

## **Agenda Special Selectboard Meeting Wednesday, November 7, 2018 6:30 PM**

- 1) Approval of Agenda (Discussion/Action)
- 2) Public Comment
- 3) Correspondence:
  - a) East Central VT Telecommunications District re: ECFiber Budget Hearing Notice (11/13/18)
- 4) Warrants/Payables
- 5) Selectboard Policies (Discussion/Action)
  - a) Financial Policy #1: Budget Management
  - b) Financial Policy #2: Undesignated Fund Balance
  - c) Financial Policy #3: Grants, Gifts, & Special Funds
  - d) Late Homestead Declaration Filing & Late Tax Payment Penalties
  - e) Personnel Policies – executive session may be needed
- 6) Selectboard Survey (Discussion/Action)
- 7) BoardDocs.com (Discussion)
- 8) Energy Committee Vacancy (Discussion/Action)
- 9) Winter Operations Procedure – Authorization for Per Diem “Employee” for Sidewalks (Discussion/Action)
- 10) Adjourn

### **Next Meeting – November 14, 2018 at 6:30 PM**

***To receive email notices of Selectboard meetings and hearings, agendas, minutes and other notices, send an email to [manager-assistant@norwich.vt.us](mailto:manager-assistant@norwich.vt.us) requesting to be placed on the Town Email List.***

**Herb Durfee**

---

**From:** Miranda Bergmeier  
**Sent:** Tuesday, October 23, 2018 2:58 PM  
**To:** Claudette Brochu; John Langhus; John Pepper; John Pepper; Linda Cook (lcook2825@gmail.com); Mary Layton (marydlayton@gmail.com)  
**Cc:** Herb Durfee  
**Subject:** FW: ECFiber budget hearing notice

FYI...

Miranda Bergmeier  
Assistant to the Town Manager  
Town of Norwich  
P.O. Box 376  
Norwich, VT 05055  
802-649-1419 x101

Please note that any response or reply to this electronic message may be subject to disclosure as a public record under the Vermont Public Records Act.

**From:** Bonnie Munday <BMunday@norwich.vt.us>  
**Date:** October 23, 2018 at 2:25:31 PM EDT  
**To:** Miranda Bergmeier <MBergmeier@norwich.vt.us>, Herb Durfee <HDurfee@norwich.vt.us>  
**Subject:** FW: ECFiber budget hearing notice

**From:** ECFiber Secretary [mailto:secretary@ecfiber.net]  
**Sent:** Tuesday, October 23, 2018 1:52 PM  
**To:** BarnardTO@gmail.com; betheltownclerk@gmail.com; braintreetownclerk@gmail.com; townclerk@brookfieldvt.org; townadministrator@chelseavt.us; granvilletown@gmavt.net; townclerk@hancockvt.org; Lisa O'Neil; jodum@montpelier-vt.org; Bonnie Munday; townofpittsfieldvt@gmail.com; Becky Fielder; clerk@randolphvt.org; Town of Reading Vermont; rochestertown@comcast.net; royalclerk@bluemoo.net; clerk@sharonvt.net; townofstockbridge@myfairpoint.net; Town Of Strafford; townclerk@thetfordvermont.us; tctunbridge@live.com; clerk-treasurer@vershirevt.org; Martha Harrison; clerk@townofwoodstock.org  
**Cc:** Irv Thomae; Carole Monroe  
**Subject:** ECFiber budget hearing notice

From: East Central Vermont Telecommunications District

To: Selectboards and City Councils of our Member Municipalities

Subject: Annual Hearing on the District's Proposed Budget for 2019

Your municipality is a member of ECVTD (D/B/A ECFiber), a Communication Union District established under Chapter 82, Title 30 of the Vermont Statutes, which includes a requirement that

(b) Coincident with a regular meeting thereof, the board shall hold a public hearing\* on or before November 15 \*of each year to receive comments from the legislative bodies of district members and hear all other interested persons regarding the proposed budget. \*Notice of such hearing shall be given to the legislative bodies of district members at least 15 days prior to such hearing\*. The board shall give consideration to all comments received and make such changes to the proposed budget as it deems advisable. (VSA 30 § 3075)

Accordingly, you are hereby notified that Governing Board of ECFiber will hold a public budget hearing as part of its scheduled November 13th meeting, to be held at 7PM in Room 012 Oakes Hall on the Vermont Law School campus in South Royalton. Please post a copy of this notice in an appropriate place for public review. Any interested members of the public may obtain a copy of the draft budget by sending an email request to the District Clerk, Daniel Leavitt, at [secretary@ecfiber.net](mailto:secretary@ecfiber.net).

Sincerely,

Irv Thomae, Chair, ECVTD

11/02/18  
01:16 pm

Town of Norwich Accounts Payable

4

Check Warrant Report # 19-10 Current Prior Next FY Invoices For Fund (RECREATION FACILITY & IMP)

RRobinson

All Invoices For Check Acct 03(General) 11/07/18 To 11/07/18

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
MIS 1	10/15/18	TRI-STATE FOLDING PATRIT REC-BASKETBALL BACKSTOPS 3964	05-5-425580.00 J GIRARD FUND EXPENSE	10000.00	6973	11/07/18
Report Total				10000.00		

To the Treasurer of Town of Norwich, We hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ \*\*\*\*10,000.00  
Let this be your order for the payments of these amounts.

FINANCE DIRECTOR

  
Roberta Robinson

TOWN MANAGER:

  
Herb Durfee, Town Manager

SELECTBOARD:

\_\_\_\_\_  
John Langhus                  Linda Cook                  Claudette Brochu                  John Pepper, Chair                  Mary Layton

11/02/18  
01:16 pm

Town of Norwich Accounts Payable  
Check Warrant Report # 19-10 Current Prior Next FY Invoices For Fund (General)  
All Invoices For Check Acct 03(General) 11/07/18 To 11/07/18

4

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
ALLHANDS	09/26/18	FD-CARRYING STRAPS 12224	01-5-555422.00 FIRE TOOLS & EQUIPMENT	53.98	6954	11/07/18
ANYTIME	10/16/18	PD-FD-10/9 & 10/16 234357	01-5-485302.00 REPAIRS & MAINTENANCE	360.00	6955	11/07/18
ATLANTIC	10/17/18	TS-COMPACTOR MAINTENANCE 06349	01-5-705411.00 REPAIRS & MAINTENANCE	1539.50	6956	11/07/18
BENS	10/15/18	FD-JACKET 80811	01-5-555633.00 UNIFORM	227.00	-----	--/--/--
BENS	10/18/18	FD-SHIPPING EXCHANGE 80863	01-5-555633.00 UNIFORM	15.00	-----	--/--/--
BUSINESS	10/15/18	GENADM-MEDIA TEMP HOSTING 2018-10-15	01-5-275631.00 WEB SITE SUPPORT	240.00	6957	11/07/18
CASELLA	10/01/18	FOOD WASTE & RECY 0439546	01-5-705308.00 FOOD WASTE DISPOSAL	450.32	-----	--/--/--
CASELLA	10/01/18	FOOD WASTE & RECY 0439546	01-5-705305.00 RECYCLING	2414.47	-----	--/--/--
CASELLA	10/01/18	TS & C&D - REMOVAL 0439547	01-5-705303.00 MUNICIPAL SOLID WASTE	3698.03	-----	--/--/--
CASELLA	10/01/18	TS & C&D - REMOVAL 0439547	01-5-705306.00 C & D WASTE DISPOSAL	340.43	-----	--/--/--
CHILDSUPP	10/13/18	OFFICE OF CHILD SUPPORT CHILD SUPP-PPE 10/20/18 PPE 10/20/18	01-2-001115.00 CHILD SUPPORT PAYABLE	244.92	6958	11/07/18
CRYSTAL	10/16/18	CRYSTAL ROCK, LLC DPW-WATER 101618	01-5-703507.00 SUPPLIES	30.00	-----	--/--/--
DELTA DEN	10/24/18	DELTA DENTAL DENTAL - NOV 2018 NOV 2018	01-5-005125.00 DENTAL INSURANCE	119.69	6959	11/07/18
DELTA DEN	10/24/18	DELTA DENTAL DENTAL - NOV 2018 NOV 2018	01-5-100125.00 DENTAL INSURANCE	135.42	6959	11/07/18
DELTA DEN	10/24/18	DELTA DENTAL DENTAL - NOV 2018 NOV 2018	01-5-200125.00 DENTAL INSURANCE	67.71	6959	11/07/18
DELTA DEN	10/24/18	DELTA DENTAL DENTAL - NOV 2018 NOV 2018	01-5-350125.00 DENTAL INSURANCE	35.97	6959	11/07/18
DELTA DEN	10/24/18	DELTA DENTAL DENTAL - NOV 2018 NOV 2018	01-5-425125.00 DENTAL INSURANCE	35.97	6959	11/07/18
DELTA DEN	10/24/18	DELTA DENTAL DENTAL - NOV 2018 NOV 2018	01-5-500125.00 DELTA DENTAL	306.81	6959	11/07/18
DELTA DEN	10/24/18	DELTA DENTAL DENTAL - NOV 2018 NOV 2018	01-5-555126.00 DENTAL INSURANCE	67.71	6959	11/07/18
DELTA DEN	10/24/18	DELTA DENTAL DENTAL - NOV 2018 NOV 2018	01-5-555126.00 DENTAL INSURANCE	35.97	6959	11/07/18
DELTA DEN	10/24/18	DELTA DENTAL DENTAL - NOV 2018 NOV 2018	01-5-704125.00 DENTAL INSURANCE	35.97	6959	11/07/18
DELTA DEN	10/24/18	DELTA DENTAL DENTAL - NOV 2018 NOV 2018	01-5-703125.00 DENTAL INSURANCE	462.47	6959	11/07/18
DELTA DEN	10/24/18	DELTA DENTAL DENTAL - NOV 2018 NOV 2018	01-5-703125.00 DENTAL INSURANCE	35.97	6959	11/07/18
DURFEE	10/30/18	HERBERT A DURFEE III TADMIN-HOTEL REIMB 4 COUR 10302018	01-5-005615.00 DUES/MTS/EDUC	110.00	-----	--/--/--
ESO	10/11/18	ESO SOLUTIONS, INC FD-SUPPORT CONTRACT 1412515	01-5-555534.00 SOFTWARE MAINTENANCE	415.00	6960	11/07/18

Town of Norwich Accounts Payable  
Check Warrant Report # 19-10 Current Prior Next FY Invoices For Fund (General)  
All Invoices For Check Acct 03(General) 11/07/18 To 11/07/18

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
FERGUSON	10/10/18	FERGUSON WATERWORKS DPW-PATHWAY PROJECT 0851856	01-5-703209.00 CULVERTS & ROAD SUPPLIES	315.66	-----	--/--/--
FIRSTLIGH	10/15/18	FIRSTLIGHT FIBER LONG DISTANT CALLS 9/15-10/15/1	01-5-005531.00 ADMIN TELEPHONE	3.09	6961	11/07/18
FIRSTLIGH	10/15/18	FIRSTLIGHT FIBER LONG DISTANT CALLS 9/15-10/15/1	01-5-100531.00 TELEPHONE	0.95	6961	11/07/18
FIRSTLIGH	10/15/18	FIRSTLIGHT FIBER LONG DISTANT CALLS 9/15-10/15/1	01-5-200531.00 TELEPHONE	2.20	6961	11/07/18
FIRSTLIGH	10/15/18	FIRSTLIGHT FIBER LONG DISTANT CALLS 9/15-10/15/1	01-5-275531.00 TELEPHONE	0.36	6961	11/07/18
FIRSTLIGH	10/15/18	FIRSTLIGHT FIBER LONG DISTANT CALLS 9/15-10/15/1	01-5-300531.00 TELEPHONE	1.97	6961	11/07/18
FIRSTLIGH	10/15/18	FIRSTLIGHT FIBER LONG DISTANT CALLS 9/15-10/15/1	01-5-350531.00 TELEPHONE	1.58	6961	11/07/18
FIRSTLIGH	10/15/18	FIRSTLIGHT FIBER LONG DISTANT CALLS 9/15-10/15/1	01-5-425127.00 TELEPHONE	3.93	6961	11/07/18
FIRSTLIGH	10/15/18	FIRSTLIGHT FIBER LONG DISTANT CALLS 9/15-10/15/1	01-5-705505.00 TELEPHONE	0.27	6961	11/07/18
FIRSTLIGH	10/15/18	FIRSTLIGHT FIBER LONG DISTANT CALLS 9/15-10/15/1	01-5-703505.00 TELEPHONE	9.24	6961	11/07/18
FOGGS	09/19/18	FOGG'S HARDWARE AND BUILD DPW-HAZEN HILL LUMBER 837203	01-5-703403.00 PARTS & SUPPLIES	127.02	6962	11/07/18
FOGGS	10/17/18	FOGG'S HARDWARE AND BUILD CONCOM-BETTY BOOTH TRAIL 839736	01-5-650630.00 TRAILS	166.81	6962	11/07/18
FOGGS	10/18/18	FOGG'S HARDWARE AND BUILD DPW-HARDWARE 839884	01-5-703507.00 SUPPLIES	4.77	6962	11/07/18
FOGGS	10/22/18	FOGG'S HARDWARE AND BUILD TS-CLOTHES LINE/TARP 840109	01-5-705403.00 PARTS & SUPPLIES	56.98	6962	11/07/18
FOGGS	10/23/18	FOGG'S HARDWARE AND BUILD DPW-BATTERIES, PARTS 840281	01-5-703515.00 ADMINISTRATION	53.37	6962	11/07/18
FOGGS	10/26/18	FOGG'S HARDWARE AND BUILD TS-TARP TRANSFER STATION 840636	01-5-705403.00 PARTS & SUPPLIES	69.99	6962	11/07/18
FRANRO	09/12/18	RODERICK FRANCIS PLAN-CONF. REIMB D00810	01-5-350615.00 DUES/MTGS/EDUC	145.00	-----	--/--/--
FRANRO	10/25/18	RODERICK FRANCIS PLAN-MILEAGE REIMB. D10/25/18	01-5-350580.00 MILEAGE REIMB	310.65	-----	--/--/--
FREIGHTNH	10/22/18	FREIGHTLINER OF NEW HAMPS DPW-COOLANT TUBE ASSEMBLY LP280800	01-5-703403.00 PARTS & SUPPLIES	223.68	6963	11/07/18
GMPC	10/17/18	GREEN MOUNTAIN POWER CORP DPW-STREETLIGHTS 051192-10/18	01-5-703307.00 STREETLIGHTS	32.74	6964	11/07/18
HAMMCO	10/29/18	COLLEN HAMMOND LIST-MILEAGE REIMB. COURS 10292018	01-5-300580.00 MILEAGE REIMB	64.09	6965	11/07/18
HANOVER	09/21/18	HANOVER NH AMBULANCE SERV FD-AMBULANCE H18-474	01-5-555903.00 AMBULANCE BILLS	84.36	6966	11/07/18
HARTFORD	09/30/18	TOWN OF HARTFORD PD-VERIZON AUG 18 9603	01-5-500535.00 VIBRS	120.89	-----	--/--/--
HARTFORD	10/12/18	TOWN OF HARTFORD PD-DISPATCH SERVICES 9604	01-5-500536.00 DISPATCH SERVICES	14013.31	-----	--/--/--
HARTFORD	09/30/18	TOWN OF HARTFORD PD-VERIZON SEPT 18 9614	01-5-500535.00 VIBRS	120.89	-----	--/--/--

11/02/18  
01:16 pm

Town of Norwich Accounts Payable  
Check Warrant Report # 19-10 Current Prior Next FY Invoices For Fund (General)  
All Invoices For Check Acct 03(General) 11/07/18 To 11/07/18

Page 3 of 7  
RRobinson

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
HEALTHEQ	HEALTH EQUITY	10/16/18	HRA FUNDING RGDO950	01-5-350123.00 HEALTH INS	336.22	6967	11/07/18
HEALTHEQ	HEALTH EQUITY	10/16/18	HRA FUNDING RGDO950	01-5-500123.00 HEALTH INS	380.01	6967	11/07/18
HEALTHEQ	HEALTH EQUITY	10/16/18	HRA FUNDING RGDO950	01-5-704123.00 HEALTH INSURANCE	933.77	6967	11/07/18
HERBERT	MATTHEW HERBERT	10/17/18	FD-BLS CLASS 10/17/18	01-5-555340.00 EMS EDUC/TRNG	160.00	6968	11/07/18
HOMEDEPOT	HOME DEPOT CREDIT SERVICE	09/24/18	DPW-DEWALT RACKS 1895052	01-5-703511.00 REPAIRS & MAINTENANCE	1599.68	6969	11/07/18
HOMEDEPOT	HOME DEPOT CREDIT SERVICE	10/02/18	DPW/REC PARTS 3010027	01-5-425322.00 REC FIELD CARE	39.92	6969	11/07/18
HOMEDEPOT	HOME DEPOT CREDIT SERVICE	10/02/18	DPW/REC PARTS 3010027	01-5-703507.00 SUPPLIES	2.27	6969	11/07/18
HOMEDEPOT	HOME DEPOT CREDIT SERVICE	10/11/18	DPW-GARAGE REPAIRS 4011476	01-5-703511.00 REPAIRS & MAINTENANCE	166.53	6969	11/07/18
IRVINGOIL	IRVING ENERGY DISTRIB. &	10/22/18	DPW-168. GAL. PROPANE 348643	01-5-703503.00 PROPANE	239.23	-----	--/--/--
LAMBERT	LAMBERT AUTO SALES	10/25/18	DPW-TRK#9 SHIFTER LEVER 50501	01-5-703403.00 PARTS & SUPPLIES	117.07	6970	11/07/18
LEMASURIE	JANE LEMASURIER	11/01/18	REC-FALL MOUNTAIN BIKING 11/1/2018	01-5-425200.00 INSTRUCTOR FEE	42.00	6971	11/07/18
LINCOLN	LINCOLN FINANCIAL GROUP	10/10/18	NOV 2018 LIFE INSURANCE NOV 2018	01-5-005124.00 DISABILITY/LIFE INSUR	140.21	-----	--/--/--
LINCOLN	LINCOLN FINANCIAL GROUP	10/10/18	NOV 2018 LIFE INSURANCE NOV 2018	01-5-100124.00 DISABILITY/LIFE INS	114.26	-----	--/--/--
LINCOLN	LINCOLN FINANCIAL GROUP	10/10/18	NOV 2018 LIFE INSURANCE NOV 2018	01-5-200124.00 DISABILITY/LIFE INS	97.28	-----	--/--/--
LINCOLN	LINCOLN FINANCIAL GROUP	10/10/18	NOV 2018 LIFE INSURANCE NOV 2018	01-5-300124.00 DISABILITY/LIFE INSURANCE	19.75	-----	--/--/--
LINCOLN	LINCOLN FINANCIAL GROUP	10/10/18	NOV 2018 LIFE INSURANCE NOV 2018	01-5-350124.00 DISABILITY/LIFE INS	73.14	-----	--/--/--
LINCOLN	LINCOLN FINANCIAL GROUP	10/10/18	NOV 2018 LIFE INSURANCE NOV 2018	01-5-425124.00 DISABILITY/LIFE INSUR	71.81	-----	--/--/--
LINCOLN	LINCOLN FINANCIAL GROUP	10/10/18	NOV 2018 LIFE INSURANCE NOV 2018	01-5-704124.00 DISABILITY/LIFE	94.99	-----	--/--/--
LINCOLN	LINCOLN FINANCIAL GROUP	10/10/18	NOV 2018 LIFE INSURANCE NOV 2018	01-5-500124.00 DISABILITY/LIFE INS	309.03	-----	--/--/--
LINCOLN	LINCOLN FINANCIAL GROUP	10/10/18	NOV 2018 LIFE INSURANCE NOV 2018	01-5-555124.00 DISABILITY/LIFE INSURANCE	68.05	-----	--/--/--
LINCOLN	LINCOLN FINANCIAL GROUP	10/10/18	NOV 2018 LIFE INSURANCE NOV 2018	01-5-703124.00 DISABILITY/LIFE	360.07	-----	--/--/--
MAYER	MAYER & MAYER	10/31/18	EMPLOYEE JUDGEMENT OCT 2018	01-2-001120.00 EMPLOYEE JUDGEMENT ORDER	50.00	6972	11/07/18
MIS 2	DURAEDGE PRODUCTS, INC	10/29/18	REC-DURAEDGE FIELD MIX 16510	01-5-425322.00 REC FIELD CARE	5555.00	6974	11/07/18
MIS 3	SENTINAL ALARM SYSTEMS	10/07/18	PD-REDIRECT ALARM 1283	01-5-485303.00 ALARM MONITORING	240.00	6975	11/07/18
MIS 4	TRAFFIC SAFETY STORE	10/17/18	FD-(2) REFLECTIVE VEST 674448	01-5-555422.00 FIRE TOOLS & EQUIPMENT	61.15	6976	11/07/18

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
MIS 5	11/01/18	REC-SOCCER OFFICIAL	11/1/2018	01-5-425214.00	60.00	6977	11/07/18
MIS 6	11/01/18	REC-SOCCER OFFICIAL	11/1/2018	01-5-425214.00	240.00	6978	11/07/18
MORTON	10/19/18	DPW- 93.83 TONS SALT	5401679730	01-5-703201.00	6600.94	6979	11/07/18
NORFIREDI	10/30/18	CEMCOM-WATER 7/18-10/18	11130-102018	01-5-675232.00	45.45	6980	11/07/18
NORHISTOR	10/31/18	1ST QTR ALLOCATION	18-19 1ST Q	01-5-800315.00	2000.00	-----	--/--/--
NOTHERNAL	10/10/18	FD-REIIMB. HOSE/NOZZLE	79752	01-5-550330.00	40.94	-----	--/--/--
OSSIPEE	10/18/18	FD-LABOR	INVO75590	01-5-555528.00	40.00	-----	--/--/--
OSSIPEE	10/23/18	FD-PARTS	INVO75612	01-5-555528.00	115.00	-----	--/--/--
PAC-VAN	09/26/18	DPW-STORAGE CONTAINER	9482657	01-5-703511.00	150.00	6981	11/07/18
PAC-VAN	09/26/18	DPW-STORAGE CONTAINER	PRC-0015913	01-5-703511.00	-135.00	6981	11/07/18
PATHWAYS	09/30/18	FEMA- SEPT ENGINEERING	21173	01-5-703703.00	11906.25	6982	11/07/18
PIKE	07/27/18	FEMA-TIGERTOWN	986036	01-5-703703.00	172.04	-----	--/--/--
POWESP	10/19/18	CEM COMM-MOW & TRIM	9/30-10/14/1	01-5-675500.00	1666.66	6983	11/07/18
PRUDENTIA	11/01/18	OCTOBER 2018 CONTRIBUTION	OCTOBER 2018	01-2-001116.10	1994.54	6984	11/07/18
PUTTERMAN	10/17/18	TH-TAPE FOR GYM FLOOR	00062512	01-5-706109.00	287.12	-----	--/--/--
ROGERSFAB	09/14/18	PD-UNIFORMS	SEPT 2018	01-5-500583.00	45.00	-----	--/--/--
SABIL	10/15/18	DPW-ELECT. REPAIR	82625	01-5-703401.00	347.12	6985	11/07/18
SANEL	10/24/18	DPW-TRK 11 MUFFLER	05LA1746	01-5-703403.00	113.64	6986	11/07/18
SANEL	10/24/18	DPW-2-REDUCERS	05LA3255	01-5-703403.00	7.24	6986	11/07/18
SOLAFLECT	10/26/18	TH & TG ELECTRIC OCT	OCT 2018	01-5-706101.00	783.60	-----	--/--/--
SOLAFLECT	10/26/18	TH & TG ELECTRIC OCT	OCT 2018	01-5-703501.00	64.53	-----	--/--/--
SOLAIV	10/25/18	- OCT 18	2018-10 10X	01-5-500204.00	840.75	-----	--/--/--
SOLAIV	10/25/18	- OCT 18	2018-10 10X	01-5-706115.00	525.47	-----	--/--/--
SOLAIV	10/25/18	- OCT 18	2018-10 10X	01-5-705501.00	788.20	-----	--/--/--
SOLAIV	10/25/18	- OCT 18	2018-10 10X	01-5-485233.00	3100.28	-----	--/--/--

Town of Norwich Accounts Payable  
Check Warrant Report # 19-10 Current Prior Next FY Invoices For Fund (General)  
All Invoices For Check Acct 03(General) 11/07/18 To 11/07/18

