

TOWN OF CORINTH
HIGHWAY PERSONNEL POLICIES
EFFECTIVE MARCH 10, 1997

AS ALL EMPLOYEES ARE EMPLOYEES AT WILL, NOTHING CONTAINED IN THESE POLICIES AND PROCEDURES GUARANTEES EMPLOYMENT FOR ANY SPECIFIED LENGTH OF TIME. RATHER, EMPLOYMENT IS AT THE MUTUAL CONSENT OF THE EMPLOYEE AND THE BOARD OF SELECTMEN FOR THE TOWN OF CORINTH AND CAN BE TERMINATED AT WILL BE EITHER THE EMPLOYEE OR THE BOARD OF SELECTMEN WITHOUT CAUSE AT ANY TIME. THE UNDERSIGNED EMPLOYEE UNDERSTANDS THAT NATURE OF THIS EMPLOYMENT, HAS REVIEWED THE PERSONNEL POLICIES AND PROCEDURES, AND UNDERSTANDS THAT THEY CAN BE UNILATERALLY MODIFIED BY THE BOARD OF SELECTMEN WITHOUT CONSENT OF ANY EMPLOYEE AND THAT THE POLICIES AND PROCEDURES IN NO WAY CONSTITUTE A CONTRACT FOR EMPLOYMENT.

Employee Signature

STATEMENT OF PURPOSE

The purpose of these Personnel Policies is to assist in the effective administration of the highway work performed by the Town of Corinth. These policies and procedures have been approved by the Corinth Board of Selectmen and can be amended any time by the Board in its sole discretion. The Board of Selectmen believes that the maintenance of an effective staff is closely linked to an understanding by all parties of the personnel policies and procedures which the employees are expected to abide by. The Board of Selectmen are committed to providing equal opportunity to all qualified persons. Every employee will receive a copy upon beginning employment. All employees are required to abide by these guidelines and any amendments thereto. The Town of Corinth is an equal opportunity employer.

I
PERSONNEL SELECTION PROCEDURES

- A. All Town of Corinth job applicants shall complete an approved application form for inclusion in their personnel folder.
- B. The Selectmen and/or their duly authorized agent are responsible for the screening, interviewing and evaluation of all applicants seeking employment with the Town of Corinth.
- C. After a screening interview by the Selectmen and/or their duly authorized agent, the applicant may be directed to report for a final interview with a view to obtain the most competent applicant.
- D. Candidates are to be selected on the basis of their qualifications, training, experience and their ability to perform the duties required of the position being applied for. This policy shall be applied without regard to any individual's sex, race, religion, national origin, age or handicap.

II
EMPLOYMENT CATEGORIES

It is the policy of the Town of Corinth to categorize the status of employees in order to make distinctions in benefits and conditions of employment among employees and to aid in a better understanding of employment relationships. All employment may be terminated at will, with or without cause, by either the Town or the employee without

advance notice.

A. Regular Full-Time Employee

1. A regular full-time employee of the highway department works at least 40 hours per week at an hourly rate, no lower than the Federal minimum wage on a continuing basis. The employee is subject to all rules and regulations and receives all benefits as provided in the personnel policies as amended from time to time.
2. All regular full-time employees when first hired will serve a one year period of close supervision and evaluation in order to assess their ability and adaptation. The supervisor will evaluate the work of the new employee at the end of the third, sixth, ninth and twelfth months.
3. All present and future regular full-time employees will be required to have a physical before employment and a certificate signed by their physician will be forwarded to the selectmen stating their physical ability to perform the tasks required. Physical exams will be required every two years for regular full-time highway employees.

B. Temporary or Part-time Employees

From time to time as the need arises, and when the budget provides for it, the Selectmen may hire part-time and/or temporary help.

1. A temporary employee is one who is hired for a period of limited or specific duration. A part-time employee is one who works for less than the normal work week.
2. Part-time and temporary employees will not be eligible to participate in such employee benefit programs as retirement programs and health insurance, but will be provided social security benefits.
3. Should a part-time or temporary employee become a regular full-time employee, his or her accrued time with the Town will be considered in granting annual leave and sick leave benefits.
4. Employee benefits, i.e. retirement, health insurance, will accrue only from the time that the employee becomes a regular full-time employee.

