PERSONNEL POLICY[1]

See. 90-1. Introduction.

(a) This compilation of town policies is provided merely to inform town employees subject to it of current town policies.

(b) This compilation of town policies does not create a contractual relationship between the town and its employees.

(c) The town council reserves the right to alter, amend or add to this compilation or individual policies at any time, at its sole discretion.

(d) This compilation of town policies supersedes any and all prior oral and written communications by the former board of selectmen, town manager or other town employees unless an exception is made in writing and approved by the town council.

(e) All employees, unless the topic is the subject of a provision of a collective bargaining agreement or constitutes a provision subject to mandatory bargaining, shall adhere to all items herein.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159)

Sec. 90-2. Benefit entitlement.

(a) *Definitions*.

(1) Full-time employee means a permanent employee whose regularly scheduled work week is 30 hours or more.

(2) Part-time benefit eligible employee means a permanent employee whose regularly scheduled workweek is less than 30 hours but more than 20 hours.

(3) Part-time benefit ineligible employee means any employee, permanent or otherwise, who works a work schedule of less than 21 hours per week or an employee, regardless of hours worked, who is per diem or temporary, such as a seasonal employee or one who is filling in for a permanent employee who is absent (i.e., workers comp leave of absence)—see Section 90-4.5.

(4) When classifying employees who work irregular schedules, hours worked per week shall be the average of a four-week cycle.

(b) *Benefit levels.*

(1) *Full-time employees.* Permanent full-time employees shall be entitled to full participation in the following benefits:

a. Sick leave

b. Bereavement

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[1]Editor's note(s)—Codified in this chapter is the personnel policy of the town, as adopted by the former board of selectmen on Jan. 16, 1989, as amended through December 16, 2014. Amendments to the amended policy are indicated by parenthetical history notes following amended provisions. The absence of a history note indicates that the provision remains unchanged from the original amended policy.

Cross reference(s)—Administration of Code of Ordinances, ch. 2.

c. Jury service

d. Leaves of absence

e. Holidays

f. Vacation

g. Personal leave

h. Employee assistance program

i. Medical insurance

j. Retirement

k. Earned paid leave (Title 26, §637)

L. Educational Incentive

(2) *Part-time employees.* Part-time benefit eligible employees shall be entitled to a pro rata share of the following listed benefits:

a. Sick leave

b. Bereavement

c. Jury service

d. Leaves of absence

e. Holidays

f. Vacation

g. Personal leave

h. Employee assistance program

i. Earned paid leave (Title 26, §637)

In arriving at the appropriate pro rata level of any particular benefit, the part-time employee's regularly scheduled workweek shall be divided by 30. Earned Paid Leave is not subject to pro-ration but is based on hours worked as required by state statute, Title 26, §637. Medical benefits and retirement benefits are not available to this classification of employee.

(3) *Part-time ineligible employees.* Part-time benefit ineligible employees shall be entitled to earned paid leave only, according to state statute Title 26, §637. Seasonal employees, as listed in the statute shall not be entitled to any benefits.

(4) *Current employees.* Current employees who work less than 30 hours, but receive medical benefits as of the date of the adoption of this policy, shall be grandfathered from this policy change and shall continue to receive benefits at the same level as received as of the date of adoption.

Note: The ratio for pro rata benefits is on the basis of 40 hours. It should also be noted that there is no pro rata share of medical insurance or retirement. The employee either qualifies for full benefits on these two items or receives no benefits at all.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159; C.M. of 1-5-2021, V. 2021-04)

Sec. 90-3. Non-discrimination and equal employment opportunity policy.

The Town of Lisbon provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, ancestry, age,

physical or mental disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws. The Town of Lisbon will not discriminate because of an individual's previous assertion of a claim or right against a prior employer under the Workers' Compensation Act, or because of previous actions taken that are protected under the Whistleblowers' Protection Act. The Town of Lisbon also will not retaliate against a person who has filed a charge of discrimination, participated in a discrimination proceeding, or opposed a violation of the Maine Human Rights Act or other state law or federal law relating to nondiscrimination in employment.

The Town of Lisbon complies with applicable federal, state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

The Town of Lisbon expressly prohibits any form of unlawful employee discrimination or harassment based on race, color, religion, gender identity, gender, sexual orientation, national origin, ancestry, age, genetic information, physical or mental disability or familial or veteran status. Improper interference with the ability of the Town of Lisbon employees to perform their expected job duties is absolutely not tolerated.

An employee who believes that they have been subjected to unlawful discrimination is encouraged to appeal to the department head or town manager under Policy 90-29. The employee also may file a complaint with the Maine Human Rights Commission and/or the Equal Employment Opportunity Commission within 300 days of the alleged discrimination. An employee may contact the Human Rights Commission by writing to the Maine Human Rights Commission, State House Station 51, Augusta, ME 04333, or by phoning 207-624-6050. An employee also may contact the Equal Employment Opportunity Commission by writing to EEOC, John F. Kennedy Federal Building, Equal Employment Opportunity Commission, 475 Government Center, Boston, MA 02203, or by phoning 800-669-4000.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 6-17-2014, V. 2014-103; C.M. of 8-19-2014, V. 2014-159)

Sec. 90-3.1. Sexual harassment.

(a) *Generally*. It is the policy of the town that all employees should be able to work in an environment free from all forms of harassment. Harassment, as defined by this section, is prohibited. This policy refers not only to supervisor-subordinate actions but also to actions between coworkers. Any complaints of harassment will be investigated promptly. If an employee believes they are being subjected to any of the prohibited forms of harassment or believe they are being discriminated against because other employees are receiving favored treatment in exchange for sexual favors, they must bring this to the attention of the town. The very nature of harassment makes it virtually impossible to detect unless the person being harassed reports their discontent with the appropriate town representative. Consequently, in order for the town to manage the problem, employees must report such offensive conduct or situations. There will be no intimidation, discrimination or retaliation against any employee who makes a report of harassment. Sexual harassment is an extremely serious matter. It is prohibited in the workplace by any person and in any form.

(b) *Definition*.

(1) Harassment on the basis of sex is a violation of federal law and section 4572 of the Maine Human Rights Act. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;

b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or

c. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

(2) In other words, sexual harassment is the attempt to control, influence or affect the career, salary or job of an individual in exchange for sexual favors. Conduct that creates a hostile or offensive work environment or unreasonably interferes with a person's ability to perform their job can also be sexual harassment.

(3) Specific prohibited conduct includes, but is not limited to:

a. Threats or insinuations, implicit or explicit, that any employee's refusal to submit to sexual advances will adversely affect the employee's retention, evaluation, wages, promotion, duties or any other condition of employment.

b. Unwelcome sexual flirtations, advances or propositions.

c. Verbal or written abuse of a sexual nature.

d. Graphic verbal comments about an individual's body.

e. Sexual comments of a provocative or suggestive nature.

f. Sexually degrading words used to describe an individual.

g. Jokes or innuendos intended for and/or directed to another employee.

h. The display in the workplace of sexually suggestive objects or pictures.

(c) *Report*. Any employee who believes they have been the subject of sexual harassment should report the alleged act immediately. The steps to take are as follows:

(1) Remove yourself from the uncomfortable situation. You will never be retaliated against for removing yourself from sexually harassing conduct in the workplace.

(2) Inform your supervisor, department head or the town manager of the sexual harassment. If your supervisor is the alleged harasser, you should report the concern to your department head or the town manager. If the town manager is the alleged harasser, you should inform the chairman of the town council. You are welcome to involve a trusted third party in this process.

(3) Cooperate as needed with any investigation. The town needs to understand the facts in order to properly respond to them. Steps will be taken to ensure your safety, comfort, and separation from the alleged harasser during the investigation period.

(d) *Confidentiality*. A record of the complaint and the findings will become a part of the complaint investigation record, and the file will be maintained separately from the complaining employee's personnel file. It is understood any person electing to utilize this complaint resolution procedure will be treated courteously, and the problem handled swiftly and confidentially.

(e) *Discipline/discharge for violation.* Any employee who is found after appropriate investigation to have engaged in sexual harassment will be subject to discipline, up to and including discharge.

(f) *No retaliation for filing a complaint.* The registering of a complaint will in no way be used or held against the employee, nor will it have an adverse impact on the complaining individual's employment status.

(g) *No retaliation will occur as a result of filing a report.* It is unlawful under the Maine Human Rights Act and federal law for an employer to retaliate against an employee because the employee filed a charge or because the employee aided in an investigation. If the employee believes retaliation has occurred, the employee should inform their supervisor, department head, or the town manager. If the town manager is the one retaliating, the employee should inform the chairman of the town council.

(h) *Grievance procedures.* An employee who does not agree with a department head's resolution of a harassment complaint may appeal to the town manager under Policy 90-29. The employee also may file a complaint with the Maine Human Rights Commission and/or the Equal Opportunity Commission within 300 days of alleged discrimination. The employee may call or visit the commission's office, and a staff person will assist the employee. An employee may contact the Human Rights Commission by writing to the Maine

Human Rights Commission, State House Station #51, Augusta, ME 04333, or by phoning 207-624-6050. An employee also may contact the Equal Employment Opportunity Commission by writing EEOC, John F. Kennedy Federal Building, Equal Employment Opportunity Commission, 475 Government Center, Boston, MA 02203, or by phoning 800-669-4000.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 6-17-2014, V. 2014-103; C.M. of 8-19-2014, V. 2014-159)

Sec. 90-3.2. Americans with Disabilities Act (ADA) and Maine Human Rights Act (MHRA) policy for individuals with disabilities.

(a) *Policy statement.* It is the policy of the Town of Lisbon that no qualified individual with a disability shall, on the basis of disability, be subjected to discrimination in employment. This protection against discrimination shall apply to individuals with disabilities as defined in Title II of the ADA, i.e., those persons who have a physical or mental impairment that substantially limits one or more of their major life activities, have a record of such an impairment, or are regarded as having such an impairment. This protection against discrimination also applies to individuals with physical or mental disabilities as defined in the Maine Human Rights Act, including individuals with physical or mental impairments that substantially limit a major life activity, that significantly impair physical or mental health, or that require special education, vocational rehabilitation or related services. The MHRA also protects individuals who have a record of, are regarded as, or are likely to develop a physical or mental impairment or any of the specific disabilities under the MHRA.

The Town of Lisbon is committed to providing accommodations for eligible individuals with physical or mental disabilities as defined by federal and state law in the timeliest and effective manner possible under applicable laws and regulations. The municipality's intent is to ensure that every request for an accommodation is promptly and properly reviewed. The municipality is committed to following the requirements of the ADA, the MHRA and all appropriate federal and/or state laws, rules and regulations.

All requests for accommodations are to be submitted to the town manager's office for consideration and review. In evaluating requests for accommodation, the town may request additional medical documentation, examinations and/or opinions to the extent the information requested is job-related and consistent with business necessity.

(b) *Accommodation process.*

(1) The employee or the employee's immediate supervisor shall contact the town manager's office for assistance in addressing a request for accommodation. No department or individual may grant any accommodation, whether formal or informal, without first receiving approval of the town manager. If an employee's supervisor makes the request for accommodation on behalf of the employee, the employee must then work with the town manager's office directly. The employee's supervisor should not act as an advocate or surrogate for the employee. The town manager's office shall assist the employee in all ways reasonably possible in completing the accommodation process in a timely and efficient manner.

(2) Any information submitted shall be considered confidential and may be shared only with those who have a need to know in accordance with federal and/or state law. The town manager's office shall make the determination of the need to know in consultation with the applicable department.

(3) The town manager's office will make the following necessary determinations for each ADA or MHRA accommodation request:

a. Whether the individual has a disability. This determination may require appropriate documentation from a medical care professional, if such documentation is job-related and consistent with business necessity.

b. Whether an accommodation is needed for the individual to perform the essential function(s) of the employee's position.

c. Whether the accommodation(s) is (are) reasonable and would not create an undue hardship for the town.

d. The town manager's office shall implement the decision through appropriate municipal procedures if the employee is to be accommodated.