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
SYSTEMS	10/25/18	SYSTEMS PLUS COMPUTERS IN	DPW-MS OFFICE 1-703925	01-5-703507.00 SUPPLIES	229.00	6987	11/07/18
SYSTEMS	10/11/18	SYSTEMS PLUS COMPUTERS IN	DPW-DIAGNOSTIC FEE 7-7115807	01-5-703511.00 REPAIRS & MAINTENANCE	100.00	6987	11/07/18
TARRANT	10/23/18	TARRANT, GILLIES & RICHA	TADM-LEGAL 11734	01-5-005300.00 PROFESS SERV	225.00	6988	11/07/18
TSSAND	04/30/18	TWIN STATE SAND & GRAVEL	FEMA-446 TONS 3" DENSE 84115	01-5-703703.00 FEMA GRANT	3261.11	6989	11/07/18
TSSAND	09/30/18	TWIN STATE SAND & GRAVEL	FEMA-WILLEY 86451	01-5-703703.00 FEMA GRANT	583.92	6989	11/07/18
TSSAND	10/15/18	TWIN STATE SAND & GRAVEL	FEMA-WILLEY 86697	01-5-703703.00 FEMA GRANT	1099.09	6989	11/07/18
TSSAND	10/15/18	TWIN STATE SAND & GRAVEL	DPW-SAND 86698	01-5-703203.00 SAND	9995.64	6989	11/07/18
VALLEYNEW	10/17/18	VALLEY NEWS	ZON-LEGALS 01279437	01-5-350540.00 ADVERTISING	56.61	6990	11/07/18
VALLEYNEW	10/23/18	VALLEY NEWS	TADMIN-SPEC. TOWN MEET CL 01279495	01-5-005540.00 ADVERTISING	66.05	6990	11/07/18
VERIZWIRE	10/27/18	VERIZON WIRELESS	TM,PD,FIRE,DPW-CELL PHONE 9815887832	01-5-500501.00 ADMINISTRATION	56.34	-----	--/--/--
VERIZWIRE	10/27/18	VERIZON WIRELESS	TM,PD,FIRE,DPW-CELL PHONE 9815887832	01-5-555625.00 TELEPHONE & INTERNET	25.42	-----	--/--/--
VERIZWIRE	10/27/18	VERIZON WIRELESS	TM,PD,FIRE,DPW-CELL PHONE 9815887832	01-5-703505.00 TELEPHONE	149.20	-----	--/--/--
VERIZWIRE	10/27/18	VERIZON WIRELESS	TM,PD,FIRE,DPW-CELL PHONE 9815887832	01-5-005532.00 T MNGR CELL PHONE	56.34	-----	--/--/--
VMERS	10/31/18	VMERS DB	OCT 18' RETIREMENT OCT 2018	01-5-350126.00 VT RETIREMENT	294.63	6991	11/07/18
VMERS	10/31/18	VMERS DB	OCT 18' RETIREMENT OCT 2018	01-5-005126.00 VT RETIREMENT	584.37	6991	11/07/18
VMERS	10/31/18	VMERS DB	OCT 18' RETIREMENT OCT 2018	01-5-425126.00 VT RETIREMENT	306.53	6991	11/07/18
VMERS	10/31/18	VMERS DB	OCT 18' RETIREMENT OCT 2018	01-5-200126.00 VT RETIREMENT	419.77	6991	11/07/18
VMERS	10/31/18	VMERS DB	OCT 18' RETIREMENT OCT 2018	01-5-300126.00 VT RETIREMENT	71.55	6991	11/07/18
VMERS	10/31/18	VMERS DB	OCT 18' RETIREMENT OCT 2018	01-5-100126.00 VT RETIREMENT	466.75	6991	11/07/18
VMERS	10/31/18	VMERS DB	OCT 18' RETIREMENT OCT 2018	01-5-500126.00 VT RETIREMENT	200.52	6991	11/07/18
VMERS	10/31/18	VMERS DB	OCT 18' RETIREMENT OCT 2018	01-5-555125.00 VT RETIREMENT	270.60	6991	11/07/18
VMERS	10/31/18	VMERS DB	OCT 18' RETIREMENT OCT 2018	01-5-703126.00 RETIREMENT	1406.87	6991	11/07/18
VMERS	10/31/18	VMERS DB	OCT 18' RETIREMENT OCT 2018	01-5-704126.00 RETIREMENT	400.79	6991	11/07/18
VMERS	10/31/18	VMERS DB	OCT 18' RETIREMENT OCT 2018	01-2-001111.00 VEMRS GRP B PAYABLE	3931.02	6991	11/07/18
VMERS	10/31/18	VMERS DB	OCT 18' RETIREMENT OCT 2018	01-5-500126.00 VT RETIREMENT	1662.95	6991	11/07/18

Town of Norwich Accounts Payable  
Check Warrant Report # 19-10 Current Prior Next FY Invoices For Fund (General)  
All Invoices For Check Acct 03(General) 11/07/18 To 11/07/18

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
VMERS	10/31/18	OCT 18' RETIREMENT OCT 2018	01-2-001113.00 VEMRS GRP C PAYABLE	2283.02	6991	11/07/18
WBMASON	10/16/18	TH-TP RETURN CR6004138	01-5-706109.00 BUILDING SUPPLIES	-126.57	-----	--/--/--
WBMASON	10/08/18	DPW-PAPER CLIPS I59573234	01-5-703515.00 ADMINISTRATION	7.61	-----	--/--/--
WBMASON	10/08/18	DPW-OFFICE SUPPLIES I59576238	01-5-703515.00 ADMINISTRATION	47.32	-----	--/--/--
WBMASON	10/09/18	DPW-OFFICE SUPPLIES I59609363	01-5-703515.00 ADMINISTRATION	2.59	-----	--/--/--
WBMASON	10/10/18	DPW-OFFICE SUPPLIES I59649035	01-5-703515.00 ADMINISTRATION	144.89	-----	--/--/--
WBMASON	10/15/18	TH-TP FOR TRACY I59778843	01-5-706109.00 BUILDING SUPPLIES	251.97	-----	--/--/--
WBMASON	10/16/18	DPW/TC/ADMIN- SUPPLIES I59826383	01-5-005610.00 OFFICE SUPPLIES	70.84	-----	--/--/--
WBMASON	10/16/18	DPW/TC/ADMIN- SUPPLIES I59826383	01-5-703515.00 ADMINISTRATION	21.02	-----	--/--/--
WBMASON	10/16/18	DPW/TC/ADMIN- SUPPLIES I59826383	01-5-100610.00 OFFICE SUPPLIES	6.39	-----	--/--/--
WBMASON	10/17/18	DPW-CALENDAR PAD I59864065	01-5-703515.00 ADMINISTRATION	7.95	-----	--/--/--
WBMASON	10/19/18	TC, FIN- OFFICE SUPPLIES I59967679	01-5-100610.00 OFFICE SUPPLIES	3.34	-----	--/--/--
WBMASON	10/19/18	TC, FIN- OFFICE SUPPLIES I59967679	01-5-200610.00 OFFICE SUPPLIES	6.39	-----	--/--/--
WBMASON	10/24/18	DPW-OFFICE SUPPLIES I60104523	01-5-703507.00 SUPPLIES	31.60	-----	--/--/--
WILLEY	10/30/18	FEMA-SITE 4 BEAVER MEADOW 10302018	01-5-703703.00 FEMA GRANT	141926.00	6992	11/07/18
WRIGHTS	10/16/18	DPW-LUMBER 10162018	01-5-703403.00 PARTS & SUPPLIES	56.00	6993	11/07/18
WRIGHTS	10/25/18	B&G-MULCH 10252018	01-5-704201.00 GARDEN SUPPLIES & PLANTS	90.00	6993	11/07/18

11/02/18  
01:16 pm

Town of Norwich Accounts Payable  
Check Warrant Report # 19-10 Current Prior Next FY Invoices For Fund (General)  
All Invoices For Check Acct 03(General) 11/07/18 To 11/07/18

Page 7 of 7  
RRobinson

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
--------	--------------	---------------------------------------	---------	-------------	--------------	------------

Report Total

241233.75

*State of Vermont - Transfer Station Franchise Fee*

508.43

\$ 241,742.18

To the Treasurer of Town of Norwich, We hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ ~~\*\*\*241,233.75~~ *\$ 241,742.18*  
Let this be your order for the payments of these amounts.

FINANCE DIRECTOR

*Roberta Robinson*  
Roberta Robinson

TOWN MANAGER:

*Herb Durfee*  
Herb Durfee, Town Manager

SELECTBOARD:

John Langhus

Linda Cook

Claudette Brochu

John Pepper, Chair

Mary Layton

(5) FYI

**Herb Durfee**

---

**From:** Herb Durfee  
**Sent:** Monday, October 22, 2018 5:19 PM  
**To:** Claudette Brochu; Linda Cook  
**Cc:** Miranda Bergmeier  
**Subject:** Policy Review "Colorized"  
**Attachments:** Policy Review 2.docx

Claudette/Linda,

I "colorized" your list (see attached) according to the following key:

Good/Up-To-Date

Under Review/Needs Update/Have Questions

Delete/Later Version Exists/No Longer Applicable

Is this helpful for your two?

Herb

Policy Review (working from newest to oldest from list provided by Miranda.)

---

70. Personnel Records Policy: under review in PP policy. Newest version needs to be in policy binder .

69. Town of Norwich Selectboard procedure for receipt of correspondence. 2018 review/approval. Good.

68. Road and Bridges: new from 2018. OK.

67. Reporting of Committees: OK. Want to revise the form.

66. Conflict of Interest: new 2018. OK. Replaces #62, 51, 47,

65. Town service Officer: needs review.

64. Rules of Conduct: needs review but wait until 3/2019.

63. Town Road and bridges: delete. Has been updated.

62. Delete. (Conflict of Inter. 8/23/17)

61. Investment policy: needs review but wait until 2019.

60. Transfer station and sticker: needs review, but wait until 2019.

59. Delete. (Investment policy.) Replaced with 61.

58. Delete. (Dupe of #57?)

57. Valuation of parcels etc: review by Listers.

56. Appropriation request and disbursement: review.

Supercedes 55 and 52. Missing from policy book are updates from 8/2014 and 7/2015.

55. delete. (SB appropriation request)

54. Vehicle acquisition: review.

53. Capital Budget: 46 can be deleted. Needs review.

52. Delete. (Dupe of #55)

51. delete. (Conflict of Interest). Have a new one

50. Annex to SB financial policy: Review. Delete #43.

49. Authority of Zoning admin, etc: Review.

48. Financial policy of #2 undesign. Fund: Review.

47. delete. (Conflict of Int).

46. delete. (Capital budget). Newer version in #53.

45. town email policy: delete. Currently appendix 8 under review with Personnel Policies.

44. Code of ethics: under review in PP.

43. Annex to SB Financial policies/fund types: Review.

42. delete. (COI)Have new one.

41. Current tax collection: review previous and ? delete #9, 16, 29.

40. Financial Policy #3 Grants,Gifts, etc: Review.

39. Financial Policy #1 Budget Management: Review.

38. Open mtg policy: Was this revised this year? Lynn's Law.

37. Debt Management: Review. Delete #36.

36. Delete. (same as #37)

35. Policy & Procedure Norwich Conservation Trust Fund: Review.

34. Delete. Receipt of Correspondence: Replaced with #69 (policy on website).

33. Interim Flood Hazard Regs: Part of Zoning Regs.

32. Policy for Use of Banners: Revised 1/27/16. OK. Review in 2019.

31. Capital Assets Accounting: Needs review.

30. Policy on Class Four Highways: Needs review. Is Herb already doing?

29. Delete. (tax collection). Have newer version.

28. Delete. (sexual harassment) Currently under review in PP policy (newer version).

27. Policy for Trans, construction and Improvements: delete.

26. Policy on Personnel Records: Delete 26. Being reviewed in PP as policy #70.

24 & 25. Norwich Police dpt Operations Order: Should they reside in PD or someplace else. Need review.

23. Index to Financials. Review.

22. Delete. (Secretary to SB)

21. Police Dpt Rules and Regs: Do they belong here? Need revisions.

20. Personnel Policies-hourly employees. ?Updated by new PP.

19. delete. (Personnel records). There is newer version and under review with PP.

18. delete. (Letter to SB)

17. delete. (PP hourly employees) Older than #20.

16. delete. (Delinquent taxes)

15. street naming: should be newer. Where is it.

14. Financial Policies: Review.

13. Financial policies: Review.

12. Disposal of surplus prop: review.

11. Delete. In PP review.

10. Tracy Hall: Review and update.

9. delete. (Delinquent taxes)

8. delete. (Street naming). See #15

7. Reg on consumption of etoh: Is Ordinance.

6 and 28.. Sexual Harrassment Policy: Updating with Personnel policies dates 1/11/12. Currently under review but not in policy book.

5. Non-discrim: needs review.

4. Communicable Dz: review. Who writes?

3 and 2: Time clocks. Review. What is current practice?

1. Hiring Procedure-review. What is current practice? Parts are in PP currently under review.

Financial Policies Review  
October 17, 2018  
Mary Layton and Linda Cook

From Town of Norwich Ordinances, Bylaws and Policies in Effect as of October 31, 1994 to present.

I reviewed the financial policies below with Linda Cook to compare notes, and before recommending that the Selectboard either re-adopt or revise and approve the policies, which were last approved in 2010 or 2011. They are a useful set of policies and if approved could be the first policies to be set into a broad framework. I will note that these appear to be the only policies of this type listed in the above index, and that they are not in themselves comprehensive enough to be considered a master policy. Other policy themes not reviewed yet include Collection of Delinquent Taxes, Disposal of Surplus Town Policy (a memo, not a policy), Capital Assets Accounting Policy, Debt Management Policy, Appropriation Request and Disbursement Policy, Investment Policy, and Transfer Station Use and Sticker Policy.

**In addition, Linda and I have learned that the Town Manager uses a working procedural document for management purposes entitled "Town of Norwich General Financial Policies and Procedures." This was created and signed by former Town Manager Neil Fulton on April 22, 2013. I would recommend that Herb review this document and revise it to reflect policy guidelines reflected in Financial Policies #1, 2, and 3. In particular in Section 1. the Grant Applications and Administration process outlined does not include Select Board approval for grants as stated in Financial Policy #3, and it mentions the "Finance Committee" which has only recently been reinstated. Section 2 refers to Encumbrances and Year End Purchasing in specific and detailed procedural language. In Financial Policy #1, a year end report should show "expenditures and revenues to date, as well as all encumbrances and estimates of revenues and expenditures through the end of the fiscal year."**

It is my view that both the Selectboard and the Manager need to have a clear understanding of what the current policies are, and that the Manager will develop procedures to carry out the policies. This is an ongoing process. It makes sense to me that the Town Manager has a working procedural document. My point about it is that it should reflect current Selectboard policy. The Selectboard in turn needs let the Town Manager do his job.

**#39 Financial Policy #1, Budget Management** Adopted: August 25, 2005  
Revised: September 23, 2009  
Revised: March 19, 2010

This is a clearly written policy with the Purpose defined as "to establish a clear delineation of responsibility and authority for managing the Town of Norwich expenditure budget."

Other sections include **Budgeting, Budget and Spending Policies, and Budget Reports.**

My comments are as follows:

**Section 3.1 notes that “The Town Manager, after review by the Select Board, may adopt financial policies consistent with or more restrictive than this policy.”** My comment is that management flexibility is implied, but with clear communication and review by the Select Board. This may apply to two situations this year.

One was a discussion regarding year end “encumbrances” where it was not clear that Town policy was being followed, or that most Selectboard members were unfamiliar with the current policy with the exception of Linda Cook.

Another example from this year is SB permission to the TM to work with “cash flow” to pay bills associated with the July 1, 2017 storm damage. The Undesignated Fund is an authorized source of emergency funds. The only other large amount of money is contained in the Reserve Funds. Mary Layton believes we did give Herb the authority both to temporarily access reserve fund money if needed and also to get authorization for a commercial loan in anticipation of the Town being reimbursed by FEMA in the future. Clarification on the first point would be appreciated.

**Section 3.3 states that “Monies set aside in designated/reserve funds can only be expended for the purpose approved by Town Meeting and cannot be borrowed against to make up for a shortfall in the general Town budget. Any spending from a designated/reserve fund shall be first approved by the Select Board.”** This section also raises questions in my mind regarding how to pay current bills for millions of dollars in storm damage.

It may be wise to think about whether this policy should be amended to create a clearly understood process for dealing with multimillion dollar storm damage bills to infrastructure. Mary does not believe this policy was written with this possibility in mind, and it seems likely that there will be more storms.

**Section 4.1 states that “The Town Manager shall provide monthly reports to the Selectboard that show expenditures to date for each line item in the approved budget and the revenues received. After the end of each quarter and for each month in the last quarter of the fiscal year, the Town Manager shall provide the Selectboard with a report that shows expenditures and revenues to date, as well as all encumbrances and estimates of revenues and expenditures through the end of the fiscal year.”**

Mary’s comment about this section is that after Linda and I met with Herb and asked for monthly reports the Selectboard have been receiving them. An amendment might be made to clarify this section. For instance, a purchase order shall be issued for each encumbered expenditure.

I recommend that we discuss amending this policy for clarification about how to finance storm damage repairs in large amounts, to resolve communication regarding fiscal year-end figures, and to simplify Section 4.1 regarding reports.

**#48 Financial Policy #2 Undesignated Fund Balance:**

**Adopted: October 25, 2006**

**Amended: January 26, 2011**

**Section 1.1 states that “The purpose of establishing a policy on the undesignated fund balance in the general fund is to provide a guideline for budgeting and tax rate decisions and to insure that adequate reserves are maintained in the general fund for the following purposes.” The purposes include “providing sufficient working capital” and to “reduce the cost of long term borrowing.”**

In Mary’s view this is a clearly written, prudent policy. She would recommend re-adoption.

**#40 Financial Policy # 3, Grants, Gifts and Special Funds: Adopted: March 10, 2010**

**Section 1.1 states that “The purpose of establishing a policy for grants, gifts, and special funds is to provide guidance for the receipt and use of grants and gifts and the creation and use of special funds. This policy does not supplant or replace applicable existing or future policies or guidelines of the Governmental Accounting Standards Board.”**

Mary’s comment is that this is a clearly written and comprehensive policy that should be readopted.

In general Mary and Linda recommend that the Town Manager’s office record all current policies and file them with the Town Clerk. In addition we recommend that the Selectboard become familiar with the most current approved policies and the Town Manager should be using them.

**SELECTBOARD FINANCIAL POLICY #1: BUDGET MANAGEMENT  
TOWN OF NORWICH**

**1. PURPOSE**

1.1 The purpose of this policy is to establish a clear delineation of responsibility and authority for managing the Town of Norwich expenditure budget.

**2. BUDGETING**

2.1 Title 24 V.S.A. §1233 provides, in part, that; “In all matters he [Town Manager] shall be subject to the direction and supervision and shall hold office at the will of such selectmen . . .” Section 1236 provides in part that “. . . he [Town Manager] shall not prepare tax bills, sign orders on the general fund of the town . . .” The Selectboard signs orders on the General Fund of the Town and therefore has responsibility and authority to oversee the budget. Section 1236 further provides that the Town Manager shall “. . . be the general purchasing agent of the town and purchase all supplies for every department thereof; but purchases of supplies for departments over which such manager is not given control, and of the town school district shall be made according to requisition therefor by such departments or school directors.”

2.2 The Town Manager, at the request of the Selectboard, develops a draft budget for review by the Selectboard. The Selectboard reviews the draft budget and makes changes to reflect the priorities and policies of the Selectboard and recommends the proposed budget to Town Meeting for approval. The Town Meeting has the authority to adopt or reject the budget in accordance with 17 V.S.A. §2664. If adopted, the Town Meeting has appropriated the funds set forth in the budget, which sets the maximum gross spending expenditure level, not including unanticipated state and federal grants and gifts consistent with the budgeted programs, for the Town for that fiscal year. In adopting the budget, the Town Meeting is concurring with the priorities and policies of the Selectboard as represented in the gross spending budget, including the allocations within the budget to departments and line items.

2.3 The budget adopted by Town Meeting includes line items referred to as designated funds. These are intended to be reserve funds in accordance with 24 V.S.A. §2804 and available for spending over a multi-year period. The approval of the budget by Town Meeting includes the appropriation of these funds as reserve funds. Any expenditure of these funds requires the recommendation of the Town Manager and the prior approval of the Selectboard.

**3. BUDGET AND SPENDING POLICIES**

3.1 The Town Manager, after review by the Selectboard, may adopt financial policies consistent with or more restrictive than this policy.

3.2 The gross spending general Town budget, plus unanticipated state and federal grants and gifts consistent with the budgeted programs adopted by the Town Meeting, shall not be exceeded in a fiscal year except with the approval of a regular or special Town Meeting.

3.3 Monies set aside in designated/reserve funds can only be expended for the purposes approved by the Town Meeting and cannot be borrowed against to make up a shortfall in the general Town budget. Any spending from a designated/reserve fund shall be first approved by the Selectboard.

3.4 A department shall not spend more monies than were included in the approved departmental budget. When authorizing, or requesting authorization of, any department expenditure, a department head is representing that sufficient funds are available within the approved department budget to cover the cost of the expenditure. The Selectboard, on the recommendation of the Town Manager, may reallocate funds between departments to cover an emergency expenditure. In making the recommendation to the Selectboard, the Town Manager shall indicate the nature of the emergency, which line item the additional funds will come from and describe the impact of the reallocation of funds on the departments or functions that will have their spending authority reduced. As provided above, the Town Manager may reallocate funds between departments not exceeding a yearly aggregate of 10% of the department budget or \$5,000 whichever is less without receiving Selectboard approval, but with written notice to the Selectboard including which line item the additional funds will come from and the impact of the reallocation of funds on the departments or functions that will have their spending authority reduced.

3.5 All expenditures shall be appropriately allocated to a line item in the approved budget. Any spending for an item that is not included in an approved line item shall require the approval of the Town Manager.

3.6 Competitive prices for any purchase of goods or services that exceeds \$10,000 shall be obtained before the purchase is approved by the Town Manager. The Selectboard may waive this requirement upon a showing that a specific exception is in the best interest of the Town.

3.7 The Selectboard must approve any expenditure for a purchase that exceeds \$25,000 or a purchase that requires a written contract, or where the product will not be received or service completed within the fiscal year, prior to any commitment being made by the Town for the purchase.

3.8 Any transfer of funds from a non-wage line item to a wage line item shall first be approved by the Selectboard.

3.9 Any transfer of funds from a wage line item to purchased services shall first be approved by the Selectboard.

#### **4. BUDGET REPORTS**

4.1 The Town Manager shall provide monthly reports to the Selectboard that show expenditures to date for each line item in the approved budget and the revenues received. After the end of each quarter and for each month in the last quarter of the fiscal year, the Town Manager shall provide the Selectboard with a report that shows expenditures and revenues to date, as well as all encumbrances and estimates of revenues and expenditures through the end of the fiscal year.

Adopted by the Norwich Selectboard on August 24, 2005.

Revised on September 23, 2009.

Revised on March 10, 2010

For the Norwich Selectboard:

---

Roger Blake, Chair

**SELECTBOARD FINANCIAL POLICY #2  
UNDESIGNATED FUND BALANCE  
TOWN OF NORWICH**

**1. PURPOSE**

1.1 The purpose of establishing a policy on the undesignated fund balance in the general fund is to provide a guideline for budgeting and tax rate decisions and to insure that adequate reserves are maintained in the general fund for the following purposes:

1.1.1 To fund operations by providing sufficient working capital for adequate cash flow, tax rate stabilization and as protection against uncollected taxes, economic downturns, or shortfalls of revenues, imposition of additional costs by other governmental agencies including courts, errors in financial forecasting, natural disasters and cutbacks in distributions from the state government.

1.1.2 To reduce the cost of long-term borrowing by maintaining an appropriate level of undesignated general fund balance, which is reviewed as part of the evaluation of a municipality's creditworthiness by bond-rating agencies.

**2. DEFINITION**

2.1 Undesignated fund balance – The portion of the general fund balance that is not reserved or designated for a specific use that exists at the end of the fiscal year.

2.2 Operating expenditures – All charges included in the Gross Spending General Town Budget.

**3. RATIONALE**

3.1 The National Advisory Council on State and Local Budgeting (NACSLB) encourages local governments to establish a policy on maintaining an appropriate level of Unreserved Fund Balance in the general fund (Recommended Practice 4.1).

3.2 The Government Finance Officers Association (GFOA) recommends that, “at a minimum, that general-purpose governments, regardless of size, maintain unrestricted fund balance in their general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures.”

3.3 GFOA also notes that “Furthermore, a government’s particular situation often may require a level of unrestricted fund balance in the general fund significantly in excess of this recommended minimum level. In any case, such measures should be applied within the context of long-term forecasting, thereby avoiding the risk of placing too much emphasis upon the level of unrestricted fund balance in the general fund at any one time.”

**4. POLICY**

4.1 The Town should budget for current year general fund revenues including property tax revenues to be sufficient to finance current year expenditures.

4.2 Consistent with the recommendations of GFOA, an undesignated general fund balance of between 10 and 20 percent of general fund operating expenditures should be maintained.

4.3 As part of setting the Town tax rate the Selectboard will review and discuss the undesignated general fund balance.

4.4 If the general fund balance falls outside of the above parameters, budgeted revenues should be either increased or decreased in subsequent years to maintain the general fund balance as described in section 4.2.

Adopted by the Norwich Selectboard on October 25, 2006.

Amended on January 26, 2011.

For the Norwich Selectboard:

---

Roger Blake, Chair

**SELECTBOARD FINANCIAL POLICY #3  
GRANTS, GIFTS AND SPECIAL FUNDS  
TOWN OF NORWICH**

**1. PURPOSE**

1.1 The purpose of establishing a policy for grants, gifts and special funds is to provide guidance for the receipt and use of grants and gifts and the creation and use of special funds. This policy does not supplant or replace applicable existing or future policies or guidelines of the Governmental Accounting Standards Board.

**2. DEFINITIONS**

2.1 The following definitions apply to this policy:

2.1.1 Gift: Cash, labor or materials given voluntary and without compensation. Gifts may be unrestricted if they are not given for a specific purpose or restricted if they are given for a specific purpose.

2.1.2 Grant: A contribution or gift of cash or other assets to be used or expended for a specific purpose, activity, or facility with past or future compliance with certain conditions.

2.1.3 Special Fund: A fund committed to a specific purpose by Town Meeting or the Selectboard with one or more revenue sources.

**3. BACKGROUND**

3.1 Town Meeting approves a gross spending Town budget for a specific amount plus unanticipated state and federal grants and gifts consistent with budgeted programs for a specific period normally the fiscal year from July 1<sup>st</sup> to the following June 30<sup>th</sup>.

3.2 In 2008 17 .VSA. § 2664 Budget was amended<sup>1</sup> by adding the underlined language in the following:

3.2.1 2664. BUDGET

A town shall vote such sums of money as it deems necessary for the interest of its inhabitants and for the prosecution and defense of the common rights. It shall express in its vote the specific amounts, or the rate on a dollar of the grand list, to be appropriated for laying out and repairing highways and for other necessary town expenses. If a town votes specific amounts in lieu of a rate on a dollar of the grand list, the Selectboard shall, after the grand list book has been computed and lodged in the office of the town clerk, set the tax rate necessary to raise the specific amounts voted. The Selectboard may apply for grants and may accept and expend grants or gifts above those which are approved in the town budget. The Selectboard shall include, in its annual report, a description of all grants or gifts accepted during the year and associated expenditures.

---

<sup>1</sup> Section 12 of 2007-2008 Act No. 121. An Act Relating To Miscellaneous Amendments To Local Election and Municipal Government Laws.

3.3 This new language allows the Selectboard to apply for, accept and expend grants and gifts without the limitation on consistency with budgeted programs and added a requirement that the Selectboard's annual report include a description of all grants or gifts accepted during the year and associated expenditures.

3.4 Governmental Accounting Standards Board (GASB) *Statement No. 54, Fund Balance Reporting and Governmental Fund Type* contains the following definition:

Committed fund balance – Amounts constrained to specific purposes by a government itself, using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest-level action to remove or change the constraint

3.4.1 The Norwich Town Meeting or Selectboard qualifies as the highest level of decision-making authority.

#### **4. POLICY**

4.1 This policy does not apply to reserve/designated funds established in accordance with 24 VSA § 2804, which is covered by Selectboard Financial Policy No. 1.

