



EMPLOYEE HANDBOOK

ISSUE DATE: 06/20/2019
REVISED DATE: 09/01/2023

Commented [KW1]: This date is set for the anticipated roll out date when employees receive the handbook. It may be updated to the date that the Council approves the changes.



WELCOME!

It is our privilege to welcome you to the Town of Lapel and we wish you every success as an employee of the Town. Lapel is an outstanding Town, due in part to the dedication of the Town's workforce. We believe that each employee contributes directly to the Town of Lapel's growth and success, and that employees and residents are the Town's most important assets.

This handbook was developed to describe some of the expectations of employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the handbook as soon as possible, as it will answer many questions about employment at the Town of Lapel.

We hope that your employment experience here will be challenging, enjoyable, and rewarding.

Sincerely,

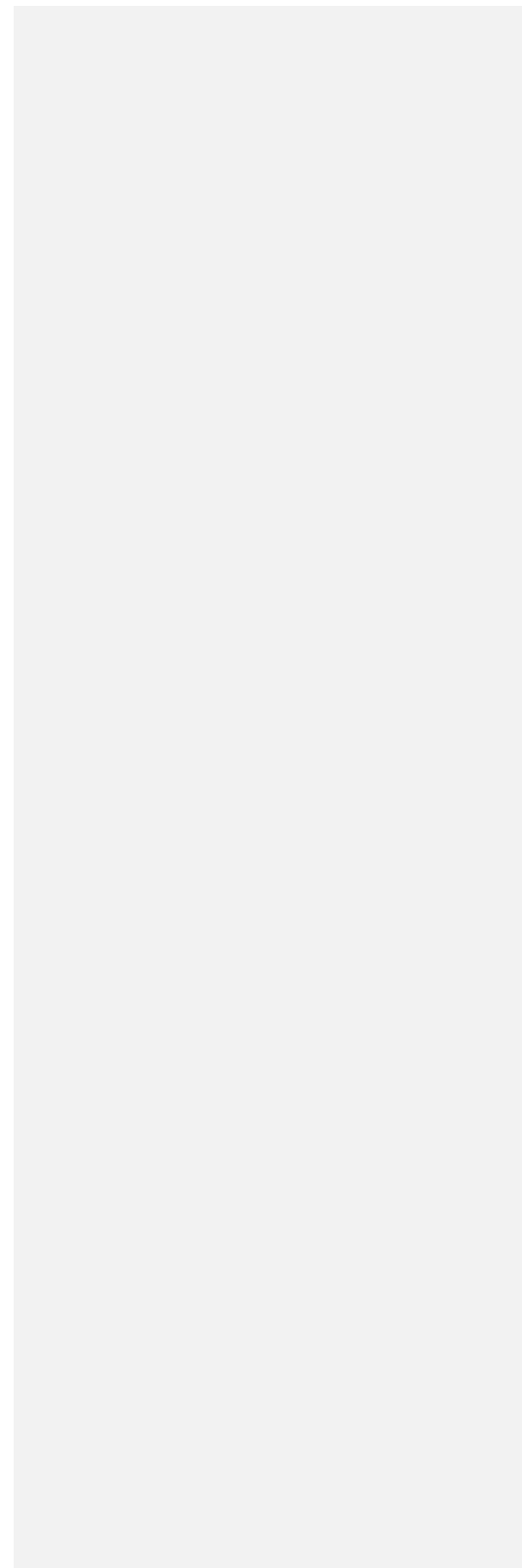
The Town of Lapel Town Council

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INTRODUCTION

040 Introductory Statements

For purposes of these work guidelines all employees shall be referred to as "employee(s)." The Town of Lapel, Indiana will be referred to as the "Town of Lapel".

These work guidelines have been designed to acquaint employees with the Town of Lapel and provide them with information about working conditions, employee benefits, and some of the policies affecting their employment. Employees are responsible to read, understand, and comply with all provisions of the handbook. It describes many of their responsibilities as an employee and outlines the programs developed by the Town of Lapel to benefit employees. One of management's objectives is to provide a work environment that is conducive to both personal and professional growth.

Supervisory responsibilities defined in this employee handbook may be designated as "the Supervisor, the Clerk-Treasurer or their designee, the Council Liaison, or the President of the Town Council." since these are the primary supervisory positions with responsibility for employees who report to them. This designation does not imply that employees should bypass the normal organizational structure by contacting the Clerk-Treasurer, the Council Liaison, or the President of the Town Council for additional information or concerns regarding policies, instead of their Supervisor.

Commented [KW2]: I did not replace "Supervisor" with "Department Head" or add "Department Head" per the meeting on 07/19/2023.

No employee handbook may anticipate every circumstance or question about policy. As the Town of Lapel continues to grow, the need may arise and the Town of Lapel reserves the right to revise, supplement, or rescind any policies or portion of the employee handbook from time-to-time as it deems appropriate, in its sole and absolute discretion. All changes will be made in accordance with federal, state, and local employment-related laws. Employees will be notified of such changes to the handbook as they occur and employees will be expected to acknowledge in writing they have received those changes. Nothing in this employee handbook shall be interpreted to prohibit or otherwise restrict concerted activities by employees that are protected by law.

060 Resident Relations

Residents are among the Town of Lapel's most valuable assets. Every employee represents the Town of Lapel to residents and to the public. The way employees do their jobs presents an image of the entire Town. Residents judge all employees by how they are treated with each employee contact. Therefore, one of the first business priorities is to assist any resident or potential resident. Nothing is more important than being courteous, friendly, helpful, and prompt in the attention employees give to residents. Employees should not engage in arguments, debates, or lengthy discussions with residents regarding the Town of Lapel's policies, procedures, or services. Any employee who receives a complaint from a resident should refer the individual to the Clerk-Treasurer's Office.

Personal contact with the public, manners on the telephone, and communications sent to residents are a reflection not only of each employee, but also of the professionalism of the Town of Lapel. Positive resident relations not only enhance the public's perception or image of the Town of Lapel, but also pay off in greater resident loyalty.

EMPLOYMENT

101 Nature of Employment

Employment with the Town of Lapel is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, the Town of Lapel may terminate the employment-at-will

relationship at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law. Any portion of this employee handbook that is found to be in violation of federal or state laws shall be void and should be brought to the attention of the President of the Town Council.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between the Town of Lapel and any of its employees. The provisions of the handbook have been developed at the discretion of the Town Council and, except for its policy of employment-at-will, may be amended or cancelled at any time, at the Town of Lapel's sole discretion.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the Town Council. When Police Department Standard Operating Procedures (SOP's) differ from what is written in this employee handbook, the Police Department Standard Operating Procedures (SOP's) will prevail.

102 Employee Relations

The Town of Lapel believes that the working conditions, wages, and benefits it offers to its employees are competitive with those offered by other municipalities and employers in the area. The Town of Lapel endorses an open-door policy where employees are able to discuss any questions, comments, or matters of concern with their Supervisor, the Clerk-Treasurer or their designee, the Council Liaison to their department, or the President of the Town Council.

When employees deal openly and directly with their Supervisor, the work environment can be excellent, communications can be clear, and attitudes can be positive. The Town of Lapel believes that they amply demonstrate their commitment to employees by responding effectively to employee concerns. If employees have concerns about working conditions or compensation, they are strongly encouraged to voice these concerns openly and may take the following steps to do so:

- The employee should organize their thoughts on the problem or situation.
- The employee should adhere to the chain of command by first contacting their Supervisor.
- If the problem or situation cannot be resolved by a Supervisor, the employee should schedule a meeting with the Clerk-Treasurer, or their designee.
- If the issue has not been resolved once all levels of the chain of command have been exhausted, the employee may discuss the matter with the President of the Town Council.

Determination as to changes or alterations in salary, leave, or other special circumstances may be made at the discretion of the Town Council.

103 Equal Employment Opportunity

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the Town of Lapel will be based on merit, qualifications, and abilities. The Town of Lapel does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex (pregnancy, gender identity, and sexual orientation), national origin, age (40 and over), disability, genetic information as referenced in the Genetic Information Nondiscrimination Act (GINA), military service veteran status, or any other characteristic protected by federal, state, and local laws.

The Town of Lapel will make reasonable accommodations for qualified individuals with known disabilities or for a sincerely held religious belief, as required by law, unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Commented [k3]: Added 7/25/2023 per the recent Supreme Court ruling

Employees may contact their Supervisor or the Clerk-Treasurer's Office with questions or concerns about any type of discrimination in the workplace. Employees may raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination may be subject to disciplinary action, up to and including termination of employment.

104 Business Ethics and Conduct

The successful business operation and reputation of the Town of Lapel is built upon the principles of fair dealing and ethical conduct of the Town's employees. The Town of Lapel's reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of the Town of Lapel is dependent upon residents' trust and the Town is dedicated to preserving that trust. Employees owe a duty to the Town of Lapel and its residents to act in a way that will merit the continued trust and confidence of the public.

The Town of Lapel will comply with all applicable laws and regulations and expects its employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct. Nothing in this policy shall be interpreted to prohibit or otherwise restrict concerted activities by employees that are protected by law.

In general, the use of good judgment, based on high ethical principles, will guide employees with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action the matter should be discussed openly with a Supervisor, the Clerk-Treasurer or their designee, or if necessary, the President of the Town Council for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every Town of Lapel employee. Disregarding or failing to comply with this standard of business ethics and conduct may lead to disciplinary action, up to and including termination of employment.

105 Nepotism in the Workplace

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment may be carried over into day-to-day working relationships. Accordingly, the Town of Lapel follows IC 36-1-20.2 with regards to nepotism.

For purposes of this policy, a relative is defined as a spouse, parent or stepparent, child or stepchild (including an adopted child or step-child), a brother, sister, stepbrother, stepsister (including a brother or sister by half-blood), a niece or nephew, aunt or uncle, or daughter-in-law or son-in-law.

"Employed" means an individual who is employed by the Town of Lapel on a full-time, part-time, or temporary basis. The term does not include an individual who holds an elected office. The term includes an individual who is a party to an employment contract with the Town of Lapel. The performance of the duties of a precinct election officer (as defined in IC 3-5-2-40.1), or a volunteer firefighter, that are imposed by IC Title 3 is not considered employment by the Town.

"Direct line of supervision" is defined as an elected officer or employee who is in a position to affect the terms and conditions of another employee's employment, including making decisions about work assignments, compensation, grievances, advancement, or performance evaluation. The term does not include the responsibilities of the executive, legislative body, or fiscal body of the Town of Lapel, as provided by law, to make decisions regarding wage ordinances, budgets, or personnel policies of the Town.

Individuals who are relatives may not be employed by the Town of Lapel in a position that results in one relative being in the direct line of supervision of the other relative. This applies to an individual who is employed by the Town of Lapel on the date that the employee's relative begins serving a term of an elected office of the Town and is not exempt from the application under exemptions of the policy. This policy does not abrogate or affect an employment contract with the Town of Lapel that: an individual is party to; and is in effect on the date the employee's relative begins serving a term of an elected office of the Town of Lapel.

Employees who are employed by the Town of Lapel on 7/1/12, are not subject to this policy unless they have had a break in employment with the Town. The following are not considered a break in employment: the employee is absent from the workplace while on paid or unpaid leave, including any paid time off, medical leave or workers' compensation, and the employee's employment with the Town is terminated followed by immediate reemployment by the Town of Lapel, without loss of payroll time.

Employees may contact the Clerk-Treasurer's Office for additional information regarding the nepotism policy.

106 Employee Medical Examinations

To help ensure that employees are able to perform their duties safely, medical examinations may be required for certain jobs within the structure of the Town of Lapel. After an offer has been made to an applicant entering a designated job category, a medical examination may be performed at the Town of Lapel's expense by a health professional of the Town of Lapel's choice. The offer of employment and assignment to duties is contingent upon satisfactory completion of the exam.

Department of Transportation (DOT) medical examinations may be required for any employee who may be driving Town-owned vehicles in the course of their employment. Such examinations will be scheduled at reasonable times and intervals and performed at the Town of Lapel's expense.

Information on an employee's medical condition or history will be kept separate from other employee information and maintained confidentially. Access to this information will be limited to those who have a legitimate need to know. Refer to Policy #214 – Medical Information Privacy for additional information.

107 Immigration Law Compliance

The Town of Lapel is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the Form I-9 if they have not completed it with the Town of Lapel within the past three-years, or if their previous Form I-9 is no longer retained or valid. In addition, the Town of Lapel utilizes E-Verify, an Internet-based system that compares information from an employee's Employment Eligibility Verification Form I-9 to data from U.S. Department of Homeland Security and the Social Security Administration records to confirm employment eligibility.

The Form I-9 may be completed by an employee prior to their first day of work, but federal law requires that this form be completed no more than three-days after the employee starts their employment. Failure to complete this form will cause the employee not to be established as an employee with the Town of Lapel and they will not be able to be paid through the Town of Lapel's payroll system until the form is properly completed.

Employees may contact the Clerk-Treasurer's Office for additional information on immigration law issues and may raise questions or complaints about immigration law compliance without fear of reprisal.

108 Conflicts of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the Town of Lapel wishes to operate. The purpose of these guidelines is to provide general direction so that employees may seek additional clarification on issues related to the subject of acceptable standards of operation.

Transactions with outside firms must be conducted within a framework established and controlled by the Town Council. Business dealings with outside firms should not result in unusual gains for those firms. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit the Town of Lapel, the employee, or both. Promotional plans that may be interpreted to involve unusual gain require specific approval from the Town Council.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the Town of Lapel's business dealings. For purposes of this policy, a relative is defined as a spouse, parent or stepparent, child (natural or adopted) or stepchild, brother, sister, stepbrother, stepsister (half-blood or by common parent), a niece or nephew, aunt or uncle, or daughter-in-law or son-in-law. "Elected Official" refers to the Town Council, Clerk-Treasurer, or any other elected town official.

The Town of Lapel may enter into a contract or renew a contract for the procurement of goods and services or a contract for public works with an individual who is a relative of an Elected Official or a business entity that is wholly or partially owned by a relative of an Elected Official. The Town of Lapel may also enter into a contract or renew a contract with an individual or business entity if all of the following are satisfied: the Elected Official files with the Town of Lapel a full disclosure, which must be in writing, describe the contract or purchase to be made, describe the relationship that the Elected Official has to the individual or business entity that contracts or purchases, be affirmed under penalty of perjury, be submitted to the Town Council and be accepted by the Town Council in a public meeting prior to final action on the contract or purchase and be filed, not later than 15-days after final action on the contract or purchase with the State Board of Accounts and the Clerk of the Circuit Court in the county where the Town of Lapel takes final action on the contract or purchase. The appropriate agency of the Town of Lapel must make a certified statement that the contract amount or purchase price was the lowest amount or price bid or offered or make a certified statement of the reasons why the vendor or contractor was selected. In addition, the Town of Lapel must satisfy all other requirements under IC 5-22 or IC 36-1-12. The Elected Official complies with the disclosure provision of IC 35-44.1-1-4, if applicable. This does not affect the initial term of a contract in existence at the time the term of office of the Elected Official of the Town of Lapel begins.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to the Clerk-Treasurer, and/or the Town Council, as soon as possible the existence of any actual or potential conflict of interest so that safeguards may be established to protect all parties.

While this policy is comprehensive it is not all-inclusive. Employees who are in violation of any portion of this policy may be subject to disciplinary action, up to and including termination of employment. Nothing in this policy shall be interpreted to prohibit or otherwise restrict concerted activities by employees that are protected by law.

Employees may contact the Clerk-Treasurer or their designee, or the President of the Town Council for additional information regarding conflicts of interest.

110 Outside Employment

Employees may hold outside jobs as long as they meet the performance standards of their job with the Town of Lapel. All employees will be judged by the same performance standards and will be subject to the Town of Lapel's scheduling demands, regardless of any existing outside work requirements.

If the Town of Lapel determines that an employee's outside work interferes with performance or the ability to meet the business requirements of the Town of Lapel as they are modified from time-to-time, the employee may be asked to terminate the outside employment if they wish to remain as an employee with the Town of Lapel.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside the Town of Lapel for materials produced or services rendered while performing their jobs. Refer to Policy #108 – Conflicts of Interest for additional information.

112 Non-Disclosure

The protection of confidential information is vital to the interests and the success of the Town of Lapel. IC 5-14-3-4 states what is considered to be public record and the Town of Lapel will comply with all guidelines. Such confidential information includes information acquired in the course of one's work, and may include:

- Computer processes, programs, and codes
- Facilities information
- Financial information
- Marketing strategies and related information
- Pending projects and proposals
- Resident preferences and related information
- Security operations and related information
- Technological data
- Vendor/supplier lists and related information

Employees who are exposed to confidential information may be required to sign a non-disclosure agreement as a condition of employment. Employees who improperly use or disclose confidential information may be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

114 Disability Accommodations

The Town of Lapel is committed to complying fully with the Americans with Disabilities Act and its Amendments Act (ADAAA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis in accordance with both federal and state laws.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, and benefits and training.