(5) The town manager's office shall make a determination within a reasonable time upon receipt of a request for accommodation. A reasonable time is necessarily flexible, taking into consideration such factors as the complexity of the request, cooperation of the employee, any need(s) for additional medical information, and so forth. The town manager may request a second medical opinion regarding the existence or extent of a disability and the medical need for the requested accommodation.

(6) If an employee is not satisfied with the determination regarding a requested accommodation, the employee may submit a request for reconsideration to the town manager. The town manager shall promptly review and respond to the request for reconsideration and notify the employee of the town manager's decision.

(7) An employee who believes that he or she has been subjected to unlawful disability discrimination or retaliation shall report the issue to the town manager's office, or if the town manager committed the alleged discrimination or retaliation, to the chair of the town council. Upon submission of a complaint, the town manager or town council (as relevant) will investigate the complaint and make a determination as to whether discrimination or retaliation has occurred, and order any appropriate resolution. The employee also may file a complaint with the Maine Human Rights Commission and/or the Equal Employment Opportunity Commission within 300 days of the alleged discrimination. An employee may contact the Human Rights Commission by writing to the Maine Human Rights Commission, State House Station 51, Augusta, ME 04333, or by phoning 207-624-6050. An employee also may contact the Equal Employment Opportunity Commission by writing to EEOC, John F. Kennedy Federal Building, Equal Employment Opportunity Commission, 475 Government Center, Boston, MA 02203, or by phoning 800-669-4000.

(C.M. of 6-17-2014, V. 2014-103; C.M. of 8-19-2014, V. 2014-159)

Sec. 90-4. Employment.

(a) *Applications*. Employment applications can be found on the Town website or provided by the Human Resources Director upon request. A complete resume and cover letter will be an acceptable alternative to the application when made available by any applicant. Where missing, additional information may be requested before or during the interview process.

(b) *Pre-employment medical inquiries.* The town will not require an applicant to take a pre-employment medical examination or make pre-employment inquiry of an applicant as to whether the applicant is an individual with a physical or mental disability or as to the nature or severity of a physical or mental disability. The town may, however, make pre-employment inquiry into an applicant's ability to perform job-related functions. The town also may condition an offer of employment on the results of a medical examination conducted prior to the employee's commencement of duties, provided that 1) all similarly situated employees are subjected to such an examination regardless of physical or mental disability, and 2) the results of such an examination are used in accordance with the requirements of the Maine Human Rights Act and the American with Disabilities Act.

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

All offers of employment are conditioned on receipt of a background check report that is acceptable to the Town of Lisbon. All background checks are conducted in conformity with the Federal Fair Credit Reporting

Act, the Americans with Disabilities Act, the Maine Human Rights Act, and state and federal privacy and antidiscrimination laws. Reports are kept confidential and are only viewed by individuals involved in the hiring process.

If information obtained in a background check would lead the Town of Lisbon to deny employment, a copy of the report may be viewed by the applicant, and the applicant will have the opportunity to dispute the report's accuracy. The applicant may obtain additional background checks or obtain materials to refute the background check at their own expense. Background checks may include a criminal record check, although a criminal conviction does not automatically bar an applicant from employment.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 6-17-2014, V. 2014-103; C.M. of 8-19-2014, V. 2014-159; C.M. of 7-19-2016, V. 2016-166)

Sec. 90-4.5. Temporary employment.

(a) When the public interest requires and when the task to be accomplished is temporary or seasonal in nature, a department head, with the approval of the town manager, may appoint individuals with the skill and ability to fill the temporary position.

(b) In circumstances where a regular employee is absent from the workplace due to circumstances such as a leave of absence, worker's compensation injury, or long-term sick leave, or the like, and where the permanent employee is expected to return to work, the position may be filled by a temporary employee appointed by the department head with the approval of the town manager, who has the skill and ability to perform the work of the position.

(c) Temporary hires are not eligible for benefits except as otherwise provided by this policy.

(d) The maximum duration of a temporary appointment shall be no more than six months.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159)

Sec. 90-5. Promotion.

Employees of the town shall be given the maximum opportunity to advance within service. Present employees shall be given first consideration in filling a vacancy if so qualified. However, it is recognized that from time to time the public interest may require any vacancy to be filled from outside the service.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159)

Sec. 90-6. Probationary period.

(a) Newly appointed or hired employees and promoted employees shall be subject to a period of probation. The probationary period shall be six calendar months.

(b) The town, through the town manager, shall have the right to terminate the employment of any newly appointed or hired employee during their probationary period without cause and employee recourse.

(c) The town manager shall have the right to terminate the employment of any promoted employee during this probationary period, but the employee may avail themself of the grievance procedure.

(d) By agreement with the employee, the town, through the town manager, may extend the probationary period, not to exceed a total probationary period of one year.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159)

Sec. 90-7. Compensation.

It is the intent that all town employees are paid salaries and compensation for comparable public and private work in the area and that will attract and retain well-qualified employees. This compensation shall be set annually

by the salary order of the council upon the recommendation of the town manager. Jobs included in collective bargaining agreements shall have salary grades and ranges as determined through negotiations, and as expressed in these agreements.

Non-Union Pay Grades by Position See Attachment "A"

The town manager shall prepare a recommended uniform and equitable pay plan for those positions not included in collective bargaining agreements. This pay plan shall be presented to the town council for review and approval. Determination of salary ranges shall be based upon qualifications required, prevailing rates of pay for comparable work in other public employment in the area, the financial policy of the community, and any other relevant factors. After adoption by the council, no position may be assigned a salary higher than provided for. Merit pay shall be available as an added percentage to each step raise upon successful completion of a pay for performance plan. The elements of each employee performance plan shall be approved by the town council. The salary grade of the new employee may reflect prior training and experience. *The Town of Lisbon Non-Union Pay Scale* and the *Town of Lisbon Non-Union Pay Scale Policy* will be revised and distributed to staff annually following the approval of the Town budget. The pay scale and pay scale policy will be made available by request from the Human Resources Director.

Call firefighters (volunteer) positions of the fire department are also excluded and follow a pay plan set by the Fire Chief and approved by the Town Council annually. The call firefighter pay scale is available upon request from the Human Resources Director.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159)

Sec. 90-8. Training.

Both the town and the employees profit from the provision of educational training opportunities at reasonable expense to the town. Training programs shall be selected or designed to improve the quality of the employee's performance and to bring about a more efficient, effective or economical operation. Training programs which are intended for reimbursement must have prior approval from the town manager and must be directly related to improvement of required job skills/knowledge. Upon satisfactory completion of the course work, the employee may file an expense account with the town manager for prior approved expenses incurred while taking the course. The town manager will cause to be placed before the council a budget recommendation each year for training needs.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159)

Sec. 90-8.5 Educational incentive.

[Starting after July 1, 2023, full-time employees will be able to receive this Educational Benefit.] In order to encourage professional development, the town agrees to pay all or a portion for the cost of courses, including tuition, for Bachelor's or Associate's level courses related to the job description they are currently employed in at the Town of Lisbon. [Employees that are Department Heads or Deputy Directors shall also be eligible for reimbursement of Master's Degree level courses.] In order to be eligible for reimbursement, employees must give written notice of intent to take a specific course to the Department head by February 1 preceding the fiscal year in which the course will be taken. Reimbursement will be limited to 2 courses per fiscal year for any one employee, and it has to be related to their field of work. Tuition payments will be capped at University of Maine rates. Such payments shall be made upon successful completion of the course with a grade of no less than "B".

Sec. 90-9. Evaluation.

(a) In order to ensure the public the highest quality of services, all personnel shall be formally evaluated, in writing, by the employee's immediate supervisor. The supervisor shall conduct these evaluations as frequently as is deemed desirable; however, every employee shall be evaluated every year. The employee shall review, sign, date and comment on the evaluation before it is submitted to the town manager.

(b) Probationary employees shall be formally evaluated, in writing, at the end of their probationary period by each employee's immediate supervisor. A successful evaluation will result in the employee's achieving permanent status. This report will be sent to the town manager for review.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159)

Sec. 90-10. Employees exempt from Fair Labor Standards Act.

The salaried employees having the following job titles are considered to be exempt from overtime and certain other provisions of the federal Fair Labor Standards Act because they meet the tests for either executive, administrative, or professional positions:

Town manager

Assistant Town Manager

Human Resource Director

Parks and Recreation Director

Assistant Parks and Recreation Director

Sewer Superintendent

Finance Director

Assessor

Public Works Director

Planner/Planning Director

Code Enforcement Officer

Fire Chief

Police Chief

Director of Economic and Community Development

Library Director

Town Clerk

Tax Collector

Treasurer

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159; C.M. of 1-5-2021, V. 2021-04)

Sec. 90-11. Hours of work.

Due to variations in the different services provided by the Town, it is necessary to have variations in the hours of work per week for similar positions. For the standard work schedule, employees will work a four-day week, Monday through Thursday, from 7:30 AM to 4:30 PM. The Town Manager may establish different standard work hours for certain departments, with the advice of department heads and approved by the Town Council. Additionally, the hours for a certain position may vary from the standard working hours of the Town or the particular department, if deemed appropriate by the department head and Town Manager.

With at least a 30 calendar day notice, an employee working the standard Monday through Thursday shift may be required to participate in work on a Friday between the hours of 7:30 AM to 4:30 PM for non-public-facing work, such as trainings, staff development, and physical or virtual infrastructure implementations that otherwise

could not be held from Monday through Thursday and/or would disrupt public-facing operations. Such time cannot exceed a total of 18 hours in a fiscal year and will be paid based on Sec. 90-12 and 90-17.
~~Due to variations in the different services provided by the town, it is necessary to have variations in the hours of work per week in like positions. The hours of work for any department shall be established by the town manager, with the advice of department heads and approved by the town council.~~

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159)

Sec. 90-12. Overtime.

Full-time employees are compensated at a wage based on a 40-hour workweek but are scheduled to work four days totaling 36 hours per week. This means employees receive full pay for a 40-hour week while working only 36 hours.

Any employee who works less than 36 hours per week will be paid based on the actual hours worked.

Overtime compensation will not be provided for hours worked beyond 36 and up to 40 hours in a week. For employees who are not exempt from overtime under applicable law work that is required or approved by the department head in excess of 40 hours per week will be compensated for by overtime pay at a rate equal to 1.5 times the employee's regular wage or by compensatory time at 1.5 times the hours worked for the employee. Election of overtime pay or compensatory time will be left up to the employee's discretion, subject to applicable limits on accrual of compensatory time. Hours used in overtime calculations will be hours worked. .. For salaried positions exempt from overtime, it is understood that job responsibility is the basis for which salaried positions are paid, and it is the responsibility of the person who fills this position to accomplish the work within reason. Employees working and supervising special shifts or hours shall be subject to the same standards that apply to the employees that they supervise at the discretion of the town manager.

Full time paid firefighters will earn overtime in excess of 42 hours per seven-day work period, as authorized by Section 207(7)(k) of the Fair Labor Standards Act.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009. § 2009-62; C.M. of 8-19-2014, V. 2014-159; C.M. of 3-6-2018, V. 2018-46)

Sec. 90-12.5. Treatment plant call-time policy.

An employee of the Lisbon Pollution Control Treatment Plant assigned to on-call status shall receive one (1) hour at time and one half pay for every week night, and two and one half (2.5) hours at time and one half pay for every weekend day on-call. An employee assigned to on-call status that is not available when called shall forfeit the on-call pay.

An employee who is called-back while on-call shall receive time and one half pay for the hours worked. If an employee is called back within one hour of the beginning of a regular work shift, then the employee shall be paid time and one half pay for one hour but shall be paid their regular wage on top of the overtime pay for the overlapping time. However, the overlapping time of the regular work shift will be counted for the purpose of determining the forty (40) hour work week.