4.2 Grants and gifts consistent with budgeted programs.

4.2.1 Consistent with budgeted programs means that there is a budget line item or reserve/designated fund that monies could be spent from to accomplish the purpose of the grant or gift.

4.2.2 Gifts and grants in this category shall be managed in accordance with Selectboard Financial Policies Nos. 1 and 2 and the Financial Management Policy.

4.2.3 Appropriated monies within this category shall be spent within the timeframe specified in the Town Meeting appropriation article (gross spending Town budget), normally within the current fiscal year, with encumbrances handled as specified in the Financial Management Policy.

4.2.4 Grants and gifts within this category shall be spent within the timeframe and for the purposes specified in the grant or gift.

4.3 Grants and gifts not consistent with budgeted programs.

4.3.1 Grants and gifts not consistent with budgeted programs means that there is not a budget line item or reserve/designated fund that monies could be spent from to accomplish the purpose of the grant or gift.

4.3.2 In addition to the requirements in Selectboard Financial Policies Nos. 1 and 2 and the Financial Management Policy no grant or gift in this category shall be applied for or accepted without prior approval of the Selectboard. Before applying for or accepting a grant or gift the Town Manager shall provide the Selectboard with a written request that details the potential source and amount of the grant or gift, the timeframe for receiving and spending the grant or gift, the purpose and conditions of the grant or gift, the impact

on Town functions, employees and services and other information that will help the Selectboard review the request for approval of applying for or accepting the grant or gift.

4.3.3 Grants and gifts within this category shall be spent within the timeframe and for the purposes specified in the grant or gift.

4.3.4 Grants and gifts within this category shall be reported separately in the annual Town Report and contain the following information:

4.3.4.1 The source of the grant or gift.

4.3.4.2 The purpose of the grant or gift.

4.3.4.3 All expenditures of monies associated with the grant or gift.

#### 4.4 Special Funds

4.4.1 Special funds shall be spent within the timeframe and for the purposes specified when Town Meeting or the Selectboard established the special fund.

4.4.2 Special funds for poor relief and citizen assistance shall only be spent to assist Norwich residents and after consulting with the Town Service Officer.

4.4.2.1 In accordance with 24 VSA § 1236 the Town Manager may sign orders on the special fund for poor relief.

Adopted by the Norwich Selectboard on March 10, 2010.

For the Norwich Selectboard:

---

Roger Blake, Chair

4/22/13

**TOWN OF NORWICH  
GENERAL FINANCIAL POLICIES AND PROCEDURES**

**TABLE OF CONTENTS**

1. Grant Applications and Administration.....	1
2. Encumbrances and Year End Purchasing .....	1
3. Department Revenues .....	1
4. Voided Checks.....	2
5. Interim Checks.....	2
6. Credit Card Use .....	2
7. Employee Reimbursement.....	2
8. Petty Cash .....	3
9. Forms .....	3

**1. GRANT APPLICATIONS AND ADMINISTRATION**

1.1 No town employee, official or committee shall apply for a grant on behalf of the Town of Norwich without first obtaining written approval from the Town Manager. The Department Head, official or committee needs to submit a request in writing to the Town Manager. After receiving approval, the grant may be applied for. When the Grant has been awarded, all Grant Award paperwork, including copies of the original request, shall be submitted to the Finance Department. These documents shall state exactly how much was awarded and exactly what the grant funds will be spent on further; the Finance Department must be advised of all grant amendments. A new revenue and expenditure account will be created by the Finance Department if applicable. All other purchasing procedures shall be followed.

**2. ENCUMBRANCES AND YEAR END PURCHASING**

2.1 Encumbrances represent a monetary commitment related to contracts or goods not yet performed or received that will lapse into another fiscal year. Encumbrances are not the result of a last minute budget surplus. For monies to be encumbered they shall be for a specific vendor, specific deliverable and specific cost. Purchase Orders or contracts that are anticipated to not be completed at the end of a fiscal year must be approved by the Town Manager as outstanding encumbrances. All purchases from June 1 to the end of the fiscal year in excess of \$500.00 shall require a purchase order authorization by the Town Manager. Encumbrances not spent within 90 days will be retired. Encumbrances will be represented on the balance sheet as Fund Balance and expensed in the year in which the funds are released, according to accounting standards.

**3. DEPARTMENT REVENUES**

3.1 The Town Clerk or Assistant Town Clerk will record all their departmental revenues upon receipt directly into the Cash Receipts module of NEMRC in the computer on the Town Clerk's counter. At the end of each day a daily receipts report will be run from the computer and reconciled with the checks and cash in the drawer.

3.2 All other departments will deliver cash and checks to the Finance Department at least on a monthly basis. Responsibility for cash remains with the department until turned over to the Finance Department. All checks will be endorsed as received to reduce the risk for fraud. A transmittal form should accompany the monies indicating which General Ledger accounts are to

be credited. A copy of the transmittal should be kept by each department. The Finance Department will record these revenues in the Cash Receipts module of NEMRC.

3.3 The Finance Department will recount and confirm cash and checks received against the daily cash receipts journal and will be responsible for depositing all daily receipts in the bank.

3.4 No Town Employee or Department shall extend credit for services rendered without the written approval of the Town Manager.

#### **4. VOIDED CHECKS**

4.1 If a check is voided after approval by the Selectboard and the check is to be reissued, it will be reissued and included on a subsequent warrant.

#### **5. ACCOUNTS PAYABLE AND INTERIM CHECKS**

5.1 In order for invoices to be included on an Accounts Payable Warrant, they must be to the Finance Department by 1:00 pm on the Thursday preceding the next Selectboard Meeting.

5.2 Checks that need to be written that do not coincide with the approval of Accounts Payable Warrants, shall receive approval for payment from the Town Manager and the authorized member of the Selectboard. These interim checks will be included on the warrant provided to the Selectboard at their next regular meeting.

5.3 Examples: payroll related bills, postage, and payments that must meet a specific deadline and fall outside of the regular Selectboard meeting schedule.

#### **6. CREDIT CARD USE**

6.1 The Town has one credit card, and two business charge cards: Staples and Home Depot.

6.2 No individual, including Department Heads, has the authority to open a credit card account in the Town's name.

6.3 The Town credit card may be used with approval of the Town Manager, and only for official Town purposes. No personal use or purchases of a personal nature shall be allowed, regardless of payback intentions.

6.4 Within five business days of each credit card transaction the Department Head shall furnish the Finance Department a signed itemized receipt and purchase record detailing exactly what was purchased and to what account it should be charged. The purpose for this is to prepay when possible to avoid finance and late charges. All other purchasing procedures as set forth in this policy also apply.

#### **7. EMPLOYEE REIMBURSEMENT**

7.1 It is not recommended or encouraged that employees make purchases using personal funds on behalf of the town. However if this does occur, the Town will reimburse employees through semi-weekly accounts payable runs done in accordance with scheduled Selectboard meetings. The employee shall complete an Employee Reimbursement Form attaching an itemized receipt for goods or services purchased, and indicating the account to be charged. This will be signed by the Department Head and a Department Head Reimbursement Form, by the Town Manager. All other purchasing procedures set forth in this policy shall also apply.

**8. PETTY CASH**

8.1 Petty Cash Accounts are currently established for Town Clerk (Tracy Hall), the Police Department, the Recreation Department and the Transfer Station. These accounts are intended for small purchases (such as postage and supplies). A Petty Cash Reimbursement Sheet will be used when funds are depleted, with appropriate account numbers for the expenses, and must balance with the remaining cash on hand. (Purchases should not be made at Dan & Whit's with petty cash, as sales tax will be charged and the Town is not subject to sales tax.) This form will have attached to it itemized receipts for the purchases, and be signed by the Department Head.

**9. FORMS**

9.1 The following forms are available from the Finance Department:

9.1.1 Expense Reimbursement Form

9.1.2 Petty Cash Reimbursement Form

Approved:   
Town Manager

Effective Date: April 22, 2013



# The Vermont Statutes Online

## Title 32 : Taxation And Finance

### Chapter 135 : Education Property Tax

(Cite as: 32 V.S.A. § 5410)

#### § 5410. Declaration of homestead

(a) A homestead owner shall declare ownership of a homestead for purposes of education property tax.

(b) Annually on or before the due date for filing the Vermont income tax return, without extension, each homestead owner shall, on a form prescribed by the Commissioner, which shall be verified under the pains and penalties of perjury, declare his or her homestead, if any, as of, or expected to be as of, April 1 of the year in which the declaration is made.

(c) In the event that an unsigned but otherwise completed homestead declaration is filed with the declarant's signed State income tax return, the Commissioner may treat such declaration as signed by the declarant.

(d) The Commissioner shall provide a list of homesteads in each town to the town listers by May 15. The listers shall notify the Commissioner by June 1 of any residences on the Commissioner's list which do not qualify as homesteads. The listers shall separately identify homesteads in the grand list.

(e) The Commissioner shall adopt rules governing the eligibility requirements for declaring a homestead.

(f) [Repealed.]

(g) If the property identified in a declaration under subsection (b) of this section is not the taxpayer's homestead, or if the owner of a homestead fails to declare a homestead as required under this section, the Commissioner shall notify the municipality, and the municipality shall issue a corrected tax bill that may, as determined by the governing body of the municipality, include a penalty of up to three percent of the education tax on the property. However, if the property incorrectly declared as a homestead is located in a municipality that has a lower homestead tax rate than the nonresidential tax rate, or if an undeclared homestead is located in a municipality that has a lower nonresidential tax rate than the homestead tax rate, then the governing body of the municipality may include a penalty of up to eight percent of the education tax liability on the property. If the Commissioner determines that the declaration or failure to declare was with fraudulent intent, then the municipality shall assess the taxpayer a penalty in an amount equal to 100 percent of the education tax on the property; plus any interest and late-payment fee or commission which may be due. Any penalty imposed under this section and any additional property tax interest and late-payment fee or commission shall be assessed and collected by the municipality in the same manner as a property tax under chapter 133 of this title.

Notwithstanding section 4772 of this title, issuance of a corrected bill issued under this section does not extend the time for payment of the original bill, nor relieve the taxpayer of any interest or penalties associated with the original bill. If the corrected bill is less than the original bill, and there are also no unpaid current year taxes, interest or penalties and no past year delinquent taxes or penalties and interest charges, any overpayment shall be reflected on the corrected tax bill and refunded to the taxpayer.

(h) The filing of a new or corrected declaration or rescission of an erroneous declaration, on or before September 1 of the property tax year, that is not reflected in the first Education Fund payment under 16 V.S.A. § 4028 for that fiscal year or in a municipality's first payment to the Education Fund under subsection 5402(c) of this title for that fiscal year, shall be reflected in the final net payment to or from the Education Fund for that fiscal year. The municipality may retain 0.225 of one percent of the tax collected. Any reduction in tax paid to a municipality due to a new, revised, or rescinded declaration shall be paid by the municipality to the taxpayer no later than May 15 of the fiscal year. No later than June 1, each municipality shall provide to the State Treasurer a list of taxpayers who filed late or corrected declarations or rescinded declarations, the amount of the change in education tax, and the amount of any interest and penalty billed the taxpayer.

(i) An owner filing a new or corrected declaration, or rescinding an erroneous declaration, after October 15 shall not be entitled to a refund resulting from the correct property classification; and any additional property tax and interest which would result from the correct classification shall not be assessed as tax and interest, but shall instead constitute an additional penalty, to be assessed and collected in the same manner as penalties under subsection (g) of this section. Any change in property classification under this subsection shall not be entered on the grand list.

(j) A taxpayer may appeal a determination of domicile for purposes of a homestead declaration or an assessment of fraud penalty under this section to the Commissioner, in the same manner as an appeal under chapter 151 of this title. A taxpayer may appeal an assessment of any other penalty under this section to the listers within 14 days after the date of mailing of notice of the penalty, and from the listers to the Board of Civil Authority and thereafter to the courts, in the same manner as an appraisal appeal under chapter 131 of this title. The legislative body of a municipality shall have authority in cases of hardship to abate all or any portion of a penalty appealable to the listers under this section and any tax, penalty, and interest arising out of a corrected property classification under this section; and shall state in detail in writing the reasons for its grant or denial of the requested abatement. The legislative body may delegate this abatement authority to the Board of Civil Authority or the board of abatement for the municipality. Requests for abatement shall be made to the municipal treasurer or other person designated to collect current taxes, and that person shall forward all requests, with his or her recommendation, to the body authorized to grant or deny abatement.

(k) A municipality may retain any penalties and interest assessed and collected in accord with this section.

(l) "Hardship" under this section means an owner's inability to pay as certified by the Commissioner of Taxes in his or her discretion; or means an owner's filing an incorrect, or failing to file a correct, homestead declaration due to one or more of the following:

(1) full-time active military duty of the declarant outside the State;

(2) serious illness or disability of the declarant;

(3) serious illness, disability, or death of an immediate family member of the declarant;

(4) fire, flood, or other disaster. (Added 1997, No. 60, § 45, eff. Jan. 1, 1999; amended 1997, No. 71 (Adj. Sess.), §§ 12, 13, 14, eff. Jan. 1, 1998; 1997, No. 71 (Adj. Sess.), § 76, eff. January 1, 1999; 1999, No. 1, § 60g(b); 1999, No. 49, §§ 31, 53, eff. June 2, 1999; 2003, No. 68, § 6, eff. July 1, 2004; 2003, No. 76 (Adj. Sess.), §§ 2, 20, eff. Feb. 17, 2004; 2003, No. 107 (Adj. Sess.), § 18a; 2005, No. 38, § 6, eff. Jan. 1, 2006; 2005, No. 38, § 17; 2005, No. 185 (Adj. Sess.), § 6, eff. Jan. 1, 2006; 2007, No. 190 (Adj. Sess.), § 12; 2009, No. 1 (Sp. Sess.), § H.24, eff. June 2, 2009; 2009, No. 160 (Adj. Sess.), § 47, eff. June 4, 2010; 2011, No. 45, § 11, eff. May 24, 2011; 2011, No. 143 (Adj. Sess.), § 25, eff. Jan. 1, 2013; 2013, No. 174 (Adj. Sess.), §§ 17, 18.)

5e

**TOWN OF NORWICH**  
**PERSONNEL POLICIES**  
**2006**

Originally Adopted: July 1, 2006

**Updated:**  
**August 16, 2006**  
**August 7, 2007**  
**May 28, 2008**  
**September 10, 2008**  
**May 27, 2009**  
**August 26, 2009**  
**September 7, 2010**  
**[Month Day], 2017**

Comment [HD1]: Add date

# NORWICH ORGANIZATIONAL CHART

Chart prepared by Steve Soares and Chuck Wise, TRORC

February 2006

— Direct Responsibility  
 - - Indirect Responsibility and/or collaboration

## ANNUAL TOWN MEETING

### SELECTBOARD

### LISTERS

Property Appraisal  
 Grand List Management

### TOWN CLERK

Public Records  
 Document Management  
 Licensing / Permitting  
 General information

### TOWN TREASURER

Assist Town Manager  
 Signs checks  
 Town Investments

### OFFICE OF TOWN MANAGER

Administrative Department Head  
 Personnel Management / Staffing  
 Emergency Management Director  
 Collector of Delinquent Taxes

### BOARDS/COMMITTEES

(not subject to personnel policies)

Affordable Housing  
 Auditors  
 Cemetery Commission  
 Conservation Commission  
 Corridor Enhancement Committee  
 Development Review Board  
 Energy Committee  
 Finance Committee  
 Health Officer  
 Milt Frye Nature Area Committee  
 Planning Commission  
 Senior Action Council  
 Transportation Committee  
 Tree Warden  
 Watershed Land Management Council  
 Boards of Abatement and  
 Civil Authority

### Recreation Department

Special Events  
 Youth Programs  
 Adult Programs  
 Park Maintenance  
 Municipal Pool

### Zoning and Planning

Land Use Planning  
 Zoning Administration  
 Community Development  
 Historic Preservation  
 Conservation

### Finance Office

Accounting  
 Accounts Payable  
 Payroll  
 Tax Collection

### Waste Management

Collection  
 Recycling

### Police Department

Administration  
 Detectives/Youth  
 Patrol  
 Communications  
 Parking & Traffic  
 Animal Control

### Fire Department

Fire Suppression  
 Rescue  
 Emergency Medical Services  
 Hazardous Materials  
 Fire Prevention  
 Public Education

### Highway Department

Roads and Bridges Management  
 Transportation System Maintenance  
 Equipment Maintenance

These groups work on behalf of Town of Norwich residents but are not directly governed by the Selectboard.

**MARION CROSS  
 SCHOOL**

**DRESDEN SCHOOL  
 DISTRICT**

**NORWICH FIRE  
 DISTRICT**

**OTHER AGENCIES  
 & ORGANIZATIONS**

Field Code Changed

# NORWICH ORGANIZATIONAL CHART

Chart prepared by Steve Soares and Chuck Wise, TRORC

February 2006

— Direct Responsibility  
 - - Indirect Responsibility and/or collaboration

## ANNUAL TOWN MEETING

### SELECTBOARD

### LISTERS

Property Appraisal  
 Grand List Management

### TOWN CLERK

Public Records  
 Document Management  
 Licensing / Permitting  
 General information

### TOWN TREASURER

Assist Town Manager  
 Signs checks  
 Town Investments

### OFFICE OF TOWN MANAGER

Administrative Department Head  
 Personnel Management / Staffing  
 Emergency Management Director  
 Collector of Delinquent Taxes

### BOARDS/COMMITTEES

(not subject to personnel policies)

Affordable Housing  
 Auditors  
 Cemetery Commission  
 Conservation Commission  
 Corridor Enhancement Committee  
 Development Review Board  
 Energy Committee  
 Finance Committee  
 Health Officer  
 Milt Frye Nature Area Committee  
 Planning Commission  
 Senior Action Council  
 Transportation Committee  
 Tree Warden  
 Watershed Land Management Council  
 Boards of Abatement and  
 Civil Authority

### Recreation Department

Special Events  
 Youth Programs  
 Adult Programs  
 Park Maintenance  
 Municipal Pool

### Zoning and Planning

Land Use Planning  
 Zoning Administration  
 Community Development  
 Historic Preservation  
 Conservation

### Finance Office

Accounting  
 Accounts Payable  
 Payroll  
 Tax Collection

### Waste Management

Collection  
 Recycling

### Police Department

Administration  
 Detectives/Youth  
 Patrol  
 Communications  
 Parking & Traffic  
 Animal Control

### Fire Department

Fire Suppression  
 Rescue  
 Emergency Medical Services  
 Hazardous Materials  
 Fire Prevention  
 Public Education

### Highway Department

Roads and Bridges Management  
 Transportation System Maintenance  
 Equipment Maintenance

These groups work on behalf of Town of Norwich residents but are not directly governed by the Selectboard.

MARION CROSS  
 SCHOOL

DRESDEN SCHOOL  
 DISTRICT

NORWICH FIRE  
 DISTRICT

OTHER AGENCIES  
 & ORGANIZATIONS

Comment [HD2]: Requires general update

Comment [HD3]: Requires general update

## STATEMENT OF EMPLOYMENT CONDITIONS

The Norwich Selectboard has adopted the following statement of policy concerning employees of the Town of Norwich.

Except for Section 5.B.5, “no employee, officer, agent or other representative of the Town of Norwich subject to these policies has any authority to enter into any agreement for employment for any specified period of time or to make any agreement or representation, verbally or in writing, which alters, amends, or contradicts the foregoing provisions. Any exceptions to this policy of “at-will” employment must be expressly authorized in writing by the Selectboard of the Town of Norwich.”

No statement in these Town of Norwich Personnel Policies should be construed to grant any employee an employment contract of fixed duration nor should this or any other personnel manual be interpreted as making an implied or express contract of employment. This will serve notice to all employees that the employment relationship is at-will, and may be terminated by either the Town of Norwich or the employee at any time for any reason. All sections contained in these Town of Norwich Personnel Policies are intended as a general policy statement containing broad internal policy guidelines and not as a contract or any other commitment. The policies/guidelines set forth herein do not represent all terms and conditions of employment applicable to Town of Norwich employees.

**Town of Norwich, Vermont  
Personnel Policies**

---

\*\* ORIGINALLY ADOPTED BY THE NORWICH SELECTBOARD ON JULY 12, 2006. \*\*

1.	<u>TABLE OF CONTENTS</u>	<u>Section</u>	<u>Page</u>
	Table of Contents .....	1	.....1
	Definitions .....	2	.....2
	Purpose .....	3	.....4
	Adoption and Authority .....	4	.....5
	Applicability .....	5	.....5
	Equal Employment Opportunity .....	6	.....5
	Recruitment .....	7	.....5
	Employee Classification .....	8	.....7
	Fire Department .....	9	.....8
	Physical Examination .....	10	.....10
	Proof of Citizenship .....	11	.....10
	Promotions and Transfers .....	12	.....10
	Rights and Responsibilities of Employees .....	13	.....11
	Disciplinary Action .....	14	.....12
	Appeals to Disciplinary Action .....	15	.....17
	Grievance Procedure .....	16	.....17
	Reduction in Force .....	17	.....18
	Recall .....	18	.....18
	Holidays .....	19	.....19
	Performance Evaluation .....	20	.....20
	Leaves .....	21	.....20
	Employee Benefits .....	22	.....25
	Pay Plan .....	23	.....29
	Effective Date of Adoption .....	24	.....31
	Appendices to Personnel Policies .....	25	.....32
	Appendix I – Sexual Harassment Policy .....		.....33
	Appendix II – Drug-Free Workplace Policy .....		.....37
	Appendix III – Smoking & Tobacco Policy .....		.....40
	Appendix IV – Workplace Violence Policy .....		.....41
	Appendix V -- Code of Ethics Policy .....		43
	Appendix VI – Policy on Personnel Records .....		.....47
	Appendix VII – Policy of Nondiscrimination .....		.....51
	Appendix VIII– Use of Computers/Electronic Messaging Policy .....		.....52
	Appendix IX – Nonunion Compensation Schedule .....		.....58
	Appendix X – Safety Policy Mission Statement .....		.....61
	Appendix XI – FLSA: Exempt Employees .....		.....62
	Appendix XII – Employee Acknowledgement .....		.....63

2. DEFINITIONS

- A. "The Policy" - refers to the Town of Norwich Personnel Policies as adopted and amended.
- B. "The Town" – refers to the Town of Norwich.
- C. ~~-"Town Buildings"~~ – refers to Tracy Hall, Highway Garage and buildings, Transfer Station facilities, Police/Fire Stations and all other Town-owned buildings ~~or and~~ structures.
- D. "Benefits" - life, health, dental, vision, flexible benefit plan, accidental death and dismemberment insurances, retirement benefits, and disability plans as approved by the Selectboard.
- E. "Privileges" - sick leave, vacation leave, bereavement leave, medical appointment leave, holiday leave and other such privileges as described within the Policy.
- F. "Full-time Employee" - as described in Section 8, paragraph B, of the Policy.
- G. "Part-time Employee" - as described in Section 8, paragraph C, of the Policy.
- H. "Temporary Employee" - as described in Section 8, paragraph D, of the Policy.
- I. "Salaried and Contract Employees" – as described in Section 8, paragraphs E and F, of the Policy.
- J. "Fire Department Employee" – a member of the Fire Department.
- K. "Town of Norwich Selectboard" - shall be the ~~Town's governing board~~ Town's legislative body.
- ~~L. "S/He" – For the purposes of this Policy, the pronoun He/he shall be construed to indicate female and male employees.~~
- ~~M.L. "Spouse" – For the purposes of this Policy, the term "Spouse" shall be construed to mean the legally married or civil union partner of an employee.~~
- ~~N.M.N. "Department Head" - for the purposes of these Personnel Policies Department Heads are:~~

**Comment [C4]:** Add Rec Pavillion and parks, Gile mt fire tower ? any others

**Formatted:** Level 2, Widow/Orphan control

**Formatted:** Font: Italic

**Comment [jm5]:** Normally considered separate and above department heads

**Formatted:** Indent: Left: 1", First line: 0.5"

Finance Officer	Fire Chief
Director of Public Works	<u>Police Chief</u> <u>Town Manager</u>
<u>Police Chief</u>	Recreation Director
<u>Town Clerk</u>	<u>Zoning</u>

Administrator/  
 Director \_\_\_\_\_ Listers \_\_\_\_\_  
 \_\_\_\_\_ Planning/Zoning Coordinator

**Comment [jm6]:** usually not considered "department heads"

~~O.~~ ~~O.~~ "Town Departments" are:

\_\_\_\_\_ Town Finance \_\_\_\_\_ Town Clerk (Elected)  
 \_\_\_\_\_ Town Public Works \_\_\_\_\_ Town Listers  
 N. Town Recreation \_\_\_\_\_ Town Zoning/Planning \_\_\_\_\_ Town Fire  
 \_\_\_\_\_ Town Police \_\_\_\_\_ Town

**Formatted:** Level 2, Indent: Hanging: 0.5", Outline numbered + Level: 2 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0" + Indent at: 0", Widow/Orphan control

**Formatted:** Level 2, Indent: Hanging: 0.5", Outline numbered + Level: 2 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0" + Indent at: 0", Widow/Orphan control

Administration Elected Officials:  
 Town Clerk  
 Listers  
 Treasurer

~~P.O.P.~~ "Personnel File" refers to the permanent record maintained by the Town for each employee, and containing which shall contain at a minimum containing, at a minimum, a history of the dates of employment of the employee, the positions the employee has filled, the rates of pay for the employee, the annual evaluations completed by the Employee's Supervisor, and the records of any disciplinary action as noted in Section 14 of these policies. The file may also contain records such as application forms, professional certifications and licenses, and results of reference checks related to initial employment, employee benefit plan selections, employee authorizations for payroll deductions, and any other documents which are deemed by the Town Manager to be relevant to the individual's employment.

**Comment [jm7]:** keep separate in the "application file"

**Comment [jm8]:** best practice to keep in separate files

~~Q.P.Q.~~ "Compensatory time". Pursuant to Section 7(o) of the Federal *Fair Labor Standards Act* (FLSA), the Town of Norwich offers its non-exempt employees compensatory time off in lieu of overtime compensation. Compensatory time is provided at the rate of one and one-half hours of compensatory time for each hour of overtime worked.

**Comment [HD9]:** This definition and its provisions is inconsistent with the Union Contract (7/1/14 – 6/30/18)

An employee may accumulate not more than 100 hours of compensatory time. Any employee who has accrued 100 hours of compensatory time off shall, for additional overtime worked, be paid overtime compensation at the rate of one and one-half times the employee's regular rate of pay.

