson policies

- **Insubordination** - Acting in an insubordinate manner toward any supervisor or any other directive of the Town of Jackson

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 business days, the Board of Selectmen is 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.

IX. CRITICAL INCIDENT STRESS MANAGEMENT (adopted Policy August 2018)

I. PURPOSE

The purpose of this policy is to provide guidelines that shall be uniformly applied to the management of stress resulting from critical incidents. Providing support following any critical incident will assist in minimizing the chances that involved personnel will suffer from the negative physical, cognitive, emotional, and behavioral reactions that may occur.

Law enforcement duties often expose officers and support personnel to mentally painful and highly stressful situations that cannot be resolved through normal stress coping mechanisms. Unless adequately treated, these situations may cause disabling emotional and physical problems. It has been found that critical incidents such as officer-involved shootings, vehicle accidents, line-of-duty deaths, and gruesome homicides may cause adverse reactions and behaviors in officers.

II. POLICY

It is the responsibility of the Jackson Police Department to manage critical incident stress by providing personnel with a critical incident stress management (CISM) program. The CISM program shall be utilized to provide personnel with information on reactions to the trauma associated with critical incidents and assist in the deterrence of negative responses. It is the policy of this department to take immediate action after such incidents to safeguard the continued mental well-being of all involved personnel.

III. DEFINITIONS

Post-Traumatic Stress Disorder: An anxiety disorder that can result from exposure to a traumatic event and is diagnosed as such if symptoms persist after 30 days.

Acute Stress Disorder: An anxiety disorder that can result from exposure to a traumatic event and occurs within 30 days of exposure.

Critical Incident: An incident that is unusual, violent, and involves a perceived threat to, or actual loss of, human life that may overwhelm an individual's normal coping mechanisms and cause extreme psychological distress.

Critical Incident Stress Management: A formal process used to assist an individual who has been involved in a traumatic event to return to or maintain an effective level of functioning.

Critical Incident Stress Debriefings: A formal one-on-one or group discussion conducted by a qualified mental health professional and, where possible, an appropriately trained peer support officer that is designed to assist participants in understanding their emotions and strengthening their coping mechanisms following a critical incident.

Qualified Mental Health Professional (QMHP): Any individual who is licensed as a mental health professional and has an in-depth understanding of the law enforcement culture.

Peer Support Team Members: A formal group of individuals consisting of department members who

have undergone training in peer support methods.[1]

Involved Personnel: Any employee who is directly affected by a critical incident. This may include officers who are on the scene at the time of the incident, those individuals who respond to the scene immediately following the incident, and/or support personnel participating in the response to the incident, such as emergency dispatchers.

IV. PROCEDURES

A. Immediate Response Following a Critical Incident

1. During any period where it is reasonable to believe that involved personnel may experience physical, cognitive, emotional, and/or behavioral reactions to a critical incident, the department shall provide personnel with the proper mental health resources.
2. Where possible, the supervisor shall briefly meet with involved personnel to
    a. ask supportive questions concerning the critical incident;
    b. discuss any standard investigations that will occur concerning the incident; and
    c. advise the involved personnel that they may seek legal counsel if necessary.
3. At all times, when at the scene of an incident, the supervisor should interact with all involved personnel in a manner that acknowledges the potential stress caused by the incident and refrain from passing judgment regarding the critical incident or the reactions of individuals.

