

Town of Rangeley

Personnel Policy



Adopted 12/6/1994

By: Rangeley BOS

Amended 6/30/98; 06/03/2014; 11/17/2014; 7/2015; 3/2019; 7/2019; 1/2020; 1/2021; 8/2022

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TOWN OF RANGELEY PERSONNEL POLICY

ARTICLE 1 – Preamble

The Board of Selectmen hereby adopts the following policy for the utilization by the Town of Rangeley in the administration of the personnel activities of the employees of the Town of Rangeley. These rules and subsequent modifications shall supersede any policies and rules made previously by the Board of Selectmen.

The Board of Selectmen may delete, amend, modify or change any or all of the provisions contained in this Policy without prior notice. The provisions set forth are not contractual, but rather, are for the general guidance of the Town in its relationship with its employees. If any part of this Personnel Policy is found to be invalid by operation of law or any tribunal of competent jurisdiction, the remainder of the policy shall not be affected.

ARTICLE 2 – Employment

The employment of the Town Manager, Fire Chief and Assessor shall be the responsibility of the Selectmen.

The employment of all other personnel shall be the responsibility of the Town Manager.

All applicants must submit a written application for employment.

All employees are considered probationary for the first six (6) months of employment. The probationary period shall be considered an extension of the selection process. Probationary employees may be removed at any time during the probationary period without cause and without right to file a grievance.

ARTICLE 3 – Equal Opportunity Employer

The policy of the Town of Rangeley is to provide equal opportunity to all employees and applicants without regard to religion, age, sex, marital status, race, color ancestry, national origin, physical or mental handicap, except as a bona fide occupational qualification.

ARTICLE 4 – Types of Appointments

The following types of appointments may be made to the Town's service in conformity with the rules established:

FULL TIME

A full time employee works full time (thirty-five/forty hours per week or whatever hours established by the Town Manager) and on a continuing basis (indefinite). He/she is subject to all personnel rules and regulations, receives all benefits, and rights as provided by these rules.

REGULAR PART-TIME

An employee in this classification works less than the normal workweek, but not less than 20 hours a week on average, on a continuing basis (indefinite). He/she is subject to all personnel rules and regulations and shall be entitled to the following benefits, prorated: Vacation, sick leave, health insurance, bereavement leave, jury duty, military leave and holidays that occur during work schedule. The normal workweek being forty (40) hours, the percentage of benefits shall be calculated in proportion to hours worked as set by the Town Manager. This classification shall only be assigned at the discretion of the Town Manager. Additional benefits may be granted by the Town Manager with approval by the Board of Selectmen.

TEMPORARY EMPLOYEES

Temporary employees work on a non-permanent basis, usually within a limited time frame. They are not entitled to benefits such as health insurance, holiday pay, sick leave, vacation time or seniority, and may be terminated for any reason at any time.

REGULAR SEASONAL FULL TIME

Seasonal employees work full-time during a particular season. The only benefit provided will be paid holidays that fall within that seasonal schedule. To be eligible, the employee must have completed one year of service and have returned for work the next season.

PROBATIONARY PERIOD

Probationary period will be six (6) months.

JOB DESCRIPTIONS

The Town of Rangeley shall maintain job descriptions and pay scales, which shall provide a systematic arrangement and inventory of the positions in the Town, and provide a competitive basis of compensation for persons holding such positions. Copies thereof shall be filed with this policy and, if appropriate, revised annually to meet changing conditions/circumstances.

ARTICLE 5 – Public and Employee Relations

5.1 Communication

5.10 All official communications with the media, press and public shall be handled through the Town Manager's office and/or the Board of Selectmen Chair. No press releases, oral or written, e-mails, texts, other electronic means such as Facebook or Twitter, faxes, or telephone communications regarding Town business shall occur without specific authorization of the Town Manager or Board Chair.

5.11 All employees are prohibited from engaging in any conduct, which could reflect unfavorably upon the Town or disrupt the efficient operation of the administration of the Town as outlined in these Policies. Town employees must avoid any action, which might result in or create the impression of using public employment for private gain, giving the preferential treatment to any person, or using complete impartiality in conducting Town business.

5.12 It is expected that all employees will avoid conduct at work or elsewhere that might cause embarrassment to, or criticism of, the Town. Sometimes the Town employee is the only contact the private citizen has with municipal government. Although the citizen may not always be right, that person has a vested interest in the Town and its government. Cooperation of all employees is essential to efficiency. Our taxpayers are entitled to the best service we can give them. Cooperation, courtesy, efficiency, honesty, integrity, and responsibility are the key elements of good service.

5.13 Employees are required to dress in a manner appropriate to their job responsibilities. If the Employer requires a uniform or safety equipment, it shall be worn and/or used by the employee. Required uniforms and safety equipment will be furnished and may be maintained by the Employer.