**Comment [C10]:** Reduce to 40 and/or put a cap in place that requires comp time to be used in year accrued. How frequently do employees use this option?

At the time of hiring, a non-exempt employee must elect to receive either compensatory time or payment of overtime compensation. This election may be changed in writing by an employee, but only once each fiscal year, by informing the Department Head and the Finance Office.

An employee who has accrued compensatory time and requested use of this time shall be permitted to use such time off within a reasonable period after making the request, if such use does not unduly interrupt the operations of the employee's department. A request to use compensatory

time may be turned down when the Department Head reasonably and in good faith anticipates that the employee’s use of the time will impose an unreasonable burden on the department’s ability to provide services of an acceptable quality and quantity for the public during the time requested without the use of the employee’s services.

An employee who has accrued compensatory time off shall, upon termination of employment, be paid for the unused compensatory time at a rate of compensation not less than the average regular rate received by such employee during the last three years of employment or the final regular rate received by such employee, whichever is higher.

~~R.Q.R.~~ “Non-Exempt Employees”. Are those employees who are ~~not classified as “exempt” under covered by~~ the Fair Labor Standards Act (FLSA).

~~S.R.S.~~ “Exempt Employees”. There are three primary exempt categories for municipalities under FLSA rules:

- Executive
- Administrative
- Professional

All have a salary threshold and all have separate duties/tasks. ~~(See Appendix XI for detailed descriptions.)~~ Elected officials are also classified as exempt.

**Comment [jm11]:** Is this necessary? It seems like an extra burden for the Town to keep up to date. If so inclined, employees can easily look up the FLSA requirements themselves.

~~T.S.T.~~ “Timesheets”. For the purposes of filling out timesheets, the workweek starts on a Sunday and finishes on the following Saturday. Employees are paid every two weeks. NOTE: Fire Department submits timesheets quarterly or biannually.

~~Each~~Each supervisor is responsible for assuring the timely submission of a timesheet for each employee under their supervision every two weeks. ~~Each employee is responsible for assuring the timely submission of their respective timesheet once every two weeks.~~ The number of regular, overtime, call back hours, compensatory hours accumulated, compensatory hours used, holiday, vacation and sick hours and hours of unpaid leave, shall be entered. The timesheet shall be approved and signed by the employee’s supervisor and submitted to the Finance Office. Timesheets are filed in each department and the Finance Office. Each employee has the responsibility to check ~~his~~-his/her timesheet and report any errors.

~~U.T.~~ “Town Manager” The chief administrative officer for the Town, appointed by the Selectboard.

3. PURPOSE

~~These~~It is the purpose of these These policies ~~to~~ establish procedures, ~~which will~~

~~that~~ serve as a guide to administrative action concerning the personnel activities and transactions of the Town. The policies ~~intend~~~~are intended~~~~intend~~ to set forward the customary and most reasonable method of fulfilling the objectives of personnel administration. The policies are also ~~adopted as the~~ mechanism by which to inform the employees of the ~~Town's~~~~Town of conditions of employment within the~~~~Town~~~~Town's employment conditions.~~

This ~~manual policy~~ and the provisions contained herein do not constitute a contract to employment in whole or in part. The Town reserves the right to add, amend or delete any benefit or policy stated herein at any time, except as otherwise committed to by formal contract agreements.

#### 4. ADOPTION AND AUTHORITY

These Personnel Policies of the Town of Norwich dated July 1, 2006 (Updated: August 16, 2006, August 7, 2007, May 28, 2008, September 10, 2008, August 26, 2009 ~~and~~, September 7, 2010, ~~and [Month Day], 2017~~), are ~~hereby~~ adopted ~~– pursuant under authority set forth in State Statutes Annotated, Title 24, Sec. 4121 – 4122 pursuant to 24 VSA §1121, et seq., and~~ by their adoption, supersede any policies previously in force.

Comment [HD12]: Add date

These policies ~~remain will be~~~~remain~~ in effect until superseded, but should be reviewed on a regular basis by the Town Manager and the Selectboard, with a formal review being completed no later than once every three years. However, these Personnel Policies will not be negated for lack of review within the specified schedule.

#### 5. APPLICABILITY

- A. These policies shall be applicable to all persons employed by the Town except where specifically superseded by a collective bargaining agreement for employees who are members of the collective bargaining unit ~~A.F.S.C.M.E. Council 93, Local 3797, AFL-CIO (New England Police Benevolent Association)~~ and other employees excluded by this section.
- B. These policies shall be applicable to the Town Manager except as they may be covered specifically by any employment contract between the Town Manager and the Selectboard, in which case the employment contract will take precedence.
- C. Sections 7, 8, 12, 14, 15, 16, 17, 18, 19, 20 and 21 do not apply to employees of the Fire Department.
- D. Severability Clause. Should any provision of these policies be held to violate a Federal or State law, only those specific provisions shall be invalid, and all other provisions shall remain in full force.

Comment [jm13]: Note: VLCT suggests that elected officials such as the Town Clerk sign an agreement to be covered by the personnel policy in exchange for receiving benefits. See VLCT model. (There are certain sections, such as discipline, exempted from the agreement since elected officials answer to the voters and not the Selectboard or Town Manager.)

6. EQUAL EMPLOYMENT OPPORTUNITY

The policy of the Town is to maintain and promote equal employment opportunity. The Town will select candidates for employment on the basis of the candidates' qualifications and suitability for the position and will consider them with respect to compensation and opportunity for training and advancement including up-grading and promotion, without regard to age, sex, race, color, ancestry, sexual orientation, place of birth, physical or mental condition, religion, national origin, marital status, any other categories protected by state or federal law, or political affiliation. Equality in such opportunities continues to be the basic policy of the Town.

7. RECRUITMENT

A. The Town Manager shall post notice of every Town vacancy in all Town buildings for a period of at least five business days. The Town Manager may also post notice of vacancies in newspapers, on the Town website, and in such other appropriate media as to attempt to obtain the best qualified applicant response. Note as exception hereto: The Fire Department, as a volunteer/call department, recruits on a continuous basis.

B. Notice shall specify the vacant position, salary range, nature of the work and full job description when available, major required qualifications of the applicants, closing date for receiving applications and other such information as required. Notice shall include verification that the Town does promote *Equal Employment Opportunity*.

**Comment [jm14]:** do you list all qualifications? I suggest inserting the word "major" here since there may be other required qualifications upon which you make the decision that are not listed on the posting.

C. It is the policy of the Town that immediate relatives shall not directly supervise immediate relatives. Temporary employees may be exempted from this provision where the possibility of any conflict of interest is deemed to be minimal and with prior approval of the Town Manager. For the purpose of this subsection, immediate relative shall include (step) mother, (step) father, parents-in-law, sister (in-law), brother (in-law), spouse, domestic partner, son, daughter, (step) children. Members of the Fire Department are exempt from this provision, except the Fire Chief, as long as the Fire Department continues to operate as a Call Department.

**Comment [HD15]:** The Fire Chief is an employee of the Town versus a volunteer "employee".

D. Policies stated in this section are not to be construed as to conflict with any law or regulations mandated by state statutes required for police hiring practices or any other department that may also be affected by laws or statutes.

E. As part of the pre-employment procedure, former supervisors, employers, and references provided by applicants shall be contacted to confirm application information. Motor vehicle, criminal background and/or credit checks may be conducted with written authorization from the applicant.

Reference checks may be conducted personally, by telephone, electronically, or by other methods and shall be documented. These reference checks shall be completed prior to an offer of employment and the information shall be made part of the application file. For Town positions requiring a commercial driver's license (CDL), a pre-employment drug test may be required (in addition to the random drug testing required during any employment). All such information is to be handled as privileged and confidential.

F. Steps Before Starting to Hire. Before starting to fill a new or existing position, the following items must be determined:

- (1) The position title, the nature of work to be performed and a job description, when available, listing essential tasks of the position. Existing job descriptions will be updated ~~where needed, as~~ applicable. New or changed job descriptions must be approved by the Town Manager ~~before~~ prior to ~~before~~ advertising the position.
- (2) The job classification, exempt or non-exempt status under FLSA and the range of hourly pay, depending on qualifications, -rate- must be determined.
- (3) The position may be full-time or part-time, permanent or temporary (seasonal). Both must be determined before hiring, including the number of hours per week for a part-time position.
- (4) ~~The~~ An estimated starting date must be agreed upon.
- (5) No position may be advertised unless the necessary funds are included in the current budget for the position.
- (6) The position must be advertised. The final date for receiving applications must be stated. ~~It is not necessary to advertise the pay rate/hiring range.~~ Job descriptions should be available for applicants if they want them. Advertisements will be posted in at least three public places in Town (including the town website) and in the ~~Selectboard's Valley News~~ Selectboard's designated newspaper (currently, Valley News) or other appropriate form of online or print media (e.g., the Norwich Listserve). Advertising costs will be charged to the department hiring the employee.
- ~~(7)~~ Normally the Department Head will be responsible for screening the applications, conducting interviews and making hiring recommendations to the Town Manager. However, the Town Manager may decide to participate in the screening and interviewing and if s/he wishes, -to do so-, he will indicate his intention before the hiring process starts.

(8)

- ~~(9)~~(7) The Town Manager will approve all hiring decisions on an individual

**Comment [jm16]:** suggest this could be a range, depending on qualifications

**Comment [HD17]:** This is inconsistent with section 7.B.

**Formatted:** List Paragraph, No bullets or numbering

basis, before a job offer is made, unless s/he specifically delegates this authority to the Department Head.

8. EMPLOYEE CLASSIFICATION

A. Probationary Employee. A probationary employee is any new employee or any employee returning from a break in service of one year or more (except for an employee returning from active military service). The probationary status of an employee shall be completed when the employee has worked at least one year and has received favorable reviews at 90 days and 180 days from the Department Head which have been accepted by the Town Manager. The probationary period may be extended at the discretion of the Town Manager, but shall not exceed eighteen months. Probationary employees receive all the benefits and privileges provided by these Personnel Policies. Probationary employees are not subject to the disciplinary and discharge procedures set out in Section 14.

B. Full-Time Employee. A full-time employee is an employee who has completed the probationary period and works a regularly scheduled forty (40) hour work week. The employee is subject to all policies and regulations and is eligible to receive all benefits and privileges as provided by the Personnel Policies.

C. Part-Time Employees. All those working ~~less-fewer~~ than 40 hours per week up to and including 39 hours per week. Change part time employee to read 24-39 hrs/week.

~~C.D.~~ Temporary Employee. A temporary employee is one who is hired with an expected employment duration of less than one (1~~1~~) year. A temporary employee shall not enjoy nor be entitled to the privileges and benefits provided by these policies, except as provided by state or federal law, but may be paid a 15% differential above the hourly rate for the position held.

~~D.E.~~ Salaried and Contract Employees. Salaried and contract employees are not considered hourly employees.

~~E.~~ Independent Contractor. ~~An independent contractor is hired to perform one or more defined tasks, and is paid at a negotiated rate of remuneration. No overtime is paid and there are no fringe benefits payable. As an alternative to a fixed contract, the person may be paid at an hourly rate based on the number of hours needed to complete the task. Again, no overtime or fringe benefits are paid. All independent contractors must get a signed contract before starting work. Health, injury and third party insurance are the responsibility of the independent contractor.~~

9. FIRE DEPARTMENT

~~Members With the exception of the Fire Chief, members of the Fire Department~~

Formatted: Check spelling and grammar

Formatted: Font: 12 pt

Comment [C18]: Wondering if fed or state law has changed the definition of full time and part time employee?

Formatted: Font: 12 pt

Formatted: List Paragraph, Indent: Left: 0", Widow/Orphan control

Comment [jm19]: this allows for workers' comp insurance, unemployment insurance, social security, medicare, and the new Vermont paid sick leave law plus any future laws that are passed.

Formatted: No underline

Formatted: Indent: Left: 0"

Comment [jm20]: independent contractors should not be included as a type of employee. There may be "contract" employees but, by definition, an independent contractors should be a non-employee and this personnel policy should not be applied to them.

Comment [C21]: Delete all FD material

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Strikethrough

are employed on an on-call basis and shall be excluded from coverage of the Personnel Policies and shall not be entitled to any rights or benefits contained in these Personnel Policies except as specifically provided in these policies. Members of the Fire Department shall have the right to present grievances, except grievances relating to promotion, demotion, discipline or discharge and shall have the right to report instances of sexual harassment to the Fire Chief or the Town Manager in accordance with Appendix I. In the case of a conflict between this section and any other portions of these policies, this section will govern.

Members of the Fire Department serve as "at will" employees and may be demoted or terminated by the Fire Chief with the approval of the Town Manager at any time without cause. These Personnel Policies do not constitute an employment agreement between the employer and the employee and are subject to change at the sole discretion of the employer as the needs of the employer and requirements of the department change.

A. Recruitment

~~Since the Fire Department shall provide appropriate notice of vacancies. Recognizing that the department has vacancies on a fairly regular basis, the Town accepts applications on a continual basis and reviews them, as needed, when openings arise is consistently recruiting, official notice of vacancies is not required.~~

Formatted: Strikethrough

Formatted: Strikethrough

Comment [jm22]: These 2 sentences are confusing. What is "appropriate notice" and what is "official notice." Maybe this could be clearer. Perhaps this fits: "Because the department has vacancies on a fairly regular basis, we accept applications on a continual basis and review them as needed when openings arise."

The following are the minimum requirements for becoming a member of the Fire Department:

Formatted: Strikethrough

- Minimum of 18 years old
- High School graduate
- Physically fit and able to perform duties associated with EMS services and Fire/Rescue services as appropriate.
- No felony conviction.
- No misdemeanor conviction involving moral turpitude or pattern of misdemeanor convictions.
- ~~No pending misdemeanor or felony charges.~~
- ~~Holder of a valid driver's license with no suspensions in last three years and no habitual or serious traffic offenses.~~
- ~~Not a habitual drunkard or gambler.~~
- ~~No use of illegal drugs in the past three years.~~
- ~~Never sold illegal drugs.~~
- ~~No use of mind-altering drugs within the past 5 years.~~
- ~~Able to attend regular training and drills.~~
- ~~Able to respond to calls on a regular basis.~~

Comment [C23]: Or GED? Can this be waived if applicant is otherwise literate and qualified?

Formatted: Strikethrough

Formatted: Strikethrough

Comment [jm24]: I'm not sure this is legal when there is no conviction.

Formatted: Strikethrough

Comment [jm25]: define? also may be protected by ADA. Better to define essential functions of the job.

Formatted: Strikethrough

Comment [jm26]: define "mind-altering." what about alcohol? perhaps "no illegal drug use" would be better.

Formatted: Strikethrough

The applicant will fill out an application on a form provided by the Fire Chief with the necessary releases to allow a background investigation.

~~The Fire Chief is responsible for screening the applications, conducting interviews and making hiring recommendations to the Town Manager. The Town Manager may participate in the screening and interviewing process.~~

~~The Police Department will perform a background investigation of all applicants.~~

~~Applicants for membership in EMS division shall pass a medical evaluation in accordance with 29 CFR 1910.134 before being appointed.~~

~~Members of the fire/rescue division shall pass a medical evaluation in accordance with 29 CFR 1910.134 before being qualified for interior firefighting or other tasks requiring the use of SCBA.~~

~~Appointments to the Fire Department are made by the Town Manager based on a recommendation of the Fire Chief.~~

~~B. Promotions~~

~~To the extent feasible appointment as a Fire Department officer, with the exception of the chief, should be made from within the department.~~

~~Application for a promotion shall be made on a form provided by the Fire Chief with the necessary releases to allow a background investigation. The selection process will be based on the requirements of the job description and may include review of education, training and experience; appropriate testing and interviews; background check; physical agility; drug screening and, where appropriate, pre-appointment medical examination. The Town Manager may participate in the screening and interviewing process.~~

~~Appointments as a Fire Department officer in the fire/rescue division are made by the Town Manager based on a recommendation from the Fire Chief. The Fire Chief makes appointments to staff positions and assigns other duties as required.~~

~~C. Performance Evaluation~~

~~Written performance evaluations shall be conducted at least once annually for all Fire Department officers using a form prepared by the Fire Chief and approved by the Town Manager.~~

10. PHYSICAL EXAMINATION

All prospective employees, including current employees being promoted or transferred or transitioned from temporary employment to a new position, may be required to undergo a physical examination at the expense of the Town after an offer of employment has been made. Appointment to a position may be conditioned upon satisfactory results of the examination demonstrating that the

**Comment [jm27]:** Be careful. I don't believe drug testing is allowed except after a job offer has been made and the offer is contingent upon passing the drug test.

**Formatted:** Strikethrough

**Comment [C28]:**

**Formatted:** Strikethrough

**Formatted:** Strikethrough

**Comment [jm29]:** what about other staff?

**Formatted:** Strikethrough

**Comment [C30]:** Are we holding new employees to this exam?

prospective employee has the physical and mental capacity to perform the job's essential functions with reasonable accommodations, if necessary. Pre-employment medical examinations for applicants shall be conducted only under circumstances allowed by the Americans with Disabilities Act and Vermont state law.

11. PROOF OF ~~WORKCITIZENSHIP~~WORK AUTHORIZATION STATUS

All new Town employees must provide the Town with proof of identity and citizenship or legal immigration work authorization status in conformance with federal law. Failure to provide such proof shall result in non-hiring or immediate dismissal.

12. PROMOTIONS AND TRANSFERS

A. Vacancies in positions in any department in the Town should be filled as far as practicable by the promotion or transfer of well-qualified employees (based on past performance reviews) and recommendation of Department Heads. Promotion in every case must involve a definite increase in duties and responsibilities and shall not be made merely for the purpose of effecting an increase in compensation. In no case shall a promotion be effected without just compensation.

B. All promotions and transfers shall be subject to a one year evaluation period. If, during this evaluation period the Town Manager ~~in with~~ consultation of consultation with the Department Head determines that the employee cannot satisfactorily perform the duties of the position, the employee shall be notified in writing as to the reasons for the decision and, subject to a pre-demotion hearing, may be removed from the position. If the employee's old position, or some other position for which the employee is qualified, is vacant, the employee will be returned to his former or other equivalent job. Otherwise, the employee will be subject to the Layoff Provisions under these policies. A decision by the Town Manager, after consultation with the Department Head, during the evaluation period to remove a promoted or transferred employee from the new position shall be final and not subject to appeal.

13. RIGHTS AND RESPONSIBILITIES OF EMPLOYEES

- A. Every employee shall fulfill to the best of ~~their~~~~his~~~~her~~~~their~~ ability the duties and responsibilities of his position. Each employee shall, during his/~~her~~ hours of duty, devote ~~his~~ full time, attention and efforts to ~~their~~~~his~~~~her~~~~their~~ position and employment. An employee shall not use ~~their~~~~his~~~~her~~~~their~~ position to secure special privileges or exemptions for him/~~her~~self or others. An employee shall not use Town property or equipment for ~~his~~ private use or for any use other than that which serves the public interest.  
Fraternization, in the form of dating, romantic involvement, or sexual relations, is a relationship that goes beyond the normal scope of an employee's interactions with other employees. Such fraternization between an employee with supervisory duties and a subordinate is prohibited. Any such activity is cause for disciplinary action, including termination.
- B. An employee shall not disclose confidential information gained ~~by him~~ by reason of ~~their~~~~his~~~~her~~~~their~~ position except as authorized or required by law, nor shall ~~the~~ employee otherwise use such information for ~~his~~ personal gain or benefit.
- C. The obvious responsibility of an employee ~~of the Town~~ is to the Town. No conduct or action ~~which is~~ contrary to the best interests of the Town will be permitted.
- D. If, in the opinion of the Town Manager, secondary employment interferes with an employee's performance of duties, the Town Manager shall provide written notice to the employee of such ~~his~~ observations and of the possibility of imposition of disciplinary action including, but not limited to, termination.
- ~~E.~~ Town employees are expressly prohibited from soliciting or accepting any gratuity (except mementos or novelties of nominal value) from any person, company firm or corporation to which any purchase or contract is or might be awarded.
- ~~F.~~
- ~~G-E.~~ An employee may not be absent from duty without the permission of his Department Head. Any absence of an employee from duty ~~which is~~ not authorized under provisions of these policies shall be investigated by the Department Head and reported to the Town Manager. Any employee ~~absent~~~~who is absent~~absent from work without authorization may be subject to forfeiture of compensation for the period of absence and other forms of discipline ~~including~~~~up to~~including termination.
- ~~H-F.~~ Salaried-Exempt personnel shall be entitled to reasonable time off as compensation for hours worked in excess of forty hours per week, providing prior notice and approval is secured by the Town Manager. This time off shall constitute the only compensation for said additional work hours.
- ~~I-G.~~ Political Activity: An employee shall not use his or her official authority for the purpose of interfering with or affecting the nominations or election of any candidate for public office in the Town of Norwich. This rule is not to be

Comment [HD31]: New suggestion

Comment [HD32]: Redundant section to Section 14.B.

Formatted: List Paragraph, No bullets or numbering

Comment [jm33]: Generous but is this necessary? Fine to have if working well but may be worth review and reconsideration.

construed to prevent an employee from becoming or continuing to be a member of any political party or from attending political meetings or signing petitions for a candidate for public office.

- I. ~~I. Sexual Harassment: In accordance with state statute, the Town has adopted a comprehensive Sexual Harassment Policy. See the full policy in the appendices for further information.~~
- J. ~~J. Smoking Policy: In accordance with state statute, the Town has adopted a smoking policy. See the full policy in the appendices for further information.~~
- K. ~~K. Drug Free Workplace: In accordance with state statute, the Town has adopted a drug free workplace policy. See the full policy in the appendices for further information.~~
- L. ~~L. Workplace Violence Policy: The Town has adopted a policy dealing with violence in the workplace. See the full policy in the appendices for further information. Town Policies Affecting Employees: In accordance with state statute, the Town maintains several policies employees shall adhere to. Some key A copy of the policies are included in the appendices, addressing and they address sexual harassment, smoking, drug free workplace, and workplace violence. This list may not encompass all Town adopted policies applicable to employees. Employees are encouraged to speak with their supervisor or the Town Manager for any such policy(ies).~~
- M. Personnel Files: An employee, upon request to the Town Manager, may make an appointment to review his own/his/her Personnel File. Such review shall occur at the Town offices and shall be supervised. Employees may receive copies of any documents contained in their file own files file, but may not remove or destroy any such documents.
- N. Social Media –Add something here limiting the use of personal cell phones during work hours and other social media postings that might negatively impact the town or a Town Employee/elected official.

Formatted: Underline

Formatted: No underline

Formatted: No underline

Formatted: No underline

14. DISCIPLINARY ACTION

- A. The Town exists to provide services to its citizens and, therefore, has a responsibility to perform these services in the most effective and efficient manner possible. The same is required of its Town employees. Discipline and/or performance improvement coaching will result from any action or inaction resulting in anything less than satisfactory performance. All full-time and part-time employees will be fairly and consistently subject to the disciplinary and discharge procedures, given the facts of the individual case. The termination and disciplinary procedures outlined in these Policies do not apply to probationary or temporary employees.
- B. Disciplinary action may be initiated by the Department Head and/or Town

Manager. Discipline will be administered ~~for cause and initiated~~ for reasons which include but are not limited to:

**Comment [jm34]:** best to avoid "for cause" phrase as it can get quite specific legally.

- No employee shall, directly or indirectly, ~~corruptly~~ ask, demand, exact, solicit, accept, receive a gift or gratuity, or a promise to make a gift or to do any act beneficial to the employee or another with the understanding that the employee will be influenced thereby in any action within the employee's official capacity or employment. Nor shall any employee authorized to procure or to recommend procurement of materials, supplies or services ~~corruptly~~, directly or indirectly, ask, demand, exact, solicit, seek, accept, receive or agree to receive for the employee or another person, any benefit or benefits from the person providing or soliciting the provision of such materials, supplies or services.
- absenteeism including tardiness;
- any violation of any employee duties as set forth in these policies, or a violation of any other duties or work rules, whether or not specified herein;
- any action or inaction resulting in anything less than satisfactory performance;
- insubordination;
- unacceptable job performance;
- possession or use of alcohol on the job;
- possession or use of illegal drugs on the job;
- misuse of prescription or non-prescription drugs which impairs the performance of the employee;
- unauthorized use of Town equipment or property;
- destruction of public and/or private property;
- falsification of documents concerning payroll or any other departmental operations;
- abusive and/or obscene language directed at supervisors, other employees or the public;
- failure to comply with safety regulations;
- sexual harassment;
- dishonesty of any kind, including theft of public or private property;
- violation of confidentiality;
- other actions or conduct adversely affecting or impairing the efficiency or effectiveness of Town service.

**Comment [C35]:** Do we, if we include fraternization in earlier doc, need to include frat here?

- C. All disciplinary actions shall be communicated to the employee in writing. The discipline documentation shall provide a space for comments from the employee and space for the employee to sign with language indicating that the employee's signature denotes the receipt of a copy of the document, but does not necessarily indicate the employee's agreement with its content. Refusal to sign the document may be considered insubordination on the part of the employee, and could be cause for additional disciplinary action.

- D. Employees shall be notified in writing at the time of any disciplinary action as to their rights of appeal. Comments written by the employee on the documents referenced in Section C above do not constitute the basis for an appeal.
- E. Any and all documents related to disciplinary actions shall become a permanent part of the employee's personnel file. ~~Except for records of Verbal Reprimands, as noted below, or when removal of a record is authorized by the Town Manager,~~
- F. Disciplinary action need not follow a sequential order and is not necessarily limited to the following procedures:
- (1) Verbal Reprimand. The Department Head may verbally warn employees of areas which need improvement or of a specific incident. The warning should be informal in nature and include specific steps for performance improvement or corrective action. A record of such reprimand will be placed in the employee's personnel file and retained for a period of up to one year. ~~If no other disciplinary action beyond a verbal warning occurs during that period, the record of the verbal reprimand will be removed from the employee's personnel file after the employee's next annual evaluation.~~
  - (2) Written Reprimand. The Department Head may issue a written reprimand to an employee for a repeat offense, continual lack of performance or a more serious offense than warrants a verbal warning. The reprimand will include the nature of the offense and possibility of future disciplinary action. Remedial suggestions will be included in the reprimand. A written reprimand will remain in the employee's personnel file for three years, unless removed by request of the Department Head and approved by the Town Manager.
  - (3) Suspension (with or without pay). The Department Head, with the approval of the Town Manager, may suspend an employee with or without pay for up to thirty (30) days for recurring offenses or a more serious offense than that which warrants a written reprimand. ~~If the ; said-suspension is without pay, it~~ is subject to written notice and a pre-suspension hearing where circumstances allow. In those instances where a pre-suspension hearing cannot be afforded, an immediate post-suspension hearing will be provided. The length of the suspension shall be based on the seriousness of the offense. In situations where the employee ~~is insubordinate or~~ may endanger ~~himself/himself/herself~~, the public or other employees, the Department Head may take immediate action to suspend, and review the matter with the Town Manager subsequent to the action. Employees will receive confirmation of the suspension in writing with the date, time and nature of the offense, the length of the

**Comment [jm36]:** I advise not to remove anything from a personnel file. Such history should not be lost.

**Comment [HD37]:** I agree, but, often, this gets "bargained" in a union contract

**Comment [jm38]:** such removal is not recommended.

**Comment [jm39]:** It is often wise to suspend with pay (for instance, while conducting an investigation) so you'll want to be sure to have that option.