If necessary, the on-call employee can call in support staff to be paid at time and one half pay for hours worked with a minimum of two (2) hours per call-in. The support staff will also be reimbursed for mileage at the Maine Municipal Association standard rate. If an employee is called back within one hour of the beginning of a regular work shift than the employee shall be paid time and one half pay for the one hour, but shall not be paid their regular wage on top of the overtime pay for the overlapping time. However, the overlapping time of the regular work shift will be counted for the purpose of determining the forty (40) hour work week.

(C.M. of 3-6-2018, V. 2018-46)

Sec. 90-13. Compensatory time.

(a) In instances where an employee subject to overtime regulations under state law and the federal Fair Labor Standards Act works in excess of 40 hours in a calendar week and is entitled to overtime compensation for hours worked over the 40 hours, the employee may elect to take compensatory time off in lieu of monetary overtime compensation. If the employee makes such an election, the compensatory time shall be at a rate of 1.5 hours of compensatory time for each hour of overtime worked. Compensatory time may be accumulated up to a maximum of 24 total hours (representing 16 overtime hours worked). Any employee who has accumulated a maximum of 24 hours compensatory time shall be paid at overtime rates for all overtime hours worked in excess of 24 hours.

(b) If an employee chooses to be paid 1.5 times their normal hourly rate rather than accumulate comp time, that employee may elect to do so by notifying their supervisor in writing and only during the same fiscal year.

(c) This policy directive does not apply to salaried employees or employees who are considered exempt under the Fair Labor Standards Act, Listings of employees who are considered exempt under the Fair Labor Standards Act are listed in section 90-10 of this policy.

(d) Exempt employees listed in section 90-10 are not subject to overtime requirements of state law and the Fair Labor Standards Act and are not eligible to accumulate compensatory time. It is recognized, however, that exempt employees often work outside the normal work week and in excess of a normal 40-hour work week. It is at the discretion of the town manager to allow the exempt employee to have time off with prior approval.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159)

Sec. 90-14. Attendance at work.

(a) Except in extraordinary circumstances, it is the employee's responsibility to notify their department head or immediate supervisor of the reason for any intended absence. Such notification shall be given as soon as practical but in no event less than one hour before the start of the regularly scheduled day.

(b) Unless otherwise specified by the department head, employees shall be expected to call on each day of absence or, if unable to call, have someone call for them. When the nature of the absence indicates an extended period of time away from work, special procedures for reporting may be established by the department head. Recurring or prolonged illnesses of the same nature may require a physician's statement attesting to the justification for any excessive absence from work.

(c) A failure to comply with these requirements may result in discipline including discharge.

(d) All employees are required to account for their work time on weekly or biweekly payroll time cards. Work time shall be approved by their immediate superior and town management. All payroll time cards will be submitted biweekly. The town manager shall determine the form used for the payroll time cards.

(e) Approval of absences will be given on a case-by-case basis. The fact that an employee may have accrued leave does not guarantee approval of a particular absence.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159)

Sec. 90-15. Bereavement leave.

An employee shall be excused from work with pay for up to five working days because of the death of current spouse or child, including step-children, unless a longer period is approved by the department head and town manager. An employee shall be excused from work with pay for up to three working days because of death in their immediate family, unless a longer period is approved by the department head and town manager. The term "immediate family" is defined for the purposes of this policy as mother, father, step-parents, sister, brother, grandparents, grandchild, mother-in-law, and father-in-law. An employee shall be granted one day from work with

pay for the death of an aunt, uncle, niece, nephew, brother-in-law, sister-in-law, and grandparent-in-law unless a longer period is approved by the department head and town manager.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159; C.M. of 1-5-2021, V. 2021-04)

Sec. 90-15.3. Temporary office closures.

The Town Manager may approve the temporary closure of office(s) for brief periods, not to exceed one working day, for special functions or other reasons (e.g., inclement weather, including snowstorms) related to the availability of staffing.

A notice shall be placed on the closed door(s) of those office(s), on the Town's web page, and on the Town's voicemail, indicating an apology to visitors, the time the office is expected to reopen, and, if possible, a referral to any other open office that may be covering for the closed office(s).

The Town aims to provide at least 24 hours' notice to the public and employees whenever feasible, particularly for anticipated closures due to severe weather conditions. However, if the weather event is sudden or unforeseen, such as a snowstorm, the notice may be shorter.

Employees who are unable to perform their duties due to such closures shall be compensated at the same rate as if they had worked. Such time shall not be used to compute overtime compensation. Employees absent from work due to previously arranged leave time will not receive additional compensation beyond available leave pay for the requested leave or absence.

~~The town manager may approve the temporary closure of office(s) for brief periods of time, not to exceed one working day, for special functions or reasons (e.g., inclement weather) related to the availability of staffing. A notice shall be placed on the closed door(s) of those office(s), on the town's web page, and on the town's voice mail, indicating an apology to visitors, the time the office is expected to reopen, and, if possible, a referral to any other open office that may be covering for the closed office(s). Employees who are unable to perform their duties due to such closures shall be compensated at the same rate of compensation as if they had worked. Such time shall not be used to compute overtime compensation. Employees absent from work due to use of leave time will not receive additional compensation other than normal pay for the requested leave or absence~~.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159)

Sec. 90-15.5. Pay periods.

(a) The pay period for the town is Sunday through Saturday, on a bi-weekly basis, and payday is that following Thursday, by 11:30 a.m., unless unavoidable delays are caused by unforeseen or uncontrollable circumstances.

(b) When a payday falls on a holiday, employees will be paid on the last workday prior to the holiday, unless unavoidable delays are caused by unforeseen or uncontrollable circumstances.

(c) On call fire department personnel will be paid on a bi-weekly basis.

(d) If an error occurs the employee must see the department head. The department head will work with the Human Resources Director to research the error. If the error was made by the employer a correction will be made on the next regularly scheduled bi-weekly pay period. In certain circumstances the correction may be made sooner than the next regularly scheduled bi-weekly payroll at the discretion of the town manager.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 6-7-2011, V. 2011-97; C.M. of 8-19-2014, V. 2014-159; C.M. of 7-19-2016, V. 2016-166)

Sec. 90-16. Court leave.

Town employees called upon for jury service will receive their regular salary from the town during jury service, less the amount received for serving on the jury. Any employee summonsed as a witness on the behalf of any local, county, state or national government shall be granted court leave and will receive their regular salary from the town during such service, less the amount received for serving as a witness.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159)

Sec. 90-17. Holiday leave.

Permanent and probationary employees shall receive paid holidays in accordance with the prescribed state employment association schedule, and any other holidays as granted by the town council (see section 90-37). Holidays that fall during an employee's regular work schedule will be compensated based on the employee's usually scheduled working hours for that day. Holidays outside of an employee's normal work schedule will not be entitled to compensation.

Employees who are required to work on a holiday shall receive overtime pay at 1.5 times employee's current wage rate, or the employee may elect to receive comp time off for time worked pursuant to the compensatory policy, section 90-13.. The holiday itself will not be considered a paid holiday or qualify for a floating holiday.

Non-union sewer, public works, library and transfer station employees shall be granted a floating holiday for any holiday which falls on their normally scheduled day off and will be used within the same fiscal year it is offered, and will not be paid out as time earned if not used accordingly by the end of the fiscal year. Employees working and supervising special shifts of hours shall be subject to the same standards that apply to the employees which they supervise at the discretion of the town manager. Temporary and seasonal employees shall not be entitled to paid holidays. ~~One personal day may be given at the discretion of the department head.~~

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 7-15-2014, V. 2014-131; C.M. of 7-15-2014, V. 2014-132; C.M. of 8-19-2014, V. 2014-159; C.M. of 9-6-2016, V. 2016-211; C.M. of 11-14-2017, V. 2017-279)

Sec. 90-18. Leave of absence.

The town manager at the recommendation of the department head may at their discretion grant permanent employees a leave of absence without pay or benefits not to exceed 6 months beyond exhaustion of any federal or state family and medical leave benefits. In deciding whether to approve such leave the town manager shall consider the necessity for the leave, the likelihood that the employee will be able to return to work within a reasonable time period, and the impact of the leave on the town. The town manager may authorize extension of benefits during the leave period, in extraordinary circumstances, after consultation with the town council. While the town will endeavor to preserve the availability of an employee's position during any period of approved leave of absence, this cannot be guaranteed.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159; C.M. of 12-16-2014, V. 2014-284)

See. 90-19. Family medical leave.

Family medical leave shall be provided in accordance with the requirement of the State Family Medical Leave Act, 26 M.R.S.A. § 843 et seq. and the Federal Family Medical Leave Act, 29 USC 2601 et seq. (26 CFR 825). Leave will be provided for eligible employees in accordance with the provisions of the state and federal acts.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159)

Sec. 90-20. Reserve service leave.

Permanent employees who are members of the organized military reserves and who are required to perform field duty shall be granted reserve leave not to exceed two weeks in any calendar year, in addition to regular vacation leave. During any such period of reserve service leave, the town shall pay the employee the balance between the service pay and the employee's regular compensation, the total equaling the regular pay of the employee, as if the employee had been in service of the town during the period of the leave. As a condition of payment, the employee shall file with the town manager an official statement from the proper military authorities, stating their rank, pay and allowances.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159)

Sec. 90-21. Sick leave.

(a) Sick leave for all full-time permanent employees is earned at 7.25 hours per month.

~~Sick leave for all full-time permanent employees is earned at eight hours per month.~~ For employees hired on or before July 1, 2003, sick leave may be accumulated to, but not exceeding, 960 hours of unused sick leave. Any employees hired after July 1, 2003 may accumulate up to 720 hours of unused sick leave. Employees who go an entire calendar year (calendar year from January 1 to December 31) using less than 2 sick days will be granted an additional day of vacation leave to be used at their discretion with approval of the town manager.

(b) Sick leave may be granted by the town manager for salaried officials under the manager's supervision. Also, sick leave may be granted to an employee due to illness of a member of the employee's immediate family, at the discretion of the town manager.

(c) Employees are required to submit a doctor's note for any sick leave taken on the last day of a scheduled work week, which must be provided by the following first day of the next work week. Additionally, the Human Resources Director may require a certificate from a qualified physician to verify that an employee's condition justifies their absence if the employee is absent for three consecutive days.

~~The Human Resources Director may require a certificate from a qualified physician certifying that the condition of the employee justifies the absence from employment after three days absence.~~

(d) *Entitlement upon separation.* Sick leave accumulation shall be forfeited upon separation from town employment unless the employee has 15 years of continued service. Upon separation employees with 15 or more years of consecutive service shall receive one-quarter of their accumulated unused sick leave to a maximum payment of 30 days. Such payment shall be made at the employee's regular rate of pay at the time of separation. Employees terminated for cause will not be entitled to sick leave pay out at separation.

(e) Accumulated sick leave also may be used when an employee is required by the employer to stay home from work for purposes of quarantine or isolation during a declared state or federal public health emergency related to a pandemic or epidemic.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159; C.M. of 1-5-2021, V. 2021-04)

Sec. 90-22. Vacation leave.

(a)

Each permanent employee earns vacation time in weeks based on their continuous years of employment, as follows:

After 1 year of service: 2 weeks

After 5 years of service: 3 weeks
After 12 years of service: 4 weeks
After 18 years of service: 5 weeks

Vacation time is taken in hours, calculated based on the employee's regular work schedule. The number of hours in a vacation week equals the total hours the employee is scheduled to work in a typical week. For example:

For employees working a 4-day, 36-hour week: One vacation week equals 36 hours, and one vacation day equals 9 hours.

For employees working a standard 5-day, 40-hour week: One vacation week equals 40 hours, and one vacation day equals 8 hours.

When taking vacation, employees should request the number of hours that correspond to their scheduled workday. Vacation hours are based on your specific work schedule to ensure fairness and consistency.

(b) Vacation leave will be accounted for on an employee anniversary basis. No vacation leave will be granted during a probationary period, but the time accumulated during the probationary period will be credited retroactively to the employee's total service time. After probation, a new employee may request to take vacation based on current accruals available.