5.14 These policies and regulations are provided to assist the employees and Town administration in functioning at peak efficiency with minimal cost to taxpayers.

5.2 Business Activities and Solicitations

5.2.1. There will be no solicitation on Town property Employees shall not sell or distribute petitions, surveys, literature, goods, services, products, tickets, and chances, accept or make donations during work time.

5.2.2 No employee shall engage in any business other than his/her regular duties during the work hours. The use of Town property or equipment for personal business is prohibited.

5.3 Confidentiality

5.3.1. Many Town employees, elected and appointed officials, have access to confidential information pertaining to persons or property in the Town. Employees, elected and appointed officials, must not use this privileged information to their private advantage, or to provide friends or acquaintances with private advantages. The Town Manager has the sole and exclusive responsibility to release information subject to the "right to know" law, 1 MRSA, §401 – 410.

5.3.2 The Police Chief will be responsible for releasing public information pertaining to non-personnel or internal department business.

5.3.3 The Fire Chief will be responsible for releasing public information pertaining to non-personnel or internal department business.

5.3.4. Release of confidential information, either intentionally or inadvertently is prohibited.

ARTICLE 6 – Work Week/Overtime

WORK WEEK.

The regular workweek for payroll purposes, begins on Monday and ends Sunday midnight. The actual hours for Town employees shall be set by the Town Manager.

OVERTIME.

Employees not exempt from the Fair Labor Standards Act shall receive overtime pay after forty hours of actual time worked. All overtime shall be paid at the rate of one and one-half times the employee's normal rate of pay. At the request of the employee and with approval of the Town Manager and/or the Department Head, overtime may be compensated with compensatory time for hours worked beyond forty hours in a workweek. Such compensatory time shall be granted on a time and one-half basis for hours worked beyond forty hours in a workweek. Compensatory should be used as earned if possible. At no time will total compensatory time exceed 40 hours.

ARTICLE 7 – Attendance

Employees shall be at their respective places of work at the appointed starting time. It is the responsibility of employees who may absent from work to advise their immediate supervisor of the reason for such absence, not previously arranged for, if possible, within two (2) hours of the beginning of the starting time of his/her work day. If the employee cannot reach his/her supervisor, they should call the Town Office and leave a message for the supervisor.

ARTICLE 8 – Holiday

Employees who work full time, regular part-time or regular seasonal full-time are entitled to holiday benefits. (see Article #4)

Subject to these rules, the following is a list of paid holidays:

- | | |
|---------------------------|----------------------------|
| 1. New Year's Day | 8. Labor Day |
| 2. Martin Luther King Day | 9. Columbus Day |
| 3. President's Day | 10. Veteran's Day |
| 4. Patriot's Day | 11. Thanksgiving |
| 5. Memorial Day | 12. Day after Thanksgiving |
| 6. Juneteenth | 13. Christmas Day |
| 7. Independence Day | |

If a regular holiday falls on a Sunday, the following Monday is considered a holiday; if on a Saturday, the preceding Friday, unless otherwise stipulated.

An employee on leave of absence without pay shall not be entitled to holiday pay.

Holiday pay is to be considered one full day's pay.

When the occasion warrants, employees may be required to work whole or part of a holiday. Employees working a holiday shall receive straight pay or overtime, if applicable, plus their holiday pay. If the employee wishes, he/she may save the holiday time to be paid, or taken off at a later date, if approved by their immediate supervisor or Town Manager.

ARTICLE 9 – Vacation

Vacation privileges are available to full-time employees and regular part-time employees, (Regular part-time employees vacation benefits shall be in proportion to the hours worked) subject to the following conditions.

After a Non-Union employee has completed the 6 month probation period he/she is entitled to receive one (1) week of vacation.

After an employee has completed one (1) year of continuous Service, he/she is entitled to receive one (1) week vacation.

After an employee has completed two (2) years of continuous Service, he/she is entitled to receive one (1) additional week of vacation.

After an employee has completed three (3) years of continuous service, the employee shall receive their three weeks, plus one (1) day per year for every year thereafter, to a total accumulation of four (4) weeks. Employees

will receive 5 weeks of vacation after the completion of their twentieth (20th) year.

Vacation will be scheduled at such time or times as shall be mutually agreeable to the employees and Department Heads. Due consideration will be given to an employee's seniority in regard to scheduling vacations. Vacation leave may be taken one (1) day at a time, or one (1) or two (2) week periods. Exception to this may be permitted for special reasons with prior approval of the Town Manager.

Employees should take the vacation due them within that year the vacation time is earned. Vacation may be carried forward from one year to the next, but not to exceed an accrual of four (4) weeks at any time. Vacation not taken with this policy shall be lost. Exception to this may be permitted for special reasons with prior approval of the Town Manager.