The Town of Lapel will make reasonable accommodations for the known physical and mental disabilities of otherwise qualified employees, unless the accommodation would impose an undue hardship on the Town of Lapel. Because the need for an accommodation is often not apparent, it is the responsibility of employees to submit requests for accommodation to their Supervisor, or to the Clerk-Treasurer's Office. Employees may be asked to provide medical evidence to support the need for the requested accommodations.

Employees with life-threatening illnesses, such as cancer, heart disease, AIDS, etc. often wish to continue their normal pursuits, including work, to the extent allowed by their condition. The Town of Lapel supports these endeavors as long as employees are able to meet acceptable performance standards. As in the case of other disabilities, the Town of Lapel will make reasonable accommodations in accordance with all legal requirements, to allow qualified employees with life-threatening illnesses to perform the essential functions of their jobs.

The medical information of individual employees is treated confidentially. The Town of Lapel will take reasonable precautions to protect such information from inappropriate disclosure. Refer to Policy #214 – Medical Information Privacy for additional information. Supervisors and other employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information may be subject to disciplinary action, up to and including termination of employment.

The Town of Lapel is also committed to not discriminating against any qualified employees or because they are related to or associated with a person with a disability. The Town of Lapel will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

Pregnant Workers Fairness Act (PWFA)

The PWFA prohibits employment practices that discriminate against making reasonable accommodations for qualified employees affected by pregnancy, childbirth, or related medical conditions. A qualified employee under the Act is an employee or applicant who, with or without reasonable accommodation, is able to perform the essential functions of the job, as long as the inability to perform the essential functions is temporary due to pregnancy childbirth, or a related medical condition. The PWFA declares that it is an unlawful employment practice to:

- Fail to make reasonable accommodations to known limitations of qualified employee unless the accommodation would impose an undue hardship on the organization’s operation;
- Require a qualified employee affected by such condition to accept an accommodation other than any reasonable accommodation arrived at through an interactive process;
- Deny employment opportunities based on the need of the organization to make such reasonable accommodations to a qualified employee;
- Require such employees to take paid or unpaid leave if another reasonable accommodation may be provided;
- Take adverse action in terms, conditions, or privileges of employment against a qualified employee requesting or using such reasonable accommodations; or
- Retaliate against individuals engaging in protected activity under the Act.

This policy is neither exhaustive nor exclusive. The Town of Lapel is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

Any employee who believes they have been discriminated against, or denied a reasonable accommodation in violation of this policy should bring the matter to the attention of their Supervisor, the Clerk-Treasurer or their designee, the Council Liaison to their department, or the President of the Town Council. The Town of Lapel does not allow retaliation against an individual who has filed a complaint pursuant to this policy. An employee who believes they have been subjected to retaliation should report this immediately to their Supervisor, the Clerk-Treasurer or their designee, or the President of the Town Council. All complaints filed under this policy will be investigated quickly and thoroughly. Complaints will be kept confidential to the extent possible consistent with the need to conduct a thorough investigation.

Employees are encouraged to contact their Supervisor, or the Clerk-Treasurer’s Office, for additional information regarding the ADA. Employees may raise questions or complaints about the ADA compliance without fear of reprisal.

115 Lactation Accommodations

The Town of Lapel supports breastfeeding employees by accommodating the employee who wishes to express milk during their workday when separated from their newborn child. As part of the PUMP Act any employee who is breastfeeding will be provided unlimited breaks to express milk for their newborn for up to one-year from the date of the birth of the child. Employees must be completely relieved from duty or be paid for the break time (in the same manner that other nonexempt employees are paid for normal break periods). Also, a reasonable place to express milk, other than a restroom, will be provided for the employee. The employee and their Supervisor will agree on the times for these breaks. In addition, the Town of Lapel will provide an area for the milk to be stored.

Commented [k4]: Edited 7/25/2023 per the new federal PUMP Act

Employees may contact the Clerk-Treasurer’s Office for additional information regarding lactation accommodations.

116 Job Posting

The Town of Lapel makes every effort to post a job internally when one becomes vacant and is designated by the Town Council to be filled. The Supervisor and the Town Council Liaison will set the wages for the job within the position ranges specified in the current Salary Ordinance. Vacant jobs will be posted in the Town Hall, on the Town of Lapel’s Facebook page, and other various locations.

Commented [k5]: Added

Employee may apply for a posted vacancy provided they possess the requisite minimum qualifications. Criteria used in evaluating an applicant’s qualifications may include performance evaluations, attendance records, education, prior work experience history, and length of service with the Town. Current employees who have an interest in the open position may submit a resume to the Clerk-Treasurer’s Office.

Commented [KW6]: Added but can be removed, if desired.

The Supervisor and the Town Council Liaison to the department in which the job opening exists is responsible for reviewing all applications for that opening. For current employees applying for a job within another department, the Town Council Liaison has the authority to review personnel records and talk with the current Supervisor regarding the employee’s performance and attendance prior to the initial interview.

All applications will be kept in the Clerk-Treasurer’s Office for a period of three-years from the date of application. The Town Council has the sole authority to approve all recommendations for the hiring of either external candidates or internal employees to fill vacant jobs within the Town of Lapel.

Commented [KW7]: Added

Employees may contact the Clerk-Treasurer’s Office for additional information regarding job postings.

EMPLOYMENT STATUS & RECORDS

201 Employment Categories

It is the intent of the Town of Lapel to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment-at-will relationship at any time is retained by both the employee and the Town of Lapel and in accordance with both federal and state laws.

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. Refer to Policy #507 – Overtime/Flex-Time for additional information. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. Exempt employees are paid on a salary basis that does not vary from week-to-week based upon the quality or quantity of work performed. In other words, exempt employees are paid "to get the job done." Thus, an exempt employee's pay will not be reduced in any fashion for partial day absences, except when permitted by law. Any deductions from an exempt employee's salary will be in compliance with acceptable parameters for such deductions.

For example, the following types of deductions are permissible with regard to exempt employees' pay:

- No work is performed in a workweek;
- Absences of one or more full days for personal reasons other than sickness or disability if all available paid time off, e.g., vacation benefits, sick leave benefits, or personal days, has been exhausted;
- Fees received by the employee for jury or witness duty or military leave may be applied to offset the pay otherwise due to the employee for the week;
- Penalties imposed by infractions of safety rules of major significance;
- Unpaid disciplinary suspensions of one or more full days in accordance with the Town's disciplinary policy;
- Deductions for the first and last week of employment, when only part of the week is worked by the employee; and
- Deductions for unpaid leave taken in accordance with an approved absence under the Family and Medical Leave Act.

Complaint Procedure

Employees who believe their pay has been improperly reduced should immediately contact the Clerk-Treasurer's Office.

The Town of Lapel will investigate the employee's concern and determine whether an inadvertent improper deduction has been made. If the deduction was in fact improper, the Town of Lapel will reimburse the employee as promptly as possible. The Town of Lapel complies with all applicable state laws concerning the payment of wages and will correct any inadvertent improper deduction should it occur and monitor the situation to ensure no further issues arise.

An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by the Town Council.

In addition to the above categories, each employee will belong to one other employment category:

REGULAR FULL-TIME employees are those who are not in a temporary or introductory status and who are regularly scheduled to work a full-time schedule of 30-hours or more per week. Generally, they are eligible for the Town of Lapel's benefit package, subject to the terms, conditions, and limitations of each benefit program. Refer to each benefit policy for eligibility requirements.

REGULAR PART-TIME employees are those who are not assigned to a temporary status and who are regularly scheduled to work less than a 30-hour per week work schedule. Regular part-time employees may be eligible for some benefits sponsored by the Town of Lapel, subject to the terms, conditions, and limitations of each benefit program. Refer to each benefit policy for eligibility requirements.

INTRODUCTORY employees are those Police Department employees whose performance is being evaluated to determine whether further employment is appropriate. This probationary period is the six-month period of time after the employee has successfully completed the Indiana Law Enforcement Academy.

TEMPORARY or SEASONAL employees are those who are hired as interim replacements, to temporarily supplement the workforce, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally mandated benefits, they are ineligible for any of the Town of Lapel's other benefit programs.

202 Access to Personnel Files

The Town of Lapel maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance evaluations and salary increases, and other employment-related records.

Personnel files are the property of the Town of Lapel and access to the information they contain is restricted. Generally, only management employees of the Town of Lapel who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file may contact the Clerk-Treasurer's Office. With reasonable advance notice, employees may review their own personnel file in the Town of Lapel Offices and in the presence of an individual appointed by the Town of Lapel to maintain the files.

203 Employment Reference Checks

The Town of Lapel will respond to those reference check inquiries that are submitted in writing or by phone. Responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held. No employment data will be released without a written authorization and release signed by the employee who is the subject of the inquiry.

204 Personnel Data Changes

It is the responsibility of each employee to promptly notify the Town of Lapel of any changes in personal data. Personal mailing addresses, telephone numbers, number and names of dependents, birth or adoption of child, individuals to be contacted in the event of an emergency, recent educational accomplishments, loss of license, loss of insurability, investment directions for INPRS, and other such status reports should be accurate and current at all times. If any personal data has changed, employees should notify the Clerk-Treasurer's Office.

205 Introductory Period

New employees in the Police Department will have a one-year introductory period of time after the employee has successfully completed the Indiana Law Enforcement Academy and in accordance with I.C. 36-5-7-6(c). The Town of Lapel uses this probationary period to evaluate employee capabilities, work habits, and overall performance. Either the employee or the Town of Lapel may end the employment-at-will relationship at any time during or after the introductory period, with or without cause or advance notice. Upon satisfactory completion of the introductory period, employees enter the "regular" employment classification and will be entitled to the rights and protections, if any, afforded to a Police Officer pursuant to the Indiana Code 36-8-4-12. Refer to Police Department Standard Operating Procedures (SOP's) for additional information.

Commented [KW8]: Indiana Code states one-year. Edited per meeting on 7/19/2023

208 Falsification of Employment Applications

The Town of Lapel relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the

exclusion of the individual from further consideration for employment or, if the person has been hired, immediate termination of employment.

210 Job Descriptions

The Town of Lapel makes every effort to create and maintain accurate job descriptions for all positions within the municipality. Each job description may include: a job information section, a job summary section (giving a general overview of the job's purpose), an essential duties and responsibilities section, a supervisory responsibilities section, a qualifications section (including education and/or experience and any certification required), a physical demands section, and a work environment section.

The Town of Lapel maintains job descriptions to aid in establishing hiring criteria, orienting new employees to their jobs, identifying the requirements of each position, setting standards for employee performance evaluations, and establishing a basis for making reasonable accommodations for individuals with disabilities.

Supervisors prepare job descriptions when new positions are created. Existing job descriptions are also reviewed and revised in order to ensure that they are up-to-date. Job descriptions may also be rewritten periodically to reflect any changes in the position's duties and responsibilities. All employees will be expected to help ensure that their job descriptions are accurate and current, reflecting the work being done.

Job descriptions do not necessarily cover every task or duty that might be assigned, and additional responsibilities may be assigned as necessary. Employees may contact their Supervisor or the Clerk-Treasurer's Office, if they have any questions or concerns about their job description. Job descriptions will be kept in the Clerk-Treasurer's Office once approved by the Town Council.

214 Medical Information Privacy

This Medical Information Privacy policy describes how health information about employees may be used and disclosed by the Town of Lapel and how employees may obtain access to this information. The Town of Lapel is committed to maintaining and protecting the confidentiality of the Town's employees' personal information in compliance with the Health Insurance Portability and Accountability Act (HIPAA). The Clerk-Treasurer, or their designee, is the designated Privacy Officer for all employee medical information.

This policy of privacy practices applies to the health plans of the Town of Lapel that are covered by privacy regulations, for example medical and vision insurance plans (collectively referred to as the Benefit Plans). The Benefit Plans are required by federal and state law to protect the privacy of employees' individually identifiable health information and other personal information and to provide employees with notice about their policies, safeguards, and practices. When the Benefit Plans use or disclose employees' protected health information, the Benefit Plans are bound by the terms of this policy, or a revised policy, if applicable.

The Benefit Plans will not use employees' protected health information or disclose it to others without the employees' authorization, except for the following purposes:

Treatment - The Benefit Plans may disclose employees' protected health information, or employees' covered dependents' protected health information, to a health care provider or administrator for its provision, coordination, or management of the employees' health care and related services. For example, prior to providing a health service to an employee, the employee's doctor may ask for information concerning whether and when the service was previously provided to the employee. The Benefit Plans may use and disclose employees' protected health information for treatment activities of a health care provider.

Payment - The Benefit Plans may use and disclose employees' protected health information to facilitate payment of premiums for employees' coverage, and to determine and fulfill their responsibility to provide

employees' medical and vision insurance plans. For example, employees' protected health information may be used to make coverage determinations, administer claims, and coordinate benefits with other coverage employees may have. The Benefit Plans may also disclose employees' protected health information to a health plan or administrator to determine their eligibility for coverage, or for the health care provider to obtain payment for health care services provided to the employee.

Health Care Operations - The Benefit Plans may use and disclose employees' protected health information for their health care operations, or the health care operations of a third-party administrator of the Benefit Plans. For example, the Benefit Plans may use protected health information to conduct quality assessment and improvement activities. Other health care operations may include providing appointment reminders, or sending employee's information about treatment alternatives or other medical-related benefits and services. The Benefit Plans also may disclose employees' protected health information to another health plan or provider that has a relationship with an employee, so that it may conduct quality assessment and improvement activities (for example, to perform case management).

Disclosure to Employer or Operating Organization - The Benefit Plans may disclose employees' protected health information to the Town of Lapel, or to an organization acting on the behalf of the Town of Lapel, so that it may monitor, audit, and otherwise administer the employee medical benefit plan in which employees participate. The Town of Lapel is not permitted to use protected health information for any purpose other than administration of employees' medical and vision insurance plans. The Benefit Plans will not disclose protected health information to the Town of Lapel for the purposes of employment-related actions or decisions, or in connection with any other benefit or employee benefit plan. The Benefit Plans will identify employees who are authorized to receive and use protected health information.

Disclosure to Health Care Vendors and Accreditation Organizations - The Benefit Plans may disclose employees' protected health information to companies with whom they contract, if they need it to perform requested services. For example, the Benefit Plans may provide protected health information to vendors who provide important information and guidance to plan members with chronic conditions such as diabetes and asthma. Protected health information may be disclosed to accreditation organizations such as the National Committee for Quality Assurance (NCQA) for quality measurement purposes. When the Benefit Plans enter into these arrangements, they will obtain a written agreement to protect employees' protected health information.

Public Health Activities - The Benefit Plans may disclose employees' protected health information for the following public health activities and purposes: 1) to report health information to public health authorities that are authorized by law to receive such information for the purpose of controlling disease, injury, or disability; 2) to report child abuse or neglect to a government authority that is authorized by law to receive such reports; 3) to report information about a product or activity that is regulated by the U.S. Food and Drug Administration (FDA) to a person responsible for the quality, safety, or effectiveness of the product or activity; and, 4) to alert a person who may have been exposed to a communicable disease, if the Benefit Plans are authorized by law to give this notice.

Health Oversight Activities - The Benefit Plans may disclose employees' protected health information to a government agency that is legally responsible for oversight of the health care system or for ensuring compliance with the rules of government benefit programs, such as Medicare or Medicaid, or other regulatory programs that need health information to determine compliance.

For Research - The Benefit Plans may disclose employees' protected health information for medical research purposes, subject to strict legal restrictions.

To Comply with the Law - The Benefit Plans may use and disclose employees' protected health information to comply with the law.

Judicial and Administrative Proceedings - The Benefit Plans may disclose employees' protected health information in a judicial or administrative proceeding, or in response to a legal order.

Law Enforcement Officials - The Benefit Plans may disclose employees' protected health information to the police or other law enforcement officials, as required by law or in compliance with a court order or other process authorized by law.

Health or Safety - The Benefit Plans may disclose employees' protected health information to prevent or lessen a serious and imminent threat to employees' health or safety, or the health and safety of the general public.

Government Functions - The Benefit Plans may disclose employees' protected health information to various departments of the government such as the U.S. Military, or the U.S. Department of State.

Workers' Compensation - The Benefit Plans may disclose employees' protected health information when necessary to comply with workers' compensation laws.

Other - The Benefit Plans may disclose employees' protected health information when necessary to file claims with re-insurers or stop-loss carriers, or to obtain coverage with re-insurers or stop-loss carriers. The Benefit Plans may also disclose employees' protected health information to subrogation vendors to recoup payments made by the Benefit Plans that were reimbursed by other insurance arrangements.