(c) An employee may carry forward into the next year, based on the employee's anniversary date, the same number of weeks that are accumulated as vacation leave based on the employee's longevity. Any vacation above the carry over limit will be lost, provided that when an employee was unable to use vacation time for reasons beyond the employee's control the town manager may allow the employee to carry over additional vacation time.

(d) Upon separation from the Town, employees are eligible to receive payment for all earned vacation leave, except for the current year which will be calculated at a pro-rated basis based on the time actually worked (after satisfactorily completing the probationary period). For example, if the employee's hire date anniversary falls on January 1st of the current year, and the employee leaves the organization on February 1st of the current year, they will be paid for the vacation time accrued during that one-month period. This is because vacation accrual is based on actual time worked, not the full year, and is not front-loaded. Earned vacation accruals from previous years will be paid out in full to employees in good standing at the time of separation or to their beneficiary upon their death.

(e) While efforts will be made to approve vacation in line with an employee's request, approval is not guaranteed and is within the supervising department head's or town manager's discretion based on the operational needs of the town.

(f) In computing service time for vacation leave, official leave of absence or absence from duty for which sick leave is paid shall not constitute a break in the employee's service record. Employees working and supervising special shifts or hours shall be subject to the same standards that apply to the employees, which they supervise, at the discretion of the town manager.

(g) *Accrual limit.* The maximum amount of vacation leave that can be accrued by an employee will be capped at 2.5 times their annual leave allowance on a rolling basis. Rollover: Any unused vacation time will roll over to the next year, but will count towards the accrual cap.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159; C.M. of 7-19-2016, V. 2016-166)

Sec. 90-22.5. Earned paid leave.

Beginning January 1, 2021, all employees, whether full-time, part-time, temporary, or per diem, but excluding seasonal employees, will accrue one (1) hour of earned paid leave ("EPL") per every 40 hours worked, up to a maximum accrual of 40 hours per calendar year. New employees accrue EPL from their first day of employment but must wait 120 days before being eligible to use EPL. Subject to this waiting period, EPL may be used as accrued for any reason, including for an emergency, illness, sudden necessity, personal reasons, or planned vacation. Employees will be required to give 2 weeks advance notice for use of leave, except in the event of illness

or emergency, in which event employees must make a good faith effort to provide as much notice as is feasible under the circumstances.

The town reserves the right to grant or deny requests for planned use of EPL based on undue hardship to the town, such as a significant impact on the town's operations.

All paid time off taken by an employee for whatever reason each year shall be deducted first from the employee's accrued EPL hours. Once accrued EPL hours are used up, an employee may take any remaining paid time off from their allotted sick leave or vacation leave per the requirements of those policies. Employees must use EPL in increments of not less than 1 hour.

EPL will be paid at the base rate of pay (as defined in the Maine Earned Paid Leave law) that the employee received in the week immediately prior to taking the leave.

Accrued but unused EPL may be rolled over year to year in a maximum amount of 40 hours. Because EPL will never exceed a maximum total of 40 hours per year, the rollover of EPL will impact the earning of EPL in the following year. For example, if an employee rolls over 8 hours of EPL from year 1 to year 2, in year 2 they will only earn an additional 32 hours of EPL.

EPL is not paid out if unused by the end of the year or when an employee resigns or is terminated for any reason during the year. If an employee returns to employment with the town within a year, however, their earned EPL will be reinstated. If an employee resigns or is terminated for any reason during the year and has used more EPL than they have accrued, the town may deduct that amount from their final paycheck.

(C.M. of 1-5-2021, V. 2021-04)

See. 90-23. Injuries in the line of duty.

(a) The town provides worker's compensation coverage for all employees.

(b) Any employee who sustains a compensable illness or injury which arises out of and in the course of their employment shall be paid during each week of total incapacity resulting from the injury or illness an amount sufficient, when added to the weekly payment of worker's compensation paid under the laws of the state, to equal their regular weekly net salary or normal wage, excluding overtime.

(c) Any injured employee may request on forms provided by the town that the town begin full payment of salary immediately, to ensure that there will be no delay in worker's compensation benefits. The employee however must stipulate to reimbursement of such payments to the town upon receipt of worker's compensation payments.

(d) Such additional payments shall not be continued beyond four weeks except upon an order passed by the council. No additional payments shall be made in any instance when, in the opinion of the department head and town manager, the illness or injury is not work-related or occurred as a result of intoxication, willful intent, violation of rules and regulations on the part of the employee, or while the employee was in the employment of any other person.

(e) Any Police Officer or Fire Fighter killed in the line of duty will have all funeral expenses paid by the Town of Lisbon for the surviving family.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159)

Sec. 90-23.5. Discipline.

The town recognizes its responsibility to provide its citizens with the most efficient and effective service delivery system available. This requires that we develop and administer rules, regulations, policies, and disciplinary measures in an equitable and consistent manner. Employees must likewise recognize their obligations to conform to all applicable rules, regulations, and policies. Should an employee fail to observe them, the town will initiate appropriate disciplinary action based on the severity of the violation. Such disciplinary action may include, but is

not limited to, oral or written reprimands, suspensions with or without pay, reassignments or transfers, demotions, probation or termination. While progressive discipline is supported, it is not required and department heads have the right to order any discipline deemed appropriate based on the circumstances. Employees may appeal any discipline imposed through section 90-29.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159)

See. 90-24. Suspension.

When in the judgment of the department head, as approved by the town manager, an employee's poor work performance or conduct is serious or repeated, the employee may be suspended without pay for a period of not more than 15 consecutive days; and for a second or subsequent offense or act within a calendar year, such suspension may be for a period not exceeding 30 days. The employee will be given reasonable notice and an opportunity to be heard prior to the imposition of a suspension.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159)

Sec. 90-25. Dismissals.

An employee may be dismissed (or demoted) when in the judgment of the town manager the employee's work or misconduct so warrants. The employee will be given reasonable notice and an opportunity to be heard prior to the imposition of a dismissal. Employees within their probationary period may be dismissed at the will of the town manager.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159)

Sec. 90-26. Layoffs.

Any employee may be laid off whenever it becomes necessary to reduce the number of employees due to a shortage of funds or a lack of work or other related reasons which do not reflect discredit upon the employee. The town manager shall notify the town council and shall state the names of the employees, stating the reasons for the layoffs and whether it is temporary or permanent. Seniority shall be the deciding factor only when all considerations are equal.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159)

Sec. 90-27. Reemployment.

The employee's right to recall shall expire at the expiration of two years from the layoff date. If, within the two-year timeframe, the manager proposes to fill a vacancy created by layoff either temporary or permanent, or where a position has been abolished and subsequently recreated, the person filling that position shall be sent correspondence by certified mail, advising that employee that they may resume the position with the town. The employee must respond to the certified mail notice within seven days as to whether or not they desire to be reemployed. If the reemployment is accepted, the employee shall report to work no later than one week after notice to accept reemployment when given. The employee shall be responsible~~,~~ during the layoff period of providing the town with notice of any change of address for purposes of the certified mail correspondence. If the employee filling a position chooses not to be reemployed, then notice shall be sent to the next laid off employee qualified for the position in terms of seniority with the town. The manager may refuse to reemploy anyone laid off due to reasons that fall under the provisions of sections 90-23.5, 90-24, and 90-25 or anyone who fails to meet the qualifications which the position currently requires at the time of rehire.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159)

Sec. 90-28. Abolishment of positions.

The town council reserves the right to abolish any position at any time, and the abolishment of a position shall automatically constitute the discharge of the employee from that position without reflecting any discredit upon the employee; however, if that same position is recreated within two years, the person discharged due to the abolishment shall be reemployed if available.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159)

Sec. 90-29. Appeal procedure.

If, due to any decision made by a supervisor or other condition of employment, an employee feels aggrieved, the employee shall have the right to appeal, in writing, within ten working days from the date the alleged grievance occurred, to the department head for the purpose of adjusting or resolving the grievance. The department head shall render a decision, in writing, to all parties, within seven calendar days from the date the grievance was submitted. If the decision of the department head does not resolve the grievance to the satisfaction of all parties, a written appeal may be taken to the town manager; and such appeal must be submitted within seven calendar days from the date the department head rendered their decision. The town manager shall meet with the employee within ten calendar days from the town manager's receipt of the appeal and shall issue a decision to all parties within seven calendar days of the meeting. The decision of the town manager shall be final. This appeal process does not apply to grievances related to decisions made by the town manager, which shall be final.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159)

Sec. 90-29.5. General.

All employees are expected and required to treat supervisors, other employees, and the public with promptness, patience, courtesy, and respect. All employees shall maintain a professional and respectful work environment. Employees are expected to adhere to ethical standards, treat colleagues and citizens with respect, and perform their duties diligently. Harassment, discrimination, bullying, disrespect and any form of misconduct are strictly prohibited. Failure to comply may result in disciplinary actions, up to and including termination. Employee conduct should align with the values of the Town and uphold the public’s trust.

Many town employees have access to confidential information pertaining to persons or property in town. Employees shall not use this privileged information to their private advantage or to the advantage of anyone else. No employee may release any information that is not required to be released under the Right to Know Law. Employees are expected to conduct themselves at all times during their hours of employment in a manner that will bring no discredit to their department or to the town.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159)

Sec. 90-30. Political activity.

(a) No employee may use their official authority or influence for the purpose of interfering with or affecting the result of an election or a nomination for political office.

(b) No employee may directly or indirectly coerce, attempt to coerce, command or advise another employee to pay, send or contribute anything of value to a party, committee, organization, agency or person for political purposes.

(c) No employee shall during their working hours attempt to directly or indirectly influence another employee or the general public in any manner for or against any political subjects or candidates during their working hours.

(d) If an employee is elected to any political office that is incompatible with or creates a conflict of interest with their duties of employment, the employee shall terminate their employment with the town prior to assuming the duties of the political office.

(e) In addition to the provisions of subsections (a) through (d) of this section, employees shall refrain from engaging in political activity during working hours or while on town duty after regular working hours. Improper political activity shall include but not be limited to the following:

(1) Wearing campaign buttons or clothing items.

(2) Posting of political signs, pamphlets or stickers in or on town buildings.

(3) Use of town equipment, including but not limited to telephone, photocopiers, computers and typewriters, to produce or transmit political messages, signs or advertisements.

(4) Working at the polls for any political party or candidate, or circulating petitions or campaign literature for candidates for elected town positions.

(5) Working on political campaigns or for political candidates.

(f) Employees of the town shall retain the right to vote as they choose and/or the right to express their opinions on political subjects and candidates, and/or to become or continue to be a member of a political organization or campaigns during nonworking hours.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159)

Sec. 90-31. Gifts and gratuities.

(a) Employees of the town shall not accept gifts in the forms of cash or gift certificates in any amount for an individual or business that does business with the town. The sole exception to this prohibition is a door prize at a conference or convention.

(b) Employees of the town shall not accept any gift or gratuity from an individual or business that does business with the town that is more than a nominal value or which exceeds the level of customary courtesies extended in the course of ethical business standards.

(c) It is imperative that an employee's motives and conduct in expending town funds remain above reproach and completely impartial. Gifts and/or gratuities which exceed a nominal value raise a suspicion of impropriety. Yet, in the current business climate, it would be impractical, though possibly preferable, to refuse any and all gifts and/or gratuities offered. Accepting hats, pads of paper, pens or pencils, magnets, and similar items with business logos or an isolated reasonably priced meal is acceptable pursuant to this policy, as they should not raise an issue of impropriety or partiality in subsequent dealings with the individual or business providing such items that does business with the town, or their competitors, or citizens. The prohibition is against any gifts or gratuity which might place an employee in an embarrassing or awkward position or interfere or influence in any way the impartial performance of an employee's duties.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159)

Sec. 90-31.5. Conflict of interest.