B. Post-Incident Procedures

1. The supervisor shall notify the appropriate person in his or her chain of command so that a QMHP can be contacted as soon as possible in order to schedule a one-on-one or group debriefing for all involved personnel. The on-scene supervisor shall brief the QMHP on all important and relevant aspects of the critical incident.
2. All involved personnel shall be required to attend a one-on-one and/or group debriefing provided by the department's QMHP as soon as reasonably possible. After a QMHP meets with the involved personnel, and with the involved personnel's understanding and release, the department shall be advised of
    a. whether it would be in the best interest of certain individuals to have time off work; and
    b. the best continued course of counseling and intervention.
3. Follow up counseling services should be made available to every individual who was involved in the critical incident. The initial follow-up should be face-to-face.
4. In order to promote trust and encourage the use of CISM services, all one-on-one debriefings and other individual counseling sessions shall be kept confidential and shall not have any bearing on the involved personnel's fitness-for-duty evaluation. Any information provided to the QMHP will be used solely for return-to-work status recommendations. Whenever possible, the QMHP involved in the CISM program should not conduct this department's fitness-for-duty examinations.
5. This department strongly encourages the families of the involved personnel to take advantage of any available department mental health/counseling services. It is recommended that family/relationship joint counseling services be offered to the involved personnel and their families or significant others whenever possible.
6. Any department investigation of the incident shall be conducted as soon as practical. This department shall make every effort to expedite the completion of any administrative or criminal investigation with the understanding that it can decrease the negative distress reactions that the involved personnel may experience.

C. Daily Stress Recognition

1. Physical, cognitive, emotional, and behavioral reactions or problems may not arise immediately. In addition, involved personnel may attempt to hide their negative responses to the critical

incident. Supervisors are responsible for monitoring the behaviors of personnel for any adverse reactions or symptoms.

2. A supervisor may mandate that involved personnel seek assistance or counseling from a QMHP upon recognizing behavioral indicators that suggest stress may be disrupting the individual's job performance.[2]

D. Training

1. This department shall provide employees with training pertaining to the negative physical, cognitive, emotional, and behavioral reactions that may occur following a critical incident and the uniform procedures contained in this policy. This training should be offered on a regular basis.
2. Supervisors and administrators shall be trained to identify physical, cognitive, emotional, and behavioral reactions to critical incidents.
3. Supervisors are responsible for making available to their personnel information about the department's peer support, chaplains, and mental health services.

Acknowledgment
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[1] See the *Peer Support Guidelines* developed by the IACP Police Psychological Services Section available at http://theiacp.org/psych_services_section/pdfs/Psych-PeerSupportGuidelines.pdf.

[2] See the *Psychological Fitness-for-Duty Evaluation Guidelines* developed by the IACP Police Psychological Services Section available at http://theiacp.org/psych_services_section/pdfs/Psych-FitnessforDutyEvaluation.pdf.

X. JACKSON FIRE DEPARTMENT MEDICAL RELEASE FORM POLICY (adopted Policy November 2024)

It shall be the policy of the Jackson Fire Department to require a MEDICAL RELEASE FORM to be filled out by the employee/firefighter's Health Care Provider for eligibility to respond to any calls of service and any Jackson Fire Department training. This form shall be the same form used by the NH Fire Academy for any Fire Academy Training and can be obtained from the Fire Chief. This form and requirement shall be updated and renewed every 2 years and approved by the Fire Chief. It shall be the responsibility of each

member of the Jackson Fire Department to update this form when required.

XI. SLIPS, TRIPS, AND FALLS PREVENTION POLICY AND PROCEDURES

I. PURPOSE

The purpose of this policy is to reduce and/or eliminate the incidence of employee and citizen slip, trip, and fall related events and injuries.

II. DISCUSSION

Slips, trips, and falls are among the leading causes of injury and lost work time to employees, and to members of the public visiting municipal/school/county property. Accidents often occur from a lack of due diligence to report and address existing conditions that can contribute to these types of events. Therefore, the Town of Jackson and its employees will take a proactive approach to managing the risks associated with slip, trip, and fall related conditions.

It is the policy of the Town of Jackson that its employees will be required to monitor, report, and whenever reasonably possible, correct conditions that have, or are likely to cause a slip, trip, and fall related event if corrective action is not taken.