Uses and Disclosures with Employees' Written Authorization - The Benefit Plans will not use or disclose employees' protected health information for any purpose other than the purposes described in this policy without the employees' written authorization. For example, the Benefit Plans will not supply protected health information to another organization for its marketing purposes or to a potential employer with whom an employee is seeking employment without the employee's signed authorization. Employees may revoke an authorization that has previously been given by sending a written request to the Clerk-Treasurer's Office, but not with respect to any actions the Benefit Plans have already taken.

Employees may request restrictions on the use and disclosure of the employee's protected health information for the treatment, payment, and health care operations purposes explained in this policy. While the Benefit Plans will consider all requests for restrictions carefully, the Benefit Plans are not required to agree to a requested restriction.

Employees may ask to receive communications of their protected health information from the Benefit Plans by alternative means of communication or at alternative locations. While the Benefit Plans will consider reasonable requests carefully, they are not required to agree to all requests.

Employees may ask to inspect or to obtain a copy of their protected health information that is included in certain records the Benefit Plans maintain. Under limited circumstances, the Benefit Plans may deny employees access to a portion of their records. If employees request copies, the Benefit Plans may charge employees copying and mailing costs.

Employees have the right to ask the Benefit Plans to amend protected health information that is contained in the Benefit Plans records. If the Benefit Plans determine that the record is inaccurate, and the law permits the Benefit Plans to amend it, the Benefit Plans will correct it. If the employee's doctor or another person created the information that the employee wants to change, the employee should ask that person to amend the information.

Upon written request, employees may obtain an accounting of disclosures the Benefit Plans have made of their protected health information. The accounting that the Benefit Plans provide will not include disclosures made before April 14, 2003, disclosures made for treatment, payment or health care operations, disclosures made

earlier than six-years before the date of the request, and certain other disclosures that are exempted by law. If employees request an accounting more than once during any 12-month period, the Benefit Plans may charge those employees a reasonable fee for each accounting statement after the first one.

Employees may contact the Clerk-Treasurer's Office to obtain a paper copy of this policy, even if they previously agreed to receive notices electronically. Employees must also contact the Clerk-Treasurer's Office, if they wish to make any of the requests listed above.

Employees may contact the Clerk-Treasurer's Office if they want additional information about privacy rights, do not understand their privacy rights, are concerned that the Benefit Plans have violated their privacy rights, or disagree with a decision that the Benefit Plans made about access to protected health information. Employees may also file written complaints with the Secretary of the U.S. Department of Health and Human Services. The Town of Lapel will not take any action against employees if they file a complaint.

The Town of Lapel may change the terms of this policy at any time. If the Town of Lapel changes this policy, the Town of Lapel may make the new policy terms effective for all protected health information that the Benefit Plans maintain, including any information the Benefit Plans created or received before the Town of Lapel issued the new policy. If the Town of Lapel makes any changes to the Medical Information Privacy policy, notice of the changes will be provided to employees.

216 Social Security Number Policy

To protect employees' personal information, the Town of Lapel prohibits the use of employees' Social Security numbers for identification purposes, except as allowed by both federal and state laws. The Town of Lapel will not:

- Publicly post or publicly display in any manner an employee's Social Security number. "Publicly post" or "publicly display" means to intentionally communicate or otherwise make available to the general public.
- Print an employee's Social Security number on any card required for the employee to access products or services provided by the Town of Lapel.
- Require employees to transmit their Social Security number over the Internet, unless the connection is secure or the Social Security number is encrypted.
- Require employees to use their Social Security number to access an Internet website, unless a password or unique personal identification number or other authentication device is also required to access the Internet website.
- Print an employee's Social Security number on any materials that are mailed to the employee, unless law requires the Social Security number to be on the document to be mailed.

However, Social Security numbers may be included in applications and forms sent by mail, including documents sent as part of an application or enrollment process; or to establish, amend, or terminate an account, contract, or policy; or to confirm the accuracy of the Social Security number. In all instances, the Town of Lapel will follow all applicable federal and state laws.

In instances where the Town of Lapel previously used an employee's Social Security number in a manner inconsistent with this policy, it will continue using that employee's Social Security number in that manner, if all of the following conditions are met:

- The use of the Social Security number is continuous. If the use is stopped for any reason, the conditions listed above will apply.
- The employee is provided an annual disclosure that informs the employee that they have the right to stop the use of their Social Security number in a manner prohibited by those conditions listed above.

A written request by employees to stop the use of their Social Security number in a prohibited manner will be implemented within 30-days of the receipt of the request. There will be no fee or charge for implementing the request. The Town of Lapel will not deny services to an employee because the employee makes a written request to stop the use of their Social Security number.

The Town of Lapel will continue to collect, use, or release Social Security numbers as required by federal or state law, and may use Social Security numbers for internal verification or administrative purposes.

Employees should contact the Clerk-Treasurer's Office if they have questions about this policy or feel that their Social Security number has been used inappropriately.

EMPLOYEE BENEFIT PROGRAMS

301 Employee Benefits

Benefits eligibility is dependent upon a variety of factors, including employee classification. A Supervisor may identify the programs for which employees are eligible. Details of many of these programs may be found elsewhere in the employee handbook.

The following benefit programs may be available to eligible employees:

- Benefits Continuation (COBRA)
- Bereavement Leave
- Educational Assistance
- Family and Medical Leave
- Group Life and AD&D Insurance
- Health Insurance
- Holidays
- Jury Duty
- Licensing and Certification
- Long-Term Disability
- Indiana Military Family Leave
- Military Leave
- Personal Days
- Retirement
- Short-Term Disability
- Sick Leave Benefits
- Time Off to Vote
- Vacation Benefits
- Voluntary Benefits
- Witness Duty
- Workers' Compensation Insurance

Most benefit programs require contributions from employees and some are fully paid by the Town of Lapel.

303 Vacation Benefits

Vacation benefits with pay are available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in the following employment classification(s) are eligible to earn and use

vacation benefits as described in this policy:

- Regular full-time employees

The amount of paid vacation benefits an employee earns at the first payroll period of the calendar year increases with the length of their employment as shown in the following schedule:

Years of Employment	Number of Hours	Number of Days
New Hires: After 90-days through December 31 of the employee's first year	40-hours pro-rated based upon the number of months left in the year	Five-days pro-rated based upon the number of months left in the year
New Hires: On January 1 of the employee's first year to the December 31 prior to the employee's second anniversary	40-hours	Five-days
On January 1 prior to the employee's second anniversary to December 31 prior to the employee's fifth anniversary	80-hours	Ten-days
On January 1 prior to the employee's fifth anniversary to December 31 prior to the employee's tenth anniversary	120-hours	15-days
On January 1 prior to the employee's tenth anniversary and all subsequent years	160-hours	20-days

Commented [k9]: Added per new salary ordinance

Commented [k10]: I had added lateral transfer information to the chart below but removed it per the meeting on 7/19/2023. This information is better put into a formal offer letter, as these are the exception to the norm. Please note the sentence at the end of the paragraph below referring to lateral transfers.

Once employees enter an eligible employment classification, they earn vacation benefits according to the schedule above. Vacation benefits may be used in minimum increments of one-hour. New employees are not entitled to paid vacation benefits during their first 90-days of employment. After 90-days of employment, employees will be eligible to use a pro-rated amount of vacation benefits for the remainder of the calendar year. New hires who are lateral transfers from similar jobs in other municipalities may receive an additional amount of vacation benefits as stated in their offer letter.

Commented [k11]: Added per the meeting on 7/19/2023

Requests for vacation benefits will be honored on a "first-come/first-serve basis" and may be submitted no earlier than December 1st for the following year. Employees should request approval from their Supervisor in writing at least 24-hours in advance of the requested time off. For requests of three to five consecutive days, the vacation request form must be submitted no less than ten working days prior to the requested vacation. For requests of five days or more of vacation benefits, the vacation request form must be submitted 15 working days prior to the requested vacation. Upon receipt of a vacation request form, the Supervisor must submit it to the Town Council Liaison.

Commented [k12]: Added per the new salary ordinance

Commented [k13]: Added per the new salary ordinance.

Approval of vacation benefits requests is the responsibility of a Supervisor and is subject to the operational needs of the Town. The Town reserves the right to deny vacation benefits requests when such vacation benefits would interfere with busy times, limited staff, or other circumstances which jeopardize the operations of the Town. Vacation benefits may not be used for an unexcused absence. All vacation benefits must be exhausted before an employee requests the use of unpaid time off.

Commented [k14]: Added per salary ordinance

Police Department

Vacation requests by Police Department employees received prior to February 28th each calendar year will be approved based on seniority or rank. Requests made after February 28th each calendar year will be awarded on a "first-come/first-serve" basis.

Commented [k15]: Added per the new salary ordinance

As stated above, all employees are encouraged to use available paid vacation benefits for rest, relaxation, and personal pursuits. Earned but unused vacation benefits may not be carried over and will be forfeited. However, should employees have a scheduled vacation get cancelled due to a Town-related emergency during the month of December, they will be allowed to carry over the cancelled vacation benefits into January of the following calendar year. Cancellation of an employee's scheduled vacation must be approved by the Supervisor and the Department's Town Council Liaison.

Commented [k16]: Replaced "Up to 80-hours of vacation benefits may be carried over from year-to-year. All earned but unused vacation benefits over the 80-hours will be forfeited at the end of the year."

Commented [k17]: Added per the new salary ordinance

Upon voluntary or involuntary termination of employment, employees will not be paid for all earned but unused vacation benefits.

Commented [k18]: Changed from paid out for voluntary termination per meeting on 7/19/2023

Vacation benefits are paid at the employee's current pay rate at the time of the vacation and are not used in overtime calculations, or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials. However, vacation benefits will count towards the calculation of overtime for nonexempt Utility Department employees who are scheduled to be on call on the Saturday or Sunday of a holiday week when the vacation benefits were scheduled off in advanced and approved by the Supervisor. Refer to Policy #507 – Overtime for additional information.

Commented [KW19]: Edited from: "Vacation benefits are paid at the employee's current pay rate at the time of the vacation. Vacation benefits will be used in overtime calculations, and any special forms of compensation such as incentives, commissions, bonuses, or shift differentials through December 31, 2019. As of January 1, 2020, vacation benefits will not be used in overtime calculations, or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials."

304 Personal Days

The Town of Lapel provides paid personal days to all eligible employees for periods of temporary absence for personal pursuits. Employees in the following employment classification(s) are eligible to earn and use personal days as described in this policy:

Commented [k20]: Added per the new salary ordinance. This is concerning to me and will be a challenge administratively to keep it consistent and correct? It is a wage and hour claim waiting to happen.

Commented [k21]: Changed from Sick Leave Benefits/Personal Days. Added Policy #307 - Sick Leave Benefits

- Regular full-time employees

Eligible employees receive three personal days (24-hours) per calendar year on the first payroll period of the year. New employees will receive a pro-rated amount of personal days for the number of months left in the year.

Commented [k22]: Added per the new salary ordinance. However, I did not differentiate between nonexempt employees and exempt employees.

Employees should submit requests for scheduled personal day absences at least 24-hours in advance to their Supervisor, except in verifiable emergency situations. Failure to submit requests within these guidelines constitutes an unpaid, unexcused absence and may result in disciplinary action, up to and including termination of employment. The Supervisor will submit all requests for personal days to their Town Council Liaison. In the event of an emergency situation, employees should request approval to use personal days from their Supervisors by 7:30 a.m. prior to the start of their shift. If a Supervisor cannot be reached, the employee should contact Town Hall and leave a voicemail. Approval of personal day requests is the responsibility of the Supervisor and is subject to the operational needs of the Town. The Town reserves the right to deny personal day requests when such personal days would interfere with busy times, limited staff, or other circumstances which jeopardize the operations of the Town.

Commented [k23]: Removed "New employees are not entitled to paid sick leave benefits/personal days during their first 90-days of employment. After 90-days of employment, employees will be eligible to use a pro-rated amount of sick leave benefits/personal days for the remainder of the calendar year" and replaced with information from the new salary ordinance.

Commented [k24]: Added per the new salary ordinance

Commented [k25]: Added per the new salary ordinance

Commented [k26]: Added per the new salary ordinance

Police Department employees must notify the Police Chief no less than eight-hours prior to a scheduled shift for each day that they will be absent or tardy.

Commented [k27]: Removed, "Exceptions may be made for verifiable emergency situations."

Commented [k28]: Changed from paid out to not paid out per 7/1/2023 meeting.

Employees may not carry over earned but unused personal days into the next year. Upon voluntary or involuntary termination of employment, employees will not be paid for any earned but unused personal days.

Commented [KW29]: Edited from: "Personal days are paid at the employee's current pay rate at the time of the personal day. Paid time off for personal days will be used in overtime calculations, and any special forms of compensation such as incentives, commissions, bonuses, or shift differentials through December 31, 2019. As of January 1, 2020, personal days will not be used in overtime calculations, or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials."

Personal days are paid at the employee's current pay rate at the time of the personal day. Paid time off for personal days will not be used in overtime calculations, or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials. However, personal days will count towards the calculation of overtime for nonexempt Utility Department employees who are scheduled to be on call on the Saturday or Sunday of a holiday week when the personal day was scheduled off in advanced and approved by the Supervisor. Refer to Policy #507 – Overtime for additional information.

Commented [k30]: Added per the new salary ordinance. This is concerning to me and will be a challenge administratively to keep it consistent and correct? It is a wage and hour claim waiting to happen.

305 Holidays

The Town of Lapel may grant the following paid holidays to all eligible employees:

- New Year's Day (January 1)
- Martin Luther King, Jr. Day (third Monday in January)
- President's Day (third Monday in February)
- Good Friday (Friday before Easter)
- Memorial Day (last Monday in May)
- Juneteenth (June 19)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Columbus Day (second Monday in October)
- Veteran's Day (November 11)
- Thanksgiving (fourth Thursday in November)
- Day After Thanksgiving (fourth Friday in November)
- Christmas Eve (December 24)
- Christmas Day (December 25)

Eligible employee classification(s) include:

- Regular full-time employees

If the holiday falls on Sunday, it will be observed on the following Monday, if it falls on Saturday, it will be observed on the preceding Friday. Employees must be in a paid status or be using pre-approved vacation benefits the day before and the day after a holiday in order to be paid for the holiday. If a recognized holiday falls during an eligible employee's vacation benefits, holiday pay will be provided instead of the vacation benefits that would otherwise have applied. Employees on a leave of absence should refer to each policy for eligibility requirements for paid holidays.

All eligible full-time nonexempt employees, except for Police Department employees, who work on a Town-observed holiday will receive holiday pay plus wages at the rate of time and a half, for all hours worked on the holiday. Nonexempt Police Department employees will receive wages at the rate of time and a half, for all hours worked on the actual, not observed, holiday.

Nonexempt employees who must work on a holiday may, upon Supervisor approval, be paid at time and one-half for all hours worked on that day or take another day off as a floating holiday. Exempt employees may take a scheduled day off in lieu of holiday pay during the week of the actual holiday. If an employee is scheduled to work on a holiday and the employee calls in sick, they must bring a physician's note to their Supervisor stating that they were examined by the physician or a nurse practitioner and could not work that day. Eligible employees with a physician's note will receive holiday pay but will not be paid for hours not worked on the holiday. An employee without a physician's note will not be paid and may face disciplinary action, up to and including termination of employment.

Holidays are paid at the employee's current pay rate at the time of the holiday times the number of hours the employee works in their daily shift, e.g., a shift for civilian employees is eight-hours and a shift for Police Department employees may be eight-hours, ten-hours, or 12-hours. Paid time off for holidays will be used in overtime calculations, and any special forms of compensation such as incentives, commissions, bonuses, and shift differentials.

When Police Department Standard Operating Procedures (SOP's) differ from this policy, the Police Department Standard Operating Procedures (SOP's) will prevail.

Commented [k31]: Added

Commented [k32]: This was what was in the new salary ordinance. Are Police Department employees also paid holiday pay plus wages like the other employees?

Commented [k33]: Edited this statement to give nonexempt employees the choice between being paid at time and one-half for working on the holiday OR being given a floating holiday per the meeting on 7/19/2023.

Commented [k34]: Removed "not" per 7/19/2023 meeting. Holidays WILL be used in overtime calculations.

Commented [k35]: Changed per the new salary ordinance

Commented [KW36]: Edited from: Holidays are paid at the employee's current pay rate at the time of the holiday. Paid time off for holidays will be used in overtime calculations, and any special forms of compensation such as incentives, commissions, bonuses, or shift differentials through December 31, 2019. As of January 1, 2020, holidays will not be used in overtime calculations, or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

306 Workers' Compensation Insurance

The Town of Lapel provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses must inform their Supervisor, or the Clerk-Treasurer's Office immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible. At the time the injury occurs, the need to see a doctor will be determined. The Town of Lapel will select the physician or facility seeing all workplace injuries. Reports of injury are necessary to comply with the laws and initiate insurance and workers' compensation benefits. Failure to notify a Supervisor, or the Clerk-Treasurer's Office, about a work-related injury or illness immediately may result in an employee losing workers' compensation benefits with regards to that particular injury or illness. In addition, disciplinary action may also be initiated when failing to report an injury.