III
PERFORMANCE EVALUATION

- A. This section applies to regular full-time employees only.

B. *Introductory Period* -The introductory period (first year of employment) is an integral part of the performance observation and rating process. It shall be utilized to closely observe the employee's work, to secure the most effective adjustment of a newly appointed or promoted employee to the position, and to reject any employee whose performance does not meet required work standards established by the Position Description.

1. All new employees are required to serve an initial twelve (12) months introductory period during which time their job performance will be evaluated by their immediate supervisor and/or the Selectmen. An extension of the introductory period any time prior to expiration may be granted by the Selectmen for a particular employee up to thirty (30) days beyond the end of the normal period.
2. An employee successfully completing his introductory period is entitled to all fringe benefits accrued during that period.
3. An employee who fails to successfully complete his introductory period will be terminated prior to its expiration.

C. Procedure During Introductory Period

1. Evaluation reports will be submitted by the supervisor to the Selectmen on the performance of all employees during the introductory period as provided for in Section **(B)(1)**.
2. A minimum of two (2) conferences between the employee, the supervisor and the Selectmen regarding the employee's performance shall take place during the introductory period.
3. No employee shall be paid for work performed *after* the expiration of the introductory period unless, prior to the performance of such work, the Selectmen have given their approval of continuance of employment. (See **E.4** below).

D. Evaluations Subsequent to Introductory Period

1. A performance evaluation report on each regular full-time employee by the supervisor must also be submitted to the Selectmen at least once each year.
2. Employees shall receive a copy of the evaluation and have the opportunity to discuss it with the supervisor and the Selectmen. The employee shall have the right to append written comments to the evaluation and to appeal the rating to the Selectmen.

E. Rebuttal by Employee

1. All evaluations will be in writing. The employee shall receive a copy of the evaluation and have the opportunity to discuss it with his supervisor and/or the Selectmen.
2. The employee will have the right to rebut the evaluation and append written comments to the evaluation.
3. The supervisor and Selectmen will be required to answer in writing the employee's rebuttal and forward it to the employee.
4. The provisions of this Subsection E. are intended for the sole purpose of ensuring that all relevant information is forthcoming and that all issues have a full airing. It is not intended in any manner whatsoever to limit the relationship between the Town and the highway employees as an employment at will and the Selectboard retains full authority to terminate any employee at will with or without cause.

IV INTERNAL OPERATIONS

A. Work Schedule

1. The regular full-time employees of the Town of Corinth highway department shall work a minimum of 40 hours per week. All hours paid at the rate established.
2. Regular work hours of the Town of Corinth will be determined by the supervisor in consultation with the Selectmen. Winter hours will vary according to the road conditions.

B. Attendance

1. The hours of reporting to work and leaving at the end of the day should not vary without approval of the supervisor.
2. Employees shall be at their respective work places during the hours of work.

C. Time Sheets

Time sheets must be completed and presented to the Town Treasurer and Road Commissioner at the end of every pay period, before the individual will receive his or her pay.

D. Pay Period

1. Each employee who has properly submitted their time sheet shall be paid on a weekly basis.

2. The Town of Corinth's pay period commences on a Sunday and ends on a Saturday with payday normally occurring on the following Tuesday.
3. There will be no advance in payroll with the exception of vacation pay, which will usually be paid on the Friday preceding the vacation period.
4. Allowable payroll deductions are:
 - a. Federal Withholding Taxes
 - b. State Withholding Taxes
 - c. Social Security and Medicare
 - d. Health Insurance (*"and Accident" removed*)
 - e. Retirement Plan
 - f. Child Support

E. Pay Rates and Personnel Status Change

1. Appointment Rate

The minimum rate established for the position is the normal hiring rate. Appointment above the minimum step rate may be made when the Selectmen determine that it is necessary and in the best interest of the town.