No town employee who is authorized to make purchases shall have any interest either directly or indirectly in any purchase or any contract with the town. No town employee shall sell materials to the town or in any way award any type of contract or proposal for purchases or services in which they have a direct or indirect interest other than through a sealed bid process or written approval by the town manager.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159)

Sec. 90-32. Longevity compensation.

Repealed. Existing employees will be grandfathered in under this section but the language has since been repealed.

Sec. 90-33. Health insurance.

The town shall provide health insurance benefits to those eligible employees and their dependents. The employer shall pay a percentage, as approved by the town council, of the cost (single, two people or family plan) of the plan.

Where an employee, who has been covered under the town's health insurance plan, or who is a new employee, has access to other adequate health insurance coverage, and elects not to be covered under the town's health insurance plan, then the employee will be paid, on an annual basis, July 1 to June 30, a base sum of $5,000.00 that will be increased annually at a rate based on the annual increase in wages. This payment will be distributed in bi-weekly payments. This benefit shall be available, however, only to those employees who have demonstrated that they have adequate and acceptable coverage from another source and the employee's spouse or person providing the coverage does not work for the Town of Lisbon or the Lisbon School Department. This election may be made at any time but the benefit shall be prorated over the portion of the fiscal year remaining if not effective as of the beginning of the fiscal year. The payment of premium savings in lieu of health insurance will not prevent the employee from re-enrolling in the town provided health insurance plan at a later date. Employees who elect to decline participation in the town's health insurance program are required to submit documentation confirming alternative health insurance coverage to the Human Resources Department by the end of January on each calendar year.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159; C.M. of 7-19-2016, V. 2016-166)

Sec. 90-34. Retirement; flexible pretax benefits, social security.

(a) *Maine Public Employees Retirement System (optional)*. The town is a participating district in the Maine Public Employees Retirement System (MainePERS). An employee who normally works 21 hours or more and who is not seasonal or temporary will be offered the opportunity to participate in the system. It is not required that an employee participate—just that the employee be given the choice to participate or not. This is an important decision because the employee's choice to participate or not is permanent for all current and future employment in any position with optional membership with the Town of Lisbon. Employees should be encouraged to contact MainePERS at 1-800-451-9800 for information about the plan before making their election.

    (1) Should any employee choose to participate; the town will deduct a percentage of the employee's paycheck in the form of a payroll deduction. The town will make a contribution on behalf of the employee at a rate to be determined by the retirement system. Employees electing to join MainePERS must start participation when initially hired and must contribute to the plan during any period of employment with the Town of Lisbon or Lisbon School Department.

    (2) An employee who is a member of MainePERS may apply for a full refund of their own contributions plus accumulated interest after terminating employment with the Town of Lisbon. Employees who take a refund who are vested in the system are giving up their right to a monthly lifetime retirement allowance upon reaching normal retirement age. Withdrawal must take place via the proper application and there is a waiting period before the funds can be released to the employee by the system.

(b) *ICMA—Money purchase plan (optional).* Permanent full time and permanent part time employees may choose to participate in this tax-deferred retirement plan. Employees are eligible as of the date of hire.

Employees may enroll at any time during the course of the year permitted by the plan. Contributions of the employee are matched by a town contribution at a rate not to exceed the state retirement system total rate. For employees who elected to enroll in both retirement plans, the town will only contribute the town portion of the MainePERS and the eligible employee shall pay the ICMA plan. The town will not make ICMA or other contributions where the employee has elected to collect retirement benefits from the MainePERS or other.

(c) *Flexible benefits plan (optional).* The town may provide a flexible benefits plan as allowed under Section 125 of the Internal Revenue Code. Employees shall bear the cost of either the medical reimbursement and/or dependent care options. Employees not opting to participate in the flexible benefits plan immediately upon being employed or not sustaining a lifestyle change during the year will not be eligible to participate until the next calendar year.

(d) *Premium conversion plan.* The town shall make available a premium conversion plan which enables employees to have their premiums deducted on a pre-taxed basis for participation in the health, dental, or flexible benefits plan, i.e. reducing the cost impact of the premiums for participation in fringe benefits requiring employee contributions.

(e) *Income protection plan (optional).* The town shall provide the Maine Municipal Employees Health Trust Income Protection Plan or its equivalent to all full time employees. The plan premiums shall be borne entirely by the employees.

(f) *Social security.* All employees of the town shall participate in social security in accordance with federal law. The rate of contribution for both the town and the employee will be as determined by federal regulations.

(g) *Vision plan (optional).* Effective January 1, 2015, the town may provide a vision plan to all full time employees. The plan premiums shall be borne entirely by the employees.

(Sel. Ord. of 3-1-05, § 5.175: T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159; C.M. of 7-19-2016, V. 2016-166; C.M. of 1-5-2021, V. 2021-04)

Sec. 90-35. Retirees returning to employment with the town after retirement.

Employees who retire from the town and who are eligible to receive retirement benefits from the Maine Public Employees Retirement System (MainePERS) must terminate employment with the town as a condition of receiving retirement benefits from MainePERS, as provided in MainePERS rules and regulations. Employees who retire make a voluntary decision to terminate employment with the town, and the town does not guarantee or promise that employees who retire will be rehired by the town into either the same or a different position with the town. Any employee who retires and wants to be rehired to a former position, or to a different position, shall be subject to the selection and employment process as provided by town policy.

The town has the sole discretion to determine whether former employees will be rehired by the town in their former position or a position for which they are qualified to perform on a part-time or full-time basis. Any application to be rehired shall be in writing, and all requests must meet the eligibility conditions set forth by MainePERS.

Employees who retire shall be paid accumulated benefits as provided by town policy.

Except for retirement benefits outlined above, employees who retire and then are subsequently rehired by the town shall be considered new employees for the purposes of accruing and receiving benefits as provided by town policy.

(C.M. of 1-20-2015, V. 2015-21)

Sec. 90-36. Drug free workplace policy.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the employee's workplace or in the performance of any duty for the town except where medically indicated and

approved by the town manager. Manufacture, distribution, dispensing, possession or use of cannabis or cannabis products is prohibited in the employee's workplace or in the performance of any duty for the town except where medically indicated and approved by the town manager.

As a condition of employment with the town, all employees will abide by the terms of this policy and notify the employer of any criminal drug statute conviction for violation occurring in the workplace no later than five days after such conviction. The town, within 30 days of receiving notice, with respect to any employee who is so convicted, will take one of the following actions:

(1) Taking appropriate personnel action against such an employee up to and including discharge; and/or

(2) Requiring such employee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency.

(T.M. of 7-31-2007. § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159)

Sec. 90-37. Holiday schedule.

The following days shall be recognized as holidays:

(1) New Year's Day, January 1

(2) Martin Luther King Day, third Monday in January

(3) Presidents Day, third Monday in February

(4) Patriots Day, third Monday in April

(5) Memorial Day, last Monday in May

(6) Juneteenth, June 19

(7) Independence Day, July 4

(8) Labor Day, first Monday in September

(9) Indigenous Peoples Day, second Monday in October

(10) Veterans Day, November 11

(11) Thanksgiving Day, fourth Thursday in November

(12) Friday after Thanksgiving

(13) Christmas Day, December 25

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159; C.M. of 5-19-2020, V. 2020-90)

Sec. 90-38. Use of town equipment.

Personal use of town-owned equipment is prohibited.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159)

Sec. 90-38.5. Computer system and electronic communications policy.

(a) *General*. The Town of Lisbon (hereinafter the "town") is committed to providing an environment that encourages the use of computer systems as essential tools to support and enhance the municipal mission. As the town provides a computer system to its employees for this purpose, it is the responsibility of each

employee to ensure that this technology is used for business purposes and not to the detriment of town business. Therefore, the town expects all employees to conduct their use of the computer system in a professional, responsible, respectful and courteous manner and as provided in this policy.

(Sel. Ord. of 3-21-2006, § 5, 186)

(b) *Coverage*. All users of the town system.

(Sel. Ord. of 3-21-2006, § 5, 186)

(c) *Definitions*.

(1) The word "system" shall mean all telephones, computers, facsimile machines, copy-machines, voicemail, e-mail, word processing, and other electronic communication, copying, or data storage systems leased, owned or in possession of the town. The "system" includes, but is not limited to, any town network computer system, as well as any local personal computer, laptop, any floppy-disk, any hard-drive and any other storage device or medium that the town provides to an employee or which is connected either physically or electronically, directly or indirectly, to any other part of the system.

(2) The word "communication" means all electronic communications, all data, all software, all files and all other information made upon, created by or upon, received or transmitted by, or stored upon, any part of the system. "Communications" include, but are not limited to, voicemail and e-mail messages. Internet usage and all information placed upon the system.

(3) The word "user" means all persons connected with the town, whether employees, contractors, agents, or any others, and including all individuals who are employed by or work for departments interfacing with the town's system, such as the school department and/or the water department, who use the system as that term is defined in subsection (a) above or any component of the system.

(Sel. Ord. of 3-21-2006, § 5, 186)

(d) *Use*. All parts of the system are town property and/or are provided for business use and for town communications. All communications and data accessed by or stored on town-owned devices are town property.

(Sel. Ord. of 3-21-2006, § 5, 186)

(e) *Disclaimer*. Much of the information available from the town system is available from sources outside the Town of Lisbon and refers to information generated outside the Town of Lisbon. The town makes no assurances of any kind, whether expressed or implied, with regard to any of this external material. The town will not be responsible for any damages suffered by an employee on used by the use of the information obtained from sources outside the Town of Lisbon, and the use of any such information is at the employee's own risk. The town further accepts no responsibility for the quality of information obtained from extra-town sources.

The town assumes no responsibility for any unauthorized charges or fees, including, but not limited to, long distance charges, per minute surcharges, and/or equipment or line charges.

(Sel. Ord. of 3-21-2006, § 5, 186)

(f) *Privacy*. Because all systems and communications are the property of the town. Employees should not expect that communications are private. Specifically, employee communications are not considered private despite any such designation by the sender or the recipient. Some data on the system may be classified as public record and may be subject to disclosure under applicable state laws.

(Sel. Ord. of 3-21-2006, § 5, 186)

(g) *Monitoring*. Because all systems and communications are the property of the town, the town through the town manager or their designee has the specific right to monitor all communications of employees, including, but not limited to, Internet usage, all voicemail messages, all e-mail messages, all electronic files, all software, all data, and all other relevant information. The town may monitor and review the content of

any of the above at any times and for any purpose whatsoever and may disseminate such communications for any purpose without the permission of the employee.

(Sel. Ord. of 3-21-2006, § 5, 186)

(h) *Internet*.

(1) The town system, including its connections to the Internet and communications relating thereto is to be used primarily for town business purposes and any personal use shall be restricted to occasional use that will not in any manner interfere with the town's business purposes or the employee's job duties. Any unauthorized use of the Internet is strictly prohibited. Use of the Internet shall be regarded as a communication.

(2) Any downloading or installation of unauthorized material is prohibited.

(3) Unauthorized use includes, but is not limited to, connecting, posting, or downloading pornographic material; engaging in computer "hacking" and other related activities; attempting to disable or compromise the security information contained on the town system.

(4) Internet messages should be treated as non-confidential. Anything sent through the Internet passes through a number of different computer systems, all with the differing levels of security. The confidentiality of messages may be compromised at any point along the way, unless the messages are encrypted.

(5) Internet access provides the town with significant access and the opportunity to disseminate information to individuals outside the town. Since access to Internet messages are capable of being forwarded without the express permission of the original author, users must exercise caution in the transmission and dissemination of messages outside of the town and all such messages must comply with this policy, other applicable town policies and ordinances, and all state and federal laws.

(6) Because postings placed on the Internet may display the town address, make certain before posting information on the Internet that the information reflects the standards and policies of the town. Under no circumstances shall information of a confidential, sensitive or otherwise proprietary nature be placed on the Internet.

(7) Subscriptions to news groups and mailing lists are permitted when the subscription is for a business related purpose. All other subscriptions are prohibited.