Vacation leave shall accrue from the date of hire as a full-time or regular part-time employee; however, employees shall not receive leave until they have completed their first year of employment.

Employees may receive their vacation pay prior to the start of their vacation, but must advise the Town Treasurer in writing, at least ten (10) days in advance.

Upon separation of employment, due pro-rated vacation time shall be paid to the employee.

PERSONAL TIME OFF – Effective January 1, 2021

Employees may use up to forty (40) hours of their vacation as noted above as Personal Time Off (PTO) as required by 26 M.R.S.A §637. This leave may be used in increments of no less than fifteen (15) minutes. An employee must be employed at least one hundred and twenty (120) days before becoming eligible for PTO. Part-time employees who are not otherwise eligible for paid leave pursuant to these policies shall be eligible for PTO. All employees will earn one (1) hour of personal time off for every forty (40) hours worked.

An employee taking PTO shall be paid the same base rate as all other employees.

An employee taking PTO, absent an emergency, illness, or the sudden necessity for taking earned leave, shall give at least four weeks advanced written notice to his/her supervisor of the employee's intent to use PTO. Use of PTO must be scheduled to prevent undue hardship on the employee as reasonably determined by the Town.

Up to forty (40) hours of unused PTO may be carried forward into the next calendar year but in no event may an employee have more than forty (40) hours available per calendar year. Upon separation from employment, any accrued PTO hours up to forty (40) hours are forfeited and shall not be paid to the employee.

ARTICLE 10 – Leave of Absence

BEREAVEMENT LEAVE

An employee may be excused from work for up to three (3) work days because of death in his/her immediate family, as outlined below, and shall be paid his/her regular rate of pay for the scheduled work hours missed. It is intended that this time off be used for the purpose of handling burial arrangements and the attendance at the funeral. Additional time off may be given at the discretion of the Town Manager without pay, or the employee may, with the consent of the Town Manager, use vacation or earned comp time. For purposes of this article only, immediate family is defined to mean spouse, parents, children, brothers, sisters, all in-laws, grandparents, grandchildren, stepchildren, stepparents, foster parents and members of the immediate household. One (1) work day or part of a day may be granted to employees at the sole discretion of the Town Manager for attendance at funerals of persons not covered under the above definition.

LEAVE WITHOUT PAY

An employee may be granted leave of absence without pay by the Town Manager for a period deemed necessary by the employee for the purpose of the leave, but not in excess of sixty (60) calendar days. The employee is expected to return to work upon the expiration of a granted leave or to have arranged an extension of a leave, granted at the discretion of the Town Manager. Continued absence without having arranged for an extension of leave may be deemed a resignation from employment. Employees may choose to continue insurance benefits for the duration of the leave by assuming the employer contribution. Vacation and sick leave will not continue to accrue during the leave; however, there will be no loss of seniority.

JURY DUTY

The Town of Rangeley shall pay to a full-time and regular part-time employee called for jury duty, the difference between his/her regular pay and juror's pay provided the employee presents an official statement of jury pay received.

MILITARY LEAVE OF ABSENCE

A full-time and regular part-time employee who is a member of the military forces, including the Maine Army and Maine Air National Guards and the Reserves of the United States Armed Forces, may be granted leave. The Town of Rangeley shall pay to the employee called up for duty the difference between his/her regular pay and the Armed Forces pay provided:

The employee gives at least two (2) week notice, if possible, to his/her civilian employer of his/her absence for military duty.

An employee who has completed his/her Reserve Military duty, and is still qualified to perform the duties of his/her job, will be reinstated without loss of pay grade, seniority, benefits, status and other incidence of advantages of employment.

A. Family and Medical Leave

The Family and Medical Leave Act, effective August 5, 1993, a subsequently amended, requires employers to provide eligible employees with unpaid leave. There are two types of leave available, including the basic 12-week leave entitlement (Basic FMLA Leave) as well as the military family leave entitlement (Military Family Leave) described in this policy. In addition to FMLA, an employee may also be eligible for leave under state law.

B. Eligibility for FMLA Leave

Employees are eligible for FMLA leave if they:

1. Have worked for the Town for at least 12 months in the last 7 years; and
2. Have worked at least 1,250 hours for the Town during the 12 calendar months immediately preceding the request for the leave.

C. Basic FMLA Leave

Employees who meet the eligibility requirements described above are eligible to take up to 12 weeks of unpaid leave during any 12 months period for one of the following reasons:

1. To care for the employee's son or daughter during the first 12 months following birth;
2. To care for a child during the first 12 months following placement with the employee for adoption or foster care;
3. To care for a spouse, child, or parent ("covered relation") with a serious health condition;
4. For incapacity due to the employee's pregnancy, prenatal medical or child birth; or
5. Because of the employee's own serious health condition that renders the employee unable to perform an essential function of his/her position.