Any employee injured on the job may be subject to a drug and alcohol test. Refusal to submit or positive results may result in disciplinary action, up to and including termination of employment. Refer to Policy #702 – Drugs and Alcohol Use/Testing for additional information.

The Town of Lapel maintains an aggressive return-to-work program. Following an appointment with a physician, the physician will communicate to the Supervisor any restrictions the employee may have as a result of the injury or illness. The Supervisor may immediately determine what accommodations may be made to assign the employee to restricted work duty. If no work is available at the Town of Lapel, to satisfy the restrictions, the Supervisor will maintain close communications between the employee and physician to ensure proper and timely treatment for the injury or illness. The Town of Lapel may return the employee to work as soon as they are either released with restrictions that may be accommodated by the Town of Lapel or fully released, whichever comes first. The employee must be accompanied by a physician's release upon return to work. An employee who is on workers' compensation disability leave and does not return to work immediately following release from the health care provider will be considered to have voluntarily terminated employment as of the date of the release.

An employee who is self-employed or accepts other employment or works for any other employer during a workers' compensation disability leave must report such work immediately to their Supervisor, or the Clerk-Treasurer's Office. An employee who works in one of the above capacities at any time during their workers' compensation disability leave performing work of a like or similar character or exertion as that which the employee performed for the Town of Lapel will be considered to have terminated their employment as the date such employment began.

If appropriate the Town of Lapel will follow all other employment-related policies that run concurrent with workers' compensation guidelines, e.g., FMLA, ADAAA, etc. Employees who have specific questions relating to workers' compensation should contact the Clerk-Treasurer's Office.

307 Sick Leave Benefits

The Town of Lapel provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illness or injuries. Employees in the following employment classification(s) are eligible to earn and use sick leave benefits as described in this policy:

- Regular full-time employees

Commented [k37]: Separated from the Personal Day policy per meeting on 7/19/2023

Eligible employees receive five days (40-hours) of sick leave benefits per calendar year on the first payroll period of the year. New employees will receive a pro-rated amount of sick leave benefits for the number of months left in the year.

Commented [k38]: The original 8 sick leave/personal days was divided into five sick leave days and 3 personal days.

Commented [k39]: Added per the new salary ordinance. However, I did not differentiate between nonexempt employees and exempt employees.

Employees should submit requests for scheduled personal absences at least 24-hours in advance to their Supervisor, except in verifiable emergency situations. Pre-approved sick leave benefits requests are limited to three consecutive days. However, if an employee has used all of their available sick leave benefits, they may request to use vacation benefits or personal days for time off greater than three-days. Failure to submit requests within these guidelines constitutes an unpaid, unexcused absence and may result in disciplinary action, up to and including termination of employment. The Supervisor will submit all requests for sick leave benefits to their Town Council Liaison. In the event of an emergency situation, employees should request approval to use sick leave benefits from their Supervisors by 7:30 a.m. prior to the start of their shift. If a Supervisor cannot be reached, the employee should contact Town Hall and leave a voicemail. Approval of sick leave benefits requests is the responsibility of the Supervisor and is subject to the operational needs of the Town. The Town reserves the right to deny sick leave benefits requests when such sick leave benefits would interfere with busy times, limited staff, or other circumstances which jeopardize the operations of the Town.

Commented [k40]: Removed "New employees are not entitled to paid sick leave benefits/personal days during their first 90-days of employment. After 90-days of employment, employees will be eligible to use a pro-rated amount of sick leave benefits/personal days for the remainder of the calendar year" and replaced with information from the new salary ordinance.

Commented [k41]: Added per the new salary ordinance

Commented [k42]: Added per the new salary ordinance

Commented [k43]: Added per the new salary ordinance

Commented [k44]: Added per the new salary ordinance

Police Department employees must notify the Police Chief no less than eight-hours prior to a scheduled shift for each day that they will be absent or tardy.

Commented [k45]: Removed, "Exceptions may be made for verifiable emergency situations."

Employees may carry over 200-hours of sick leave benefits into the next year and will also be credited with 40-hours on the first pay period of the new calendar year. Upon voluntary or involuntary termination of employment, employees will be not be paid for all earned but unused sick leave benefits.

Commented [k46]: Added per the new salary ordinance

Commented [k47]: Changed to no payout upon termination per the meeting on July 19, 2023

Sick leave benefits are paid at the employee's current pay rate at the time of the sick leave day. Paid time off for sick leave benefits will not be used in overtime calculations, or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials. However, sick leave benefits will count towards the calculation of overtime for nonexempt Utility Department employees who are scheduled to be on call on the Saturday or Sunday of a holiday week when the sick leave benefits were scheduled off in advanced and approved by the Supervisor. Refer to Policy #507 – Overtime for additional information.

Commented [KW48]: Edited from: "Personal days are paid at the employee's current pay rate at the time of the personal day. Paid time off for personal days will be used in overtime calculations, and any special forms of compensation such as incentives, commissions, bonuses, or shift differentials through December 31, 2019. As of January 1, 2020, personal days will not be used in overtime calculations, or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials."

308 Time Off to Vote

The Town of Lapel encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. If nonexempt employees are unable to vote in an election during their nonworking hours, the Town of Lapel may grant unpaid time off to vote.

Commented [k49]: Added per the new salary ordinance. This is concerning to me and will be a challenge administratively to keep it consistent and correct? It is a wage and hour claim waiting to happen.

Employees should request time off to vote from their Supervisor at least two working days prior to the Election Day. Advance notice is required so that the necessary time off may be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule.

309 Bereavement Leave

Employees of the Town of Lapel who wish to take time off due to the death of an immediate family member should notify their Supervisor immediately. Eligible employee classifications include:

- Regular full-time employees

Up to three consecutive days of paid bereavement leave may be provided to eligible employees in the event of a death of their spouse, child, stepchild, parent or stepparent, father-in-law, mother-in-law, brother, or sister or immediate aunt, uncle, or grandparent.

Commented [k50]: Removed "Up to two consecutive days of paid bereavement leave may be provided to eligible employees in the event of a death of an employee's grandfather or grandmother. Up to one-day of paid bereavement leave may be provided to eligible employees in the event of a death of a brother-in-law or sister-in-law."

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with their Supervisors' approval, use any available paid time off, e.g., vacation benefits, sick leave benefits, or personal days for additional time off as necessary.

Bereavement leave pay is paid at the employee's current pay rate at the time of the bereavement leave. Paid time off for bereavement leave will not be used in overtime calculations, or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

Employees who are on a leave of absence should refer to each policy with regards to their eligibility for bereavement leave.

310 Jury Duty

The Town of Lapel encourages employees to fulfill their civic responsibilities by serving jury duty when required.

Eligible employee classifications that qualify for paid jury duty leave are:

- Regular full-time employees
- Regular part-time employees
- Introductory, temporary, or seasonal employees

The Town will pay regular full-time, regular part-time, and introductory employees serving jury duty at their regular rate of pay for up to three-months for normal hours worked on the date of the jury duty when the employee signs over the check they received from the court system for jury duty service. Additionally, while out on jury duty, all benefit accruals will continue until the employee returns to their normal work schedule.

Employees must show the jury duty summons to their Supervisor as soon as possible so that the Supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits. The employee will be expected to report for work following jury duty, if two-hours or more remains during their scheduled workday. Either the Town of Lapel or the employee may request an excuse from jury duty if, in the Town of Lapel's judgment, the employee's absence would create serious operational difficulties.

311 Witness Duty

The Town of Lapel encourages employees to appear in court for witness duty when subpoenaed to do so. If employees have been subpoenaed or otherwise requested to testify as witnesses by the Town of Lapel, they will receive paid time for the entire period of witness duty. Employees who are called to testify in court by the Town of Lapel will be paid their normal rate of pay for the time expended.

Employees will be granted time off to appear as a witness when requested by a party other than by the Town of Lapel, when subpoenaed to do so. Employees may use any available paid time off, e.g., vacation benefits, sick leave benefits, or personal days to receive compensation for the period of the absence, however, are not required to do so.

The subpoena should be shown to the employee's Supervisor immediately after it is received, so that operating requirements may be adjusted, where necessary, to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.

Commented [KW51]: Edited from: "Bereavement leave pay is paid at the employee's current pay rate at the time of the bereavement leave. Paid time off for bereavement leave will be used in overtime calculations, and any special forms of compensation such as incentives, commissions, bonuses, or shift differentials through December 31, 2019. As of January 1, 2020, bereavement leave will not be used in overtime calculations, or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials."

312 Benefits Continuation (COBRA)

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue **medical and vision insurance** coverage under the Town of Lapel's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements. Note: The Town of Lapel does not currently meet the requirements for eligibility under the guidelines of the Consolidated Omnibus Budget Reconciliation Act (COBRA). Therefore, an employee's eligibility for a disability accommodation(s) will be determined by 19 or more active employees on the Town of Lapel's payroll at the time that benefits continuation would be requested.

Commented [k52]: Removed "dental" since that is voluntary insurance paid fully by the employee

The Town of Lapel provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the Town of Lapel's insurance plans. The notice contains important information about the employee's rights and obligations, as well as the cost of benefits, under COBRA.

314 Genetic Information Nondiscrimination Act (GINA)

The Town of Lapel follows all federal and state laws with regards to the Genetic Information Nondiscrimination Act (GINA). The Town of Lapel may not use genetic information or genetic testing in furtherance of a workplace wellness program unless certain requirements are met. The Town of Lapel is not prohibited from requesting or requiring genetic information for genetic monitoring of the biological effects of toxic substances in the workplace if certain requirements are met. The Town of Lapel will treat genetic testing information consistent with the requirements of all other federal and state laws.

Employees who have additional questions related to GINA should contact the Clerk-Treasurer's Office.

316 Health Insurance

The Town of Lapel's health insurance plan provides employees and their dependents access to **medical and vision insurance benefits**. Employees in the following employment classifications are eligible to participate in the health insurance plan:

Commented [k53]: Removed dental as that is voluntary insurance that is paid fully by the employee

- Regular full-time employees

Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreement between the Town of Lapel and the insurance carrier(s).

Details of the health insurance plan are described in the Summary of Benefits and Coverage (SBC). The SBC and information on the cost of coverage will be provided in advance of enrollment to eligible employees. Employees may contact the Clerk-Treasurer's Office for additional information about health insurance benefits.

317 Group Life and AD&D Insurance

Group life and AD&D insurance benefits offer employees and their families important financial protection. The Town of Lapel provides a group life and AD&D insurance plan for eligible employees. Employees in the following employment classifications are eligible to participate in the group life and AD&D insurance plan:

- Regular full-time employees

Eligible employees may participate in the group life and AD&D insurance plan subject to all terms and conditions of the agreement between the Town of Lapel and the insurance carrier.

Details of the group life and AD&D insurance plan including benefit amounts are described in the Summary Plan Description (SPD) provided to eligible employees. Employees should contact the Clerk-Treasurer's Office for additional information regarding group life and AD&D insurance benefits.

318 Short-Term Disability

Short-term disability insurance offers employees and their families important financial protection. The Town of Lapel provides a short-term disability insurance plan for eligible employees. Employees in the following employment classifications are eligible to participate in the short-term disability insurance plan:

- Regular full-time employees

Eligible employees may participate in the short-term disability insurance plan subject to the terms and conditions of the agreement between the Town of Lapel and the insurance carrier. The Town of Lapel reserves the right to require employees to pay the full cost of benefit premiums during a short-term disability leave.

Details of the short-term disability insurance plan including benefit amounts are described in the Summary Plan Description (SPD) provided to eligible employees. Employees may contact the Clerk-Treasurer's Office for additional information regarding short-term disability insurance benefits.

Commented [k54]: Removed, "Paid time off, e.g., vacation benefits, sick leave benefits, personal days, bereavement leave, etc., will continue to accrue during a short-term disability leave" because these benefits are earned benefits.

319 Long-Term Disability

Long-term disability insurance offers employees and their families important financial protection. The Town of Lapel provides a basic long-term disability policy for eligible employees. Employees in the following employment classifications are eligible to participate in the long-term disability insurance plan:

- Regular full-time employees

Eligible employees may participate in the long-term disability insurance plan subject to all terms and conditions of the agreement between the Town of Lapel and the insurance carrier. All paid time off benefits, e.g., vacation benefits, sick leave benefits, holidays, personal days, bereavement leave, etc., will be suspended during the time that the employee is out on long-term disability leave. Employees who are participating in the Town's health insurance plans, e.g., medical and vision insurance plans, may be allowed to continue their participation through COBRA. Employees will receive information from each carrier on their options for benefit continuation, if appropriate.

Commented [k55]: Removed "dental" as that is voluntary insurance paid fully by employees

Details of the long-term disability insurance plan including benefit amounts are described in the Summary Plan Description (SPD) provided to eligible employees. Employees may contact the Clerk-Treasurer's Office for additional information regarding long-term disability insurance benefits.

320 Retirement

Elected Officials and full-time employees who work in eligible covered jobs will be covered by the Indiana Public Retirement System (INPRS). The benefits, costs, and administration are determined by current INPRS directives. Employees should contact the Clerk-Treasurer for additional information about the plan or to obtain an INPRS Handbook.

321 Voluntary Benefits

The Town of Lapel provides employees the opportunity to purchase voluntary benefits from a third-party vendor through payroll deduction. Employees in the following employment classifications are eligible to participate in the voluntary benefit plans, when they are offered during the open enrollment period for the following year:

- Regular full-time employees

Voluntary benefit plans include:

- Dental Insurance
- Accident Insurance
- Cancer Insurance
- Critical Illness
- Long-Term Disability Insurance
- Short-Term Disability Insurance
- Supplemental Life Insurance

Commented [k56]: Added per the new salary ordinance

323 Licensing and Certification

The Town of Lapel may reimburse employees or directly pay for specific job-related license and certification requirements applicable to each job classification. The Town Council is responsible for approving such expenditures in advance and the type of licensure and/or certification required is left to their sole discretion and requirements of the job description. Invoices for licenses and certifications should be submitted to the Clerk-Treasurer's Office for payment.

Upon earning a job-related license or certification, employees may receive either a pay increase or additional pay in a lump sum, as outlined in the Town of Lapel's Salary Ordinance. Should an employee lose the license or not maintain the required training or certifications, the pay increase would no longer be applicable.

Commented [k57]: Added per the new salary ordinance.

It is also the policy of the Town of Lapel to help employees enhance job-related knowledge and skills through workshops, seminars, etc. This assistance is not for degreed programs. Therefore, only courses that will help develop necessary or useful skills or knowledge relevant to the employee's current position, or to future responsibilities that are reasonably anticipated, may be approved. Job relevance is determined by the Supervisor, the Clerk-Treasurer, or the Town Council. Eligibility for workshops, seminars, etc., will be limited to active employees. Employees on leaves of absences, or on a layoff are not eligible.

Only course work approved in advance by a Supervisor, the Clerk-Treasurer, or the Town Council may be accepted for reimbursement. All travel related to the course work must also be approved in advance by a Supervisor, the Clerk-Treasurer, or the Town Council.

If the employee does not finish a course that is paid by the Town of Lapel, the employee must repay to the Town the cost of the course. This would include tuition fees, cost of books and materials, and mileage reimbursements. If the employee completes the course work and attendance requirements, but fails the final test, reimbursement is not required. Retesting is at the discretion of the Town Council.

Employees may contact the Clerk-Treasurer's Office for additional information regarding licensing and certification.

TIMEKEEPING/PAYROLL

401 Timekeeping

Accurately recording time worked is the responsibility of every employee. Federal and state laws require the Town of Lapel to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed.

It is the employees' responsibility to sign their time records to certify the accuracy of all time recorded. A Supervisor will review and then initial the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the Supervisor must verify the accuracy of the changes by initialing the time record.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

403 Paydays

The Town of Lapel pays employees weekly (normally 52 pay periods per year). The payroll week is from Sunday to Saturday. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

Employees must have pay directly deposited into their bank accounts if they provide advance authorization to the Town of Lapel. Employees will receive an itemized statement of wages when the Town of Lapel makes direct deposits.

In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, employees may receive pay on the last day of work before the regularly scheduled payday.

Employees may contact the Clerk-Treasurer's Office for additional information regarding paydays.

405 Employment Terminations

Termination of employment is an inevitable part of personnel activity within any municipality, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- Resignation - voluntary employment termination initiated by an employee.
- Discharge - involuntary employment termination initiated by the municipality.
- Layoff - involuntary employment termination initiated by the municipality for non-disciplinary reasons.
- Retirement - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the municipality.