(8) Information posted or viewed on the Internet may constitute published material. Therefore, reproduction of information posted or otherwise available over the Internet may be done only by express permission from the author or copyright holder and according to all applicable copyright laws.

(9) Unless the prior approval of the town manager and/or their designee has been obtained, employees may not establish Internet or other external network connections that could allow unauthorized persons to gain access to the town's systems and information. These connections include, but are not limited to, the establishment of hosts with public mode dial-ins, World Wide Web home pages and File Transfer Protocol ("FTP").

(10) Use of a modem is permitted only to provide certain hardware or software vendors access to specific servers or personal computers on the town network to provide technical support. Such modem connections must be approved by the town manager and/or their designee. All other modem connections are prohibited.

(11) The town manager and/or their designee must approve all files downloaded from the Internet. All files must be checked for possible computer viruses.

(12) Offensive, demeaning or disruptive messages are prohibited. This includes, but is not limited to, messages that are sexually explicit or obscene; communications containing libelous or defamatory material; ethnic, racial or religious slurs: or anything that may be construed as disparagement or

harassment of others based on race, national origin, gender, sexual orientation, age, disability, religious or political beliefs, or any other basis prohibited by federal and state law.

(13) With approval by the town manager and use of town-provided equipment on a system deemed acceptable by the town's IT provider, an employee may be permitted to perform town work from home or another remote location. Employees performing remote work are expected to adhere to this policy at all times while using town equipment and/or while performing duties on behalf of the town. All equipment used to access town systems shall be secured to the extent possible to prevent unauthorized access of town information.

(Sel. Ord. of 3-21-2006, § 5, 186)

(i) *Electronic mail (e-mail).*

(1) Electronic mail. Internet mail, internal electronic mail and telecommunication access shall be regarded as communications.

(2) Since no computer system is completely secure, and there is no expectation or right of privacy regarding use of the system or communications, e-mail should not transmit sensitive material such as personnel decisions or any other similar information where unauthorized access may be an issue. Such information should be more appropriately communicated by written memorandum or personal contact.

(3) The town maintains "public" e-mail addresses that may be used by the public to transmit, request or transfer information to the town. These e-mail addresses shall be monitored. Due to the nature of e-mail, a response is not guaranteed.

(4) Individuals may be assigned confidential passwords. Users should be aware that such an assignment does not imply that the system is for personal confidential communication. The use of the e-mail system remains for the conduct of town business. Passwords should be periodically changed to ensure the security of the e-mail system. Users should not share their passwords with anyone else, other than their department head or the town manager. The town manager may allow certain individuals to have "private" e-mail accounts for the transfer of correspondence or information from outside entities directly to that person. These accounts also are not to be considered a system for personal confidential communication and shall be governed by this policy.

(5) Generally, e-mail messages are intended to be temporary communications that are non-vital and may be discarded routinely. However, depending on the content of the e-mail message, it may be considered a more formal record and should be retained pursuant to all applicable laws, rules, and regulations.

(6) Employees should be aware that when they have deleted messages from their workstation mailbox, it might not have been deleted from the central e-mail system. The message may be residing in the recipient's mailbox or forwarded to other recipients. Furthermore, the message may be stored on the computer's back-up system for an indefinite period of time.

(Sel. Ord. of 3-21-2006, § 5, 186)

(j) *Other prohibitions.* When using the town system and using communications, employees are responsible for all actions that are prohibited. Specific examples of prohibitions follow below, but are illustrative only, and should not be considered as all-inclusive:

(1) Intentionally or negligently damaging the system or data, deleting data created by other users or causing harm to the system through the introduction of programs designed to harm data or degrade system performance.

(2) Vandalism to the system which shall include any attempt to harm or destroy any equipment materials or data. This includes, but is not limited to, the uploading or creation of computer viruses.

(3) Making illegal copies of town provided software.

(4) Solicitation or use for commercial ventures, religious or political causes, outside organizations, or other non-job related solicitations; unauthorized use for private, financial or commercial gain or for private or commercial advertising.

(5) Use that wastes resources.

(6) Unauthorized use of another's account or password.

(7) Posting material created by others without their consent.

(8) Posting anonymous messages.

(9) Any installation of software without the town manager's and/or their designee's, consent.

(10) Any use of unlicensed software.

(11) Connection of any devices, including but not limited to, personal laptops, smartphones, tablets, or USB drives, to the town's network is strictly prohibited unless explicit permission is obtained from the Town Manager. The Town Manager, in consultation with the IT department, will evaluate requests for network access and grant permissions based on necessity and compliance with our network security protocols. Unauthorized access or attempts to connect to the town's network infrastructure, including physical ports, Wi-Fi networks, or remote access points, is strictly prohibited and may result in disciplinary action. Regular audits will be conducted to ensure compliance with these policies and to maintain the highest standards of network security. Employees must report any suspicious activity or security breaches to the IT department immediately.

(12) Granting unauthorized access to systems and equipment. Under no circumstance shall any employee, aside from the town manager, assistant town manager, human resources director, police chief or finance director possess a master key, nor should they allow non-employees – even those seemingly authentic – to gain access to the Towns protected assets (server rooms, boiler rooms, camera systems, offices, etc.).

(13) Any other uses that may compromise the integrity of the Town and its business in any way.

(Sel. Ord. of 3-21-2006, § 5, 186)

(k) *Violations and remedies.* The town manager shall determine in all instances whether or not this policy has been violated or violation of any other applicable town rule, regulation or ordinance or any federal or state law or regulation has occurred. Upon such determination, the manager shall have, but not be limited to, all of the following remedies:

(1) *Reimbursement*. To require all town employees to reimburse the town for any losses, costs, telephone charges, or damages incurred by the town relating to or arising out of that employee's violation.

(2) *Revocation of privilege*. To revoke, limit or otherwise circumscribe the employee's use of and access to the town's system or communications.

(3) *Discipline*. To impose discipline in accordance with the Town of Lisbon Personnel Policies and/or other applicable rules, regulations or laws, up to, and including, dismissal.

(4) *Prosecution*. Where the nature of the violation warrants, to refer the violation to the appropriate authorities for criminal prosecution.

(Sel. Ord. of 3-21-2006, § 5, 186)

(l) *Employee termination; leave of absence; vacation, etc.* When an employee leaves the employ of the town for any reason, the town reserves the right to review and retain all communications, (including, but not limited to, e-mail, voicemail and computer files) of or relating to the departing employee for any reason. Any employee who leaves the employ of the town shall not delete, modify, take or retain any communications (including, but not limited to, e-mail voicemail, software, and computer files). Employees are prohibited from gaining, or attempting to gain, access to another employee's e-mail or computer files without the employee

first obtaining authorization from a supervisor or department head. Employees who leave employment with the town have no right to the contents of their e-mail messages and are not allowed access to the e-mail system. Supervisors or department heads may access an employee's e-mail if employees are on leave of absence, vacation, or are transferred from one department to another department, and it is necessary for the town's business purpose.

(Sel. Ord. of 3-21-2006, § 5, 186)

(m) *Report of violations.* Each employee who observes a violation of this policy or circumstances where the use of the town's system is detrimental to the town or inhibits the town's ability to do its business, shall notify their immediate supervisor, department head, or the town manager.

(Sel. Ord. of 3-21-2006, § 5, 186)

(n) *Employee agreement and verification.* An employee's use of the town's system constitutes that employee's agreement to abide by the town's policy governing use of the system and communications as set forth herein or as may be from time to time modified. All employees authorized to use or access the town's system shall be required to read and signify acceptance of their obligations under this policy by signing an agreement that acknowledges receipt, review and understanding of the policy and an intention to follow and abide by the policy.

(Sel. Ord. of 3-21-2006, § 5, 186)

(o) *Amendments*. The town may amend this policy from time to time as it deems to be in its best interests. Amendments shall be circulated to affected employees and shall be acknowledged and verified in the manner described above.

(Sel. Ord. of 3-21-2006, § 5, 186)

(C.M. of 8-19-2014, V. 2014-159)

Sec. 90-38.6. Use of town vehicles.

(a) *Statement of policy.* This policy is intended to provide a consistent standard for the use of town-owned vehicles. The town recognizes that certain employees are required to be "on-call" during off-duty hours or a 24-hour emergency call on a permanent, seasonal or as needed basis. This policy is intended to assure that these employees are able to have the vehicles at their disposal necessary to fulfill the duties of their positions while at the same time ensuring only those uses authorized by the town are permitted. Further, the town recognizes that an employee responding to a call for service outside of regular hours from their place of residence will decrease response time for the call.

It is the intention of this policy to establish operating procedures for all vehicles and/or equipment that are owned or leased by the Town of Lisbon in order to ensure that proper safety practices are being followed for the protection of employees and the public. This policy will address specific safety practices and does not supersede, amend, or replace any regulation required by state and federal agencies or any regulation required by other agencies for insurance or other purposes. Individual town department policies shall comply with the general provisions of this directive, but may deviate from the specific requirements depending on the department's mission-specific operations and type of equipment operated.

Town vehicles are for official use only and are never to be used for personal reasons. Official use is defined as use that is instrumental to the provision of town services. Personal use is defined as use that is specific to personal errands, trips, or purposes. A valid operator's license appropriate for the class of the vehicle is required.

(b) *Employee responsibility.*

(1) It is the employee's responsibility to maintain the proper driver's license in the required class of classification, and to immediately notify the town manager or their designee of any revocation or suspension.

(2) Employees shall wear seatbelts at all times when operating town-owned vehicles or equipment that is so equipped, in compliance with state and federal laws. Employees who are passengers in any town-owned vehicles or equipment shall wear seatbelts at all times.

(3) Employees shall ensure that no non-employee is allowed to ride in town-owned vehicles or equipment except in cases of emergency or with prior authorization of the town manager. The police chief may authorize non-employees to participate in a "ride along" program with a uniformed officer provided a liability waiver is obtained from the participant prior to the "ride along." Non-employees who are passengers in any town-owned vehicles or equipment shall wear seatbelts at all times.

(4) Any employee operating a town vehicle must strictly adhere to all town and state traffic laws and/or regulations.

(5) Each employee will be responsible to ensure the maintenance of the vehicles or equipment in their use for their shift. Each employee will conduct a walk-around on their vehicles/equipment to ensure that it is in safe operating condition. This will include checking the tires and lights.

(6) If mechanical problems are encountered while operating any vehicle/equipment, the department head shall be notified by the employee and will schedule the vehicle/equipment for proper repair and any required follow-up maintenance.

(7) No smoking is allowed in any town-owned vehicle. Accessory equipment such as but not limited to a two-way radio shall only be used by employees having received the proper training in the equipment's use and protocols.

(c) *Vehicle assignments*.

(1) *Marked vehicles/unmarked vehicles.* Employees whose positions require that they are available during off-duty hours to respond to stakeouts, surveillance sites, fire or emergency calls, may with the request of the Department Head and prior approval of the town manager, use the town's marked/unmarked vehicles while "on-call" during off-duty hours. Any personal use of the town's marked/unmarked vehicles by an employee at a time when they are off-duty and not "on call" is strictly prohibited.

(2) Police, fire, public works, parks, and recreation departments may be allowed vehicle assignments with the prior approval of the town manager. A department head with prior approval from the town manager may temporarily give written authorization to on-call emergency supervisors/officers/foremen/employees from these departments to keep an assigned town-owned vehicle at their residence during the time that they are temporarily on-call to be used exclusively for any town business-related purpose. Vehicles are not to be used for personal use while at home.

(3) Under IRS regulations, use of town vehicles for commuting is considered taxable income to an employee and the value of the personal use of the town vehicle will be included in the employee's taxable compensation. Excluded from this rule are marked police, fire, or public safety vehicles that are required to be used for commuting by a police officer, firefighter, or public safety officer who, when not on a regular shift, is on call at all times. Other than commuting, personal use of these vehicles, outside the limit of the police officer's arrest powers or the obligation of a firefighter or public safety officer to respond to an emergency, is prohibited pursuant to IRS regulations.