III. PROCEDURES

1. A Slip, Trip, and Fall Log shall be maintained at every public facility.
2. Unsafe conditions shall be reported to the appropriate contact for that location immediately for corrective action. If the conditions present an immediate threat to the safety of employees or the public the employee will take reasonable steps to prevent injuries until the appropriate personnel arrive.
3. Employees shall wear footwear appropriate for the conditions.
4. Employees operating in inclement weather conditions (i.e. ice and snow) shall wear slip-on traction devices such as YakTrax provided by the Town of Jackson. Employees shall follow the guidelines for use as set forth by the manufacturer.
5. Sidewalks, parking lots, stairs, and other areas that employees and the public utilize shall be properly maintained to ensure that no tripping points, ice and snow build up, or other conditions that could contribute to a slip, trip, or fall exist.
6. Interior hallways, stairs, floors, and other areas of foot travel shall be clear of obstructions such as boxes, power cords, frayed carpeting, or weathered matting. Proper signage shall be used to signal wet floors or hazardous conditions which could contribute to a slip, trip, or fall.

IV. EVALUATION AND REPORTING

All slip, trip, and fall related incidents/injuries will be documented in the Slip, Trip, and Fall Log.

Each incident and the log itself will be reviewed by the appropriate shift supervisor, building and grounds supervisor, and the Joint Loss Management Committee (JLMC). *Slip, Trip, and Fall Logs* shall be kept in a centralized file or spreadsheet to monitor results, identify emerging trends, and to maintain documentation for potential claims.

ACKNOWLEDGMENT OF SAFETY POLICY

The Town of Jackson values the health, welfare and safety of every employee and intends to provide a safe and healthful workplace. Accidents cause untold suffering and financial loss to our employees and their families. In pledging its full support of the safety process, the selectmen recognize certain obligations:

1. That prevention of accidents and protection of all resources are guiding principles.
2. That all operational decisions affecting safety must receive the same consideration as those affecting production or quality.
3. That safe working conditions and methods are of prime importance and take precedence over shortcuts and "quick fixes".
4. That the Town of Jackson will comply with all safety laws and regulations.
5. That feedback will be welcomed from all employees.
6. That all employees will follow all safety rules, take no unnecessary chances, use all safety guards and equipment and make safety an integral part of their lives.

As an employee of the Town of Jackson, you have a responsibility to yourself, your family, your co-workers and the community to understand and follow our safety policy. We must be alert in detecting and taking steps to remedy potentially hazardous conditions. Above all, we must exercise concern for others to help ensure everyone's safety, wellbeing and productivity.

Horseplay on Town of Jackson property and premises will not be tolerated.

_____
Employee's Name **(please print)**

Date: _____

_____
Employee's Signature

ACKNOWLEDGMENT OF MOTOR VEHICLE SEAT BELT POLICY

Purpose:

This policy is intended to protect the Town of Jackson employees operating or riding in motor vehicles from the hazards of motor vehicle accidents.

Policy:

It is mandatory for all Town of Jackson employees operating or riding in motor vehicles to use seat belts. This includes all employees operating Town owned vehicles, passengers in Town owned vehicles, and all employees operating personal vehicles while engaged in Town business, and employees riding in a passenger vehicle while on Town business.

_____
Employee's Name **(please print)**

Date: _____

_____
Employee's Signature

RECEIPT AND ACKNOWLEDGMENT OF PERSONNEL MANUAL

This Personnel Policy is an important document intended to help you become acquainted with the Town of Jackson. This Personnel Policy will serve as a guide; it is not the final word in all cases. Individual circumstances may call for individual attention.

Please read the following statements and sign below to indicate your receipt and acknowledgment of the Personnel Policy.

- I have received a copy and understand it is my obligation to read the Personnel Policy. I understand that the policies described are subject to change at the Town of Jackson's sole discretion at any time.

- I acknowledge that I have the right to terminate my employment with Town of Jackson at any time without notice. In turn, I acknowledge that Town of Jackson has the right to terminate my employment in its sole discretion, subject to any statutory or federal or state constitutional requirements, if applicable.

- I am aware that the descriptions of benefits in this Personnel Policy are not contractual in nature and do not guarantee any continuance of said benefits.

- I am aware that during the course of my employment, confidential information may be made available to me. I understand that this confidential information must not be given out or used outside of Town of Jackson premises or with non-Town of Jackson employees, except as required by law.
- I understand that my signature below indicates that I have read and understand the above statements and have received a copy of the Personnel Policy.

_____
Employee's Name **(please print)**

Date: _____

_____
Employee's Signature