Since employment with the Town of Lapel is based on mutual consent, both the employee and the Town of Lapel have the right to terminate the employment-at-will relationship, with or without cause. The Town of Lapel may schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, and repayment of outstanding

debts to the Town of Lapel. Suggestions, complaints, and questions may also be voiced.

Employee benefits will be affected by employment termination in the following manner. All earned, vested benefits that are due and payable at termination will be paid according to policy. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

409 Administrative Pay Corrections

The Town of Lapel takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the Clerk-Treasurer's Office so that corrections may be made as quickly as possible.

410 Pay Deductions and Setoffs

The law requires that the Town of Lapel make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. The Town of Lapel also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." The Town of Lapel matches the amount of Social Security taxes paid by each employee.

The Town of Lapel offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs. The Town of Lapel may not make any deductions from an employee's paycheck outside of those that are either required by law or authorized in writing by the employee.

Pay setoffs are pay deductions taken by the Town of Lapel, usually to help pay off a debt or obligation to Town of Lapel, or others.

Employees may contact the Clerk-Treasurer's Office if they have questions concerning why deductions were made from their paycheck or how their paychecks were calculated.

WORK CONDITIONS & HOURS

501 Safety

To assist in providing a safe and healthful work environment for employees, residents, and visitors, the Town of Lapel has established a workplace safety program. This program is a top priority for the Town of Lapel. Individual departments have responsibility for implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of all.

Each employee is expected to comply with occupational safety and health standards and all rules and regulations, and orders issued relative to Occupational Safety and Health Act (OSHA), which are applicable to their own actions.

All employees must wear the appropriate personal protective equipment (PPE) required to perform their job safely or while in certain designated areas of the work environment. Employees who are unsure what PPE they are required to wear at any given time should refer to their immediate Supervisor.

If an accident results in an injury, no matter how minor the injury may be, employees are required to report the incident to their Supervisor, or the Clerk-Treasurer's Office. At the time the injury occurs, the need to see a

doctor will be determined. All workplace injuries will be seen by a physician selected by the Town of Lapel and in accordance with state laws. Reports of injury are necessary to comply with the both federal and state laws and initiate insurance and workers' compensation benefits. Employees who do not report an accident or injury may experience a delay in the benefits paid, including the possibility that medical bills will not be paid at all. Refer to Policy #306 – Workers' Compensation Insurance for additional information.

Any employee injured on the job may be subject to a drug and alcohol test. Refusal to submit or positive results may result in disciplinary action, up to and including termination of employment. Refer to Policy #702 – Drugs and Alcohol Use/Testing for additional information.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to discuss them with their Supervisor. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports may be made without fear of reprisal.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate Supervisor, or the Clerk-Treasurer's Office. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report, or remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

502 Work Schedules

The Town of Lapel will establish the standard workday, workweek, and starting and ending times for each department, taking into account current and anticipated workloads, public service needs and other factors. Each department is responsible for communicating these work parameters to their employees. No established schedule will be construed as a guarantee of working hours or as a restriction on the Town of Lapel's right to restructure the workday or workweek.

At the discretion of the Town of Lapel, nonexempt employees may be authorized to take break periods during each shift. Such breaks will not interfere with the proper performance of the employee's work responsibilities and will be set by the Supervisors.

505 Non-Smoking

In keeping with Indiana state law and the Town of Lapel's intent to provide a safe and healthful work environment, smoking, e-cigarettes, chewing tobacco and other tobacco product use is not permitted in the workplace except in those locations that have been specifically designated as smoking areas. In situations where the preferences of smokers and nonsmokers are in direct conflict, the preferences of nonsmokers will prevail.

This policy applies equally to all employees, residents, and visitors.

507 Overtime

When operating requirements or other needs cannot be met during regular working hours, employees will be given the opportunity for overtime work assignments. All overtime work must receive the Supervisor's prior authorization and approval. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation will be paid to nonexempt employees for all hours over 40 that are worked in a standard workweek, in accordance with federal and state wage and hour restrictions. Overtime compensation is based on actual straight-time hours worked. Paid time off, e.g., vacation benefits, sick leave benefits, personal

days and bereavement leave will not be used in overtime calculations, or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials, unless otherwise specified in the current Salary Ordinance. Holidays will be used in overtime calculations and special forms of compensation such as incentives, commissions, bonuses, or shift differentials. Vacation benefits, sick leave benefit, and personal days will only count towards the calculation of overtime for nonexempt Utility Department employees who are scheduled to be on call on the Saturday or Sunday of a holiday week when the vacation benefits, sick leave benefits, or personal days were scheduled off in advanced and approved by the Supervisor.

Commented [k58]: Changed this per the meeting on 7/19/2023

Commented [k59]: Added per the new salary ordinance

Police Department

Overtime compensation will be paid to nonexempt employees in the Police Department at time and one-half of the employee's hourly pay rate for all hours over 43 in a seven-day cycle and in accordance with the Fair Labor Standards Act (FLSA) and the Code of Federal Regulations Part 553.230. An employee's time off while using vacation, sick leave benefits, personal days, holidays, bereavement leave, time off to vote, or any other leave of absence will not be considered hours worked for purposes of performing overtime calculations.

508 Use of Equipment, Machinery, Tools, and Vehicles

Equipment, machinery, tools, and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using the Town of Lapel's property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Employees should immediately notify a Supervisor, if any equipment, machinery, tools, or vehicles appear to be damaged, defective, or need repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. A Supervisor may answer any questions about an employee's responsibility for maintenance and care of equipment, machinery, tools, or vehicles used on the job.

Employees who are assigned or have access to Town-owned vehicles must have an appropriate, valid operator's license. No employee shall use a Town-owned vehicle for personal business or permit any unauthorized person to use or operate such a vehicle. Town-owned vehicles shall not be taken home except by employees in the Utility Department when they are on call, and employees in the Police Department.

Commented [KW60]: Added Utility Department employees when they are on call.

Employees may not request, use, or permit the use of Town-owned equipment, machinery, tools, or vehicles for unauthorized personal convenience, for profit, for private use, or as part of secondary employment. The improper, careless, negligent, destructive, or unsafe use or operation of equipment, machinery, tools, or vehicles, as well as excessive or avoidable traffic and parking violations, may result in disciplinary action, up to and including termination of employment.

509 "On Call" Employees

Employees who are assigned to utilities duties on weekends that is considered part of the essential duties and responsibilities of their job and is not considered an emergency will be paid at their straight-time rate for all hours worked. Supervisors will complete an "on call" schedule no less than one-month in advance. The "on call" schedule may be adjusted once posted to cover for illness, leave, or termination. If a schedule change is needed for another reason, employees may swap scheduled "on call" shifts with their Supervisor's approval. Overtime will be paid to nonexempt employees in accordance with federal and state wage and hour laws for any time worked over 40-hours in a standard workweek.

The definition of "on call" is being designated to be available to answer emergency calls for the Town during nonscheduled hours. Employees in an "on call" status are required to respond to an "on call" emergency within 30-minutes.

“On call” compensation begins at the time the employee is contacted by the answer service call center for all calls that require the employee to physically return to work. Employees will receive premium pay at a rate of time and one-half for a minimum of two-hours of pay, regardless of the amount of time worked, if they are called back to work either by the answering service call center. Additional calls during the initial two-hour time period or the extended period of actual work will be compensated as additional actual time worked at straight-time pay. EXAMPLE 1: If an employee is scheduled to leave work at 3:30 p.m. and they have not yet left for the day but they receive an after-hours call out at 4:30 p.m., they would not be eligible to receive “on call” compensation as they are already on the clock. EXAMPLE 2: If an employee receives an after-hours call out at 6:00 p.m., their two-hours of “on call” compensation would include all call outs that occur between 6:00 p.m. and 8:00 p.m. EXAMPLE 3: If an employee has been called out after-hours as described in Example 2 and receives another after-hours call out at 7:50 p.m., they would be compensated for actual time worked at their normal straight-time pay. If they receive an after-hours call out at 8:10 p.m., this will begin a new two-hours of “on call” compensation at rate of time and one-half. The “on call” compensation premium pay will not be included in overtime calculations.

Non-exempt Utility Department employees who receive after-hours phone calls for Town-related business will be compensated at a premium rate of time and one-half for a minimum of 15-minutes, up to the actual length of the phone call. If the employee is already in a two-hour “on call” compensation period from a previous call, they will not receive additional compensation for these calls. Employees must document the beginning and ending time of each call, who the call was with, and the subject of the call. This documentation must be turned in daily to the Deputy Clerk-Treasurer.

Police Department employees may be held to different on call and overtime guidelines as stated in the Police Department Standard Operating Procedures (SOP’s) and in accordance with the Fair Labor Standards Act (FLSA).

510 Emergency Closings

At times, emergencies such as severe weather, fires, power failures, or earthquakes, may disrupt the Town of Lapel’s operations. In extreme cases, these circumstances may require the closing of a work facility. In the event that such an emergency occurs during nonworking hours, employees will be notified via telephone by their Supervisor. When the decision to close is made after the workday has begun, employees will receive official notification from their Supervisor.

When an official decision has been made to close, time off from scheduled work will be paid. In cases where an emergency closing is not authorized, employees who fail to report for work will not be paid for the time off. Employees may request to use available paid time off, e.g., vacation benefits, sick leave benefits, or personal days for the absence.

Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay.

512 Business Travel Expenses

The Town of Lapel may reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the Clerk-Treasurer or their designee, or the President of the Town Council.

Employees whose travel plans have been approved are responsible for making their own travel arrangements.

When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives may be reimbursed by the Town of Lapel. Employees are expected to limit

expenses to reasonable amounts per the guidelines below.

Expenses that generally may be reimbursed include the following:

- Airfare or train fare for travel in coach or economy class or the lowest available fare.
- Car rental fees, only for compact or mid-sized cars.
- Fares for shuttle or airport bus service, where available; costs of public transportation for other ground travel.
- Taxi fares, only when there is no less expensive alternative.
- Mileage costs for use of personal cars, only when less expensive transportation is not available and payable at current Internal Revenue Service (IRS) mileage rate.
- Cost of standard accommodations in low to mid-priced hotels, or similar lodgings.
- Cost of meals, no more lavish than would be eaten at the employee's own expense. Alcoholic beverages are not reimbursable expenses.
- Tips not exceeding 20% of the total cost of a meal or 20% of a ground transportation fare.
- Charges for telephone calls, fax, and similar services required for business purposes.
- Charges for laundry and valet services, only on trips of five or more days. (Personal entertainment and personal care items are not reimbursable.)

Employees who are involved in an accident while traveling on Town business must promptly report the incident to their Supervisor, or the Clerk-Treasurer's Office. Vehicles owned, leased, or rented by the Town of Lapel may not be used for personal use without prior approval.

With prior approval, employees on business travel may be accompanied by a family member or friend, when the presence of a companion will not interfere with successful completion of business objectives. Generally, employees are also permitted to combine personal travel with business travel, as long as time away from work is approved. Additional expenses arising from such non-business travel are the responsibility of the employee.

When travel is completed, employees should submit completed travel expense reports within 48-hours. Reports must be accompanied by separate receipts for each individual expense.

Employees should contact their Supervisor, or the Clerk-Treasurer's Office for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this business travel expense policy, including falsifying expense reports to reflect costs not incurred by the employee, may be grounds for disciplinary action, up to and including termination of employment. Supervisors must review and sign all expense reports before submission for payment.

513 Credit Card Usage

Employees may be authorized by the Town Council to use a Town-issued credit card for work-related purchases. Upon request by an eligible elected official or employee, the Clerk-Treasurer or the Clerk-Treasurer's designee may issue the credit card for use. All Town-issued credit cards will be kept in safe-keeping in the Clerk-Treasurer's Office, when not in use. The Town Council reserves the right to deny access of the Town-issued credit card to any employee. The Town-issued credit card shall be used only for authorized Town-related business and may not be used for personal use.

The Clerk-Treasurer's Office will maintain an accounting log that includes the names of the individuals requesting usage of a credit card, their position, estimated amounts to be charged, fund and account numbers to be charged, and the issuance and returned dates of the Town-issued credit card. Credit cards may not be used to bypass the Town's accounting system. Payment for expenses on Town-owned credit cards will not be made

on the basis of the credit card statement. Supporting documentation, e.g., paid bills and original receipts must be turned in when the Town-owned credit card is returned. If a purchase is made on the internet, those with Town-owned credit cards should document the purchase.

Any employee using a Town-issued credit card for personal use may be subject to disciplinary action, up to and including termination of employment; and the amount of the charge for non-work-related purchases must be repaid to the Town by the employee. Additionally, any interest or penalty incurred due to late filing or furnishing of documentation by an elected official or employee will be the responsibility of that official or employee.

Employees who are in violation of any portion of this policy may be subject to disciplinary action, up to and including termination of employment. Employees may contact the Clerk-Treasurer's Office for additional information regarding credit card usage.

514 Visitors in the Workplace

To provide for the safety and security of employees and the facilities at the Town of Lapel, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances. Visitors are defined as persons at a Town-owned facility for social reasons or any purpose other than directly job-related.

All visitors should enter at the main entrance of each facility. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

If an unauthorized individual is observed on the Town of Lapel's premises, employees should immediately notify their Supervisor or, if necessary, direct the individual off of the property.

515 Social Media

Social media are defined as media designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques. Generally, these guidelines set forth in this social media policy should be applied to any online medium where information may reflect back on the image of the Town of Lapel, employees, agents, or residents. Examples include but are not limited to: blogs, LinkedIn, Twitter, Facebook, Instagram, Snapchat, YouTube, Wikipedia or other wikis, etc. Any comments that the Town of Lapel employees may leave on others' blogs, or Facebook pages, edits to wikis, responses to tweets, postings on message boards/forums, opinions on online polls or any product/services the Town of Lapel employees may author are included in this policy.

All social media accounts, blogs, Web pages and related content carrying the Town of Lapel brand identity are and will be owned and licensed by the Town of Lapel, as appropriate. Personal accounts, blogs, Web pages and related content that do not carry the Town of Lapel's brand identity may be owned, licensed and operated by any employee. If the Town of Lapel is referenced in any media as approved by the President of the Town Council, or their assigned designee, all social media guidelines must apply or employees may be subject to disciplinary action, up to and including termination of employment.

All employees should consider and follow these guidelines when posting on social media sites:

- Do not post or link any materials that are threatening, intimidating, coercing, or otherwise interfering with the performance of coworkers, or residents.
- Do not disclose information acquired in the course of one's work.

- When reposting or referencing a post on one of the Town’s online sites, provide a link to the original post or story.
- When relevant, employees should identify their affiliation with the Town and their area of concentration. This adds credibility to the employee and the Town.
- Do respect the laws regarding copyrights, trademarks, rights of publicity and other third-party rights. To minimize the risk of a copyright violation, employees should provide references to the source(s) of information that they use and accurately cite copyrighted works that they identify in the Town’s online communications. Do not infringe on Town of Lapel logos, brand names, taglines, slogans, or other trademarks.
- If a negative post or comment is found online about the Town or an employee, try not to counter with another negative post. Remedy the situation through a positive action.
- Employees who publish content to any website outside of the Town’s official online presence (this may include Town websites as well as the Town’s presence on third-party sites) and it has something to do with subjects associated with the Town, employees should consider a disclaimer such as this: “The postings are my own and do not necessarily represent the Town’s positions, strategies or opinions.”

As stated in Policy #517 – Internet Usage, all equipment, services, and technology provided to access the Internet remain at all times the property of the Town of Lapel. As such, the Town of Lapel reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through the Town-owned online connections and stored in the Town-owned computer systems. In addition, employees should understand that all information transmitted via the Internet is not considered to be confidential in nature and employees should not expect privacy of any information transmitted. Employees are also required to provide the Town of Lapel with all passwords used to access the Internet via Town-owned equipment, services and technology, as requested by management.

While this policy is comprehensive, it is not all-inclusive. Employees who are in violation of any portion of this policy may be subject to disciplinary action, up to and including termination of employment. Nothing in this policy shall be interpreted to prohibit or otherwise restrict concerted activities by employees that are protected by law.

Employees who have questions concerning the guidelines of the social media policy should contact the Clerk-Treasurer’s Office.

516 Computer and Email Usage

Computers, computer files, the email system, and software furnished to employees are the Town of Lapel’s property and intended for business use, not for personal use. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and email usage may be monitored.

The Town of Lapel strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, the Town of Lapel prohibits the use of computers and the email system in ways that are discriminatory, disruptive, obscene, threatening, harassing, intimidating, offensive to others, or harmful to morale. For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to:

- Ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for coworkers, residents, or visitors.
- Copying, pirating or downloading software and electronic files without permission.
- Participating in the viewing or exchange of pornography or obscene materials.
- Attempting to break into the computer system of another organization or employee.