**Formatted:** Font: Not Bold

**Comment [jm40]:** Do not do this except if the person would be a danger to him/herself or others in which case, send him or her home WITH PAY. The Town Manager should be required to pre-approve any other suspension and, PRIOR to that, legal help should ALWAYS be obtained! Call VLCT if ever in this situation. The VLCT-PACIF Employment Practices Liability (EPL) Referral Program can provide up to 3 hours of free legal advice!!

suspension, remedial suggestions and methods to appeal.

Employees are not to be present at their workplace for any reason during any suspension without the prior approval of the Town Manager.

- (4) Suspension (with pay). The Town Manager may elect to suspend an employee with pay for an indefinite period of time pending an investigation of an alleged incident or offense when the employee's continued performance of his duties would erode public confidence in the department or the Town organization. The employee should receive written notice and a pre-suspension hearing. Employees are not to be present at their workplace for any reason during any suspension without the prior approval of the Town Manager.

**Comment [jm41]:** I would try to find a way to combine 3 and 4, allowing flexibility for the circumstances which would warrant any suspension and discretion for the TM on paid vs. unpaid. Again, get legal advice by calling VLCT before initiating suspension.

- (5) Dismissal. The Town Manager may dismiss an employee whose performance or actions over time have been such that the employee has an established negative pattern of actions or performance. In addition, the Town Manager may immediately dismiss an employee when the nature of the act, offense, or misconduct triggering discipline so warrants. There are certain types of conduct which are expressly forbidden and which may result in immediate termination from the Town. Conduct constituting just cause for immediate termination includes, but is not limited to:

**Comment [jm42]:** It may be okay to set this expectation for employees. However, in such as situation the Town should always pause and call VLCT before dismissal.

- Theft;
- Unauthorized possession of weapons;
- Falsification of records or documentation;
- Possession or use of alcohol on the job;
- Possession or use of illegal drugs on the job;
- Fighting or threatening other employees or supervisors;
- Willful destruction or abuse of property;
- Sexual harassment;
- Reporting to work under the influence of drugs or alcohol;
- Disregard of safety rule;
- Misuse or unauthorized use of Town property;
- Conviction of a crime, which adversely affects or impairs the ability of the employee to perform Town services;
- Refusal to obey a directive(s) orders of the individual's Supervisors or the Town Manager;
- Unauthorized operation of machines, tools or equipment;
- Absence without reasonable cause;
- Leaving work during business hours without permission;
- Coercing or intimidating other employees or Supervisors
- Misuse or removal from work, without proper authorization, of employee lists, blueprints, records of confidential information of any nature;

**Comment [jm43]:** a directive?

**Comment [jm44]:** any removal, even for work purposes, should be pre-approved.

- Gambling during working hours.

The foregoing list of conduct which may trigger immediate termination is not intended to be exclusive and in no way modifies the right of the Town to immediately terminate an employee for other conduct not listed.

Prior to dismissal:

- (a) The employee will be provided with written notice of the basis for termination and an opportunity to present his-~~or~~/ her side of the story to the individual with supervisory authority over the employee. During this initial pre-termination hearing, the employee is entitled to be represented by counsel and may have an opportunity to present witnesses if he-~~or~~/ she so chooses. The hearing will be ~~tape~~ recorded.
- (b) If the supervisor makes an initial finding-~~of that there are~~ grounds for termination, then a hearing date should be set before the Town Manager.
- (c) The employee will be provided with at least ~~seven days (but not more than fifteen days)~~ ~~seven (7) but no more than fifteen (15) days~~ written notice of the hearing date, together with the specific grounds for discharge. The notice will also provide: the employee's right to be represented by counsel and to present witnesses and supporting documents, the right to have the matter heard in executive session as opposed to a public hearing.
- (d) The Town Manager will make arrangements in advance of the hearing for a ~~tape~~-recording of the proceedings.
- (e) After the supervisor presents each of ~~his-his/her~~ witnesses, if any, before the Town Manager, the employee or ~~his~~ counsel will have the right to cross-examine the witnesses. Both parties have a right to lodge objections to witness testimony and documents and the Town Manager must rule on those objections. Once the supervisor completes ~~his-his/her~~ case, the employee then has ~~a-the~~ right to present ~~his-his/her~~ own witnesses and documents and the supervisor, ~~or his attorney~~ Town Attorney, has a right to cross-examination. The Town Manager has a right to ask questions of the witnesses at any time during their testimony.
- (f) After the hearing closes, the Town Manager issues a written decision and forwards it to the parties or their counsel.

**Comment [HD45]:** An issue I see here is that the supervisor represents the town, but the Town Manager is going to make a decision on behalf of the town when the Town Attorney may aid the supervisor. Also, this gets further complicated if the employee loses the case and appeals the Town Manager's decision. Presumably, the Town Attorney would follow the case representing the Town. MAYBE get rid of the "hearing" aspect at the Town Manager level, renaming it "discovery", or something more applicable.

**Comment [HD46]:** An issue I see here is that the supervisor represents the town, but the Town Manager is going to make a decision on behalf of the town when the Town Attorney may aid the supervisor. Also, this gets further complicated if the employee loses the case and appeals the Town Manager's decision. Presumably, the Town Attorney would follow the case representing the Town. MAYBE get rid of the "hearing" aspect at the Town Manager level, renaming it "discovery", or something more applicable.

- (6) Demotion. An employee holding a position of rank or supervisory capacity or a capacity of increased responsibility with a corresponding increase in pay may be demoted when ~~his-his/her~~ performance ~~deteriorates~~~~has deteriorated~~~~deteriorates~~ to a level where the employee is no longer fulfilling the duties of the position. In every case where appropriate, the demotion will be made by the Department Head only after consultation with, and ~~concurrence~~ approval by, the Town Manager. In instances where there is no Department Head, the Town Manager shall have sole authority to make such demotions. Any demotion will be accompanied by a corresponding decrease in salary. Demotion shall also require a written notice of the intention to demote and the opportunity for a pre-demotion hearing.

15. APPEALS TO DISCIPLINARY ACTION

- A. There is no appeal to verbal reprimand.
- B. Appeals to disciplinary action beyond verbal reprimand shall be subject to the grievance procedure as described in Section 16.

16. GRIEVANCE PROCEDURE

Definition - A "grievance" is a claim by an ~~employee or group of employees~~employee(s) stating the employee(s) ~~has~~ received inequitable treatment through a misapplication or misinterpretation of these Personnel Policies.

Procedure

- A. The employee(s) originating the grievance shall present the matter to his immediate supervisor and attempt to resolve the matter at that level. The grievance shall be brought to the attention of the supervisor in writing within ten (10) working days of the date the grievance came to the attention of the employee.
- B. The supervisor shall provide a written response to the grievant within ten (10) working days.
- C. If the matter is not resolved to the employee's satisfaction at the supervisor's level, the grievance shall be brought in writing (including copies of the original grievance and the supervisor's response) by the employee to the next supervisory level within ten (10) working days. The supervisor shall provide a written decision within ten (10) working days of receipt of the

grievance.

D. Step C is continued until such time as the grievance is settled to the employee's satisfaction or until the process is completed through the level of the Town Manager.

(1) (4) All time limits contained in the appeal procedure shall consist of "regular" work days (Monday through Friday, excluding holidays). ~~Failure by any party to comply and adhere to a specified time period as provided herein shall result in a decision against the non-complying party.~~

**Formatted:** Outline numbered + Level: 3 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0" + Indent at: 0"

**Comment [jm47]:** concerned that if the town misses a deadline due to vacation or family leave or other absence, that the employee discipline would be voided.

(2) ~~Time limits for any step of the appeals process may be extended by mutual written consent of the parties to the appeal by the Town Manager.~~

(2)E. Time limits for any step of the grievance process may be extended by ~~mutual written consent of the parties the Town Manager~~ or by previously scheduled absences.

**Formatted:** Level 3, Indent: Left: 1", Outline numbered + Level: 3 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0" + Indent at: 0"

**Comment [HD48]:** Eliminate redundancy between D.(2) and E.

~~E.F.~~ The Town Manager's decision is final.

17. REDUCTION IN FORCE

A reduction in force will be undertaken only when in the best interest of the Town. Any reduction in force (layoff) will be undertaken in a manner ~~which that~~ minimizes ~~the~~ adverse effects on the Town ~~and affects the fewest number of employees as possible~~. In the event that a reduction in force is necessary, lay-off within the affected department or classification shall be at the sole discretion of the Town Manager after consultation with the appropriate Department ~~Head~~~~Heads~~~~Head(s)~~.

**Comment [jm49]:** suggest removing this wording. It may be a goal to lay off as few as possible but should not necessarily be an overriding factor if there are other more important issues for the town.

18. RECALL

A. It is the ~~Town's policy of the Town~~~~Town's policy~~ to recall employees who have been laid off as vacancies occur for which the employees are qualified. Such recall shall be used to fill vacancies before new employees are recruited or hired.

B. The Town Manager will determine whether an employee has the skills or qualifications to perform available work. The Town Manager will use an evaluation process ~~which that~~ fairly measures an employee's past work, present job abilities, and the employee's potential for improvement.

C. An employee who is on lay-off and is recalled must notify the Town Manager in writing of ~~their~~~~his intention~~~~their intent~~ to return to work on a

certain date within five (5) work days of their recall notice. The employee must report to work no later than twenty-one (21)~~thirty (30)~~ days after notice of recall. Failure to notify the Town or report to work within these periods shall result in a loss of further recall consideration.

**Comment [jm50]:** maybe fewer days? 21?

- D. An employee recalled within one year of being laid off shall have all seniority and benefits restored to the level at which they existed prior to the layoff, except for those benefits for which the employee may have already been compensated and except for any duly adopted change to these personnel policies or other superseding employment contract (e.g., ratified union contract) in effect on the date of the recall notice.
- E. An employee who is on lay-off and who has not received notification of recall within one (1) year from the date of lay-off shall lose all seniority and recall rights.

19. **HOLIDAYS**

**Comment [C51]:** Has there been discussion of consolidating sick time, holiday time and vacation time into a general Paid Time Off? One bank for all paid time off.

- A. All full-time and part-time (employees working 24 hours up to 39 hrs) employees shall be compensated for holidays recognized under these Personnel Policies. Part-time employees will be compensated on a pro-rated basis if the holiday falls on a typically scheduled work day and will not be eligible for in lieu days off.
- B. If a holiday falls on a Saturday, the holiday will be observed on the Friday before. If the holiday falls on a Sunday, the holiday will be observed on the following Monday.
- C. Full-time employees whose scheduled day off falls on a legal holiday, shall receive another day off with pay, the day to be determined at the discretion of the Department Head. Reasonable efforts will be made to accommodate the schedule request of the employee. Also, employees are encouraged to use any such in lieu day within the same pay period as the designated holiday.
- D. Holidays (and any related in lieu day) not used within the fiscal year will be forfeited. ~~Note~~NOTE: The Town Manager may allow some flexibility with this provision; if special facts, information and circumstances warrant.
- E. In the event that work is required of any non-~~exempt~~exempt~~salaries~~, full-time employee on any of the scheduled legal holidays, that employee shall be paid time and one-half for all hours worked on said holiday, plus holiday pay computed at ~~his~~the employee's regular base pay. This shall constitute the only compensation for employees who work on a holiday. No compensatory time may be accumulated on a holiday.

**Comment [jm52]:** sometimes non-exempt employees are salaried so be careful to say non-exempt rather than non-salaried.

F. Temporary employees are not eligible for holidays. Temporary employees who are required to work on a holiday shall be paid at one and one-half times their normal hourly rate for all hours worked on said holiday.

G. Legal-Town holidays ~~include~~ are as follows ~~include~~:

**Comment [C53]:** I propose cutting the number of paid holidays by 3.

<u>Holiday</u>	<u>Date</u>
New Year's Day	January 1
Martin Luther King's Birthday	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day After Thanksgiving	Fourth Friday in November
Christmas Day	December 25

**Formatted:** Indent: Left: 0.5", First line: 0.5"

20. PERFORMANCE EVALUATION

**Comment [C54]:** Why is this here? Move up to before #14 Disciplinary action.

Written performance evaluations shall be conducted at least once annually for all employees in a manner and format prescribed by the Town Manager. Evaluations for employees should be conducted between May 1 and June 30 of each year. If said evaluation reveals deficiencies in an employee's working characteristics, the Town Manager may take such action as is provided for within the text of provided in these policies. Further, the performance evaluations will be part of the criteria by which performance increases are shall be determined.

**Comment [jm55]:** This is excellent. Is it being followed and is it working well across the board?

**Comment [jm56]:** Is this working? Sometimes there's not enough money to make meaningful

21. LEAVES

A. Accounting of Employee Leaves. Employees shall request leave in all circumstances by filing application for leave on a standard form provided by the Town. For all leaves other than leaves for unforeseen illness or emergency, the employee shall request in advance for the time off. The request shall be responded to in timely fashion by the Department Head and/or Town Manager and the leave recorded in records of the Town.

B. Vacation:

(1) It is the policy of the Town that periodic time off (i.e., vacation) is important for employee well-being and important to building and maintaining employees that positively carry out their respective duties and responsibilities. To that end, the Town encourages employees to take the time off that they earn.

(4)(2) Vacation leave shall be credited based upon an employee's length of service to the Town. An employee is eligible to use accrued vacation

after six months of service. After completion of six months of service, vacation time earned shall be accrued and available for use monthly according to the schedule listed below.

(2)(3) Full-time employees are entitled to accrue vacation time for each completed month of service. The rate of accumulation depends on the length of employment with the Town of Norwich.

Length of Service	Vacation Time		Accumulation Rate
	Days	Hours/	
Month			
		Days	Hours
1 through 36 years	10	80	0.833
6.664			
47 through 913 years	15		120
1.25250	10.00		
1014 through 19 years	20		160
1.666	13.326		
20 and over	25	200	2.08
16.64			

Formatted: Underline

Up to eighty (80) Earned vacation hours may be carried over from one year to the next, based on an employee's date of hire. Any remaining unused, accumulated up to a maximum of twice the annual allowance.

Length of Service	Maximum accumulation of vacation time	
1 through 6 years	20 days	or 160 hours
7 through 13 years	30 days	or 240 hours beyond
14 through 19 years	40 days	or 320 hours
20 and over	50 days	or 400 hours

Formatted: Font: Not Bold, No underline

Any days over the permitted 80, maximum will be paid by the Town to the employee at their then current regular hourly rate.

Comment [HD57]: I think this should be reviewed for change (e.g., 10 days through first 3 years; 15 days from year 4 to 10; 20 days from year 11 to 20; and, 25 days for over 20 years of service)

forfeited. Unused vacation days up to the maximum accumulation allowed will be paid in cash in the event of voluntary separation from the Town or on retirement.

Employees must have the approval of their supervisor before taking vacation days.

Vacation may only be taken after it has been earned. Vacation time must be used in two four-hour time blocks.

Comment [HD58]: Redundant to section B.2. (current B.1.)

Comment [jm59]: Is there a reason for this? If taking vacation in conjunction with the Vermont Parental and Family Leave Act, the person must be allowed to take in 2 hour increments.

(3)(4) Vacation scheduling is the exclusive prerogative of the Department Head for respective subordinates respective department employees. Leave must be requested in advance by the employee and is subject

to approval by the Department Head. Vacation days shall not be advanced for use prior to their being earned without approval by both the Department Head and the Town Manager.

(4)(5) Part-time employees are not ordinarily eligible for vacation, except by approval of the Town **Manager**.

**Comment [C60]:** Part timers should be allowed paid vacation time pro-rated to hours worked/week or year. Put caps on allowed accrual carried over year to year.

(5)(6) Temporary employees shall not be entitled to vacation time.

(6)(7) With the approval of the Town Manager, compensation may be offered in lieu of earned vacation time. This policy shall be implemented only under special circumstances arising from the needs of the employee or Town.

**Comment [HD61]:** Contradictory to above policy stating, "Any days over the maximum will be forfeited."

(7)(8) Upon voluntary termination or retirement from employment, an employee will be eligible for pay in lieu of vacation based on the total number of days accrued and unused at the time of termination or retirement provided that the employee has given at least two weeks' written notice of termination or intent to retire.

(8)(9) Absence due to illness, injury or disability in excess of that afforded the employee under these policies, may, at the request of the employee and with the approval of the Department Head and Town Manager, be charged against earned vacation time.

(9)(10) Vacation leave will not accrue during any type of uncompensated leave of absence.

C. Sick Leave

C. Leaves For Reasons Of Illness And Non-Occupational Injury

**Comment [jm62]:** How about calling this section Sick Leave

(1) Leave for illness with pay ~~is shall be~~ granted to all full-time employees at the rate of one day (eight hours) per month (twelve days per year) and shall accumulate to a maximum of thirty-six days (288 hours).

**Comment [C63]:** This seems overly generous. Reduce to 24 days.

(4) ~~Leave for illness with pay is granted to all eligible part-time employees according to Act 69 of the Vermont General Assembly (Earned Sick Time).~~

**Comment [C64]:** Act 69 has not passed. I propose we allow part-timers to accrue sick leave pro-rated to hours worked. I strongly oppose having to use vacation time as sick time unless sick time has been used up.

(2) Leave for illness shall begin to accrue at the end of an employee's first complete month of employment.

**Formatted:** Indent: Left: 1", Hanging: 0.5", Outline numbered + Level: 3 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0" + Indent at: 0"

(3) Employees shall not be entitled to any compensation for accumulated leave for illness upon termination of employment (voluntary or involuntary) with the Town.

- (4) An employee who will be absent for reasons of illness shall notify ~~his~~ his/her supervisor or Department Head within one hour of the time s/he is scheduled to report to work. Notice of intended absence for illness on subsequent days shall be reported on each day unless prior notification arrangements ~~are~~ have been ~~are~~ made.
- (5) At the sole discretion of the Town Manager and/or a Department Head, an employee using leave for illness may be required to produce a physician's certificate or other proof of illness to substantiate ~~his-the~~ absence from work. Department Heads may require a physician's statement as proof of illness in the event of three (3) consecutive days of absence resulting from illness prior to the employee being allowed to return to work.
- (6) Leave for illness is not a privilege to be used at an employee's discretion. Abuse of leave for illness shall be considered sufficient cause for disciplinary action.
- (7) Leave for illness with pay shall not be given whenever an employee is eligible to receive Accident and Sickness Insurance for the pay period when said sick leave would otherwise be paid.
- (8) Use of leave for illness is ~~restricted to permitted for~~ restricted to permitted for the following purposes and any other reason permitted in Vermont's Paid Leave Law:
  - (a) Personal illness or physical incapacity ~~resulting from causes beyond the employee's control~~.
  - (b) Enforced quarantine of the employee in accordance with health regulations.
  - (c) Care for an ill or disabled immediate relative ~~(step) mother, (step) father, (step) parent(s), parent, parents, parent(s)-in-law, sister (in-law), brother (in-law), spouse, son, daughter, (step) children,~~ residing outside the employee's household, or any relative who resides in the employee's household shall be granted at the discretion of the Town Manager. The Town reserves the right to request verification of validity of need for ~~such above stated absences in any cases~~ such absences.
  - (d) If an employee uses all accrued leave for reasons of illness, the employee may use ~~other accrued vacation time~~ other accrued/earned leave (e.g., vacation, comp time) or leave without pay for any subsequent absence related to an employee's illness.

**Comment [HD65]:** Does the Town maintain such a policy or offer it to employees?

**Comment [C66]:** Wonder of STD/LTD is meant here?

**Comment [jm67]:** Insert additional reasons outlined under Vermont paid leave law.

**Comment [jm68]:** Is this phrase necessary?

**Formatted:** Font: Italic

**Comment [C69]:** Should there be a mention of FMLA here?

**Formatted:** Indent: Left: 1.5"

(e) For any other purpose set forward in these Personnel Policies.

D. Personal Days

Each full-time employee is entitled to two (2) personal days in each fiscal year. The entitlement will be added to the employee record on July 1 each year and may be taken as days or hours at any time during the year with the approval of the employee's supervisor. Personal time for new hires will be prorated by the month of the year in which they start. Unused personal days cannot be carried forward from year to year, and are not compensated for at the time of termination.

**Comment [C70]:** I would like to see Personal Days removed.

E. Dental and Medical Appointments

An employee may ~~sick~~ be granted up to two hours leave to attend personal medical and dental appointments, or other illness prevention measures, and ~~is.~~ ~~Such absence will not be charged against any other leave category, but will be~~ subject to the approval of the Town Manager and/or Department Head. Employees are urged to schedule personal health appointments at times outside the regular work day. Leave for part-time employees shall be pro-rated upon the number of scheduled hours worked. ~~This appointment leave shall not be used to attend to the personal care of a relative (refer to the use of sick leave for this purpose in Section 21 C (8) (c) above).~~

**Comment [jm71]:** It is common to charge attending such appointments to sick leave.

**Comment [HD72]:** Subject to possible re-numbering of sections.

F. ~~Worker's Occupational Injury Leave~~ Worker's Compensation (Work-Related Injury)

(1) An employee who is absent from ~~his~~ his/her duties because of a job related injury (~~related to employment with the Town~~) shall be eligible for ~~such~~ Worker's Compensation benefits as provided by ~~Vermont~~ the laws of the State of Vermont ~~Vermont law~~, except as modified below. ~~First Reports~~ Report of Injury forms ~~should need to~~ be filed ~~by the~~ Town Manager's office and within 72 hours of the accident. ~~(Employees do not fill these out themselves.) and are available at the Town Manager's Office.~~

**Comment [C73]:** Are we paying workman's comp insurance for part time employees from Rec or elsewhere?

**Comment [jm74]:** Employees should not fill these out themselves. There should be a designated staff person who files first reports of injury.

(2) Absences related to an occupational injury shall not be charged against leave of illness or annual leave, except that an employee may elect to use illness or vacation leave to cover the initial unpaid ~~3~~ three (3) days of an occupational injury leave. If the leave extends past ten (10) days, and the Worker's Compensation insurance ~~then~~ reimburses the employee for the first three (3) days, then the employee shall reimburse the Town for the amount paid by ~~Worker's~~ worker's compensation ~~Worker's Compensation~~, and the Town shall reinstate to the employee the illness or vacation time charged.

**Formatted:** Font: Italic

(3) Work related injuries must be reported to the supervisor or Department Head and the Town Manager immediately, or as soon as practical, but not later than seventy-two (72) hours after the incident. Employees should report all injuries, even if not serious.

G. Special Leaves ~~Of of~~ Absence

Special leaves of absence, normally not to exceed ten (10) working days, may be granted with or without pay under exceptional circumstances, with the written approval of the Town Manager.

H. Parental ~~And and~~ Family Leave

Vermont ~~state~~ law guarantees the right to take both long and short term leaves for full-time employees who work more than thirty (30) hours per week. These rights are outlined in 21 V.S.A. §471, et seq. spelled out outlined in 21 V.S.A. 471, 472, 472a and 472b 21 V.S.A. §471, et seq. Copies of these statutes can be obtained at the Vermont Legislatures web site, or by requesting copies from the Town Manager's Office.

I. Jury Leave

Jury leave will be granted in compliance with 21 ~~V.S.A.~~ V.S.A. §499. Employees serving on jury duty shall receive the difference in pay between what is received for Jury Duty and the amount of their normal pay.

**Comment [C75]:** I propose we pay employees who are called for jury duty their regular rate of pay IF they were scheduled to work on jury duty days.

J. Military Leave

Military leave shall be granted in compliance with 21 ~~V.S.A.~~ V.S.A. §491-493. Employees on military leave will receive the difference in pay between what is received for weekly military pay and the amount of their normal week's pay. This applies only to the two week annual field training which all reserve component members must attend. Employees on military leave have the right to elect to continue their existing Town-based health plan coverage including dependents for up to 24 months while in the military. The Town will continue to also pay its share for up to six months. Employees on military leave for greater than six months shall not receive any direct benefits and privileges, but shall have such protection with regard to their employment as may be provided by State and Federal Statutes.

**Comment [HD76]:** Is this consistent with Vermont Health Connect?

K. Bereavement ~~Emergency~~ Leave

In the event of the death of a member of an employee's immediate family, the employee may be granted up to three (3) days of absence with full pay. For the purpose of this subsection, immediate family shall be defined as: (step) mother, (step) father (step) parent(s), son, daughter, (step) children, brother (in-law), sister (in-law), grandparent grandmother,

~~grandfather~~grandparent(s), domestic partner~~spouse~~, parent(s) (in-laws), ward or any relative residing at the employee's home. ~~At the discretion of the Town Manager additional leave may be granted.~~

**Comment [jm77]:** suggest adding "domestic partner" since that is such a common situation and you would not want to be in a position of denying leave in such a situation.

One (1) day's leave for death of cousins, aunts and uncles may be granted to an employee. ~~At the discretion of the Town Manager additional leave may be granted.~~

If, under extenuating circumstances, more time is required, such leave (charged as sick leave) may be granted with the express approval of the Town Manager.

**Comment [jm78]:** Consider allowing taking sick leave for the death of a friend or other relative not defined above.

## 22. EMPLOYEE BENEFITS

### A. Federal Social Security

- (1) The Town participates in the Social Security program. The social security system provides disability, retirement and Medicare services to qualified employees.
- (2) All employees must participate in the Social Security program. Employees contribute from their pay a percentage of wages as established by the federal government. The Town contributes an equal amount toward the employees' accounts.