2. Resignation

As the inhabitants of the Town of Corinth are dependent on the highway staff for the care and maintenance of the town's highway system, all regular full-time employees are expected to give not less than two weeks prior notice of resignation. The employee will be compensated for all time worked during his or her employment.

3. Tardiness and Absences

- a. All employees have an obligation to report to work on time. It will be the employee's responsibility to have any equipment, trucks, etc., assigned to him ready for operation at the start of the workday. Tardiness may be cause for disciplinary action.
- b. All employees are expected to notify their supervisor as early as possible in advance of all planned absences.

V FRINGE BENEFITS

A. Annual Leave and Entitlement

1. The established leave year for a regular full-time Town of Corinth employee shall run from the effective date of employment for twelve full months.
2. Vacation days for regular full-time employees are accrued from the effective date of employment. The schedule for all Town of Corinth regular full-time employees shall be as follows:
 - a. After one year of employment – 5 working days;
 - b. After two years of employment – 10 working days;
 - c. After ten years of employment – 15 working days.
3. Employees should take vacations at times which are convenient for the department in which they work, which times shall first be approved by the employee's supervisor and/or the Board of Selectmen **and Road Commissioner**.
4. Requests for vacation leave shall be submitted to the supervisor at least two (2) weeks prior to the beginning date of the requested vacation.
5. Not more than ten (10) continuous working days may be taken off at any time.
6. Conflicts in scheduling of vacation leave will be resolved by the supervisor.
7. Should a legal holiday occur during an employee's annual leave, he will be allowed to take an extra day to compensate for the same. Should an employee become ill while on annual leave, he may, with a medical certificate, substitute for the period of illness, a sick leave in lieu of vacation leave.
8. Employees terminating their employment relationship with the Town will receive any annual leave credit earned as of the date of resignation. Earned annual leave of employees who die while on active employment will be paid to the spouse or estate of said individual.

B. **Personal Time**

1. **Personal** leave shall be accrued by all regular full-time employees on the basis of one-half (1/2) day per month of employment, or six (6) days per calendar year (based on a 5 day week), effective from the date of employment, but may not be taken prior to sixty (60) days of employment with the town.
2. Unused **personal** leave may be accumulated up to a maximum of 12 days.
3. **Personal time (up to a maximum of three (3) consecutive days per occurrence, more than three consecutive days requires Road Commissioners permission.)**

4. An employee absent because of illness must call his supervisor by his scheduled work time daily, unless physically unable to do so, otherwise, the day will be charged to vacation leave or to leave without pay.
5. Absence for a fraction or part of the day that is chargeable to **personal** leave in accordance with these provisions shall be charged in increments of one hour.
6. The employee will not be compensated for unused **personal** leave.
7. Cases of chronic absence or apparent abuse of **personal** leave privileges will be reviewed by the employee's supervisor and the selectmen, which may result in termination in appropriate cases.

C. Other Leaves

1. Military Leave

- a. Leave will be approved for all regular full-time employees who are members of the Military Reserve or National Guard, to participate in military training up to ten (10) workdays per year, in addition to annual leave.
- b. Military leave shall be as provided by the State of Vermont Statutes pertaining to the same.
- c. The employee will notify his supervisor and/or Selectmen in writing as to required military leave.
- d. Other exceptions for bona fide military training may be made at the discretion of the Selectmen.
- e. The Town of Corinth will pay the balance between service pay and the employee's regular pay, provided the affected employee furnishes the Town of Corinth with a statement of reserve service pay.

2. Leave of Absence

- a. A leave of absence without pay may be granted to a regular full-time employee at the discretion of the Selectmen. Requests for such leave should be made to the Selectmen and should state the time and the circumstances involved.
- b. Documentary evidence must substantiate the leave (where applicable), and in no event is the leave to exceed six (6) months.