(d) *Accidents involving town vehicles.* All accidents involving town vehicles require a police report no matter how minor. Except when absolutely necessary, a town vehicle involved in an accident will not be moved prior to authorization by an investigating police officer.

Should an accident occur the person driving the vehicle shall do the following:

(1) Assist any injured person.

(2) Contact law enforcement via the quickest possible means.

(3) Take the names and addresses of all witnesses present.

(4) Report the accident as soon as possible to the town manager.

Failure to comply with this policy may result in forfeiture of vehicle assignment and/or disciplinary action.

(C.M. of 5-16-2017, V. 2017-133)

Sec. 90-39. Residency requirements for emergency personnel.

Emergency personnel covered under a bargaining agreement, shall live within the constraints of their contract. Full time emergency personnel not covered under a bargaining agreement shall not live any further than the longest allowed distance, as determined by any emergency service bargaining agreement. Fire Department on call firefighters shall live within the Town of Lisbon, or no further than 1 travel mile over the town line.

(Sel. Ord. of 3-5-02; § 5.161; T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159)

Sec. 90-40. Mileage reimbursement.

Mileage for the use of privately owned vehicles in the conduct of official business shall be reimbursed at the Internal Revenue Service rate.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159)

Sec. 90-41. Outside employment.

A town employee may engage in outside employment outside the employee's normal working hours or schedules if, in the opinion of the town manager, it does not interfere with job performance and so long as it does not conflict with the best interests of the town.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159)

Sec. 90-42. Smoking policy.

Smoking in any municipal building is not permitted. If an employee wishes to smoke, that employee may do so by going outside of the building on their lunch break to a designated place where the public will not be exposed to second-hand smoke. For any such breaks outside of the employee's lunch break, the employee will be required to account for time spent smoking. The Human Resources Director shall provide all employees with an electronic copy of the policy as required by 22 M.R.S.A. § 1580-A.

(1) *Purpose*. The Town of Lisbon recognizes the health risks of tobacco use and secondhand smoke for non-smokers, as well as the rights of those who use tobacco. Per 22 M.R.S.A. § 1542, state law prohibits smoking in public places. In addition, parks, ball fields, and other recreational areas are protected by Lisbon Code § 30-88.5(b). The town is committed to providing a safe work environment for employees, volunteers, contractual persons, and the public by prohibiting tobacco use in any building or structure owned or leased by the town. The aim is to minimize the harmful effects of tobacco use among staff and eliminate secondhand smoke exposure for staff and the public in those buildings controlled by the town. In support of this commitment, tobacco use will be prohibited in all town-owned or leased buildings and vehicles.

(2) *Definitions*.

Campus means any building or land owned or leased by the town on which regular business is conducted. This includes, but is not limited to, all town offices, public works, recreation, solid waste, treatment plant, water department, police and fire facilities owned by the Town of Lisbon.

Smoker means a person who is smoking or using smokeless tobacco products.

Smoking means the use or possession of a lighted cigarette, lighted cigar, lighted pipe, or any other lighted tobacco product, or who is using smokeless tobacco of any kind.

Tobacco products means any product that contains tobacco and is intended for human consumption.

Work site means any place not listed as "grounds" where one or more employees gather for the purpose of carrying out work-related duties, including construction zones, emergency scenes, town vehicles, or any area outlined in Lisbon Code Chapter 30 as a park or recreational use facility.

(3) *Policy*. Tobacco use is prohibited in all of the following:

a. All campuses owned by the town as defined in subsection (2).

b. Campuses that are leased by the town as leaser.

c. Campuses or areas of buildings that are leased by the town as lessee and occupied by the town.

d. Public transportation vehicles owned or leased by town and used by the public.

e. Non-public vehicles, including police cruisers, fire engines, snow plows, or any other vehicle owned or leased by the town.

f. All work sites as defined in subsection (2).

(4) *Designated tobacco use areas.* In areas identified in subsection (3), tobacco use is only permitted in smoking areas designated by the department head. When applicable, special "smoking huts" may be made available for use as well at the discretion of the facility manager. Smoking is permitted outside of town vehicles identified in subsection (3), provided that the person smoking does not stand adjacent to or within twenty (20) feet of an open window or air intake. If the work site is located outdoors, a tobacco use area shall be established by the site supervisor and/or department head at least twenty (20) feet from the main work site.

(5) *Applicability*. This policy applies to all employees, volunteers, and contractual persons. Employees are encouraged to ask the public not to use tobacco in any area described in subsection (3).

(6) *Signage*.

a. Persons in charge of campuses identified in subsection (3) shall post signs at all building entrances and exits explaining the prohibition on tobacco use. Signs may be posted in other areas of the buildings as well. For example, signs may be posted in other areas in the building where tobacco use is likely, such as bathrooms and dining areas.

b. Persons in charge of vehicles identified in subsection (3) shall post signs in the vehicles explaining the prohibition. The signs must be displayed in areas where passengers will be able to see the signs but the placement of the signs must not interfere with the safe operation of the vehicle.

c. The signs required by subsections (1) and (2) of this section must use clear and unambiguous language to convey the prohibition, and have letters at least one inch in height per 22 M.R.S.A. § 1543. The signs may include language such as "TOBACCO FREE BUILDINGS," "TOBACCO USE PROHIBITED IN THIS BUILDING," "TOBACCO USE NOT PERMITTED IN THIS BUILDING," or "TOBACCO USE NOT PERMITTED IN THIS VEHICLE." If a sign includes the international "No Tobacco Use" symbol (which consists of a pictorial representation of a burning cigarette and

smokeless tobacco enclosed in a red circle with a red bar across it), it must also include written text explaining the prohibition.

d. All publicly available ashtrays shall be removed from any area where smoking is prohibited by this policy by the operator, manager, or other person having control of the area.

(7) *Tobacco cessation programs*. The Town of Lisbon provides support to employees who want to quit the use of tobacco products. These employees are encouraged to talk to their health care provider about quitting; ask about appropriate pharmacotherapy available through the town health insurance plan or employee's insurer and use the quitting support services of Healthy Androscoggin.

(8) *Compliance and penalties.*

a. The town manager and all supervisors and department heads shall ensure the tobacco use policy is enforced. This does not preclude employees from bringing violations to the attention of their management and/or the town manager.

b. Employees are responsible for complying with the tobacco use policy. Employees who violate this policy may be subject to sanctions consistent with the personnel policy.

c. A person in charge of the building or vehicle identified in subsection (3) or their designee, management and supervisors who see an individual (other than an employee) who is using tobacco in violations of this policy must ask the individual to stop using the tobacco product, If, after having been asked to stop using tobacco, the individual continues to use a tobacco product, the person in charge shall issue a warning and must ask the individual to leave the building.

(9) *Effective date.* This policy shall be effective March 4, 2008.

(C.M. of 8-19-2014, V. 2014-159)

Sec. 90-42.5. Cell phone use policy.

(a) *Purpose*. The purpose of this policy is to promote a safe and productive work environment and increase public safety. This policy applies to both incoming and outgoing cellular calls.

(b) *Scope*. This policy applies to all employees.

(c) *Policy and procedure.*

(1) Employees shall not violate the state statute regarding the use of any electronic multi-media devices.

(2) Employees may carry and use personal cell phones while at work on a sporadic basis. If employee use of a personal cell phone causes disruptions or loss in productivity, the employee may become subject to disciplinary action per personnel policy.

(3) If an employee is operating a town vehicle and receives a call on a cell phone, the employee may answer on a hands free device, or pull over to a safe location. Failure to follow this policy may result in disciplinary action.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159)

Sec. 90-43. Policy for firefighters on payroll to go to fires.

It shall be the policy of the town that volunteer firefighters who are employees of the town be encouraged to provide firefighting services 24 hours a day seven days a week. Therefore volunteers may leave the workplace to attend to structural fire calls provided leaving the municipal work site does not present a safety hazard, all while staying on the town payroll during normal working hours. The firefighter on any standby shall request permission of the senior officer in command for permission to return to municipal work duty which shall not be unreasonably withheld. When possible a request by the firefighter to leave duty to attend fire duty shall be made and not unreasonably withheld. When a[n] employee is being paid for overtime detail and is called to a fire, the municipal

pay shall cease. A record of attendance at fires and hours shall be maintained by the department. Any appeals of this policy shall be to the town manager whose decision shall be final.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159 ; C.M. of 3-6-2018, V. 2018-46)

Sec. 90-44. Saving and separability clause.

If any provision of these personnel policies is invalid, the validity of the remaining provisions of these personnel policies shall not be affected thereby. If the application of these personnel policies or any of its provisions to any person or circumstance is held invalid, the application of these personnel policies and its provisions to other persons or circumstances shall not be affected thereby. If any provision of these personnel policies is held invalid by reason of any conflict with federal or state law, the provisions of the applicable federal or state law shall automatically become incorporated within these personnel policy(ies) in place of the invalid provision(s).

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159)

Sec. 90-45. Treatment plant uniform reimbursement.

The Town of Lisbon will reimburse each full-time licensed operator of the Lisbon Pollution Control Treatment Plant up to the amount of five hundred dollars ($500.00) per calendar year for the purchase of uniforms. The Town will also reimburse up to two hundred fifty ($250.00) dollars per employee per calendar year for the purchase of the following:

- Safety footwear containing a steel toe.
- Prescription safety eyewear including frames, permanently installed side shields and the appropriate lenses (Note: The Town of Lisbon will not reimburse employees for the cost of the vision examinations).

In order to be reimbursed for the items purchased, employees must submit all receipts for the items along with the appropriate Reimbursement Form to the Sewer Superintendent of the Town of Lisbon. In lieu of reimbursement, any clothing items purchased where the town currently has an account can be ordered through the employee's supervisor.

(C.M. of 3-6-2018, V. 2018-46)

Sec. 90-46. Nepotism policy.

In order to avoid potential conflicts of interest, it is the Town's policy to prohibit employment of close relatives in any supervisor/subordinate relationship. The Town also discourages the employment of close relatives within the same department, unless there are extraordinary circumstances that may warrant it. A close relative is defined in the case of nepotism as a spouse, registered domestic partner, child, parent, parent-in-law, brother, sister, brother-in-law, sister-in-law, grandchild, grandparent, stepchild, stepparent, stepbrother, or stepsister. Exemption: This policy does not apply to paid on-call firefighters.

If two (2) employees become relatives (whether by marriage or other legal action, including registered domestic partnerships or civil union), both are eligible to keep their jobs if they do not work in the same department, one does not supervise the other, or one is not the supervisor of the other's supervisor. In circumstances where such conflicts arise, efforts will be made to accommodate a transfer of one affected employee, subject to existing business considerations. Where such an accommodation cannot be reached,

necessary steps will be taken, up to and including termination of one of the two affected individuals, if necessary, after offering the employees the opportunity for one of them to voluntarily discontinue their employment. The Town retains the right to make the final decision in such a case.

Sec. 90-47. Social media policy.

Access or use of social media sites using town-owned equipment or the town's network is prohibited unless used for business reasons within the employee's job description or with advance supervisor approval of use and content. The Town shall monitor internet use for compliance with this policy.

Under state law, the town is prohibited from requiring employees to provide login information or allow access to their personal accounts on social media sites such as Facebook, Twitter and YouTube. State law also prohibits the Town from retaliating or discriminating against employees for refusing to provide their social media credentials or reporting alleged violations of this law. Notwithstanding these laws, employees are strictly prohibited from using social media sites to discuss confidential Town business or reference their status as a town employee or disparage town officials or actions when making comments.

The town may conduct investigations into social media use if it receives specific information about workplace misconduct or the unauthorized transfer of the town's proprietary or confidential information. Under no circumstances shall any employee post any comments or photographs pertaining to the town that are not known to the general public, that relate to any town employee or official, resident, resident information or any other confidential MUNICIPAL information on any social medium (i.e. Facebook, Twitter, Instagram, Snapchat, YouTube, etc.) Such violations of confidentiality will not be tolerated, and employees violating this policy will be subject to disciplinary action.