6. Married Couples – In cases where a married couple is employed by the Town, the two spouses together may take a combined total of 12 weeks' leave during any 12 month period for reasons C.1. and C.2. above or to care for the same individual pursuant to C.3.

D. Military Family Leave

There are two types of Military Family Leave available:

1. Qualifying exigency leave. Employees meeting the eligibility requirements described above may be entitled to use up to 12 weeks of their Basic FMLA leave entitlement to address certain qualifying exigencies. Leave may be used if the employees' spouse, son, daughter, or parent, is called to active duty or called to active duty status in the National Guard or Reserves in support of a contingency operation. Qualifying exigencies may include:
 - a. Short notice deployment (up to 7 days of leave)
 - b. Attending certain military events
 - c. Arranging for alternative childcare
 - d. Addressing certain financial and legal arrangements
 - e. Period of rest and recuperation for service member (up to 5 days of leave)
 - f. Attending certain counseling session
 - g. Attending post-deployment activities (available for up to 90 days after the termination of the covered service members' active duty status)
 - h. Other activities arising out of the service members' active duty or call to active duty and agreed upon by the Town Manager and the employee.
2. Leave to care for a covered service member. There is also a special leave entitlement that permits employees who meet the eligibility requirements for FMLA leave to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. This 26-week period is inclusive of any other FMLA leave taken by the employee during the same 12 week period. A covered service

member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has been rendered medically unfit to perform his/her duties due to a serious injury or illness incurred in the line of duty while on active duty that may render the service member medically unfit to perform his/her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list. When both husband and wife work for the Town, the aggregated amount of leave that can be taken by the husband and wife to care for a covered service member is 26 weeks in a single 12 month period.

3. Spouse does not include unmarried domestic partners.
4. Child, for the purpose of basic Family Medical Leave, either under 18 years of age, or 18 years of age or older who is incapable of self-care because of a mental or physical disability. An employee's child is one for whom the employee has actual day-to-day responsibility for care and includes a biological, adopted, foster, or step-child.

E. Serious Health Condition - means an illness, injury, impairment, or physical or mental condition that involves:

1. Inpatient care; or
2. Any period of incapacity requiring absence from work for more than (3) three calendar days and that involves continuing treatment by a health care provider; or
3. Continuing treatment by a health care provider for a chronic or long-term health condition that is incurable or which, if left untreated, would likely result in a period of incapacity of more than three (3) calendar days; or
4. Prenatal care by a health care provider.

F. Continuing Treatment

1. Two (2) or more treatments by a health care provider, nurse under the supervision of a health care provider, or by a provider of healthcare services under order of or on referral by a health care provider 2 or more times within 30 days of the first day of incapacity, or
2. A single visit to a health care provider that results in a regimen of continuing treatment; or

3. In the case of serious, long term or chronic condition or disability that cannot be cured, being under the continuing supervision or, but not necessarily being actively treated by, a health care provider.

G. Intermittent or Reduced Leave

1. An employee may take leave intermittently (a few days or a few hours at a time) or on a reduced leave schedule to care for an immediate family member with a serious health condition, because of a serious health condition of the employee when “medically necessary”, or military family leave. Employees must make a reasonable effort to schedule leave for planned medical treatment so as not to unduly disrupt Town operations.
2. “Medically necessary” means there must be a medical need for the leave and that the leave can be best accomplished through an intermittent or reduced leave schedule.
3. The employee may be required to transfer temporarily to a position with equivalent pay and benefits that better accommodates recurring periods of leave when the leave is planned based on scheduled medical treatment.
4. An employee may take an intermittent or a reduced leave schedule for birth or placement for adoption or foster care of a child only with the consent of the Town Manager.
5. For part-time employees the family and medical leave entitlement is calculated on a pro rata basis. A weekly average of the hours worked over the twelve (12) weeks prior to the beginning of the leave will be used for calculating the employee’s normal work schedule.

H. Substitution of Paid Sick, Vacation, and Other Paid Leave Time

1. Family medical leave is unpaid leave, although employees may be eligible for short or long term disability payments and/or workers’ compensation benefits. An employee will be required to substitute accrued paid sick, vacation, and other paid time in that order for any part of a family/medical leave taken for any reason.
2. When an employee has used accrued paid time for a portion of family/medical leave, the employee may request or the employer may place the employee on leave for an additional period of unpaid leave to

be granted so that the total of paid and unpaid leave provided equals twelve (12) weeks.

3. The substitution of paid leave time for unpaid leave time does not extend the 12 week leave period. For employees eligible for any Town provided benefit, paid leave time will supplement any other benefit received, however, in no case can the substitution of paid leave time for unpaid leave time result in the receipt of more than 100 percent of an employee's salary.