- Refusing to cooperate with a security investigation.
- Disclosing information acquired in the course of one's work.
- Sending or posting messages that disparage another organization's products or services while engaged in performing their work tasks from a Town-owned computer or mobile device.

The Town of Lapel purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, neither the Town of Lapel nor any employee has the right to reproduce such software for use on more than one computer. Employees may only use software on local area networks or on multiple machines according to the software license agreement. The Town of Lapel prohibits the illegal duplication of software and its related documentation. Employees may not use any remote-control software or service on any internal or external host or systems not specifically approved by the Town of Lapel.

The email system and all emails sent or received through the system or on the Town of Lapel's computers are owned by the Town of Lapel, and may be public records as defined by the Indiana Access to Public Records Act (APRA). All emails and other electronic correspondence should be retained in order to satisfy the requirements of the APRA, but may be destroyed at the direction of the Clerk-Treasurer, according to the Local General Retention Schedule published by the Indiana Commission on Public Records. As previously stated, all correspondence sent or received through the Town of Lapel's email network or on the Town of Lapel's computers is subject to monitoring by authorized personnel in order to ensure appropriate business use as well as the preservation of public records; use of the Town of Lapel's email system or network is acknowledgement and consent to said monitoring. No user should have any expectation of personal privacy in any matter created, received, or sent through the Town of Lapel's electronic communication networks.

Employees should notify their Supervisor upon learning of violations of this policy. Employees who violate this policy may be subject to disciplinary action, up to and including termination of employment. Nothing in this policy shall be interpreted to prohibit or otherwise restrict concerted activities by employees that are protected by law.

517 Internet Usage

Internet access to global electronic information resources on the World Wide Web is provided by the Town of Lapel to assist employees in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage. While Internet usage is intended for job-related activities, incidental and occasional brief personal use is permitted within reasonable limits.

All Internet data that is composed, transmitted, or received via the Town-owned computer communications systems is considered to be part of the official records of the Town of Lapel and, as such, is subject to disclosure to law enforcement or other third-parties. Consequently, employees should always ensure that the business information contained in Internet email messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided to access the Internet remain at all times the property of the Town of Lapel. As such, the Town of Lapel reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through the Town's online connections and stored in the Town's computer systems. Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, color, religion, sex (pregnancy, gender identity, and sexual orientation), national origin, age (40 and over), disability, genetic information as referenced in the Genetic Information Nondiscrimination Act (GINA), military service veteran status, or any other characteristic protected by federal, state and local laws.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not obtained authorization for its use, it should not be put on the Internet. Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights. Internet users should take the necessary anti-virus precautions before downloading or copying any file from the Internet. All downloaded files are to be checked for viruses; all compressed files are to be checked before and after decompression. Employees may not bypass or attempt to bypass measures in place to protect information resources from security threats and inappropriate use. Employees may not disable software on computing devices designed to protect information resources. Employees may not use any remote-control software or service on any internal or external host or systems not specifically approved by the Town Council.

Abuse of the Internet access provided by the Town of Lapel in violation of law or the Town of Lapel policies may result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy.

The following behaviors are examples of previously stated or additional actions and activities that are prohibited and may result in disciplinary action:

- Stealing, using, or disclosing someone else's code or password without authorization.
- Disclosing information acquired in the course of one's work.
- Violating copyright laws.
- Failing to observe licensing agreements.
- Engaging in unauthorized transactions that may incur a cost to the Town of Lapel or initiate unwanted Internet services and transmissions.
- Jeopardizing the security of the Town of Lapel's electronic communications systems.

The Police Department may, from time to time, be required to view, download, or store images, videos, emails, or various types of digital data for reference in legal actions. Every effort will be made to ensure none of these items are available or accessible to the general public.

While this policy is comprehensive, it is not all-inclusive. Employees who are in violation of any portion of this policy may be subject to disciplinary action, up to and including termination of employment. Nothing in this policy shall be interpreted to prohibit or otherwise restrict concerted activities by employees that are protected by law.

518 Workplace Monitoring

Workplace monitoring may be conducted by the Town of Lapel to ensure quality control, employee safety, security, and resident satisfaction. Employees who regularly communicate with residents may have their telephone conversations monitored or recorded. Telephone monitoring is used to identify and correct performance problems through targeted training. Improved job performance enhances the residents' image of the Town of Lapel as well as their satisfaction with the service that is provided to them.

Computers furnished to employees are the property of the Town of Lapel. As such, computer usage and files may be monitored or accessed. Employees tampering with a computer to bypass monitoring systems may be subject to disciplinary action, up to and including termination of employment. Refer to Policy #516 – Computer and Email Usage and #517 – Internet Usage for additional information.

The Town of Lapel may conduct video surveillance of non-private workplace areas. Video monitoring is used to identify safety concerns, maintain quality control, detect theft and misconduct, and discourage or prevent acts of harassment and workplace violence.

Because the Town of Lapel is sensitive to the legitimate privacy rights of employees, every effort will be made to guarantee that workplace monitoring is done in an ethical and respectful manner. Nothing in this policy shall be interpreted to prohibit or otherwise restrict concerted activities by employees that are protected by law.

519 Speaking to the Media

The Town of Lapel strives to anticipate and manage crisis situations in order to reduce disruption to employees and to have met and to maintain the Town's presence as a highly reputable municipality. To best serve these objectives, the Town of Lapel will respond to the news media in a timely and professional manner only through the designated spokespersons.

Employees may contact the President of the Town Council for additional information on speaking to the media.

522 Workplace Violence Prevention

The Town of Lapel is committed to preventing workplace violence and to maintaining a safe work environment. The Town of Lapel has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during working hours or on its premises.

Employees should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from being brought into the facilities operated by the Town of Lapel without proper authorization.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to a Supervisor, or the Clerk-Treasurer's Office. This includes threats by employees, as well as threats by residents, vendors, solicitors, or other members of the public. When reporting a threat of violence, employees should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a Supervisor, or the Clerk-Treasurer's Office. Employees should not place themselves in harm's way. Employees who see or hear a commotion or disturbance near their workstation should not try to intercede or see what is happening.

The Town of Lapel will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, the Town of Lapel may suspend employees, either with or without pay, pending an investigation. Refer to Policy #716 – Progressive Discipline for additional information.

Anyone determined 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 Lapel encourages employees to bring their disputes or differences with other employees to the attention of a Supervisor before the situation escalates into potential violence. The Town of Lapel is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

Nothing in this policy shall be interpreted to prohibit or otherwise restrict concerted activities by employee that are protected by law.

526 Mobile Device Usage

The Town of Lapel provides mobile devices to some employees as a business tool. They are provided to assist employees in communicating with management and other employees, residents, and others with whom they may conduct business. Mobile device use is primarily intended for business-related calls.

Employees may have access to a mobile device while in vehicles and should remember that their primary responsibility is driving safely and obeying the rules of the road. Employees are prohibited from using mobile devices to conduct Town business or personal matters while driving and should safely pull off the road and come to a complete stop before emailing, texting, accessing data, dialing or talking on the mobile device.

As a representative of the Town of Lapel, mobile device users are reminded that the regular business etiquette employed when speaking from office phones or in meetings applies to conversations conducted over a mobile device.

During working hours, employees are urged to keep their personal conversations, texting, emailing, or data access activities brief and kept to only urgent matters when approved by a Supervisor. Employees are required to conduct lengthy conversations, texting, emailing, or data access activities on their lunch breaks or during non-working hours. Employees who are in violation of any portion of this policy may be subject to disciplinary action, up to and including termination of employment.

LEAVES OF ABSENCE

600 Personal Leave

The Town of Lapel may provide a personal leave of absence without pay to eligible employees who wish to take time off from work duties to fulfill personal obligations or for medical-related needs. Employees in the following employment classification(s) may be eligible to request personal leave as described in this policy:

- Regular full-time employees

Eligible employees may request personal leave only after having completed one-year of service. Employees will be required to first use all paid time off, e.g. vacation benefits, sick leave benefits, and personal days prior to requesting a personal leave. As soon as eligible employees become aware of the need for a personal leave of absence, they should request a leave from their Supervisor, the Clerk-Treasurer or their designee, or the President of the Town Council. Requests for personal leave will be evaluated based on a number of factors, including anticipated workload requirements and staffing considerations during the proposed period of absence. The Town Council has the sole discretion to approve employees' personal leave requests on a case-by-case basis.

Personal leave may be granted for a period of up to 30 calendar days. If this initial period of absence proves insufficient, consideration may be given to a written request for a single extension of no more than 30 calendar days. Employees are required to exhaust all available paid time off, e.g., vacation benefits, sick leave benefits, or personal days prior to taking an unpaid leave.

Paid time off for holidays and bereavement leave may be suspended during the leave and may resume upon the employee's return to active employment. Subject to the terms, conditions, and limitations of the applicable plans, health insurance benefits will be provided by the Town of Lapel until the end of the month in which the approved personal leave begins. At that time, employees may become responsible for the full costs of these benefits, if they wish coverage to continue. It is the employees' responsibility to make arrangements with the Clerk-Treasurer's Office to pay their portion of the monthly benefit premiums during the unpaid period of

Commented [k61]: Removed sentence about employees using FMLA because no employee will be eligible for FMLA under the federal law. But added the requirement regarding the use of vacation benefits, sick leave benefits and personal days.

absence as arranged. All other benefits will be suspended during the leave. When the employee returns from personal leave, benefits may again be provided by the Town of Lapel according to the applicable plans.

When a personal leave ends, every reasonable effort will be made to return the employee to the same position, if it is available, or to a similar available position for which the employee is qualified. However, the Town of Lapel cannot guarantee reinstatement in all cases. If an employee fails to report to work promptly at the expiration of the approved leave period, the Town of Lapel will assume the employee has voluntarily terminated their employment.

601 Family and Medical Leave

Under the Federal Family and Medical Leave Act of 1993, as amended (FMLA), an employee may be eligible for a period of job-protected unpaid leave if they meet the criteria set forth in the FMLA.

General Eligibility

To qualify for FMLA leave, an employee:

- must be an employee of the Town of Lapel;
- must have worked at the Town for at least 12-months;
- must have worked at least 1,250 hours (paid time off does not count towards the 1,250 hours) during the past 12-month period before the leave is to begin; and
- must work at a worksite at which the Town employs at least 50 employees within a 75-mile radius.

Types and Duration of FMLA Leave

Basic FMLA Leave and Active-Duty Leave

An employee may be eligible for up to 12-weeks of unpaid leave in a rolling 12-month period for the following reasons:

- The birth of a child and to care for such child or placement for adoption or foster care of a child;
- To care for an immediate family member (spouse, child under 18-years old or 18 and over that is incapable of self-care, or parent) with a serious health condition;
- A serious health condition which renders an employee unable to work; or
- “Active-Duty Leave,” defined as leave due to any qualifying exigency arising out of the fact that an employee’s spouse, son (of any age), daughter (of any age) or parent is a “covered military member”. “Covered military member” means a member of the Armed Forces or a member of the Reserves (including the National Guard or Reserves) who is on “covered active duty,” or has been notified of an impending call or order to covered active duty. For members of the Armed Forces, “covered active duty” means duty during deployment of the member with the Armed Forces to a foreign country. For members of the Reserves, “covered active duty” means duty during deployment of the member with the Armed Forces to a foreign country under a call or order to active duty in a contingency operation.

Military Caregiver Leave

An employee also may take Military Caregiver Leave to care for a spouse, son (of any age), daughter (of any age), and parent or next of kin (i.e., closest living relative) who is a “covered service member.” A “covered service member” is (i) a current service member of the Armed Forces or Reserves, including the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness, or (ii) a veteran of the Armed Forces (including the National Guard and Reserves) who is discharged (other than dishonorably discharged) within the five-year period before the eligible employee takes military caregiver leave to care for the veteran and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness. For a current service member, “serious injury or illness” means an injury or illness incurred or aggravated by

the covered service member in the line of duty on active duty that may cause the service member to be medically unfit to perform the duties of their office, grade, rank, or rating. For a veteran, "serious injury or illness" means an injury or illness that rendered the veteran medically unfit to perform their military duties, or an injury or illness that qualifies the veteran for certain benefits from the Department of Veterans Affairs or substantially impairs the veteran's ability to work, regardless of whether the injury or illness manifested before or after the individual became a veteran.

Eligible employees are entitled to a total of 26-weeks of unpaid Military Caregiver Leave during a single 12-month period. This single 12-month period begins on the first day an eligible employee takes Military Caregiver Leave and ends 12-months after that date.

The leave entitlement described in this paragraph applies on a per-covered service member, per-injury basis. However, no more than 26-weeks of leave may be taken within a single 12-month period by any covered employee. Even in circumstances where an employee takes other leave covered by the federal FMLA under the bullets in the basic FMLA Leave and Active-Duty Leave section above, the combined leave shall not exceed 26-weeks during that 12-month period.

Definitions

A "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:

- In-patient care (*i.e.*, an overnight stay) in a hospital or other medical care facility (including any period of incapacitation or any subsequent treatment in connection with such in-patient care);
- A period of incapacitation of more than three consecutive full calendar days, and any subsequent treatment or period of incapacitation relating to the same condition that also involves (i) treatment two or more times by a health care provider or under the supervision of a health care provider within 30-days of the start of the incapacitation, or (ii) treatment by a health care provider on at least one occasion within seven-days of the start of the incapacitation which results in a regimen of continuing treatment under the supervision of a health care provider;
- Any period of incapacitation due to pregnancy, or for prenatal care;
- Any period of incapacitation due to a chronic serious health condition requiring periodic visits of at least twice a year for treatment by a health care provider;
- A period of incapacitation which is permanent or long-term due to a condition for which treatment may not be effective, during which the employee (or family member) must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider; or
- Any period of absence to receive multiple treatments by a health care provider or under the supervision of a health care provider, either for restorative surgery after an accident or other injury, or for a condition that will likely result in a period of incapacitation of more than three consecutive calendar days in the absence of medical intervention or treatment.

A "qualifying exigency" refers to the following circumstances:

- Short-notice deployment: to address issues arising when the notification of a call or order to active duty is seven-days or less;
- Military events and related activities: to attend official military events or family assistance programs or briefings;
- Childcare and school activities: for qualifying childcare and school-related reasons for a child, legal ward or stepchild of a covered military member;
- Care of the military member's parent: for certain activities related to the care of a covered military member's parent who is incapable of self-care, such as arranging for alternative care, providing care on a non-routine, urgent, immediate need basis, admitting or transferring a parent to a new care facility, and attending certain meetings with staff at a care facility, such as meetings with hospice, or social

- service providers;
- Financial and legal arrangements: to make or update financial or legal affairs to address the absence of a covered military member;
- Counseling: to attend counseling provided by someone other than a health care provider for oneself, for the covered military member, or child, legal ward, or stepchild of the covered military member;
- Rest and recuperation: to spend up to 15-days for each period in which a covered military member is on a short-term rest leave during a period of deployment;
- Post-deployment activities: to attend official ceremonies or programs sponsored by the military for up to 90-days after a covered military member's active duty terminates or to address issues arising from the death of a covered military member while on active duty;
- Additional activities: for other events where the Town and the employee agree on the time and duration of the leave.

When Spouses Work Together

A husband and wife, when both are eligible for FMLA and both work at the Town of Lapel, are eligible for either a combined 12-weeks of unpaid leave for the birth or placement of a child, or to care for a parent who has a serious health condition. A husband and wife will be eligible for a combined 26-weeks of unpaid Military Caregiver Leave as discussed above. If the husband or wife taking Military Caregiver Leave also takes leave for the birth or placement of a child, or to care for a parent who has a serious health condition, that leave also may count toward the 26-weeks of combined Military Caregiver Leave during a single 12-month period.

Notice of Need for FMLA Leave

If the leave is foreseeable (birth or placement, planned medical care, leave due to active duty of an immediate family member), the employee must provide at least 30-day's advance notice. If circumstances prevent providing the 30-day's advance notice, then the employee should provide as much notice as possible.

If an employee fails to give the required notice for foreseeable leave with no reasonable excuse, the employee may be denied the taking of the leave until the employee provides adequate notice of need for the leave. Employees should make every reasonable effort to schedule medical treatments so as not to disrupt the ongoing operations of the department.

Intermittent FMLA Leave

Intermittent leave also may be available depending upon an employees' serious health condition, or an employee's immediate family member's serious health condition. Intermittent or reduced schedule leave for the birth or placement of a child for adoption or foster care may be taken only with approval from the Clerk-Treasurer, or the President of the Town Council. Military Caregiver Leave may be taken intermittently or on a reduced leave schedule when medically necessary. Intermittent or reduced leave may not exceed the total hours an employee would have worked during their regular 12-week schedule. If intermittent or reduced leave is approved, the Town of Lapel may require the employee to schedule the leave so as not to unduly disrupt its operations, or the employee may be placed in an alternate position which better accommodates the intermittent leave schedule.