### B. Retirement

#### (1) Regular Employees

- (a) The Town offers an employee pension plan which consists of a defined benefit plan or a defined contribution plan.
- (b) Pension plan - All employees working 24 hours or more per week and not less than 1,040 hours per year shall participate in the *Vermont Municipal Employees Retirement System* (VMERS). Each employee's contribution will be deducted from their biweekly paycheck. The Town also contributes to the program on behalf of each enrolled employee. The Town has elected to participate in ~~Plansthree (3) plans; Plan B, Plan C<sub>1</sub> and Plan-DC~~ which require employees to contribute a percentage 4.5%, 9% and 5%, respectively, of gross wages while the Town contributes another percentage. 5%, 6% and 5%, respectively. Detailed information and rules concerning ~~the~~for this program, vesting periods and benefits paid on retirement are published by VMERS. ~~A copy of the current rules is available in the Town Manager's Office, or may be obtained from VMERS by going online to <http://www.tre.state.vt.us/retirement/muni/groups.html>.~~

**Comment [jm79]:** since these % figures can change, we suggest having such details in an addendum or separate benefits document that can be more readily updated as needed. Also, is the plan based on the employee's position? Perhaps that should be explained. By Plan DC, do you mean the defined contribution option?

- (c) The Town also offers its employees a deferred compensation plan through the State of Vermont in accordance with Internal Revenue Code Section 457. The plan permits employees to defer a portion of their salary until future years. Deferred compensation is not available to employees until termination, retirement, death or unforeseeable emergency.

C. Equipment and Safety

- (1) ~~Department of Public Works and Police-~~ Department. ~~Personnel of Public Works personnel~~ are provided with equipment as required and pursuant to a collective bargaining agreement.
- (2) Custodial, Solid Waste employees and Fire Fighters are provided with work clothes and safety equipment as required. ~~Police personnel are provided with equipment as required and pursuant to a collective bargaining agreement.~~
- (3) OSHA (including VOSHA) Rules. All employees shall comply with these safety rules. ~~Information A copy~~ is available in the Town Manager's Office and also in work areas.

Formatted: Underline

Comment [HD80]: Combine section C.(1) and (2).

D. Group Life, Accidental Death and Dismemberment Insurance

- (1) The Town provides Life, Accidental Death and Dismemberment Insurance for full-time employees.
- (2) Eligible employees are automatically enrolled in the life insurance program effective on the first day of the month following employment.

E. Group Disability Insurance

- (1) The Town provides long-term disability (LTD) insurance for its employees. This coverage for continuous illness or disability commences on the ninetieth (90) calendar day (or the date your insured short-term disability payments end, if applicable) following the onset of the accident or illness as measured by the first day of work missed, and continues until maximum age specific targets are reached as listed in the policy. The insurance pays 60% of an employee's pre-disability monthly earnings, reduced by deductible income, up to a maximum benefit of \$6,250 per month.

Comment [C81]: I propose employees pay a portion of the cost for LTD, cost TBD.

Formatted: Outline numbered + Level: 3 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0" + Indent at: 0"

- (3) ~~(2)~~ The Town provides a short-term disability (STD) program insurance

which would provide 66 2/3% of the employee's weekly earnings up to a maximum benefit of \$600 per week, reduced by deductible income. This coverage commences on the first day for disability due to an injury and the eighth day for sickness, and continues for a maximum period of thirteen (13) weeks.

- (3) Employees may elect to use any available vacation or other accrued paid leave to extend the time of full pay prior to commencement of either short-term or long-term disability. An employee who has accrued vacation time ~~on the books~~ and who is disabled for one (1) year will be paid for the accrued vacation time at the last regular rate of pay in effect prior to commencement of the disability.
- (4) If an employee does not have sufficient sick leave or other available accrued paid leave time to reach the beginning of STD, that employee will be placed on unpaid leave until eligible for STD.
- (5) If an employee does not exhaust all accrued sick leave prior to becoming eligible for LTD, those sick days will be kept on the books for one year so that in the event that the employee does return to work within that time period, the days will be available for use.
- (6) Fire Department personnel are eligible to receive supplemental loss of life, medical and disability insurance under the Fire Department insurance policy.

F. Group Hospital, Major Medical Insurance, Dental Insurance and Vision Plan

(1) Group Hospital and Major Medical Insurance

Cut and paste section 5.09 from extended union contract and paste here.

- (a) ~~Hospital and medical insurance is available to eligible employees of the Town. The Town offers two medical plans to employees. The plans are administered by the Vermont League of Cities and Towns and the plans are insured through CIGNA Health Care. The current plans are HP 10/20 C (VHPF) Open Access Plus and HDHP \$1,500/\$3,000 (VHSA 1).~~
- (b) ~~The Town contributes to the cost of the premium annually as determined by the Selectboard:~~

HP 10/20 C	95% in 2009/90% in 2010
HDHP	100%

~~The Town will also pay 100% of the HDHP deductible in 2009 and 50% of the deductible in 2010.~~

(2) Dental Insurance

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Strikethrough

**Comment [C82]:** Definite need to update. I would propose limiting the plan options to plans that will not bankrupt someone facing serious illness, but will not bankrupt the town. We actually need to have this discussion prior to budget season and prior to the annual sign-up for healthcare.

**Comment [HD83]:** Need to update and check for accuracy, given Vermont Health Connect.

Formatted: Font: 12 pt

**Comment [C84]:** Same as with healthcare plans. I'm OK with providing dental insurance but want info on plans offered.

Formatted: Font: 12 pt

(a) Effective July 1, 2008, the Town will provide dental insurance through the Delta Dental Plan #2 (excluding orthodontics) for eligible employees at no cost to the employee. Employee(s) may also choose to obtain 2 person or family coverage from the same dental provider, but the employee will be responsible to pay the difference for such coverage above the cost of the individual plan offered by the Town. Such payments shall be made through biweekly payroll deductions.

(3) Vision Service Plan

(a) Effective July 1, 2008, the Town ~~is has chosen to enroll~~ is enrolled in the VLCT Standard Voluntary Vision Plan. All full-time and part-time employees who work a regular schedule of more than 15 hours per week are eligible to enroll. The employee is responsible to pay for such coverage through biweekly payroll deductions.

~~(4) — Details of the plans and choices may be obtained through the Town Manager's Office.~~

Formatted: Indent: Left: 1"

G. Town of Norwich Flexible Benefit Plan – As of February 1, 2009, the Town of Norwich has adopted a Flexible Benefit Plan. The intention of the Plan is to qualify as a “Cafeteria Plan” within the meaning of Section 125 of the Internal Revenue Code of 1986, as amended. As such, benefits which an employee elects to receive under the Plan are excludable from the employee’s income under Section 125(a). ~~Further information and forms are available in the Town Manager's Office.~~

Comment [C85]: Is this still offered? If yes, should it be? Need details

H. Consolidated Omnibus Budget Reconciliation Act (COBRA) is a mandated benefit to provide extended health insurance coverage for employees who are laid off, terminated, or resign. The former employee must assume 100% of the financial obligation for this coverage. The Town ~~has~~ elected to use Choice COBRA as their COBRA ~~provider~~ administrator. Choice COBRA will notify employees directly within 14 days of their receiving notification from the Town that a qualifying event ~~has~~ occurred.

I. Employee Assistance Program

The Town provides an employee assistance program (*Invest EAP*) to all employees, and their immediate family, at no cost to them. The program provides confidential, short-term counseling and assistance for a variety of personal or workplace problems including financial counseling, drug and alcohol counseling, depression and anxiety counseling, parenting issues, and a host of other concerns. For longer-term counseling needs, EAP will coordinate with the employee’s health insurance coverage. The EAP services an individual employee receives are kept strictly confidential and not shared with the Town. Contact information is posted on various bulletin

Formatted: Font: Italic

~~boards and is available through the Town Manager's Office.~~

J. Direct Deposit

Direct deposit of paychecks and other deduction programs are available to employees through the Finance Office. There are no charges for these services and participation is strongly encouraged.

K. Employee Professional Development

~~To~~In order to maintain and improve the quality of services provided to the public, the Town encourages the continuing professional development of all employees. Toward this end, the Town provides a number of opportunities to employees as follows:

- (1) Training opportunities may be provided in a variety of ways, including one-on-one training, small and large group training, and internet training. All costs of mandatory training sessions are borne by the Town. Employees required to attend training sessions ~~which are~~ scheduled during their non-scheduled working time and above the regular 40 hour week are compensated at time and one half their hourly rate.
- (2) Training seminars, conferences, and single college courses ~~which are~~ directly related to job responsibilities may be considered by the Town Manager. The Town will pay all or portions of the related costs of these activities, including payment for meals and overnight accommodations, as applicable, may be required to allow attendance applicable. Receipts for ~~all~~ expenses must be provided ~~in order~~ for an employee to be reimbursed for travel, meals and lodging. Paid time off from work is included if the course, conference, or seminar cannot be scheduled during non-working hours.
- (3) Courses of study leading to college degrees may be supported by the Town subject to budgetary limits and under the following conditions:
  - (a) After twelve (12) months of employment with the Town and at the Town Manager's sole discretion, the program is deemed to be directly related to the employee's responsibilities, or could be related to future responsibilities through promotion to another position or department within the Town.
  - (b) Upon presentation of proof of payment and proof of

satisfactory completion of the course (B or better grade or pass in a pass/fail course), the employee shall be reimbursed the tuition costs.

**NOTE:** ~~Part-time employees are entitled to benefits only as described within the text of these policies.~~

23. PAY PLAN

A. Pay Status

- (1) ~~Exempt Salaried~~ Employees (other than elected officials) will consist of the following: Town Manager, Director of Public Works, Chief of Police, Fire Chief, ~~Director~~ Planning/Zoning Administrator ~~Director of Planning (Zoning Administrator)~~, Finance Officer, Recreation Director, and any other position so authorized by the legislative body.
- (2) Non-exempt Hourly Wage Employees will comprise all other Town employees working on a 40 hour per week basis.

Formatted: No underline

Formatted: No underline

B. Compensation (to include full-time and part-time)

- (1) The compensation schedule lists current positions and wages for a fiscal year period. The Town Manager will update the plan annually to reflect Selectboard approved cost of living increases.
- (2) A new employee normally enters employment at the minimum salary or wage for the position in which s/he is employed. In case, however, of difficulty in finding qualified personnel or in hiring of an extremely qualified person for a position, the beginning salary or wage may be adjusted to a pay level commensurate with experience and skills.

C. Review of Pay Plan (to include full-time and part-time)

From time to time, on the Town Manager's recommendation and agreement by the Selectboard, the pay plan may be reviewed in its entirety to assure that the Town remains competitive with the regional labor market and maintains the ability to recruit and ~~retain~~ main ~~retain~~ a high quality staff.

Comment [HD86]: Is this section consistent with current Board policy on compensation for at least exempt (non-union) employees?

D. Method of Pay (to include full-time and part-time)

- (1) An hourly wage employee shall be paid for the actual number of hours worked in a pay period, reported on a biweekly timesheet.
- (2) (a) ~~Salaried-Exempt~~ employees shall be paid each pay period

based on an annual rate divided by the number of pay periods per year. ~~Salaried-Exempt~~ employees shall consider their normal work week ~~as the~~ number of hours necessary to do the job. All salaried employees shall turn in hours worked on a biweekly schedule.

**Comment [jm87]:** as well as leave hours taken? It can be helpful to have exempt employees report only leave taken, not hours worked, since the pay remains the same regardless of hours worked.

(b) The Town recognizes that ~~salaried-exempt~~ employees work excessive hours from time to time. Therefore, salaried personnel shall be entitled to reasonable time off as compensation for hours worked as described above, provided prior approval is secured from the Town Manager. This time off shall constitute the only compensation for said additional hours worked.

(3) An employee absent without leave may forfeit ~~his-his/her~~ pay at the discretion of ~~his-the~~ Department Head. When absent on authorized sick or vacation leave, each employee shall be paid his regular rate of pay.

(4) Overtime pay will be paid to ~~hourly-non-exempt~~ employees, for authorized hours actually worked in excess of 40 hours per week, by multiplying one and one half times the number of hours worked over 40.

(5) Call Back Pay. In the event any non-~~exempt~~~~salaried~~~~exempt~~, full-time employee is called back to work (outside of his regularly scheduled 40 hour work week) the employee shall receive a minimum of two hours pay at time and one-half pay.

(6) Call Back Pay (Firefighters). Fire/Rescue Division members are paid a minimum of two hours of pay for normal workday calls between 0700-1700 and a minimum of one hour for all other times, including EMS calls.

**Comment [C88]:** Should this include EMTs?

(7) Drill Pay (Firefighters/Emergency Medical Technicians). Fire/Rescue Division members and EMS Division members are paid a stipend for attending the first and third Monday of the month normal training sessions.

(8) Town of Norwich Compensation Schedules are detailed in Appendix IX.

**Comment [HD89]:** Check for possible renumbering

#### 24. EFFECTIVE DATE OF ADOPTION

~~These~~ These policies adopted by the undersigned Selectboard of the Town of

~~Norwich on July 12, 2006, effective on July 1, 2006~~ These updated policies adopted by the Norwich Selectboard on ~~[(Month Day], 2017,~~ are effective ~~[(Month Day], 2017~~.

**Comment [HD90]:** Insert dates

~~Signed: (See Original Document) Town of Norwich Selectboard:~~

**Formatted:** Font: 12 pt

~~Mary Alison M. May Mary Layton, Chair~~

~~Date Adopted:  
7/12/2006~~

**Formatted:** Font: 12 pt

**Formatted:** Font: 12 pt

~~John C. Candon John Pepper, Vice-Chair~~

**Formatted:** Font: 12 pt

~~Linda Ben Ptashnik Linda Cook~~

**Formatted:** Font: 12 pt

~~Steve Edwin S. Childs Steve Flanders~~

**Formatted:** Font: 12 pt

~~John Gerard Chapdelaine John Langhus~~

~~Date Effective: 7/1/2006~~

**Formatted:** Font: 12 pt

**Formatted:** Font: 12 pt

25. APPENDICES TO PERSONNEL POLICIES

The following Appendices are hereby adopted as a part of the Personnel Policies, and knowledge of and adherence to them are required of all employees, as applicable:

Appendix I	Sexual Harassment Policy
Appendix II	Drug-Free Workplace Policy
Appendix III	Smoking & Tobacco Policy
Appendix IV	Workplace Violence Policy
Appendix V	Code of Ethics Policy
Appendix VI	Policy on Personnel Records
Appendix VII	Norwich Policy of Nondiscrimination
Appendix VIII	Use of Computers/Electronic Messaging Policy
Appendix IX	Nonunion Compensation Schedule
Appendix I	Safety Policy Mission Statement
Appendix XI	FLSA: Exempt Employees
Appendix XII	Employee Acknowledgement of Receipt of these Policies
<u>Appendix XIII</u>	<u>Agreement Between Town of Norwich and New England Police Benevolent Association (by reference only)</u>

APPENDIX I

TOWN OF NORWICH  
SEXUAL HARASSMENT POLICY

I. PURPOSE:

~~This~~ The purpose of this policy is to provide ~~This policy provides~~ Town employees with guidelines regarding sexual harassment.

II. POLICY:

It is the policy of the Town of Norwich ~~to that there shall be to maintain~~ a workplace free from sexual harassment. It is against the policies of the Town and a violation of this policy, and illegal under State and Federal law, for any employee or public official (elected or appointed), male or female, to sexually harass another employee, public official, or member of the public at-large. ~~The Town is committed to providing a workplace free from unlawful conduct. It is a violation of this policy for an employee or official to engage in sexual harassment.~~

III. DEFINITIONS:

1. WHAT IS "SEXUAL HARASSMENT"?

- 1.1 Sexual harassment is a form of sex discrimination and means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
  - 1.11 Submission to that conduct is made either explicitly or implicitly as a term or condition of employment;
  - 1.12 Submission to or rejection of such conduct by an individual ~~is~~ used as a component of the basis for employment decisions affecting that individual; or
  - 1.13 The conduct ~~has the purpose or effect of~~ substantially interfering ~~interferes~~ with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
- 1.2 Examples of sexual harassment include, but are not limited to the following, when such acts or behavior come within one of the above definitions:
  - 1.2.1 Unwelcome sexual advances;

Formatted

- 1.2.2 Suggestive or lewd remarks;
  - 1.2.3 Unwanted hugs, touches, kisses or similar unwelcome physical contact;
  - 1.2.4 Requests for sexual favors;
  - 1.2.5 Displaying or transmitting pornographic pictures, posters, cartoons, drawings;
  - 1.2.6 Unwelcome sexual jokes and banter;
  - 1.2.7 Retaliating for complaining about sexual harassment;
- 1.3 Retaliation against a person for reporting sexual harassment or cooperating in an investigation of sexual harassment is unlawful. It shall be a violation of this policy for any person who learns of a complaint or investigation to take, or cause another person to take, any retaliatory action which affects the employment environment of any person involved in the complaint or investigation. Persons who believe that they are being retaliated against should follow the complaint procedures of this policy. Retaliation includes but is not limited to any form of intimidation, reprisal or harassment based on reporting sexual harassment or for cooperating in an investigation of sexual harassment.

## 2. WHAT SHOULD YOU DO IF YOU BELIEVE YOU HAVE BEEN HARASSED

- 2.1 Any employee who believes that ~~s/he is~~ ~~or she has been~~ is the victim of sexual harassment, or believes ~~she or shes~~ ~~he~~ has been subjected to retaliation for having brought, supported, or cooperated in the investigation of a complaint of harassment, is encouraged to report the incident(s) as soon as possible. Employees need not be a person target of harassment to file a complaint. Complaints may be filed with the employee's supervisor or may be reported to the Town Manager. If a complaint ~~involved~~ involves the Town Manager the incident should be reported to the Chair of the Selectboard who will fulfill the responsibilities that would have been the Town Manager's under this policy.
- 2.2 Supervisory Town employees who witness or receive a report, written or oral, of sexual harassment shall promptly report the harassment to the Town Manager. Failure by a supervisor or supervisory personnel to appropriately report or address such sexual harassment complaints shall be considered to be in violation of this policy.

**3. WHAT THE TOWN WILL DO UPON A COMPLAINT OF SEXUAL HARASSMENT – INVESTIGATION**

- 3.1 In the event the Town (a supervisor, ~~or~~ Town Manager, or Selectboard Chair) receives a complaint of sexual harassment, or otherwise has reason to believe that sexual harassment is occurring, the Town Manager (or the Selectboard Chair in instances involving the Town Manager) ~~it~~ will take all the necessary steps to ensure ~~that~~ the matter is promptly investigated and addressed. Every supervisor is responsible for promptly responding to, or reporting, any complaints or suspected acts of sexual harassment. ~~Supervisors should report allegations of sexual harassment to the Town Manager.~~
- 3.2 ~~The Town shall conduct an investigation as soon as is practicable following receipt of a report or complaint, written or oral, alleging sexual harassment.~~ Generally, investigations shall be completed within (15) business days following receipt of a report or complaint. The investigator may interview individuals involved, and any other persons who may have knowledge of the circumstances giving rise to the complaint and may use other methods and documentation. Upon completion of the investigation, the investigator shall determine if a violation of this policy has occurred and ~~report that decision~~ to the Town Manager (or the Selectboard Chair in instances involving the Town Manager).
- 3.3 Upon the completion of an investigation, the Town Manager (supervisor or Selectboard Chair in instances involving the Town Manager) shall assure that the complainant and the accused are notified whether the allegation of sexual harassment was found to be validated, whether a violation of the policy was found, and, what action, if any, was taken. Such notification shall occur within fifteen (15) business days of the completion of the investigation.
- 3.4 The Town will respect the privacy of the complainant, the individual(s) against whom the report is directed and the witnesses, to the extent possible, consistent with the Town's obligations to investigate, take appropriate actions, and conform with any disclosure obligations.
- 3.5 The Town shall take appropriate action in call-all cases where this policy is violated. Any official, employee, supervisor, or agent found by the Town to have violated this policy shall be subject to appropriate consequences and/or remedial action including, but not limited to: warning, exclusion, censure, suspension, transfer, dismissal, termination of contractual agreements, and remedial action such as training, education, ~~or and/or~~ counseling.

**Comment [HD91]:** Need to define who is "it"; that is, who is the Town's "investigator"? Presumably, this is the Town Manager (or Selectboard Chair, as applicable) or the a qualified individual to conduct such investigation (e.g., Police Chief, VLCT-PACIF designee, Town Attorney, etc.)

**Comment [HD92]:** Redundant to section 2.2

**Comment [HD93]:** To whom? Presumably, to the Town Manager (or Selectboard Chair) in the instance of an appointed investigator, besides the parties ID'ed in section 3.3

- 3.6 The Town shall take appropriate action against any employee, staff member or officer who makes a false report of sexual harassment knowing it to be false.

#### 4. EXTERNAL REPORTS

Although employees are encouraged to file their complaint of sexual harassment through the Town's complaint procedure, an employee may file a complaint of sexual harassment with the following agencies:

Vermont Attorney General's Office, Civil Rights Unit  
109 State Street  
Montpelier, VT 05609  
(802) 828-3171 (voice/TDD)

Equal Employment Opportunity Commission  
1 Congress Street  
Boston, MA 02114  
(617) 565-3200 (voice), (617) 565-3204 (TDD)

#### 5. WHERE CAN I GET COPIES OF THIS POLICY?

- 5.1 A copy of this policy will be provided to every employee, and extra copies will be available from the Town Manager's office. A copy of this policy will be conspicuously posted in all Town offices.

Reasonable accommodations will be provided for persons with disabilities who need assistance in filing or pursuing a complaint of harassment, upon advance request.

- ~~6. In an effort to assist supervisors with the investigation of a Harassment Complaint/Report, we have added four checklists to this policy. The checklists shall be completed and used as guides when processing a Harassment Complaint.~~

~~The checklists require investigators to answer a series of questions which will provide necessary documentation in the event that a prosecution or administrative action becomes necessary.~~

~~Forms Listed Below are Retained in the Town Manager's Office:~~

- ~~• Interview Checklist (Initial Complaint)~~
- ~~• Interview Checklist (Witness)~~
- ~~• Interview Checklist (Person alleged to have engaged in harassing conduct)~~

**Formatted:** Indent: Left: 0", No widow/orphan control

**Comment [jm94]:** These checklists sound like those in the 2007 VLCT Employment Law Handbook. Although useful to management, they were not intended to be included in a policy disseminated to employees. We strongly suggest that, in the event of the need for an investigation of wrong-doing, the Town call VLCT and obtain legal assistance.

~~Investigation Findings, Conclusions and Recommendations~~

Readopted by Selectboard 1/11/2012

Amended: [Month Day], 2017

Comment [HD95]: Add date

APPENDIX II

TOWN OF NORWICH  
DRUG-FREE WORKPLACE POLICY

Comment [C96]: Change to "Substance-Free" to include alcohol and as of July 1, pot.

PURPOSE AND POLICY STATEMENT

~~The~~As employers, ~~the~~The Town is responsible for maintaining safe, efficient working conditions for employees by providing a substance free drug-free workplace. Therefore, Town employees shall not engage in the unlawful manufacture, distribution, possession or use of controlled substances (drugs) or alcohol on the job, or on any Town work site.

An employee who is under the influence of any drug or alcohol on the job may pose serious safety and health risks not only to the user but to co-workers and the ~~general public at large~~public at-large.

DEFINITIONS

Alcohol: means any intoxicating substance

Comment [C97]: Not sure of the verbiage

**Controlled Substance:** ~~means~~As used in this policy shall mean~~means~~ a controlled substance in schedules I through V of section 202 of the *Controlled Substances Act* (21 U.S.C. 812), and as further defined in regulation at 21 CFR 1300.11 - 1300.15.

Comment [C98]: What are these drugs

**Conviction:** Means a finding of guilt (including a plea of *nolo contendere*) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes.

**Criminal Drug Statute:** Means a ~~Federal~~federal or ~~non-Federal~~non-federal criminal statute involving the manufacture, distribution, dispensing, use of, or possession of any controlled substance.

**Illegal Drug:** Any drug ~~which is not legally obtainable~~not legally obtained, or ~~which that~~ is legally obtainable but has not been legally obtained. The term includes prescribed drugs not legally obtained and not being used for prescribed purposes.

**Legal Drug:** Includes prescribed drugs and over-the-counter drugs ~~which that~~ have been legally obtained and are being used for ~~their~~the purpose for which they were prescribed or manufactured~~their intended prescribed or manufactured~~ purpose.

Comment [C99]: Need to include cannabis and other THC products??????

**Under the Influence:** means, ~~for the purpose of this policy~~, that the employee is noticeably affected by a drug.

Comment [HD100]: Should this be "adversely"?

**Workplace:** ~~means is defined to include~~means Town and non-Town owned property ~~which that~~ is used in the conduct of Town business, including property used temporarily

Comment [C101]: How about impaired?

for business related purposes, such as lodging sites rented for seminars, training, or other Town activities.

## APPLICABILITY AND GENERAL POLICY CONDITIONS

The following conditions ~~are~~shall be applicable to ~~Townall employees; of the Town~~Town employees:

1. Employees ~~are~~shall be required, as a condition of their employment, to abide by the terms and conditions of this ~~Substance~~Drug-Free Workplace Policy.
2. An employee shall notify ~~his~~his/her Department Head and/or the Town Manager of any criminal drug or alcohol statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. Failure to do so will result in discipline, up to and including dismissal.
3. If a convicted employee works in a federally funded program, the involved federal grant agency shall be notified of the conviction within ten (10) days of the Town's receiving the notice of the conviction. In the case of the *Vermont Community Development Program*, notify the Department of Housing and Community Affairs.
4. ~~An~~ employee convicted under any criminal drug or alcohol statute for a violation occurring in the workplace, while on or off duty, or on duty away from the workplace, shall be immediately ~~dismissed~~ for the first offense.
5. In the absence of compelling mitigating circumstances, an employee convicted under any criminal drug statute for a violation not occurring in the workplace while not on duty shall be subject to immediate dismissal for the first offense if convicted of a felony. If the conviction is not a felony, discipline up to and including ~~dismissal~~dismissal may be imposed, including for the first offense, provided that there is a nexus between the offense and the job of the ~~employee~~.
6. Appropriate disciplinary and/or corrective action is to be taken within thirty (30) days after the Town receives notice of a conviction. This, however, is not to be construed to limit the authority of the employer to take such action thereafter. Any disciplinary action must comply with the collective bargaining agreement, Section 504 of the *Rehabilitation Act of 1978*, and the *Americans with Disabilities Act*, if ~~applicable~~.
7. An employee **not convicted** under any criminal drug statute, but who engages in the illegal manufacture, distribution, dispensation, possession or use of controlled substances in any Town workplace while on or off duty, or on duty away from the workplace, shall be subject to discipline up to and including dismissal for the first occurrence. An employee engaging in such actions while off duty and away from the workplace may be subject to discipline, up to and including dismissal, including

Comment [HD102]: This is good; I can't undo the comment!!!