I. Employee Responsibilities

1. An employee is required to give thirty (30) days' notice in the event of a foreseeable leave. In unexpected or unforeseeable situations, an employee must provide as much notice as is practicable, usually verbal notice within one or two business days of when the need for leave becomes known.
2. If an employee fails to give thirty (30) days' notice for a foreseeable leave with no reasonable excuse for the delay, beginning of the leave could be delayed.
3. When submitting a request for leave, the employee must provide sufficient information for the Town to determine if the leave might qualify as FMLA leave and also provide information on the anticipated date when the leave would start as well as the duration of the leave. Sufficient information may include that the employee is unable to perform job functions; that a family member is unable to perform daily activities; that the employee or family member needs hospitalization or continuing treatment by a health care provider or the circumstances supporting the need for military family leave. Employees also must inform the Town Manager or designee if the requested leave is for the reason for which FMLA leave was previously taken or certified. Employees also will be required to provide a certification and periodic recertification supporting the need for leave.
4. The Town may use medical information provided for Worker's Compensation, disability, or other reasons to determine eligibility for Family Medical Leave and may place employees on Family Medical Leave upon their own volition.
5. The employee may not engage in any other employment during the period of Family Medical Leave.

J. Medical Certification

1. For leave taken because of the employee's or a covered family member's serious health condition, the employee must submit a completed "Certification of Health Care Provider" form and return the certification to the Town Manager or designee. Medical certification must be provided by the employee within fifteen (15) days after requested, or as soon as is reasonably possible. The Town may require subsequent medical recertification which must be provided by the employee within fifteen (15) days after requested, except in extraordinary circumstances. An employees' supervisor may not request or receive medical certification documents.
2. The Town may require a second or third opinion, at their expense, periodic reports on the employee's status and intent to return to work, and a fitness-for-duty report to return to work.
3. When an employee takes leave because of his/her own serious health condition or to care for a covered relation, the employee must contact the Town Manager or designee on the first and third Tuesday of every month regarding the status of the condition and of his/her intention to return to work.
4. All documentation related to the employee's or family member's medical condition will be held in strict confidence and will be given to the Town Manager or designee. No medical document may be given to or requested by the employee's supervisor.

K. Effect on Benefits

1. An employee granted leave under this policy will continue to be covered under the Town's group health and life insurance plan under the same conditions as coverage would have been provided if they had been continuously employed during the leave period.
2. Employee contributions will be required either through payroll deduction or by direct payment to the Town. The employee will be advised in writing at the beginning of the leave period as to the amount and method of payment. Employee contribution amounts are subject to change in rates that occur while the employee is on leave.
3. If an employee's contribution is more than thirty (30) days late, the Town may terminate the employee's insurance coverage.
4. If the employee fails to return to work from unpaid family/medical

leave for reasons other than (1) the continuation of a serious health condition of the employee or a family member or (2) circumstances beyond the employee's control (certification required within thirty (30) days of failure to return for either reason), the Town may seek reimbursement from the employee for the portion of the premiums paid by the Town on behalf of that employee (also known as the employer contribution) during the period of leave.

5. An employee is not entitled to seniority or benefit accrual during the period of unpaid leave but will not lose anything accrued prior to the leave.

L. Protection

1. If the employee returns to work within twelve (12) weeks following the commencement of family medical leave, s/he will be reinstated to his/her former position or an equivalent position with equivalent pay and benefits, status, and authority.
2. Employees' restoration rights are the same as they would have been had the employee not been on leave. If the employee's position would have been eliminated, or the employee would have been terminated except for the leave, the employee will not have the right to be reinstated upon return from leave.
3. If the employee fails to return to work following a family/medical leave, the employee will be considered as having resigned from his/her position.

ARTICLE 11 – Sick Leave

Sick leave may be used for personal illness or physical incapacity of such a degree as to render the employee unable to perform the duties of his/her position, unless the employee is capable of other work within the Town of Rangeley and assigned to such other work. Sick leave, whole or partial days, may also be used for medical, dental or eye appointments; maternity leave or to care for members of his/her immediate family affected by serious illness. All such time shall be scheduled with the Department Head to minimize work disruptions.

Sick leave shall accrue at the rate of one (1) workday for each full calendar month of service with leave accumulative to 120 days. Employees shall be eligible to use sick leave after one (1) full calendar month of service with the Town of Rangeley. For the purpose of this section, the first month of an employee's service shall be counted as a full month of service if employment begins on or before the 15th day of the month.

The payroll clerk shall record sick leave usage regularly. The Town Manager shall review all sick leave records periodically and shall investigate any cases that indicate abuse of the privilege. Abuse of the sick leave privilege (hunting, fishing, etc.) shall be fined by a loss of two (2) days of pay for each day taken. Department Heads will enforce this sanction.