Employees taking intermittent leave must follow the Town of Lapel's standard call-in procedures absent unusual circumstances.

Documentation Supporting FMLA Leave

An employee's reason for the leave must be covered under FMLA and they must provide a completed FMLA Certification of Health Care Provider Form supporting the need for the leave. A request for reasonable documentation of family relationship verifying the legitimacy of a FMLA leave may also be required.

The employee will have 15-days in which to return a completed certification form following receipt of the form from the Town of Lapel. If the employee fails to provide timely certification after being required to do so, they may be denied the taking of the leave under the FMLA. If the certification form is incomplete or insufficient, an employee will be given written notification of the information needed and will have seven-days after receiving such written notice to provide the necessary information.

If there is reason to doubt the validity of the medical certification, a second opinion, at the expense of the Town of Lapel, related to the health condition may be required. If the original certification and the second opinion differ, a third opinion, at the expense of the Town of Lapel, may be required. The opinion of the third health care provider, which the Town of Lapel and the employee jointly select, will be the final and binding decision.

A request for Active-Duty Leave must be supported by the Certification of Qualifying Exigency for Military Family Leave form as well as appropriate documentation, including the covered military member's active-duty orders. A request for Military Caregiver Leave must be supported by the Certification for Serious Injury or Illness of Covered Service member form as well as any necessary supporting documentation.

Recertification

Under certain circumstances as provided by law, including, but not limited to situations in which the need or nature of the approved leave changes, the Town of Lapel may, in its sole discretion, require recertification of an employee's serious health condition.

Return to Work

If an employee's position is eliminated during their FMLA leave time, e.g., layoff, departmental restructuring, etc. the employee will not be entitled to return to their former or an equivalent position. Employees whose FMLA leave was for their own personal medical condition must, prior to reinstatement, submit a medical certification to the Clerk-Treasurer's Office as to their ability to return to work, subject to a second medical opinion as deemed necessary by the Town of Lapel, or a third medical opinion as provided in the FMLA. Employees who do not return to work immediately following release from the health care provider as fully restored to perform all the essential functions of their position, will be considered to have voluntarily terminated employment as of the date of the release. Employment will be terminated if an employee is not able to return to work at the end of the FMLA. There may be exceptions to termination requirements under the Americans with Disabilities Act and its Amendments Act (ADAAA) and the Town of Lapel will comply as appropriate.

Substitution of Paid Leave

Employees must substitute all available paid time off, e.g., vacation benefits, sick leave benefits, personal days for unpaid FMLA leave. FMLA and any paid time off, run concurrently. The entire 12-week FMLA is not in addition to the paid leave, however, is any remaining portion after the paid leave time is subtracted. If an employee requires leave in excess of the weeks for which they are eligible, they will not be assured a position with the Town of Lapel upon their return.

Benefits during FMLA Leave

During the approved FMLA leave, the employee's coverage under the Town of Lapel's benefits will continue, but if the employee goes without pay, they must pay their share of medical and vision, and other-related insurance premiums, if applicable. It is the employees' responsibility to make arrangements with the Clerk-Treasurer's Office to pay their portion of the monthly benefit premiums during the unpaid period of absence. All other benefits will be suspended during the leave.

Commented [k62]: Removed "dental" as it is a voluntary insurance that employees must fully pay for

603 Military Leave

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. Uniformed Services in accordance with the Uniformed Services Employment and Reemployment Rights

Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

Employees will continue to receive full pay while on leave for up to 15-days a year while on leave for training assignments and shorter absences. The portion of any military leaves of absence in excess of 15-days will be unpaid. However, employees may use any available paid time off, e.g., vacation benefits, sick leave benefits, or personal days for the absence.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible.

Paid time off benefits, e.g., vacation benefits, sick leave benefits, personal days, holidays, and bereavement leave will be suspended during the leave, after the first 30-days and will resume upon the employee's return to active employment.

Employees on military leave for up to 30-days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws. Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Employees may contact the Clerk-Treasurer's Office for additional information regarding military leave.

EMPLOYEE CONDUCT & DISCIPLINARY ACTION

701 Employee Conduct and Work Rules

To ensure orderly operations and provide the best possible work environment, the Town of Lapel expects employees to follow rules of conduct that will protect the interests and safety of all employees and the Town.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property.
- Falsification of timekeeping records or any other Town-owned document.
- Soliciting or accepting gratuities from residents or visitors.
- Manufacturing, distributing, dispensing, possessing, purchasing, selling, using, transferring, or being under the influence of alcohol or illegal drugs in the workplace, while on duty, or while operating Town-owned vehicles or equipment.
- Fighting or threatening violence in the workplace.
- Being insubordinate, threatening, intimidating, disrespectful, or assaulting a coworker, resident, or vendor.
- Unauthorized use of Town-owned vehicles, equipment, clothing, etc.
- Negligence or improper conduct leading to damage of Town-owned or resident-owned property.
- Excessive documented tardiness or absenteeism.
- Violation of safety or health rules.
- Smoking in prohibited areas.
- Gambling on any Town-owned or resident's premises.

- Sexual or other unlawful or unwelcome harassment, discrimination, or retaliation.
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace.
- Unauthorized use of telephones, mail system, or other Town-owned equipment.
- Unauthorized disclosure of confidential information acquired in the course of one's work.
- Entering or leaving the Town of Lapel's facilities without permission.
- Violation of any personnel policy.
- Unsatisfactory performance or conduct.
- Fraudulently obtaining workers' compensation benefits.
- Creating or contributing to unsanitary or unsafe conditions.

Police Department employees may have additional rules of conduct as set forth in the Police Department Standard Operating Procedures (SOP's).

Employment with the Town of Lapel is at the mutual consent of the Town of Lapel and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice. Nothing in this policy shall be interpreted to prohibit or otherwise restrict concerted activities by employees that are protected by law.

702 Drugs and Alcohol Use/Testing

It is the Town of Lapel's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs.

While conducting business on behalf of the Town of Lapel, no employee may manufacture, distribute, dispense, possess, purchase, sell, use, or be under the influence of alcohol or illegal drugs or in possession of drug paraphernalia. In addition, the unauthorized use or possession of prescription drugs, CBD oils, or over-the-counter drugs is prohibited. Using or being under the influence of drugs or alcohol on the job may pose serious safety and health risks.

To help ensure a safe and healthful working environment the Town of Lapel may conduct drug and alcohol testing under any one of the following circumstances:

- Post-offer testing of all applicants
- Reasonable suspicion of current employees
- Post-accident of current employees
- Random testing of current employees (DOT)
- Return-to-Duty for current employees
- Medical examinations for current employees

Employees may be asked to provide body substance samples, such as urine, blood, hair and/or saliva, to determine the illicit use of drugs and/or alcohol. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace. Employees who are taking prescription drugs, CBD oils, or over-the-counter drugs at the time of the testing will be required to inform the testing facility of those drugs. This information will be considered confidential under the guidelines of the Health Insurance Portability and Accountability Act (HIPAA). Refer to Policy #214 – Medical Information Privacy for additional information.

A physician selected by the Town of Lapel will evaluate employees who are not able to provide sufficient body substance samples. If the physician cannot find a legitimate medical explanation for the inability to provide a body substance sample, it will be considered a refusal to test. In that circumstance the employee has violated one of the prohibitions of the policy.

Both drug and alcohol testing may be performed on an employee following any accident involving a fatality or any accident in which the driver receives a citation under any state or local law for a moving traffic violation arising from an accident. An accident is defined as an incident involving a vehicle in which there is a fatality, an injury treated away from the scene, or where the vehicle is towed from the scene. When a post-accident drug or alcohol test is required, it should be performed as soon as possible following the accident. If no alcohol testing may be made within eight-hours, attempts to collect a breath or blood sample will cease and if no urine specimen may be obtained within 32-hours, attempts to make such a collection will cease. As with any accident or injury, employees are required to contact their Supervisor, or the Clerk-Treasurer's Office immediately. Refer to Policy #501 – Safety and Policy #306 – Workers' Compensation Insurance for additional information.

Random selections for those employees whose jobs require a Commercial Driver's License (CDL) and in accordance with the Department of Transportation (DOT) guidelines may result in employees being selected in successive selections or more than once in a calendar year. Alternatively, some employees may not be selected in a calendar year. Any employee scheduled for a random test will be required to immediately proceed to the testing facility to submit for the test. If the employee is not present at work on that day, they are required to proceed to the testing facility on the next day that they are at work. Refusal to participate will be considered as the employee violating one of the prohibitions of the policy.

Return-to-duty testing may be required for employees who want to return to work after being off of work due to a leave of absence, suspension, or other long-term reason. Testing in this circumstance will be determined at the discretion of the Clerk-Treasurer, or their designee. However, refusal to participate will be considered as the employee violating one of the prohibitions of the policy.

Employees of the Town of Lapel may be required to submit for medical examinations. If an employee is required to submit to a medical examination as required, a drug and/or alcohol test may be included as part of the examination. Refusal to participate will be considered as the employee violating one of the prohibitions of the policy.

Violations of this policy and/or substitution, adulteration or refusal to submit to drug and/or alcohol testing may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program for current employees. Such violations may also have legal consequences and the Town of Lapel may cooperate with all law enforcement officials.

Any employee who tests with a measurable blood alcohol content (BAC) of .04 or greater may not return to duty until seen by a substance abuse professional (SAP) to resolve alcohol or drug misuse, and produce a result of less than .02 for alcohol and/or a negative drug test under SAP authorization. Employees who are referred for an SAP evaluation will be required to incur the costs for the return-to-duty testing and all follow-up testing required by the Federal Motor Carrier Safety Administration (FMCSA), the Department of Transportation (DOT), and/or the Town of Lapel.

When a positive test is received by the Town of Lapel, a first offense means that the employee may be subject to disciplinary action, up to and including termination of employment. If the employee receives either a verbal or written documented form of progressive discipline or is suspended after a positive test result, they must submit to another test and have a negative result within six-weeks from the date they tested positive for drugs and/or alcohol. The Clerk-Treasurer's Office will decide when the test will be administered. Before the employee returns to work, after the testing, they will be required to sign a reinstatement agreement that states under what conditions the employee will be reinstated and that random drug testing may be conducted on that employee up to one-year. Any subsequent positive results will result in immediate termination of employment.

If the employee believes that the drug and/or alcohol test has produced a false positive, the employee may at their own expense submit for another drug test. If the re-test produces a negative result, the employee may be

reinstated if the Town of Lapel is satisfied that the retest conforms to the scientifically accepted methods and procedures for collection.

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify the Clerk-Treasurer, or the Town Council of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five-days of the conviction.

While this policy is comprehensive, it is not all inclusive and employees whose jobs are governed by the guidelines of the Department of Transportation (DOT) or the Federal Motor Carrier Safety Administration (FMCSA) will be required to follow the DOT and FMCSA regulations surrounding substance abuse as appropriate. Employees may contact their Supervisor, or the Clerk-Treasurer's Office with questions on this policy or issues related to drugs or alcohol use/testing. Employees may raise their concerns without fear of reprisal.

703 Sexual and Other Unlawful Harassment

The Town of Lapel is committed to developing a work environment free of unlawful discrimination and harassment. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, the Town of Lapel expects that all relationships among persons in the municipality will be business-like and free of bias, prejudice, and harassment.

Equal Employment Opportunity

It is the policy of the Town of Lapel to ensure equal employment opportunity without harassment or discrimination on the basis of race, color, religion, sex (pregnancy, gender identity, and sexual orientation), national origin, age (40 and over), disability, genetic information as referenced in the Genetic Information Nondiscrimination Act (GINA), military service veteran status, or any other characteristic protected by federal, state and local laws.

Definitions of Harassment

I. Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purpose 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: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating 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; improper use of email or voice mail; verbal abuse of a sexual nature; comments 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 including screen savers or improper emails or attachments; and other physical, verbal or visual conduct of a sexual nature.

II. Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that derogates or shows hostility or aversion toward an individual on the basis of race, color, religion, sex (pregnancy, gender identity, and sexual orientation), national origin, age (40 and over), disability, genetic information as referenced in the Genetic Information Nondiscrimination Act (GINA), military service veteran status, or any other characteristic protected by law or that of their relatives, friends, or associates, and that: (1) has the purpose or effect of creating an intimidating, hostile, or offensive

work environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs, or negative stereotyping; threatening, intimidating or hostile acts; derogatory jokes; and written or graphic material that derogates or shows hostility or aversion toward an individual or group or that is placed on walls or elsewhere on the employer's premises or circulated in the workplace.

Individuals found to be performing such harassing conduct may be subject to disciplinary action, up to and including termination of employment.

Individuals and Conduct Covered

These policies apply to all employees whether related to conduct engaged in by an Elected or Appointed Official, Supervisor, or employee, or someone not directly connected to the Town of Lapel (e.g., an outside vendor, consultant, or resident). Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings, and business-related social events.

Retaliation Is Prohibited

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

Reporting an Incident of Harassment, Discrimination, or Retaliation

The Town of Lapel encourages reporting of all perceived incidents of harassment, discrimination, or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victims of harassing conduct should discuss their concerns with their Supervisor, the Town Council Liaison to their department, the Clerk-Treasurer or their designee, or the President of the Town Council.

Commented [KW63]: Added

In addition, the Town of Lapel encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that their behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. The Town of Lapel recognizes, however, that an individual may prefer to pursue the matter through informal or formal complaint procedures.

Complaint Procedures

If for any reason an individual does not wish to address the offender directly, or if addressing the offender does not successfully end the offensive conduct, the individual should notify their Supervisor, the Town Council Liaison to their department, the Clerk-Treasurer or their designee, or the President of the Town Council. In addition, there may be instances in which an individual seeks only to discuss matters with one of the Town of Lapel designated representatives, and such discussion is encouraged.

Commented [KW64]: Added

An individual reporting harassment, discrimination, or retaliation should be aware that the Town of Lapel may find it necessary to take action to address such conduct beyond an informal discussion. This decision will be discussed with the individual.

As noted above, individuals who believe they have been the victims of conduct prohibited by this policy statement or believe they have witnessed such conduct should discuss their concerns with their Supervisor, the Town Council Liaison to their department, the Clerk-Treasurer or their designee, or the President of the Town Council.

Commented [KW65]: Added

The Town of Lapel encourages the prompt reporting of complaints or concerns so that rapid and corrective action may be taken before relationships become irreparably damaged. Therefore, while no fixed reporting

period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination, or retaliation 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.

Retaliation against an individual for reporting harassment or discrimination, or for participation 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, up to and including termination of employment. Acts of retaliation should be reported immediately and will be investigated and corrective action taken promptly. Corrective action may include, retraining, referral to counseling and/or disciplinary action up to and including termination of employment, withholding of a promotion or pay increase, reassignment, or temporary suspension without pay as deemed appropriate under the circumstances.

If a party to a complaint does not agree with its resolution, that party may appeal to the Town Council.

Confidentiality

The Town of Lapel will make all reasonable efforts to maintain the confidentiality of all parties involved in a harassment, discrimination, or retaliation investigation. Confidentiality, however, cannot be guaranteed. For example, some details or identities may need to be revealed in order to fully investigate the harassment complaint.

False Claims of Sexual Harassment, Discrimination, and/or Retaliation

In order to cover all possibilities of misconduct, the Town of Lapel reserves the right to discipline employees who have falsely accused another of sexual harassment, discrimination, and/or retaliation. This does not mean that a complaint will be considered "false" solely because it cannot be corroborated.

Conclusion

The Town of Lapel has developed this policy to ensure that all its employees may work in an environment free from harassment, discrimination, and retaliation. The Town of Lapel will make every reasonable effort to ensure that all necessary persons are familiar with these policies and aware that any complaint in violation of such policies will be investigated and resolved appropriately.

Finally, these policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions. In other words, no one should make the mistake of engaging in discrimination or exclusion in order to avoid allegations of harassment. The law and the policies of the Town of Lapel prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and prerequisites of employment. The prohibitions against harassment, discrimination, and retaliation are intended to complement and further those policies, not to form the basis of an exception to them. Nothing in this policy shall be interpreted to prohibit or otherwise restrict concerted activities by employees that are protected by law.

Employees should contact the Clerk-Treasurer's Office or the President of the Town Council if they have questions or concerns about harassment, discrimination, or retaliation in the workplace.

704 Attendance and Punctuality

To maintain a safe and productive work environment, the Town of Lapel expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on the operations of the Town of Lapel.

Employees are expected to report to work as scheduled, on time and prepared to start work. In the rare instances when employees cannot avoid being late to work, or are unable to work as scheduled, they should notify their Supervisor by 7:30 a.m. prior to the start of their shift, or as soon as possible in advance of the anticipated tardiness or absence. Employees should notify their Supervisor by 7:30 a.m. each additional day they will be absent or tardy as well. If a Supervisor cannot be reached, the employee should contact Town Hall and leave a voicemail. If the employee does not contact their Supervisor, or the Town Hall, by 7:30 a.m., the absence will be considered unexcused and subject to disciplinary action, up to and including termination of employment, and the employee will not be paid for the absence.