D. Health Insurance

The Town of Corinth will provide some degree of health insurance as a benefit for regular full-time employees of this Town of Corinth. Given the rapidly changing nature of the insurance industry, employees interested in the specifics of the plan presently in place and their benefits under said plan are advised to contact the Town Clerk for information as to the plan in effect and the level of benefit at the time of inquiry. ***As of 7/1/05, the Town will allow up to \$950 per month per employee to be applied toward their health insurance premium and health insurance deductible. If these costs do not total \$950 per month, the employee is not entitled to receive the difference as any other kind of payment. The employee must submit written proof of payment of bills toward his/her insurance deductible and permission for the Treasurer to read them in order to be reimbursed. This information will be kept strictly confidential. When the employee's monthly premium is less than \$950, the excess can be accumulated only toward a maximum of \$1000 health insurance deductible per year. When an employee's employment terminates, the Town will cover their health insurance costs to the end of the month containing their last day of employment.***

E. Retirement Plan

The Town of Corinth provides to its regular full-time employees a retirement plan under the State of Vermont Employees Retirement Program for Municipal Employees. As such, it is mandatory for all employees to agree, in writing, to join the retirement program when eligible, as a condition of employment. Reference is made to the literature on said plan for a more specific enumeration of the details of that plan.

F. Worker's Compensation

Worker's compensation is a benefit paid as a result of work-related disabling injury or disease. Premiums are paid by the Town of Corinth. All work related injuries or diseases must be reported within 72 hours to the employee's supervisor and/or the Board of Selectmen.

G. Holidays

1. All regular full-time employees are compensated as usual when such holidays occur on a regular working day or falls on a Sunday and is observed on the following Monday. The following are recognized as legal holidays:
 - a. New Year's Day
 - b. Town Meeting Day
 - c. Memorial Day
 - d. Independence Day
 - e. Labor Day
 - f. Thanksgiving Day

- g. Christmas Day
 - h. Floating Holiday
2. Holiday schedules are to be posted at the beginning of each calendar year so that employees are informed in advance as to the holiday dates that the Town will observe.
 3. As of December 9, 2002, Town road crew employees will be paid time-and-a-half for work on holidays. **As of July 1, 2005, they will be paid double time for work on these days.**
 - ~~4. All regular full-time employees who are compensated for holidays must work the day preceding and the day following the holiday to be eligible for holiday compensation providing the holiday occurs during the week.~~

H. Compensatory Time

1. Regular full-time employees may accrue compensatory time in lieu of overtime for necessary and/or cost effective town work up to a maximum of 60 hours at time and a half pay (the equivalent of 90 hours at regular pay) during any calendar year.
2. Accumulated hours cannot be carried over into the next calendar year.
3. All requests for payment or credit for comp time must be made when regular time sheets are turned in.

I. Catastrophic Illness

The Town of Corinth will continue the then existing level of health insurance coverage for regular full-time employees for a maximum of two months following usage of all accrued vacation, sick, and compensatory time in the event of certified, disabling illness preventing gainful employment. This benefit is in addition to any rights of a terminating employee to retain his or her group health insurance coverage as provided for under state or federal law.

VI

INTERPRETATIONS AND AMENDMENTS

A. Interpretations of Personnel Policies

In all other matters pertaining to the policies set forth in this manual, determinations as to the intent and meaning of these policies shall be made unilaterally by the Board of Selectmen for the Town of Corinth.

B. Amendments

These personnel policies may be amended from time to time as is deemed appropriate by, and at the sole discretion of, the Board of Selectmen for the Town of Corinth.

C. There will be no storage of personal items at the Town Garage. Employees cannot use Town tools for personal work. Alcohol will not be allowed on the grounds or in the garage or in any vehicle owned by the town at any time.

D. Highway Dept. employees will get the Road Commissioners approval for any extraordinary expenses.

E. Employees suspected of being in violation of these policies will meet with the Selectboard and Road Commissioner to determine possible disciplinary action.

Dated at Corinth, Vermont this ____ day of _____.

Andrew Martin, Chairman
Board of Selectmen

Kyle R. Thompson

Laurie Sheridan

[Revised and effective April 9, 2001](#)

[Revised and effective June 9, 2003](#)

[Revised and effective July 1, 2005](#)

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