Sick leave shall not be considered an entitlement that an employee may use at his/her discretion, but shall be allowed for the necessity arising from actual sickness, preventative medicine or disability of the employee. If required, the employee shall furnish the Town of Rangeley with a certificate from his/her attending physician.

An employee shall not have to use sick leave if hurt on the job when covered under Workers Compensation.

Those employees who have reached the maximum sick leave accumulation shall be entitled, thereafter, to exchange four (4) consecutive months of perfect attendance for one personal day to be scheduled at a time agreeable to the employer within three (3) months of accrual. Perfect attendance shall represent no time taken under the provisions of the first paragraph of Article 11, as well as no disciplinary time or leave of absences.

ARTICLE 12 – Health Insurance

For all regular non-bargaining full-time employees, the Town will contribute eighty percent (80%) towards the full premium for the PPO 200 or comparable plan as provided by the Maine Municipal Employees Health Trust. In addition, the Town will contribute fifty percent (50%) towards the full premium for both dental and vision insurance as provided by the Maine Municipal Employees Health Trust or comparable plan. The Town shall also pay one hundred percent (100%) of the premium for the Income Protection Plan (IPP) of coverage or comparable plan as provided by the Maine Municipal Employees Health Trust at the forty percent (40%) level of coverage. Non-bargaining unit employees may opt to increase their coverage to higher levels by paying the difference between the premium paid by the Town and the premium for the higher coverage plan. Eligibility for enrollment in all the insurance plans in this paragraph are subject to the rules of participation as determined by the Maine Municipal Employees Health Trust. Regular part-time employees, as defined in Article 4, shall be eligible for participation in these plans as calculated in Article 4 of these policies.

ARTICLE 12 – Health Insurance-Non-Bargaining Unit Employees

For all regular, full-time employees, the Town will pay the Maine Municipal Employees Health Trust eighty percent (80%) of the health insurance premium for their PPO 200 Plan, fifty percent (50%) dental and fifty percent (50%) vision. The

Town will pay one hundred percent (100%) of the Income Protection Premium (IPP) for the forty percent (40%) level of IPP coverage. The regular, full-time employees will still have the option to increase the coverage to either 55% or the 70% paying the difference in the premium themselves. Premiums payable for regular part-time employees shall be calculated as provided in Article 4.

Employees who do not enroll in any of the Town's medical insurance programs will receive two thousand (\$2000) dollars paid to any of the programs listed below and subject to all lawful conditions of such plans:

1. Health Reimbursement Account

The Town agrees to establish and provide a Health Reimbursement Account that will include:

- a. Two thousand dollars (\$2,000.00) for each employee who voluntarily elects not to subscribe to the health insurance plan offered by the Town.
- b. The employee provides proof that s/he and/or his/her dependents, as appropriate, have health insurance coverage elsewhere.
- c. Employees who are newly eligible for the Plan shall have the amount available to him/her pro-rated for the remaining portion of the Plan year in which the employee has elected to participate.
- d. All contributions to the Plan and participation in the Plan will be in accordance with the Plan documents.

Payment for other qualified non-Town medical insurance plans through Medicare or retirement from another municipality that the employee may have in lieu of the Town's insurance shall be entitled to be reimbursed or the Town will pay the municipality providing the health insurance coverage up to the amount s/he would be entitled to under these Policies.

ARTICLE 13 – Deferred Compensation Plan and MainePERS

The Town of Rangeley will maintain a deferred compensation plan, separate from Social Security, for all full-time employees. Effective August 18, 2000 the Town of Rangeley agrees to match the employee's contributions up to a maximum of six percent (6%) of the employee's wage if they are not participating in MainePERS. Employees participating in MainePERS may continue the deferred compensation plan with NO Town match. The percent matching funds will be reviewed annually.

Effective July 1, 2022, the Town of Rangeley offers Maine Public Employees Retirement System (MainePERS) benefits to eligible, full-time employees. New employees have five (5) years in which to enroll during the annual open enrollment

period. Police and Fire department employees are offered Special Plan 2C and general government employees are offered Regular Plan AC.

ARTICLE 14 – Prohibited Conduct

Employees may not practice work slowdowns or strikes.

Employees may not participate in any political actions while at work.