Commented [k66]: Removed. "Exceptions may be made for verifiable emergency situations."

Police Department employees must notify the Police Chief no less than eight-hours prior to a scheduled shift for each day that they will be absent or tardy.

Commented [k67]: Removed. "Exceptions may be made for verifiable emergency situations."

Poor attendance and excessive tardiness are disruptive. Failure to appear at work without notification and without a reasonable explanation will be considered an unexcused absence. Employees who incur two unexcused absences will be subject to progressive disciplinary action, up to and including termination of employment. Employees who are tardy two times in a six-month period of time will also be subject to progressive disciplinary action, up to and including termination of employment.

Commented [k68]: Is this still true?

Employees may contact their Supervisor if they have specific questions relating to attendance and punctuality.

705 Personal Appearance

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image the Town of Lapel presents to residents and visitors.

During working hours or when representing the Town of Lapel, employees are expected to present a clean, neat, and tasteful appearance. Employees should dress and groom themselves according to the requirements of their position and accepted social standards. This is particularly true if their job involves dealing with residents or visitors in person.

Supervisors are responsible for establishing a reasonable dress code appropriate to the jobs performed. If a Supervisor feels that an employee's personal appearance is inappropriate, the employee may be asked to leave the workplace until they are properly dressed or groomed. Under such circumstance, nonexempt employees may not be compensated for the time away from work. Employees should consult their Supervisor if they have questions as to what constitutes appropriate appearance. When necessary, reasonable accommodation may be made for a person with a disability or for a sincerely held religious belief, as required by law.

For safety purposes, shoes must provide safe, secure footing, and offer protection against hazards.

Commented [k69]: Removed the other bullet points. Can add other safety requirements for clothing, if desired.

When Police Department Standard Operating Procedures (SOP's) differ from the above bullet points, the Police Department Standard Operating Procedures (SOP's) will prevail.

Nothing in this policy shall be interpreted to prohibit or otherwise restrict concerted activities by employees that are protected by law.

706 Return of Property

Employees are responsible for all Town-owned property to include:

- Body armor
- Credit cards
- Computers, laptops, iPads, printers, etc.

- Firearms
- Identification badges
- Keys or key fobs
- Mobile devices
- Tools
- Uniforms
- Written information and/or documentation

Employees must return all Town-owned property immediately upon request or upon termination of employment. Where permitted by applicable laws, the Town of Lapel may withhold from the employee's check or final paycheck the cost of any items that are not returned when required, provided the employee has signed an authorization form allowing the Town of Lapel to do so. The Town of Lapel may also take legal action deemed appropriate to recover or protect its property.

708 Resignation

Resignation is a voluntary act initiated by the employee to terminate employment with the Town of Lapel. Although advance notice is not required, the Town of Lapel requests at least two-weeks' written notice from all employees. Prior to an employee's departure, an exit interview may be scheduled to discuss the reasons for resignation and the effect of the resignation on benefits. Employees who provide a minimum of two-weeks' notice and work through the final day of employment according to their notice will be paid for all earned but unused vacation benefits. Refer to Policy #405 – Employment Terminations for additional information.

710 Security Inspections

The Town of Lapel wishes to discourage theft or unauthorized possession of the property of employees, the Town of Lapel, visitors, and residents. To facilitate enforcement of this policy, the Town of Lapel or its representative may inspect not only desks and lockers, but also persons entering and/or leaving the premises and any packages or other belongings. Any employee who wishes to avoid inspection of any articles or materials should not bring such items onto the Town of Lapel's premises.

Computers, desks, lockers, and other storage devices may be provided for the convenience of employees but remains the sole property of the Town of Lapel. Accordingly, they, as well as any articles found within them, may be inspected by any agent or representative of the Town of Lapel at any time, either with or without prior notice. This includes purses, briefcases and personal devices located on the Town of Lapel's property, based on reasonable cause, as well as all Town of Lapel property used by employees, whether secured or unsecured by a lock or locking device provided by the employee, based on reasonable suspicion. An employee's personal items may be held so that law enforcement officials may conduct the search.

The Town of Lapel wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, the Town of Lapel prohibits the manufacturing, distribution, dispensing, possession, transfer, sale, or use of such materials in its facilities, or on a job site. Refer to Policy #702 – Drugs and Alcohol Use/Testing for additional information.

The Town of Lapel requires the cooperation of all employees in administering this policy. Employees may contact their Supervisor, or the Clerk-Treasurer's Office for additional information regarding security inspections.

711 Facilities Security

It is the responsibility of all employees to make sure that Town facilities and work areas are secure. Any employee entrusted with facility keys shall make certain the facility is secure when that employee is the last to

leave. This includes, but is not limited to, turning off appropriate lights and closing and locking all doors and windows and the locking and securing of Town-owned vehicles.

Employees should contact a Supervisor, or the Clerk-Treasurer's Office to report any potential security risks or concerns.

712 Solicitation

The Town of Lapel recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time. Working time does not include lunch periods, work breaks, or any other periods in which employees are not engaged in performing their work tasks.

In addition, the posting of written solicitations on Town bulletin boards is prohibited. Bulletin boards are reserved for official municipal communications on such items as:

- Employee announcements
- Internal memoranda
- Job openings
- Town announcements
- Payday notices
- Workers' compensation insurance information
- Unemployment insurance information

If an employee has a message of interest to the workplace, they may submit it to the Clerk-Treasurer's Office for approval. All approved messages will be posted by an employee specifically designated by the Town of Lapel. Nothing in this policy shall be interpreted to prohibit or otherwise restrict concerted activities by employees that are protected by law.

716 Progressive Discipline

The purpose of this policy is to state the Town of Lapel's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

The Town of Lapel's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Although employment with the Town of Lapel is based on mutual consent and both the employee and the Town of Lapel have the right to terminate the employment-at-will relationship, with or without cause or advance notice, the Town of Lapel may use progressive discipline at its discretion.

Disciplinary action may call for any of four steps -- verbal warning, written warning, suspension with or without pay, or termination of employment -- depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed. Copies of all progressive disciplinary action reports and/or coaching/counseling notes must be placed in the employee's personnel file in the Clerk-Treasurer's Office.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be

followed:

- A first offense may call for a written verbal warning.
- A second offense may be followed by a written warning.
- A third offense may lead to a suspension when further investigation is warranted.
- A fourth offense may then lead to termination of employment.

The Town of Lapel recognizes that there are certain types of employee problems that are serious enough to justify either a suspension with or without pay when further investigation is warranted, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

While it is impossible to list every type of behavior that may be deemed a serious offense, Policy #701 – Employee Conduct and Work Rules includes examples of problems that may result in immediate suspension, or termination of employment. The problems listed are not all necessarily serious offenses, but may be examples of unsatisfactory conduct that will trigger progressive discipline. By using progressive discipline, it is hoped that most employee problems may be corrected at an early stage, benefiting both the employee and the Town of Lapel.

When Police Department Standard Operating Procedures (SOP's) differ from the above progressive disciplinary action process, the Police Department Standard Operating Procedures (SOP's) will prevail.

718 Problem Resolution

It is the policy of the Town of Lapel to ensure that employees' who have questions, issues, and complaints arising from misunderstandings and the application of policies, procedures, and work rules be promptly heard, answered and action taken to resolve or clarify each situation.

Any employee who has a complaint with the Town of Lapel or any employee should follow these steps:

- Employees should talk with the person that they have an issue with to try and come to resolution of the problem or situation.
- If talking with the employee does not satisfy the problem or situation, or if the employee alternately chooses to initially submit a problem for resolution, then the employee should contact their Supervisor to discuss the problem or situation, as soon as possible.
- If the problem or situation is not satisfactorily resolved, or the problem or situation is with the Supervisor, the employee should discuss the situation with the Council liaison to their department.
- If the problem or situation is still not satisfactorily resolved, the employee may request a meeting with the President of the Town Council to discuss the issue or complaint.

While the steps listed above are guidelines for successful problem resolution, they are not inclusive and any step may be bypassed, as appropriate on a case-by-case basis. Employees may contact the Clerk-Treasurer's Office for additional information on problem resolution, as appropriate.

When Police Department Standard Operating Procedures (SOP's) differ from the above problem resolution process, the Police Department Standard Operating Procedures (SOP's) will prevail.

722 Workplace Etiquette

The Town of Lapel strives to maintain a positive work environment where employees treat each other with respect and courtesy. Sometimes issues arise when employees are unaware that their behavior in the workplace may be disruptive or annoying to others. Many of these day-to-day issues may be addressed by politely talking with a coworker to bring the perceived problem to their attention. In most cases, common sense will dictate an

appropriate resolution. The Town of Lapel encourages all employees to keep an open mind and graciously accept constructive feedback or a request to change behavior that may be affecting another employee's ability to concentrate and be productive.

The following workplace etiquette guidelines are not necessarily intended to be hard and fast work rules with disciplinary consequences. They are simply suggestions for appropriate workplace behavior to help everyone be more conscientious and considerate of coworkers and the work environment. Employees who have comments, concerns, or suggestions regarding these workplace etiquette guidelines should contact their Supervisor, or the Clerk-Treasurer's Office.

Employees should:

- Avoid public accusations or criticisms of others in the workplace. Address such issues privately with those involved or a Supervisor.
- Try to minimize unscheduled interruptions of other employees while they are working.
- Communicate by email or phone whenever possible, instead of walking unexpectedly into someone's office or workspace.
- Be conscious of how their voices travel and try to lower the volume when talking on the phone or to others in open areas.
- Keep socializing to a minimum and try to conduct conversations in areas where the noise will not be distracting to others.
- Minimize talking between workspaces or over cubicle walls. Instead, conduct conversations with others in their workspace.
- Try not to block walkways while carrying on conversations.
- Refrain from using inappropriate language that others may overhear.
- Avoid discussions of their personal lives/issues in public conversations that may be easily overheard.
- Monitor the volume when listening to music, voice mail, or a speakerphone that others may hear.
- Clean-up after and do not leave behind waste or discarded papers.
- Keep Town-owned vehicles clean and fueled.
- Keep all desks and work areas neat and orderly.
- Return copy machine and printer settings to their default settings after changing them.
- Replace paper in the copy machine and printer paper trays when they are empty.
- Retrieve print jobs in a timely manner and be sure to collect all pages.
- Be prompt when using the manual feed on the printer.
- Keep the area around the copy machine and printers orderly and picked-up.
- Be careful not to take or discard others' print jobs or faxes.
- Thoroughly clean-up after utilizing break and kitchen areas.

Nothing in this policy shall be interpreted to prohibit or otherwise restrict concerted activities by employees that are protected by law.

MISCELLANEOUS

801 Political Activity

Employees of the Town of Lapel are encouraged to support governments in the political system. However, there are limits on employee political activity. Town of Lapel employees may join civic, partisan, or political organizations, may attend political meetings, and advocate the principles or policies of civic or political organizations in accordance with the Constitution and federal and state laws.

Although any solicitation, refer to Policy #712 – Solicitation, by employees of the Town of Lapel during working hours is strictly prohibited, employees must make every effort to avoid the appearance of impropriety when engaging in political activities on their own time. Employees must note that they are engaging in political activity on their own time and not on behalf of the Town of Lapel. Employees must also refrain from using Town-owned vehicles, equipment, etc., or wearing a municipal uniform, while campaigning or attending campaign events. Employees must also refrain from discussing municipal business during political discussions. No Town of Lapel employee should be required to contribute money or anything of value to any candidate for nomination, or election to any office, campaign or political committee or be required to take part in any political campaign. In addition, receiving gifts, remuneration of any type, or monetary reward in exchange for political activities while conducting or that conflict with municipal business is prohibited. Nothing in this policy shall be interpreted to prohibit or otherwise restrict concerted activities by employees that are protected by law.

Employees may contact the Clerk-Treasurer’s Office, or the President of the Town Council if they have specific questions regarding appropriate political activity behaviors.

803 Whistleblower Policy

In its continuing effort to build upon its strong corporate governance standards, the Town of Lapel has established procedures for its employees to convey complaints or to identify concerns (a “Complaint”) regarding violations of legal and regulatory requirements to which the Town is bound. Such Complaints may be related to financial reporting and disclosure requirements, preparation of financial statements, accounting practices, internal accounting controls, financial audit matters, matters concerning fraud against the Town, or inappropriate use of the Town’s resources (collectively, “Disclosure Matters”).

The Town of Lapel also respects its employees’ legal right to report actual or suspected unlawful activity directly to government agencies or to the Town Council. It is the Town’s responsibility to ensure that employees feel comfortable reporting actual or suspected unlawful activity to government agencies or to the Town Council.

Filing a Complaint

Any employee should submit a good faith Complaint regarding questionable treatment or alleged violations with respect to the Disclosure Matters that an employee cannot foresee resolving through the Town of Lapel’s problem resolution process. Employees should follow the procedures described below to submit a Complaint:

- A Complaint may be submitted in writing, confidentially and anonymously, through internal or regular mail or may be delivered in person to their Supervisor. If the employee desires to discuss the matter in person with the Town Council Liaison to their department, they may call the Liaison instead of submitting the Complaint in writing. The Liaison will submit the complaint to the President of the Town Council.
- If the Complaint involves the Supervisor, the employee should contact the President of the Town Council by phone or U.S. Mail. Submissions may be made anonymously.
- Complaints should be factual and contain as much specific information as possible setting forth all of the information that the employee knows, in order to allow the representative to make a proper assessment. Any envelope containing a Complaint should be marked “*confidential and private.*”

Handling Complaints

Upon receipt of a Complaint, the President of the Town Council, or their designee, will conduct an initial screening of the Complaint to assess its nature, legitimacy, and significance. To the extent possible, all Complaints will be handled in a confidential manner. All submissions, inquiries, and discussions will be documented by the President of the Town Council, or their designee. The President of the Town Council will

report at least annually to the Town Council on any Complaints raised under this policy and the investigation and/or resolution of the same.

Upon conclusion of the initial screening, the President of the Town Council will decide whether to proceed with further investigation, or close the file. Any Complaint involving (a) the existence of material inaccuracies in the Town of Lapel's financial reports, or (b) a defalcation, fraud, or other intentional misconduct with respect to its cash and/or other financial assets, accounting, auditing, reporting, or internal controls, will be reported promptly to the Town Council following the initial screening and any corrective action will be taken, as appropriate.

All submissions, inquiries, discussions and documentation will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. Documentation related to the investigation will be maintained in confidential files. Access to the confidential files will be restricted to the President of the Town Council, and their designated representatives. This is important in order to avoid damaging the reputations of persons suspected, but subsequently found innocent of wrongful misconduct and to protect the Town from potential civil liability. All such confidential files will be maintained for at least seven-years following the final disposition of the matter.

All other Complaints not relating to the accounting, auditing, or reporting of, or the internal controls practices and procedures relating to the Town of Lapel's funds will be handled pursuant to the current policies and procedures applicable to such matters.

Any employee found to have violated any item within this policy may be subject to disciplinary action, up to and including termination of employment, and legal action even if the individual does not directly benefit from the intended action.

Any employee who makes a Complaint under this policy by means of allegations that prove not to be substantiated and which also prove to have been made maliciously, recklessly, or with foreknowledge that the allegations were false will be subject to disciplinary action, up to and including termination of employment.

No Retaliation

The Town of Lapel will not retaliate or discriminate against any employee who lawfully provides information to federal or state authorities or to the Town of Lapel regarding any conduct that the employee reasonably believes constitutes unlawful activity or who participates in, or otherwise assists with an administrative proceeding, judicial proceeding, or investigation by government agencies or the Town Council (collectively, the "Proceedings").

Specifically, the Town of Lapel will not discharge, demote, suspend, threaten, harass, or in any other manner discriminate against any employee in the terms and conditions of their employment because the employee participated in the proceedings. The Town also respects its employees' legal rights to refuse to engage in unlawful activities and will not take any type of disciplinary action against employees who refuse to engage in unlawful activities.

Employees may contact the President of the Town Council for additional information regarding the guidelines of the whistleblower policy.

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT FORM

ISSUE DATE: 06/20/2019

REVISED DATE: 09/01/2023

Commented [KW70]: This date is set for the anticipated roll out date when employees receive the handbook. It may be updated to the date that the Council approves the changes.

The employee handbook describes important information about the Town of Lapel and I understand that I should consult the Clerk-Treasurer or their designee, or the President of the Town Council regarding any questions not answered in the handbook. I have entered into my employment relationship with the Town of Lapel voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or the Town of Lapel may terminate the employment-at-will relationship, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to the Town of Lapel's policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Town Council has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____