Nothing in these policies is designed to interfere with, restrain, or prevent social media communications by employees engaging in protected concerted activities regarding wages, hours, or other terms and conditions of employment pursuant to the National Labor Relations Act. All Town employees have the right to engage in or refrain from such activities.

Sec. 90-48. Statements to the media.

No press release or statement to the media relating to any town matters shall be issued by any employee or the head of any department unless and until permission to issue such release has been obtained from the town manager. The foregoing policy shall not apply to the Police Chief, Fire Chief or their designee, or the Town Clerk when notifying the press of election results, who are authorized to issue press releases. Program advertisements and event promotion are not included under this restriction.

When permission has been obtained from the town manager, the department head may issue the approved statement to the press or to a media representative. A copy of said statement shall be forwarded immediately to the office of the town manager.

All inquiries from newspapers or television reporters should be referred to the town manager, who will then refer the issue to the appropriate department head as he or she deems appropriate. The sole exception is the chief of police, Fire Chief or their designee, or Town Clerk when discussing election results, who may answer questions at their discretion.

Any employee who disregards the restrictions imposed on statements to the media shall be subject to disciplinary action.

Sec. 90-49. Dress code.

The appearance of employees affects the way that members of the public view Town government. It is important for employees to project an air of professionalism both in their dress and in their manner. Members of the public expect the people who work for them to be neatly groomed and appropriately dressed for their work

environment. The dress code relies to a great extent upon the good judgment of employees. This policy provides general guidelines about work attire.

Neat appearance is required at all times. If a question arises about the appropriateness of particular items of clothing, these should be resolved by employees and their supervisors or Department Heads. The Human Resources Director will provide guidance to employees and managers about the appropriateness of work attire. In the event that a Department Head finds clothing to be unacceptable, an employee will be sent home to change into appropriate attire.

The following types of clothing are not appropriate at any time:

Cutoffs or athletic shorts

Casual t-shirts with advertising or other messages on them

Undershirts or tank tops

Sweatshirts with advertising or other messages on them

Ripped, torn, or soiled clothing

Revealing clothing, including cropped tops and halter tops, or clothing that is too tight or too short

Strapless tops or dresses

Leotards or leggings, unless worn under longer tops, skirts, or dresses

Sweatpants or warm-up suits

Flip-flop sandals

Any article of clothing or accessory that, due to the employee’s job duties, poses a risk of injury

Sec. 90-50. Employee orientation.

Starting a new job can be overwhelming and complex for anyone. The Town of Lisbon wants to ensure that new employees feel welcomed and are acclimated to their work tasks and environment in the most amenable and efficient way.

During each new employee's first week, the Human Resources Director, designated supervisor or Department Head will conduct a thorough orientation of the employee on such matters as the town's organization and functions; the employee's role in helping to achieve town and department objectives; the employee's job content and scope; training, performance and evaluation standards, promotional opportunities; workplace safety; and any other matter of departmental importance. Departmental orientations are to be recorded on the prescribed orientation form, initialed by the person administering the orientation, and placed in the employee's personnel file as a permanent record.

Within the new employee's first week of employment, personnel staff will provide an additional orientation consisting of the completion of employment forms and records: an explanation of the town's compensation and benefit programs and personnel policies; and any other information as determined appropriate to the employee's orientation and integration into the Town's service.

After one month of employment, the Human Resources Director may follow up with the new employee to assess how the training and orientation is progressing. Any feedback from new employees on how to improve the process is welcomed at this follow up session.

Sec. 90-51. Personnel records.

The town maintains a personnel file on each employee. Generally, the contents of the file include the job application, reference letters, salary history, benefits records, discipline records, performance evaluations, and

general correspondence. Official personnel files are maintained in the Human Resource Director's office. An employee may review their personnel file by appointment during regular business hours. Copies of personnel file materials may be obtained upon request. Employees shall have the ability to review and to respond in writing to any complaint, negative report, or disciplinary action. The employee's response shall be placed in the personnel file.

Sec. 90-51.5 Notice of employee change status.

Every appointment, transfer, promotion, demotion, change in compensation, resignation, suspension, vacancy, leave of absence, official reprimand, commendation, address change, name change, reclassification, and all other temporary or permanent changes in status of employment shall be reported to the Human Resources Director, in person with ID, on the proper form with original documents attached. The effective date and a record of the change will be maintained and kept by the Human Resources Manager.

Sec. 90-52. Department management.

Each separate and identifiable department of the Town may develop, implement, and revise as necessary such policies, procedures, and rules pertaining to unique operational requirements and their effect upon department employees as are needed for efficient and effective performance of the department. Such policies, procedures, and rules should not conflict with the policies and procedures represented in this policy manual, or amendments thereto, and must therefore be approved by the town manager prior to implementation. Where conflicts may arise, the policies and procedures contained in this handbook will prevail.

Sec. 90-52. Remote work schedule and flexible work policy.

Flexible Scheduling- Employees performing work that does not require they be available at all times during Town Hall's hours may request an alternate schedule. All alternate scheduling requests are at the discretion of the Department Head's approval and based on each department's unique operational needs. Department Heads will submit all employee alternate schedule requests to the Human Resources Director for consideration. The Human Resources Director will consult with town management and a determination will be made in writing to the employee and their department head when making modified schedule approval or denial determinations. Alternate schedule requests should be routine and predictable so that each department can offer full services to the public without disruption. As one example, an employee may request to work four 10-hour days, Monday through Thursday each week. This would mean that the Department Head must ensure appropriate coverage on that employee's off day. All employees are required to work their entire shift, even when they have been approved for an alternate schedule. Occasional and minor adjustments to this alternative schedule, for example to accommodate an appointment or when a work event alters hours, may be approved on an as needed basis by the Department Head. Approval of an alternate work schedule may be revoked at any time at the discretion of the department head or town manager. Police and fire departments are exempt from this section and work schedules are determined by the Police Chief and the Fire Chief, respectively.

Remote Work- Temporary remote work arrangements may be approved for circumstances such as inclement weather or if a child is home sick. These types of arrangements will be approved on an as-needed basis only, with no expectation of ongoing continuance. Other informal, short-term arrangements may be made for employees on family or medical leave to the extent practical for the employee and the organization and with the consent of the employee's health care provider, if appropriate. All informal remote work arrangements are made on a case-by-case basis, focusing first on the business needs of the organization. The Town of Lisbon considers remote work to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Remote work may be appropriate for some employees and jobs but not for others. Remote work is not an entitlement, it is not a town-wide benefit, and it in no way changes the terms and conditions of

employment with The Town of Lisbon. Any remote work arrangement may be discontinued at will and at any time at the request of either the employee or the supervisor. Individuals requesting remote work arrangements must have a satisfactory performance record. Before entering into any remote work agreement, the employee, Department Head and Director of Human Resources will evaluate the suitability of such an arrangement, reviewing the following areas:

Employee suitability. The employee and manager will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful remote work.

Job responsibilities. The employee and manager will discuss the job responsibilities and determine if the job is appropriate for a remote work arrangement.

Equipment needs, workspace design considerations and scheduling issues. The employee and manager will review the physical workspace needs and the appropriate location for the remote work.

Tax and other legal implications. The employee must determine any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.

If the employee and Department Head agree, the Director of Human Resources will draft a remote work agreement to be signed by all parties. In the event that the Department Head and employee are not in agreement, the Director of Human Resources or Town Manager will make the final decision.

On a case-by-case basis, The Town of Lisbon will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs for each remote work arrangement. The human resource and information system departments will serve as resources in this matter. Equipment supplied by the organization will be maintained by the organization. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. The Town of Lisbon accepts no responsibility for damage or repairs to employee-owned equipment. The Town of Lisbon reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the organization is to be used for business purposes only. The telecommuter must sign an inventory of all The Town of Lisbon property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all company property will be returned to the company, unless other arrangements have been made.

The employee will establish an appropriate work environment within their home for work purposes. The Town of Lisbon will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, ergonomics, furniture or lighting, nor for repairs or modifications to the home office space.

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Injuries sustained by the employee in a home office location and in conjunction with their regular work duties are normally covered by the company's workers' compensation policy. Remote work employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to their home worksite.

Remote work is not to be used as a replacement for appropriate child care. Although an individual employee's schedule may be modified to accommodate child care needs, the focus of the arrangement must remain on job performance and meeting business demands.

Remote work employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using the Town of Lisbon’s time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the employee’s supervisor. Failure to comply with this requirement and any other abuse of the remote work arrangement may result in disciplinary action and the immediate termination of the remote work agreement.

ATTACHMENT "A"

Grade	Lisbon Job Title
A	Before/After School Aides
B	Custodian (P/T)
	Library/MTM Custodian
C	After School Coordinator
	Before School Coordinator
	Laborer- Parks
	Library Aide (PT)
	Library/Circulation Aide (PT)
	Office Assistant
	Senior Coordinator
	Transfer Station Attendant (PT)
D	Accounts Payable Clerk
	Administrative Assistant - Parks & Rec
	Administrative Assistant - Public Works
	Administrative Assistant – Codes
	Administrative Assistant – Police (PT)
	Bus Driver
	Parks Maintenance Supervisor
	Collections Clerk I
	Assistant Town Clerk
	Moxie Coordinator
E	Animal Control Officer
	Collections/Sewer Billing Clerk
	Collections Clerk II
	Deputy Town Clerk
	Adult + Interlibrary Loan Services Assistant
	Cataloguer Technical Services
	Wastewater TP Operator
F	Electrical Inspector
	Finance Specialist
	Children's Librarian
	Firefighter EMT (FT)*
G	Administrative Assistant - Police
	Administrative Assistant - Town Manager
	Assessor's Agent / GA Coordinator
	Assistant Director - Parks & Rec
	Tax Collector
	Operations Manager - Transfer Station
	Maintenance Manager – Public Works
	Assistant Director - Library
	Wastewater TP Lab Tech
H	Firefighter Supervisor (FT)
	Treatment Plant Maintenance Supervisor
I	Assessor / GA Administrator
	Code Enforcement Officer
	Director – Library
	Town Clerk
	Treatment Plant Operations Manager
J	Director - Parks & Rec
K	Economic Development Director
	Planner/Director of Planning (L if licensed)
	Human Resources Director
L	Chief - Fire
	Lieutenant - PD**
	Director - Public Works
	Treatment Plant Superintendent
M	Assistant Town Manager
	Chief-Police
	Finance Director
N	Town Manager

*$0.87 increase in hourly wage upon completion of AMT certification.

** A union sergeant position promoted to Lieutenant would start at Grade L at the next highest step from their current wage of the Town's non-union pay scale.

(Removed wage table. Pay scale available upon request.)

Acknowledgement of Employee Handbook

Name of Employee: _____

Department: _____

I hereby acknowledge that I have been made aware that the Town of Lisbon has an Employee Handbook and that a copy of the Handbook, in electronic and/or paper form, has been made available to me for review. I hereby acknowledge that I understand that it is my responsibility to read the Handbook and familiarize myself with the policies contained therein. I agree to comply with all of the policies and procedures applicable to my position. Questions about the Handbook may be directed to my Department Head, Human Resource Director, and/or Union representative as appropriate. I further understand that this Employee Handbook is not an employment contract and that changes may occur to the Handbook. I agree to comply with the policies contained in the Handbook as well as any updates or changes to the policies and procedures contained in the Handbook.

Date: _____ Signature of Employee: _____

THIS FORM MUST BE COMPLETED AND SIGNED AT THE TIME OF THE ISSUANCE/ACCESSABILITY OF THE EMPLOYEE HANDBOOK. A COPY OF THIS ACKNOWLEDGMENT IS TO BE PLACED IN EACH EMPLOYEE'S PERSONNEL FILE.