An employee may be demoted, dismissed, suspended without pay, reprimanded or subject to other disciplinary action for the reasons listed below as well as other:

- Drinking alcoholic beverages on the job or arriving at work under the influence of intoxicating beverages; or reporting to work under the influence of non-doctor prescribed drugs; or bringing non-doctor prescribed drugs or alcoholic beverages to the work area.
- Failure to follow the lawful and reasonable orders of a supervisor.
- Being habitually late, tardy or absent from work.
- Failure to properly perform the duties of his/her position.
- Negligent or willful damage or abuse of municipal property or exhibiting a total disregard to the proper care and use of Town of Rangeley equipment or property.
- Theft or unauthorized possession of Town of Rangeley property.
- Causing employee dissension, fighting with or harassing fellow employees or members of the public or exhibiting conduct disrespectful to supervisory personnel, coworkers, or the general public.
- Exhibiting conduct evidencing such willful or wanton disregard of an employer's interest as is found in deliberate violations of or disregard of standards of behavior which the employer has a right to expect of any employee, or in carelessness or negligence of such a degree or recurrence as to manifest culpability, wrongful intent or evil design, or to show an intentional and substantial disregard of the employer's interest or of the employee's duties and obligations to his/her employer.
- Failure to dress in a manner suitable for the type of work normally performed in the work unit or failure to exhibit courteous conduct to the public and fellow employees. Nothing in this section shall be construed to permit the Town of Rangeley through any of its employees or elected or appointed representatives to prescribe a particular type of apparel or style of dress for an employee. The

choice of type and style shall rest with the employee provided it is suitable for the work normally performed in the work unit.

- It is the policy of the Town of Rangeley to recognize alcohol and drug abuse as a treatable disease, however, it is not the intent of the Town to accept below-standard performance or to restrict supervisors in dealing with performance problems. Whenever appropriate, the Town shall refer employees to appropriate agencies and organizations to seek treatment. The possession, sale, or use of illegal drugs on the employer's premises is strictly prohibited and is grounds for immediate dismissal. The use of Alcohol on premises is also prohibited.

ARTICLE 15 DISCIPLINARY, COMPLAINTS, AND GRIEVANCE PROCEDURES

15.00 Purpose

The purpose of employee discipline is to recognize and correct performance or an attitude that does not meet the requirements of the job description or meet expected job performance or standards of service for the Town. Disciplinary action shall be taken in, but not limited to, the following situations when:

15.01 An employee's work habits, production or ability falls below the standards required of his/her job as defined by the employee's job description or by Departmental Operating Procedures.

15.02 An employee acts in a manner that lowers the morale or impairs the productivity or discipline of other Town employees.

15.03 An employee receives an unsatisfactory performance evaluation and fails to take corrective steps to address the problem(s).

15.04 An employee exhibits insubordination, including disobedience of a lawful directive from his/her supervisor.

15.05 An employee is charged and convicted of stealing from another employee or the Town.

15.06 An employee knowingly gives false statements to his/her supervisor or the public or knowingly falsifies public documents, including the withholding of information.

15.07 An employee reports to work under the influence of drugs or alcohol.

15.08 An employee exerts unethical or political pressure on any other Town employee for his/her own benefit.

15.09 An employee violates Town Policy or Departmental Operating Procedures or fails to correct his/her prior violations following appropriate warnings to do so.

15.10 An employee engages in unwanted sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature considered to be sexual harassment under the law.

15.1 RESPONSIBILITY FOR EMPLOYEE DISCIPLINE

Initiation of disciplinary action is the responsibility of the Department Head in collaboration with the Town Manager, or in the case of those employees who work directly for the Town Manager or Board of Selectmen, the Town Manager.

15.2 IMMEDIATE ACTION

In situations where immediate action is required, the employee may be placed on administrative leave with pay.

15.3 PROGRESSIVE DISCIPLINE

Minor issues are often successfully addressed informally through oral discussion. The decision as to whether or not to use formal disciplinary action is left to the discretion of each Department Head in consultation with the Town Manager. When using formal disciplinary action, Department Heads shall follow the process of progressive discipline which may include such remedies as: counseling, verbal warning, written warning, written reprimand, suspension without pay, demotion or dismissal. These steps need not be applied in sequence depending on the seriousness of the employee's actions. All disciplinary action involving suspension without pay, demotion, or dismissal must be for just cause. No suspension without pay, demotion or dismissal shall be taken without consultation with the Town Manager and a meeting between the Department Head and the employee before any such action is taken.

15.4 DOCUMENTATION

All disciplinary actions must be documented in writing. Copies of any such documentation shall be given to the employee and shall be placed in the employee's personnel file in the Town Manager's or designee's office.

15.5 EMPLOYEE RIGHT OF APPEAL

Only full and part-time regular employees who have completed their initial probationary period(s), have the right to file a grievance or to appeal a disciplinary action. Employees appeal through the process outlined in 15.6 of this policy.

15.6 GRIEVANCE & APPEALS PROCESS

A grievance is a dispute between an employee and his/her supervisor or Department Head. It may involve interpretation of this or other Town Policies or Departmental Operating procedures or actions of others in the workplace. An appeal consists of a formal action or omission by the Employer or one of its agents. For the purpose of this Policy, no distinction will be made between the two and the process will be known as the Grievance & Appeals Process. Its purpose is to resolve all issues of dispute in an expeditious manner.