Comment [C103]: Do we need to include something about alcohol convictions?

Comment [C104]: Has this been updated

for the first offense, provided there is a nexus to the employee's job and just cause for the discipline.

8. Any employee on Town premises who appears to be under the influence of, or who possesses illegal or non-medically authorized drugs or alcohol, or who has used such drugs or alcohol on Town premises, may be temporarily relieved from duty pending further investigation.
9. If the use of legal drugs endangers safety, management may (but is not required to) reassign work on a temporary or permanent basis.
10. Employees must observe other work rules established by their employing departments regarding the use, possession or presence of drugs or alcohol involving their employment.
11. Each employee of the Town will make a good faith effort to maintain a drugsubstance-free workplace and uphold and promote this policy.

**Comment [HD105]:** Seems redundant to 1. above

## USE OF DRUGS

**Legal Drugs:** For certain positions, the legal use of a drug can pose a significant risk to the safety of the employee or others. Employees who feel or have been informed that the use of such a drug may present a safety risk, are to report such drug use to their immediate supervisor.

**Illegal Drugs:** The use, sale, purchase, transfer or possession of an illegal drug by an employee while in a Town facility, while performing Town business, or while on the job is prohibited. Being under the influence of any illegal drug while conducting Town business, while on Town property or in a Town facility, or while operating any Town equipment is prohibited. Misuse of prescription drugs is considered to be the illegal use of drugs. This includes both the use of such drugs in a manner inconsistent with the prescribed use and any use of prescription drugs by persons for whom they are not prescribed.

## RESPONSIBILITIES:

**Town:** It is the responsibility of the Department Head and/or the Town Manager to advise each employee of this policy; to post the policy annually at each worksite; and to include a copy of this policy in each new employee's orientation.

**Employee:** It is the responsibility of each employee to be aware of and to abide by this policy.

**Administration:** It is the responsibility of the Town Manager to ensure that supervisors and employees receive training and orientation regarding the implementation of this policy.

Readopted by Selectboard 1/11/2012

Amended: [Month Day], 2017

**Comment [HD106]:** Add date



### APPENDIX III

#### TOWN OF NORWICH

#### SMOKING & TOBACCO POLICY

The Town of Norwich, ~~in order~~ to comply with the provisions of 18 VSA 1421, et seq., ~~has~~ established this policy to protect workers by prohibiting smoking and the use of smokeless tobacco products in the workplace.

Whereas, the United States Surgeon General, in his 1986 report on Involuntary Smoking, concluded:

- Involuntary Smoking is a cause of disease, including lung cancer, in healthy nonsmokers;
- The simple separation of smokers and nonsmokers within the same air space may reduce, but does not eliminate, the exposure of nonsmokers to environmental tobacco smoke.

And whereas, in 1993, the Environmental Protection Agency (EPA) classified environmental tobacco smoke as a Group A carcinogen, that is, a substance known to cause cancer in humans. The EPA recognizes no safe level of exposure for Group A carcinogens.

Smokeless tobacco is a significant health risk and is not a safe substitute for smoking cigarettes. According to the Centers for Disease Control, smokeless tobacco contains 28 cancer-causing agents (carcinogens). It is a known cause of human cancer, as it increases the risk of developing cancer of the oral cavity, other oral health problems, and can lead to nicotine addiction and dependence.

**In light of these findings, smoking** and use of smokeless tobacco products are strictly prohibited within all Town of Norwich-owned vehicles and within the Town of Norwich offices, hallways, restrooms, kitchen, meeting rooms and all other work areas. It is also prohibited within 30 feet of all exterior doors or where an outside air intake is located.

Comment [C107]: vaping

This policy applies to all employees, clients, contractors and visitors. Smoking/vaping may only occur at a reasonable distance (~~e.g.,~~ 30 feet or more) outside any enclosed area where smoking is prohibited to ~~insure~~ ensure that environmental tobacco smoke does not enter the area through entrances, windows, ventilation systems or any other means. ~~A copy of this policy is posted on the Tracy Hall bulletin board and in a conspicuous place at each work location.~~

Readopted by Selectboard 1/11/2012

Amended: [Month Day], 2017

Comment [HD108]: Add date

## APPENDIX IV

### TOWN OF NORWICH WORKPLACE VIOLENCE POLICY

It is the policy of the Town of Norwich that ~~the Town~~ workplaces and ~~the~~ operations ~~are of the Town shall be~~ safe and free of violence or the threat of violence against any employee or other person during the conduct of Town business.

~~Thus~~Therefore~~Thus~~, it is against ~~the Town~~ policy ~~of the Town~~ for any employee to be subject to or engage in any intimidation, violence, or threatening of violence in the workplace either by or against any person.

The Town is committed to providing a workplace that is ~~as free as possible~~ from intimidation, threats of violence and acts of violence.

**Intimidation:** an intentional act toward another person, causing the other person to reasonably fear for ~~his~~ his/her safety or the safety of others.

**Threat of Violence:** an intentional act that threatens bodily harm to another person or damage to the property of another.

**Act of Violence:** an intentional act that causes bodily harm, however slight, to another person or damage to the property of another.

Examples of violence in the workplace include, but are not limited to the following, when such acts or behavior come within one of the above definitions:

- Unwelcome name-calling, obscene language, and other abusive behavior
- Intimidation through direct or veiled verbal threats
- Throwing objects in the workplace regardless of the size or type of object being thrown, or whether a person is the target of the thrown object
- Physically touching another person in an intimidating, malicious, or harassing manner, including such acts as hitting, slapping, poking, kicking, pinching, grabbing, and pushing
- Physically intimidating others including such acts as obscene gestures, shouting, and fist shaking.

Threats, threatening behavior, acts of violence, or any related conduct which disrupts another's work performance or the Town's ability to execute its mission will not be tolerated.

Any person who makes threats, exhibits threatening behavior, or engages in violent acts on Town owned or leased property may be removed from the premises pending the outcome of an investigation. Threats, threatening behavior, or other acts of violence executed off Town owned or leased property but directed at Town employees or members of the public while conducting official Town business, is a violation of this policy. Off-site threats include but are not limited to threats made via the telephone, fax, electronic or conventional mail, or any other communication medium.

Violations of this policy will lead to disciplinary action that may include dismissal, arrest, and prosecution. In addition, if the source of such inappropriate behavior is a member of the public, the response may also include barring the person(s) from Town owned or leased premises, termination of business relationships with that individual, and/or prosecution of the person(s) involved.

Employees are responsible for notifying their Department Head or the Town Manager of any threats which they have witnessed, received, or have been told that another person has witnessed or received, or to the Selectboard Chair in instances involving the Town Manager. Employees should also report any behavior they have witnessed which they regard as threatening or violent when that behavior is job related or might be carried out on Town owned or leased property or in connection with Town employment.

Each employee who receives a protective or restraining order which lists Town owned or leased premises as a protected area is required to provide their Department Head or the Town Manager with a copy of such order.

Readopted by Selectboard 1/11/2012

Amended: [Month Day], 2017

**Comment [HD109]:** Add date

**APPENDIX V**

**TOWN OF NORWICH**

**CODE OF ETHICS POLICY**

**Formatted:** Font: Bold, No underline

**Formatted:** No widow/orphan control, Tab stops: Not at 5.2"

**POLICY:**

It is the policy of the Town of Norwich to ensure that municipal employees:

- A. are aware of what constitutes a conflict of interest or breach of trust
- B. are aware of the level of conduct and integrity ~~which is~~ expected of municipal employees

**1.0 Specific Objectives**

1.1 The objectives of this policy are to:

- A. provide municipal employees with guidelines for identifying potential conflicts of interest and breaches of trust
- B. help ensure that municipal employees do not place themselves, or permit themselves to be placed, in a position which would constitute a conflict of interest or breach of trust
- C. promote high standards of professional conduct and values among municipal employees

**2.0 Responsibilities**

2.1 The Norwich Selectboard (or its designated committee) will:

- A. review the municipality's Code of Ethics Policy as required and make any amendments considered appropriate
- B. review, consider or take other action concerning any violation of the municipality's Code of Ethics Policy which is referred to the Selectboard by the Town Manager, or raised by a member during the course of Selectboard discussions

Where there is any conflict between the policies adopted by the municipality and the policies set forth in the appropriate collective agreement, or policies set forth in a statute of the ~~State-state~~ or federal government, collective agreements or the ~~State-state~~ or federal statute shall supersede such other policies.

2.2 The Town Manager will:

- A. implement, administer and promote the Code of Ethics Policy
- B. ensure that Department Heads promote the ethical standards expressed within the Code of Ethics Policy to their employees

- C. recommend amendments to the Code of Ethics Policy to the Selectboard
- D. investigate and review any reported violation of the Code of Ethics Policy and approve and/or administer any subsequent corrective action

### 2.3 Department Heads will:

- A. ensure that all employees of their department are familiar with the municipality's Code of Ethics Policy
- B. advise the Town Manager of any perceived violation of the Code of Ethics Policy by a member of staff, and institute appropriate preventative or corrective action
- C. recommend to the Town Manager any changes to the Code of Ethics Policy which are considered appropriate

### 2.4 Responsibilities of Municipal Employees

- A. Municipal employees are agents of the public whose primary objective is to ~~carry~~address the needs of the citizens~~carry out the duties and responsibilities of their respective job descriptions~~. As such, they are entrusted with upholding and adhering to the bylaws of the municipality as well as all applicable federal and ~~State-state~~ laws. As public servants, they must observe a high standard of morality in the conduct of their duties and faithfully fulfill the responsibilities of their offices, regardless of their personal or financial interest.
- B. Dedicated Service: All employees of the municipality should faithfully work towards developing programs to address the needs of its citizens. In the course of their duties, employees should strive to perform at a level ~~which that~~ is expected of those who work in the public's interest.
- C. Employees should not exceed their authority, breach the law, or ask others to do so, and should work in full cooperation with other public officials and employees, unless prohibited from doing so by law or by formally recognized rules of confidentiality.
- D. Use of Public Property: No employee shall request or permit the use of municipal-owned vehicles, equipment, materials, or property for personal convenience or profit, except where such privileges are granted to the general public.
- E. Obligations to Citizens: No employee shall grant any special consideration, treatment, or advantage to any citizen or group of citizens beyond that which is accorded to all citizens.
- F. Conflict of ~~Interest~~: No employee shall engage in any business transaction or have a financial or personal interest, direct or indirect, which is incompatible with the proper discharge of their duties or would impair their independence of judgment or action in the performance of their duties. Personal interest, rather than financial, includes any interest arising from family or marriage relationships or close business or political associations. The following are situations which constitute conflicts of interest for municipal employees:

**Comment [C110]:** Delete this section due to stand alone COI policy

- **Incompatible Employment:** No employee shall engage in or accept private employment or render services for private interests when such employment or services are incompatible with the proper discharge of their duties or would impair his/her independence of judgment or action in the performance of his/her duties.
- **Disclosure of Confidential Information:** No employee shall, without proper legal authorization, disclose confidential information concerning the property, government, or affairs of the municipality; nor shall he/she use such information to advance the financial or personal interest of him/herself or others.
- **Gifts and Favors:** In keeping with established private-public business practices, no employee shall show favoritism or bias toward any vendor, contractor, or others doing business with the municipality. Employees are prohibited from accepting gifts or favors from any vendor, contractor or others doing business with the municipality that would tend to influence them in the proper discharge of their duties.
- **Representing Private Interests before a Municipal Agency:** No employee whose salary is paid by the municipality shall appear on behalf of private interests before any agency or court of the municipality without the consent of the Town Manager. The employee shall not represent private interests in any action or proceeding against the interests of the municipality or in any litigation to which the municipality is party. Furthermore, no employee shall accept compensation or a retainer which is conditional upon the actions of a municipal agency.
- **Contracts with Municipalities:** No employee of the municipality shall have any interest, direct or indirect, in any legal municipal contract.
- **However, an employee of the municipality may enter into a legal contract with the municipality or any agency thereof for the sale and purchase of supplies, materials, or equipment or for the construction of public improvements if:**
  - They are not authorized by law to act on behalf of the municipality or any agent thereof in the awarding of the contract
  - The tender is let in a written, public, and openly competitive manner
  - All bids received and all documents pertaining to the awarding of the contract are made available for public inspection for at least three (3) months following the date of the awarding of the contract

**Comment [C111]:** Bid specific info needs to go into Purchasing/contract policy

- Disclosure of Interest: Any municipal employee who has a financial or personal interest in any proposed legislation, and who participates in discussion with or gives an official opinion to the Selectboard, shall disclose on the records of the Selectboard the nature and extent of the interest

H) Political Activity: No employee of the municipality shall perform work, either volunteer or paid, on behalf of any political party during his/her hours of employment with the municipality.

Comment [C112]: Add something about social media?

### 3.0 Reporting Breaches of the Code

3.1 Employees who have reason to believe that this Code of Ethics Policy has been breached in any way are encouraged to ~~notify~~~~bring their concerns~~ notify the Town Manager. No adverse action shall be taken against any employee who, acting in good faith, brings forward such information.

### 4.0 Corrective Action

4.1 Violation of this Code of Ethics Policy by a municipal employee may constitute a cause for disciplinary action. Any reported violation of this policy will be subject to investigation by the Town Manager and/or Selectboard. If an investigation finds an employee guilty of a breach of the Code of Ethics Policy, the corrective action pursued against the employee shall be commensurate with the nature and severity of the violation.

### 5.0 General

5.1 When administering this policy, employees must adhere to any ~~state~~~~State~~ Actsstate acts governing municipalities and all relevant legislation pertaining to the subjects covered in this policy. The administration of this policy is further subject to the provisions of applicable collective agreements for unionized municipal employees.

Adopted by the Norwich Selectboard on May 26, 2010

Amended: [Month Day], 2017

Comment [HD113]: Add date

**APPENDIX VI**

**TOWN OF NORWICH**

**POLICY ON PERSONNEL RECORDS**

**Formatted:** Font: Bold, No underline

**Formatted:** No widow/orphan control, Tab stops: Not at 5.2"

General provisions

Four types of records are identified:

**Financial Records.**

**Personnel Records.**

**Hiring (employment) Records. Convenience Records.**

Financial records

The Town Manager's Office ~~maintains~~~~will keep~~~~maintains~~ a file for each employee of the Town. This file will contain:

1. Information on payroll deductions; Form W-4; Form I-9; elections for health insurance, life insurance, disability insurance, voluntary withholding and pension plan (VMERS); and other related documents.
2. Job title with current rate of pay.
3. A notation of status - full-time or part-time showing the number of hours authorized.
4. A notation if the employee is "exempt" under FLSA rules (that is salaried).
5. Any special personnel actions, such as authorized leave without pay, educational time off, family or maternity leave.
6. Any other related financial records.

Personnel records

These files are maintained by the Town Manager's Office. This file will contain:

1. Hiring documents (may include some or all of the following) letters of interest, job application, interview data, written references, background checks, credit checks, driving record, medical examination reports, personality inventories, Supervisor's recommendation to hire, letters offering employment and acceptance letters.
2. Additional employment records such as special ADA information, accommodations requested and provided.
3. Performance evaluations
4. Changes in job title or job status
5. Records of disciplinary actions
6. Termination records
- 6-7. Job specific certifications (e.g., Police Academy training, officer certification, CDL certification)

- 7-8. Other documents such as letters of commendation, requests to review the personnel records contents by employee, authorization to release records to others signed by employee, etc.
- 8-9. Records of random drug tests carried out under the Federal Commercial Drivers License (CDL) monitoring program. (see note below in Access to Records) are kept in a separate folder.

### Hiring (employment) records

These files are kept by the Department Head when hiring a new employee. As the hiring process proceeds this file will contain: letters of interest, job application, interview data, written references, background checks, credit checks, driving record, personality inventories etc. Supervisor's recommendation to hire. Additional notes.

When the hiring process is complete:

**For the successful candidate** the following documents must be placed in a new Personnel file for retention in the Town Manager's Office: Correspondence with the new employee, job application, completed background checks of all types, medical examinations reports, -written references, recommendations to the Selectboard, the written offer of employment and acceptance. Any remaining documentation from the Department Head's file will be retained in said personnel file or destroyed, as applicable.

**For those candidates not hired** the files should be bundled, marked with "Destroy on {date two years ahead}" , given to the Town Manager's Office, and placed in a secure place by the Town person in charge of the search Town Manager. Access to these files will be on the written request of the Selectboard.

### Convenience records

Each supervisor may keep a "convenience file". This file could contain copies of evaluations, personnel actions and other documents which have been filed in the central Personnel Record file.

~~—————The Convenience file can also contain~~ notes made by the Supervisor about employees relating to the ~~day-to-day~~ day-to-day running of ~~his~~ his/her department and are intended to assist the Supervisor in ~~his~~ his/her task. This file may contain training records, copies of timesheets, etc.

Convenience records are confidential and access is restricted to the Supervisor, the Department Head, the employee (and/or ~~his~~ designated representative) and to ~~the Town counsel~~ the Town Manager.

On termination, any relevant documents such as training records should be placed in the central Personnel Record file in the Town Manager's Office, the remainder of which must be destroyed.

**Comment [HD114]:** Wouldn't be opposed to deleting this section in its entirety. Generally, opposed to employee related files that are not housed in the Town Manager's/HR Office

**Comment [C115]:** Agree but would also state that if a supervisor has notes related to performance of an individual, these performance issues should be shared with the TM and be included as part of the permanent record. There should be no surprises.

Access to the records

~~Personal~~Personnel documents relating to an employee of the Town of Norwich, including information in any files maintained to hire, evaluate, promote or discipline any employee of the Town of Norwich, and any information in any files relating to personal finances, medical or psychological facts concerning any individual or corporation, are exempt from public inspection and copying under the Vermont Access to Public Records Law 1 V.S.A. §-317(c)(7). This exemption does not apply to an employee's compensation and the value of employment benefits provided to such employee 1 V.S.A. §-317(b). Information regarding employee compensation and benefits may be disclosed in accordance with the provisions of 1 V.S.A. §-316 and 318.

1. **Financial.** These are usually maintained and used only by the Town Manager's Office or Finance Office. Information contained in the files is confidential.
2. **Personnel.** The Town Manager's Office maintains the files. The contents are strictly confidential and access is limited to the following:

**Employees** current, separated or retired may have access to their own file or they may designate a representative to have access. The request must be submitted in writing and signed by the employee. A fax request will be honored providing it is verified by a telephone call. The written signed request must be filed in the personnel file after examination. Access will be during regular Town office hours. The file must be examined in the presence of the Town Manager or Town Manager's Assistant. Employees or their representatives may request that copies of documents be made at the ~~standard copy~~ charge.

**Department Heads** ~~and their appointed legal counsel~~ may have access for employment related purposes only on a stated need-to-know basis and with approval of the Town Manager. The file must be examined in the presence of the Town Manager or Town Manager's Assistant. A record of any access to the personnel file shall be kept by the Town Manager's Office.

**Access by others.** Since all personnel files are strictly confidential the files and their contents ~~are~~ must not be made are not available to anyone besides the above named people, except by court order.

Requests from others such as the press, or members of the public, to examine a personnel file must be made in writing to the Town Manager's Office. Each request must

Formatted: Font: Bold

be approved by the Town Manager and the employee in writing before releasing the personnel record. This written authorization will then be filed in the personnel record.

If a separated employee, who has had drug tests performed under the CDL random drug test program (see Personnel Records, paragraph 8 above) is being hired by a new employer to drive using a CDL, then the new employer has the ~~Statutory~~ statutory right to obtain the drug test results from our personnel files. If such a request is received, permission to copy and deliver these reports must be approved by the Town Manager.

**Comment [HD116]:** Need to check legality of this statement

**Comment [C117]:** agree

**3. Employment.** These are the private files relating to the hiring process before a job offer is made. They are kept securely by the Department Head, and then turned over to the Town Manager's Office for proper filing/destruction. ~~For those hired, the contents are either transferred to the Personnel Record or are destroyed. Requests to examine the files of those not hired should be submitted to the Town Manager in writing.~~

**Comment [C118]:** agree

**Comment [HD119]:** Redundant to a section above

**Comment [HD120]:** I would suggest deleting so as not to imply there is an opportunity for examining a non-hired individual hiring file.

**Comment [HD121]:** Redundant to a section above

**Comment [HD122]:** I would suggest deleting so as not to imply there is an opportunity for examining a non-hired individual hiring file.

### Maintaining the Personnel files

As documents that are part of the permanent Personnel File are generated by Department Supervisors, the Finance Office or the Town Manager, they will be delivered to the Town Manager's Office.

Personnel files may only be opened in the presence of the Town Manager or his assistant. The Town Manager is responsible to ensure that no documents are permanently removed from the file or destroyed.

Adopted: [Date]  
Amended: [Date]

**Comment [HD123]:** Add dates

APPENDIX VII

TOWN OF NORWICH  
POLICY OF NONDISCRIMINATION

It is the policy of the Town of Norwich that all Town programs and facilities ~~are~~shall beare provided and ~~made~~ available to all persons without discrimination on the basis of age, ~~gender~~sex~~gender~~, race, ethnic background, religion or sexual ~~preference.~~preferences. ~~There-Also, there~~ will be no discrimination on the basis of disability, either physical or otherwise.

ADA Coordinator

The Town Manager ~~serves~~shall-serveserves as the coordinator to administer and oversee this policy.

Procedure for the Resolution of Complaints

1. Complaints of discrimination or about difficulty in accessing structures or programs should be discussed informally with the ADA Coordinator in the first instance.
2. If informal discussion does not resolve the problem, then the complaint must be submitted in writing to the ADA Coordinator. The Coordinator will respond in writing within 10 days of receiving the complaint. Records of the complaint and the actions taken shall be kept on file.
3. If this ~~enquiry~~inquiry and response still fails to satisfy the individual who filed the complaint, the matter shall be brought to the Selectboard for a hearing. The Selectboard will render a written response within 14 days of this hearing.

**Important note:** The Town of Norwich is making a good faith effort to eliminate discrimination and resolve problems fairly and it expects the public to use this procedure to attempt a good faith resolution of any perceived problem.

Adopted: [Date]

Amended: [Amended]

Comment [HD124]: Add dates

APPENDIX VIII

Formatted: Font: Not Bold

TOWN OF NORWICH

USE OF COMPUTERS/ELECTRONIC MESSAGING POLICY

I. PURPOSE:

The purpose of this policy is to describe operational procedures for the general use of computers and other electronic messaging devices (EMD) within Town Departments.

II. POLICY:

The availability and use of ~~computers~~~~the personal computer~~computers and other forms of technological equipment and software within the work environment ~~provide~~~~have provided many opportunities for enhancement of~~provide opportunity for enhanced productivity and effectiveness. These technologies also ~~entail~~enable the opportunity for rapid transfer and broad distribution of sensitive information that can ~~also~~ have damaging effects on the Town, its employees, and the public if not managed properly. ~~Thus~~~~Therefore~~Thus, it is the policy of the Town that all employees abide by the guidelines ~~set forth~~ herein when using ~~personal~~ computers, including their software, and the services of both internal and external databases and information exchange networks, and where applicable, voice mail, mobile digital terminals, and related electronic messaging devices.

III. DEFINITIONS:

**Electronic Messaging Device (EMD):** For purposes of this policy, electronic messaging devices include ~~personal~~ computers, electronic mail systems, voice mail systems, paging systems, electronic bulletin boards and internet services, mobile digital terminals, Town provided cell phones/tablets, and facsimile transmissions.

Comment [jm125]: add town-provided cell phones?

**System Administrator:** For purposes of this policy, the person/entity designated with responsibility for managing all aspects of electronic messaging through individual Town computers and computer networks.

Comment [HD126]: Also, maybe, tablets

**Personal Computer:** Any Town or personally owned computer that provides access to Town Departments or personnel.

**Email (Electronic Mail):** Messages, usually in text, sent from one person to another via computer, cell phone, tablet, and the like. Email can also be sent automatically to a large number of addresses (mailing list).

**Internet:** The vast collection of inter-connected networks that provide information and communication for its users.

**Intra-Office Communications:** The internal communications electronic mailing system for the Town of Norwich.

**Login:** To gain computer access to the Town of Norwich system.

**Password:** A defined sequence of letters, numbers, and/or symbols serving as a code word(s) used to gain access to a locked digital system.

**WWW (World Wide Web):** The whole assortment of resources that can be accessed using an appropriate browser, providing information, text, graphics and sounds for the user.

#### IV. PROCEDURES:

##### A. General

1. The following procedures apply to all media ~~which that~~ are:
  - a. Accessed on or from Town premises;
  - b. Accessed using Town computer equipment or Town paid access methods;
  - c. Communications that make reference to the Town in a manner; and/or
  - d. Used in a manner that ~~identifies~~ identified the employee with the Town identifies the Town employee.
2. Transmission of electronic messages and information on communications media provided for employees of the Town shall be treated with the same degree of propriety, professionalism, and confidentiality as official written correspondence, or verbal communication.
3. The Town encourages authorized and trained personnel with access to EMD's to utilize these devices whenever necessary. However, use of any of these devices is a privilege that is subject to revocation if abused (i.e., in violation of the policy herein).
4. EMDs and their contents – with the exception of personally owned software authorized for installation on Town computers – are the property of the Town and intended for use in conducting official business with limited exceptions noted elsewhere in this policy.

#### V. GENERAL GUIDELINES AND CONSIDERATIONS:

- A. The Town of Norwich computer system is at all times considered the property of the Town of Norwich and may only be used for official or work related purposes.
- B. Employees have no right to privacy regarding any document or information created in, sent from or to the Town of Norwich computer system.

## VI. TRAINING:

- A. The Town of Norwich shall provide direct assistance and training services to employees for necessary computer programs and software.
- B. Training on computer hardware (computer stations, printers, faxes, etc.) consists of a general overview of the utility, its proper function and the staff usage.
- C. Training on computer software consists of a general overall and when possible, in depth training on specific training software programs. All who are responsible for the use of a particular software application shall receive training in the purpose, function and proper use of the software.
- D. Training will include, wherever possible, user documentation in the form of a written guide and/or on-line help which assists the user in developing competency in the use of particular software.
- E. Outside training will be ~~allowed provided when needed~~ allowed by the Town of Norwich ~~but and will be coordinated but only~~ on the basis of need, schedules, and fiscal budgets. Such outside training is provided to improve competency or to develop basic proficiency in the use of a new or upgraded hardware or software programs.