15.7 THE PROCESS

15.71 Informal Procedure. A reasonable effort shall be made by the employee and supervisor (if applicable) or Department Head to discuss and to resolve the dispute in an equitable manner before resorting to the formal procedure. Such informal action must be initiated within ten (10) days from the event giving rise to the issue or dispute. Any resolution must be summarized in writing and provided to the Town Manager and may not afford to any employee any benefit or privilege beyond what is provided in these Policies. Such informal procedure must be attempted within ten (10) days of receipt of initiation of the action.

15.72 Formal Procedure. If the informal procedure at resolving an issue or dispute cannot be achieved, the employee may file a written grievance or appeal to the Town Manager within five (5) days of the failure of the informal procedure. The Town Manager shall then hear the grievance or appeal within ten (10) days of receipt of the written grievance or appeal and respond in writing within ten (10) days after meeting with the affected employee.

15.73 If the employees is not satisfied with the outcome of the Formal Procedure, the employee, within five (5) of receipt of the written decision of the Town Manager, file an appeal with the Board of Selectmen. The Board of Selectmen will meet in executive session on a mutually agreeable date but in no event later than twenty one (21) days from receipt of the Town Manager's decision. The Board of Selectmen will have ten (10) days to render its written decision to the Town Manager and the employee in question.

15.74 The decision of the Board of Selectmen is final.

15.7 COMPLAINTS

Any work related complaint, oral or written, made by co-workers, subordinates, community members, customers, or Selectman shall be made to the Town Manager. Such complaints will be treated in a confidential manner. The Town Manager shall investigate or cause to have investigated such complaint.

15.8 DAYS

Days shall mean Monday through Friday excluding legal holidays.

ARTICLE 16 – Resignation

All employees resigning from service of the Town of Rangeley shall give a written two (2) week notice. In the event an employee has problems writing, a verbal resignation is acceptable when given to the Department Head with the Town Manager of the Town Clerk present as a witness.

ARTICLE 17 – Harassment

It is the policy of the Town of Rangeley that all employees shall be able to work in an environment free from ALL forms of harassment. Harassment, both sexual and verbal, is prohibited as provided by law. This policy refers not only to supervisor-subordinate actions, but also to actions between co-workers. Any complaints of harassment will be investigated promptly. There will be no intimidation, discrimination or retaliation against any employee who makes a report of harassment.

ARTICLE 18 – Smoking

The State of Maine Law will govern the Town of Rangeley's smoking policy. The Town Manager may further restrict the smoking policy with the aim toward improving employee health.

ARTICLE 19 – Reimbursement of Expenses

Employee shall be reimbursed for reasonable and necessary expenses incurred while carrying out official Town of Rangeley business when authorized by the Department Head or Town Manager. Such reimbursement shall be made in accordance with current approved rates upon submission of receipts. Such reimbursement shall not apply to travel between employee's home and the workplace. Mileage reimbursement will be at a rate equal to the State of Maine or higher rate as determined by the Town Manager, acting in consultation with the Board of Selectmen.

ARTICLE 20 – Employee Performance and Evaluation

The Department Head and the Town Manager shall perform employee performance evaluations at the end of the probationary period and each December thereafter. A standard evaluation form will be used for all Town of Rangeley employees.

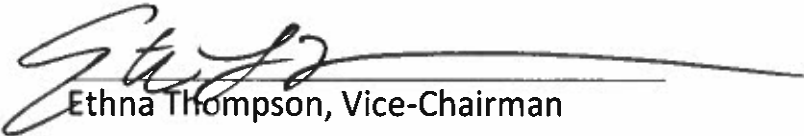
ARTICLE 21 – Wage Adjustments

Wage adjustments will be considered yearly for all employees after the December performance and evaluation. Increases will only be given to deserving workers by the Town Manager, with approval from the Board of Selectmen, as an incentive for meritorious public service. Amounts of increases will depend on present earnings, position within the salary survey scale, cost of living increase, and merit. A yearly assessment and recommendation as to the amount arrived at, and how it was arrived at will be given to each employee in writing by the Town Manager or Department Head before February 1, so that any changes may properly be included in the budget. Final disbursements depend upon the outcome of Town Meeting, and will commence July 1 of each year.

Town of Rangeley

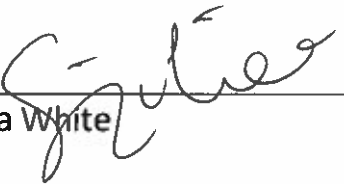
Personnel Policy Amendments (Article 8 and 13) – 8.1.2022



Cynthia Egan, Chairman

Ethna Thompson, Vice-Chairman

Shelly Lowell

Ethan Shaffer

Samantha White