## VII. TECHNICAL SUPPORT

The System Administrator will coordinate replacements of hardware/software, computer workstations, printers, modems and other peripheral devices via recommendations to the Town Manager.

## VIII. RESPONSIBILITIES OF TOWN OF NORWICH EMPLOYEES

- A. All employees of the Town of Norwich are responsible for care of computers, shall ensure that computers are properly used and report repair work immediately to the System Administrator.
- B. Any electrical maintenance work to be performed which may affect the electric power supply to any and all automated information systems must be scheduled and conducted with the knowledge and approval of the System Administrator and the Town Manager
- C. The System Administrator will not alter computer equipment with regard to the hardware configuration, its location, wiring, connections or software configurations without prior notice and consent of the Town Manager.
- D. Under no circumstances will computer software be added or removed from any system without the approval of the System Administrator in consultation with the relevant Department Head.

**Comment [jm127]:** also see VLCT model re: computer and equipment use

- E. Each employee is expected to utilize due care and judgment regarding computer use to ensure that any and all related hardware, software, ~~or and~~ instructional documentation is protected from physical damage or loss from improper ~~of or~~ careless use or foreseeable environmental hazards.

#### IX. ACCESS TO COMPUTER SYSTEM

- A. All Town of Norwich employees ~~who are~~ allowed access to a Town computer are provided with a user name, as well as a password for systems access. Employees are required not to share user names or passwords, except as authorized by the System Administrator.
- B. When employees leave their workstations for the day, the computer should be shut down.
- C. Should an employee be unfamiliar with a particular aspect of a piece of hardware or software in the system, s/he is expected to get help.

#### X. ACCESS TO TOWN OF NORWICH INTRA-OFFICE ELECTRONIC MAILING

- A. Town of Norwich employees are responsible for meeting the ~~general~~ operational guidelines for the email program when saving, creating, forwarding or sending email throughout ~~our the~~ internal and external systems.
  - 1. Employees are not permitted to perform any type of intentional electronic tampering with the email program. This includes any unauthorized duplication, installation, alteration or destruction of data, programming or software. Users should respect all copyright laws that protect software owners, artists or writers. ~~Plagiarism-Copyright infringement~~ in any form will not be tolerated.
  - 2. Employees are not permitted to install or use any other inter-office email system than the program authorized by the Town of Norwich, nor will employees be able to install the email program onto an unauthorized computer terminal.
- B. Any inter-office email created, sent, forwarded, received or saved on a Town of Norwich email system will be considered the property of the Town of Norwich and not be considered private conversation between two or more employees. All emails created on the Town of Norwich inter-office email system is subject to retrieval and disclosure at any time.
- C. As all email is understood to be ~~a~~ A Record a "record" for legal, fiscal, administrative and historical purposes, the email program will create a record of usage which can be retained indefinitely. The Town of Norwich reserves the right to monitor and review periodically all data contained within this program to protect the integrity of

Formatted: No underline, Not Small caps

the system and to ~~insure~~ ensure compliance with the policies, rules and regulations of the Town of Norwich. Email is considered a public record for the purposes of the Freedom of Information Act. Email is subject to litigation discovery, subpoena, Freedom of Information Act requests, audits, and investigations.

1. The System Administrator, the Town Manager, and others so authorized by the Town Manager have access to these records to detect possible abuses within the system.
  2. All monitoring of an employee's email will abide by the state and federal laws pertaining to this issue, including the Electronic Communications Privacy Act (Title 18 US Code, sections 2510 et seq. And 2701 et seq.)
- D. When using email, employees will ~~always~~ conduct themselves ~~professionally with the utmost professionalism~~ professionally and will exercise generally accepted rules of proper computer etiquette. ~~Employees should act in a responsible, ethical and polite manner when transmitting or receiving email from others.~~
- E. All information contained in the Town of Norwich computer system is for Town of Norwich purposes ~~only and may will~~ not be disclosed to unauthorized persons ~~by any member of the Town of Norwich~~. Unless specifically authorized by the Town Manager, no employee will transmit, receive, submit, disclose, or publish any information that has been deemed:
1. Confidential
  2. Information that may be protected by the Vermont Statutes Annotated.
  3. Attorney-client information
- F. Employees will not transmit and shall make every attempt not to receive any discriminatory, defamatory, inaccurate, abusive, obscene, profane, sexually orientated, pornographic, threatening, culturally, racially or religiously offensive or illegal language or images on the Town of Norwich inter-office email.

#### XI. ACCESS TO TOWN OF NORWICH INTERNET SERVICES

- A. To enhance the communication, educational and information gathering efforts of the Town of Norwich employees, internet services will be provided to those employees who have received authorization.
- B. All users of the Internet service and the Internet "email" service are expected to act in a spirit of mutual respect and cooperation, while adhering to the regulations set forth in this policy. Any violation may result in the loss of Internet accessibility, ~~and as well as~~ and any other disciplinary or legal action deemed appropriate. The Town of Norwich employees ~~having who have~~ having access to this technology ~~are will be~~ are subject to ~~all~~ local, state and federal laws pertaining to Internet use.

- C. Internet accessibility within the Town of Norwich ~~is will be considered is~~ a privilege, not a right. Employees ~~with who have with~~ access to this technology may be denied access by the Town Manager for abusive usage, unprofessional purposes, or a violation of policies.
- D. Employees ~~with who have received with~~ authorization for Internet and/or Internet email usage will be responsible for adhering to the following procedures:
  - a. Access to the Internet and/or Internet email usage is limited to authorized Town of Norwich employees. Employees ~~with who have with~~ access to the Internet may assist other employees with obtaining information from the Internet for related purposes.
  - b. ~~Excessive use of the Internet is not permitted.~~ Employees will not allow other duties and responsibilities within the Town of Norwich to be compromised or suffer due to excessive Internet use, ~~unless directly related to such duties and responsibilities.~~
  - i. ~~Employees While employees Employees~~ may use the Internet and/or Internet email service for incidental personal purposes (i.e. email data collection). ~~But,~~ such use must ~~always~~ be limited, reasonable, and not compromise their duties/responsibilities for the Town of Norwich.

## XII. MAINTENANCE OF COMPUTER EQUIPMENT

- A. Each Town of Norwich employee should take care whenever eating or drinking near ~~his his/her~~ workstation.
- B. ~~To In order to To~~ ensure proper ventilation and prohibit heat damage, Town of Norwich employees should not place papers or other objects on monitors, printers, keyboards or any other heat generating equipment.

Adopted: [Date]  
Amended: [Date]

Comment [HD128]: Add dates

**APPENDIX IX**

**TOWN OF NORWICH**

**NONUNION COMPENSATION SCHEDULE**

**Comment [jm129]:** Recommend keeping this accessible to employees but not as part of the personnel policy.

**Comment [C130]:** agree

The following compensation schedule represents salaries/wages through Fiscal Year 2011 (July 1, 2010 to June 30, 2011) for Town of Norwich employees, excluding Norwich Department of Public Works and Police Department employees who work within the confines of a collective bargaining agreement.

**Comment [HD131]:** I generally agree that the actual pay tables and this appendix don't belong in the Personnel Policy. Instead, I would suggest general language be included in the main body of the Personnel Policy text citing the source of pay and its derivation.

If you opt to keep this info in the Appendices, it needs to be updated.

NOTE 1: The rate of pay may change each fiscal year as directed/approved by the legislative body (Selectboard), by using the prior November Consumer Price Index (CPI-U) Northeast Region and the Town's financial position as guides.

**Comment [C132]:** agree

**Comment [HD133]:** If you continue to use the CPI-U Northeast Region to determine pay increases, I would suggest using something like a 5 year rolling average of the latest figures. This builds in a stabilizer.

Field Code Changed

**TOWN OF NORWICH  
NONUNION COMPENSATION SCHEDULE**

FULL TIME	05-06	% INCREASE	% INCREASE	% INCREASE	% INCREASE	% INCREASE
		0.037	0.023	0.04	0.03	0.00
	06-07	07-08	08-09	09-10	10-11	
Custodian	\$13.60 \$1,088.00 \$28,288.00	\$14.10 \$1,128.26 \$29,334.66	\$14.43 \$1,154.21 \$30,009.35	\$15.00 \$1,200.37 \$31,209.73	\$15.45 \$1,236.39 \$32,146.02	\$15.45 \$1,236.39 \$32,146.02
Buildings & Grounds				\$16.35 \$1,307.69 \$34,000.00	\$17.32 \$1,385.60 \$36,025.60	\$17.32 \$1,385.60 \$36,025.60
Asst. to the Town Manager	\$16.18 \$1,294.40 \$33,654.40	\$16.78 \$1,342.29 \$34,899.61	\$17.16 \$1,373.17 \$35,702.30	\$17.85 \$1,428.09 \$37,130.40	\$18.39 \$1,470.93 \$38,244.31	\$18.39 \$1,470.93 \$38,244.31
Recreation Director (Salary)	\$17.45 \$1,396.28 \$36,303.40	\$18.50 \$1,480.06 \$38,481.60	\$18.93 \$1,514.10 \$39,366.68	\$19.68 \$1,574.67 \$40,941.35	\$20.27 \$1,621.91 \$42,169.59	\$20.27 \$1,621.91 \$42,169.59
Finance Officer (Salary)	\$18.42 \$1,473.60 \$38,313.60	\$19.10 \$1,528.12 \$39,731.20	\$19.54 \$1,563.27 \$40,645.02	\$20.71 \$1,656.75 \$43,075.59	\$21.33 \$1,706.46 \$44,367.86	\$21.33 \$1,706.46 \$44,367.86
Town Clerk (Elected Salary)	\$18.42 \$1,473.81 \$38,319.17	\$19.16 \$1,532.77 \$39,851.94	\$19.60 \$1,568.04 \$40,769.00	\$20.77 \$1,661.82 \$43,207.27	\$21.40 \$1,711.67 \$44,503.49	\$21.40 \$1,711.67 \$44,503.49
Zoning Administrator/ Planning Coordinator (Salary)	\$19.82 \$1,585.32 \$41,218.29	\$20.55 \$1,643.98 \$42,743.37	\$21.02 \$1,681.79 \$43,726.46	\$21.86 \$1,749.06 \$45,475.52	\$22.52 \$1,801.53 \$46,839.79	\$22.52 \$1,801.53 \$46,839.79
Director Public Works (Salary)	\$27.37 \$2,189.67 \$56,931.33	\$28.38 \$2,270.68 \$59,037.79	\$29.04 \$2,322.91 \$60,395.66	\$31.19 \$2,495.50 \$64,883.00	\$32.13 \$2,570.37 \$66,829.49	\$32.13 \$2,570.37 \$66,829.49
Assessor (Half Time Salary)	\$31.58 \$1,263.27 \$32,845.00	\$33.17 \$1,326.92 \$34,500.00	\$33.94 \$1,357.44 \$35,293.50	\$35.29 \$1,411.74 \$36,705.24	\$35.29 \$1,411.74 \$36,705.24	\$35.29 \$1,411.74 \$36,705.24

**Comment [HD134]:** Should be deleted or updated.  
**Comment [HD135]:** Should be deleted or updated.

TOWN OF NORWICH						
NONUNION COMPENSATION SCHEDULE						
		%	%	%	%	%
		INCREASE	INCREASE	INCREASE	INCREASE	INCREASE
		0.037	0.023	0.04	0.03	0.00
FULL TIME	05-06	06-07	07-08	08-09	09-10	10-11
Custodian	\$13.60 \$1,088.00 \$28,288.00	\$14.10 \$1,128.26 \$29,334.66	\$14.43 \$1,154.21 \$30,009.35	\$15.00 \$1,200.37 \$31,209.73	\$15.45 \$1,236.39 \$32,146.02	\$15.45 \$1,236.39 \$32,146.02
Buildings & Grounds				\$16.35 \$1,307.69 \$34,000.00	\$17.32 \$1,385.60 \$36,025.60	\$17.32 \$1,385.60 \$36,025.60
Asst. to the Town Manager	\$16.18 \$1,294.40 \$33,654.40	\$16.78 \$1,342.29 \$34,899.61	\$17.16 \$1,373.17 \$35,702.30	\$17.85 \$1,428.09 \$37,130.40	\$18.39 \$1,470.93 \$38,244.31	\$18.39 \$1,470.93 \$38,244.31
Recreation Director (Salary)	\$17.45 \$1,396.28 \$36,303.40	\$18.50 \$1,480.06 \$38,481.60	\$18.93 \$1,514.10 \$39,366.68	\$19.68 \$1,574.67 \$40,941.35	\$20.27 \$1,621.91 \$42,169.59	\$20.27 \$1,621.91 \$42,169.59
Finance Officer (Salary)	\$18.42 \$1,473.60 \$38,313.60	\$19.10 \$1,528.12 \$39,731.20	\$19.54 \$1,563.27 \$40,645.02	\$20.71 \$1,656.75 \$43,075.59	\$21.33 \$1,706.46 \$44,367.86	\$21.33 \$1,706.46 \$44,367.86
Town Clerk (Elected Salary)	\$18.42 \$1,473.81 \$38,319.17	\$19.16 \$1,532.77 \$39,851.94	\$19.60 \$1,568.04 \$40,769.00	\$20.77 \$1,661.82 \$43,207.27	\$21.40 \$1,711.67 \$44,503.49	\$21.40 \$1,711.67 \$44,503.49
Zoning Administrator/ Planning Coordinator (Salary)	\$19.82 \$1,585.32 \$41,218.29	\$20.55 \$1,643.98 \$42,743.37	\$21.02 \$1,681.79 \$43,726.46	\$21.86 \$1,749.06 \$45,475.52	\$22.52 \$1,801.53 \$46,839.79	\$22.52 \$1,801.53 \$46,839.79
Director Public Works (Salary)	\$27.37 \$2,189.67 \$56,931.33	\$28.38 \$2,270.68 \$59,037.79	\$29.04 \$2,322.91 \$60,395.66	\$31.19 \$2,495.50 \$64,883.00	\$32.13 \$2,570.37 \$66,829.49	\$32.13 \$2,570.37 \$66,829.49
Assessor (Half Time Salary)	\$31.58 \$1,263.27 \$32,845.00	\$33.17 \$1,326.92 \$34,500.00	\$33.94 \$1,357.44 \$35,293.50	\$35.29 \$1,411.74 \$36,705.24	\$35.29 \$1,411.74 \$36,705.24	\$35.29 \$1,411.74 \$36,705.24

Field Code Changed

		% INCREASE 0.037	% INCREASE 0.023	% INCREASE 0.04	% INCREASE 0.03	% INCREASE 0.00
<b>PART-TIME HOURLY RATE</b>	<b>05-06</b>	<b>06-07</b>	<b>07-08</b>	<b>08-09</b>	<b>09-10</b>	<b>10-11</b>
BCA/BOA Elected and Appointed	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
Solid Waste Attendant	\$11.58	\$12.01	\$12.28	\$12.78	\$13.16	\$13.16
Finance Clerk	\$12.94	\$13.42	\$14.00	\$14.56	\$15.00	\$15.00
Listers (Elected)	\$12.94	\$17.50	\$17.90	\$18.62	\$18.62	\$18.62
Planning Clerk	\$12.94	\$13.42	\$13.73	\$14.28	\$14.74	\$14.74
Asst. Town Clerk	\$13.61	\$14.11	\$14.44	\$15.02	\$15.47	\$12.05
Solid Waste Lead Attendant	\$13.63	\$14.13	\$14.46	\$15.04	\$15.49	\$15.49
Lister Clerk	\$13.89	\$14.40	\$14.74	\$15.32	\$15.32	\$15.32
Crossing Guard	\$15.95	\$16.54	\$16.92	\$17.60	\$18.13	\$18.13
Part-time Police Officers	\$17.20	\$17.84	\$18.25	\$18.25	\$18.25	\$18.25
Firefighter	\$17.34	\$17.98	\$18.40	\$19.13	\$19.70	\$19.70
EMT	\$17.34	\$17.98	\$18.40	\$19.13	\$19.70	\$19.70
Summer Staff *	8.06-15.00					

<b>STIPENDS</b>						
Selectboard (Elected)	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
Town Treasurer (Elected)	\$1,500.00	\$1,600.00	\$1,636.00	\$1,636.00	\$1,636.00	\$1,636.00
Fire Dept.-Assistant Chief						
Fire Dept.-Deputy Chief						
Fire Officer Incentive Pay	\$1,927.00	\$2,000.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00

<b>CONTRACT SALARY</b>						
	<b>July 05</b>	<b>July 06</b>	<b>July 07</b>	<b>July 08</b>	<b>July 09</b>	<b>July 10</b>
	\$26.25	\$27.56	\$28.94	\$30.39	\$31.91	\$33.50
Police Chief	\$2,100.00	\$2,205.00	\$2,315.27	\$2,431.15	\$2,552.73	\$2,680.35
	\$54,600.00	\$57,330.00	\$60,197.00	\$63,210.00	\$66,371.00	\$69,689.00
				<b>Nov.08</b>	<b>Nov.09</b>	<b>Nov.10</b>
				\$36.06	\$37.14	\$37.14
Town Manager				\$2,884.62	\$2,971.15	\$2,971.15
				\$75,000.00	\$77,250.00	\$77,250.00
				<b>Aug 08</b>	<b>July 09</b>	<b>July 10</b>
				\$32.69	\$24.52	\$24.52
Fire Chief				\$2,615.38	\$1,961.54	\$1,961.54
				\$68,000.00	\$51,000.00	\$51,000.00

**Notes:**

Minimum Wage VT January 1, 2010/2011 \$8.06/hour  
 Full Time Wages listed as hourly, biweekly, and 26 pay periods  
 Contract Salary according to annual contract figure.

		% INCREASE	% INCREASE	% INCREASE	% INCREASE	% INCREASE	
		0.037	0.023	0.04	0.03	0.00	
<b>PART-TIME HOURLY RATE</b>		<b>05-06</b>	<b>06-07</b>	<b>07-08</b>	<b>08-09</b>	<b>09-10</b>	<b>10-11</b>
BCA/BOA Elected and Appointed	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
Solid Waste Attendant	\$11.58	\$12.01	\$12.28	\$12.78	\$13.16	\$13.16	
Finance Clerk	\$12.94	\$13.42	\$14.00	\$14.56	\$15.00	\$15.00	
Listers (Elected)	\$12.94	\$17.50	\$17.90	\$18.62	\$18.62	\$18.62	
Planning Clerk	\$12.94	\$13.42	\$13.73	\$14.28	\$14.74	\$14.74	
Asst. Town Clerk	\$13.61	\$14.11	\$14.44	\$15.02	\$15.47	\$12.05	
Solid Waste Lead Attendant	\$13.63	\$14.13	\$14.46	\$15.04	\$15.49	\$15.49	
Lister Clerk	\$13.89	\$14.40	\$14.74	\$15.32	\$15.32	\$15.32	
Crossing Guard	\$15.95	\$16.54	\$16.92	\$17.60	\$18.13	\$18.13	
Part-time Police Officers	\$17.20	\$17.84	\$18.25	\$18.25	\$18.25	\$18.25	
Firefighter	\$17.34	\$17.98	\$18.40	\$19.13	\$19.70	\$19.70	
EMT	\$17.34	\$17.98	\$18.40	\$19.13	\$19.70	\$19.70	
Summer Staff *	8.06-15.00						
<b>STIPENDS</b>							
Selectboard (Elected)	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	
Town Treasurer (Elected)	\$1,500.00	\$1,600.00	\$1,636.00	\$1,636.00	\$1,636.00	\$1,636.00	
Fire Dept.-Assistant Chief							
Fire Dept.-Deputy Chief							
Fire Officer Incentive Pay	\$1,927.00	\$2,000.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	
<b>CONTRACT SALARY</b>							
	<b>July 05</b>	<b>July 06</b>	<b>July 07</b>	<b>July 08</b>	<b>July 09</b>	<b>July 10</b>	
	\$26.25	\$27.56	\$28.94	\$30.39	\$31.91	\$33.50	
	\$2,100.00	\$2,205.00	\$2,315.27	\$2,431.15	\$2,552.73	\$2,680.35	
Police Chief	\$54,600.00	\$57,330.00	\$60,197.00	\$63,210.00	\$66,371.00	\$69,689.00	
				<b>Nov.08</b>	<b>Nov.09</b>	<b>Nov.10</b>	
				\$36.06	\$37.14	\$37.14	
				\$2,884.62	\$2,971.15	\$2,971.15	
Town Manager				\$75,000.00	\$77,250.00	\$77,250.00	
				<b>Aug 08</b>	<b>July 09</b>	<b>July 10</b>	
				\$32.69	\$24.52	\$24.52	
				\$2,615.38	\$1,961.54	\$1,961.54	
Fire Chief				\$68,000.00	\$51,000.00	\$51,000.00	

Comment [HD136]: Requires deletion or update  
 Comment [HD137]: Requires deletion or update

**Notes:**

Minimum Wage VT January 1, 2010/2011 \$8.06/hour  
 Full Time Wages listed as hourly, biweekly, and 26 pay periods  
 Contract Salary according to annual contract figure.

APPENDIX X

TOWN OF NORWICH  
SAFETY POLICY MISSION STATEMENT

**Comment [C138]:** Need to fix and clarify. How does computer assisted training work here. Should each department have a list of required yearly safety training?

The Town of Norwich recognizes its employees as one of its most important assets. As such, management ~~has~~ set a goal of providing a safe and healthful workplace for all employees. The Town's safety program recognizes that the safe work behavior of each employee is a key to meeting this goal. Our ultimate goal is to achieve an accident-free work environment for our employees.

To help meet these goals, the Town will provide safety training to all employees based on the particular potential hazards of their job duties and compliance with, ~~as~~ at a minimum, VOSHA standards. We will also provide the necessary personal protective equipment to help reduce exposure to potential hazards and will allocate resources as needed to correct hazardous conditions that are brought to our attention.

It is the responsibility of each employee to follow all safe work rules and procedures. If an employee is unsure of how to do a particular task safely, they should not proceed until they have received instruction from their supervisor. Each employee is also obligated to report all unsafe working conditions to their supervisor or the Department Head. It is the responsibility of each supervisor to monitor and assist employees in the safe performance of their duties. Safe work behaviors and attitudes are an expected part of each employee's job performance.

This mission statement will be reviewed and revised on an annual basis to allow the Town of Norwich to meet the mutually beneficial goal of zero workplace injuries and illnesses.

Signed: (See Original Document)

~~Matt Reger-Blake~~ Matt Herbert (Fire), Chair

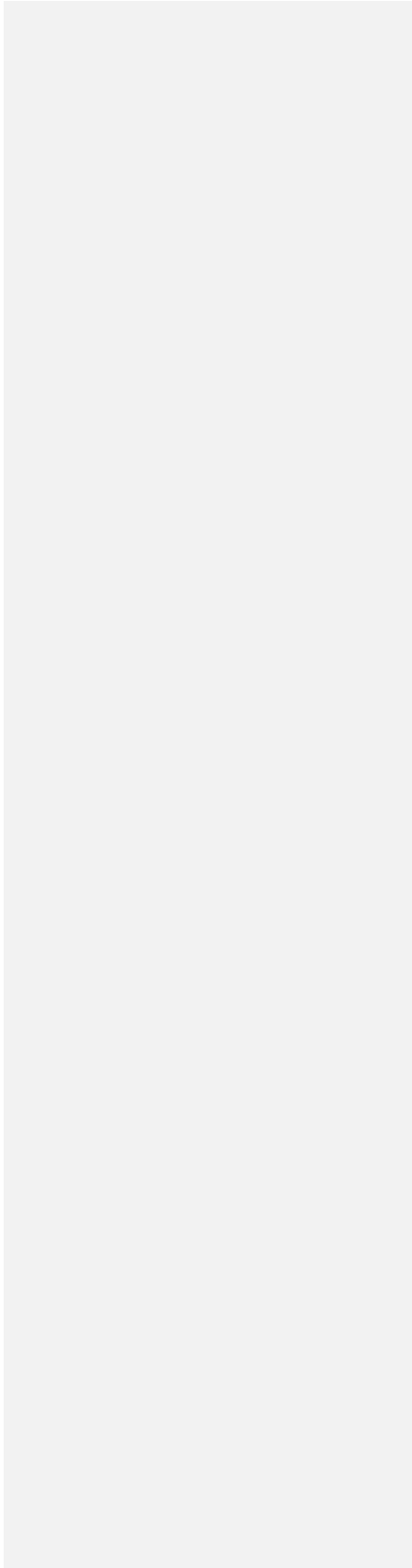
Date Adopted: 6/28/2006  
Readopted: 5/28/2008  
8/26/2009  
9/7/2010  
1/11/2012

~~Tim Edwin S. Childs~~ Tim Cronin (Fire District)

~~Judy Suzanne Lupien~~ Judy Powell (Police)

~~Uwe Bagnato~~ Vacant/Andy Hodgdon (?) (DPW)

~~Miranda Sharon Racusin~~ Miranda Bergmeier (Tracy Hall)



## APPENDIX XI

### FLSA: EXEMPT EMPLOYEES

**Comment [jm139]:** suggest removing this appendix

**Comment [C140]:** agree...see no value added

#### Executive Exemption:

- Compensated not less than \$455 per week
- Primary duty consists of management of the enterprise, or of a department
- Must customarily and regularly direct the work of two or more other employees
- Must have the authority to hire or fire other employees, or his suggestions and recommendations as to hiring, advancement or promotion must be given particular weight

Possible municipal examples: Town Manager, Police Chief, Road Commissioners/Foremen, Fire Chief.

#### Administrative Exemption:

- Employee must be paid more than \$455 per week
- Primary duty must consist of performance of office or nonmanual work directly related to management policies or general business operations of employer
- Includes work requiring the exercise of discretion and independent judgment with respect to matters of significance

Possible municipal examples: Town Managers, Police Chiefs, perhaps others.

#### Professional Exemption:

- Salary test
- Primary duty consists of work requiring knowledge of an advanced type in a field of science or learning, customarily acquired by a prolonged course of specialized intellectual instruction
- Requires the consistent exercise of discretion and judgment

Most common municipal examples: Town Engineer, In-house Accountant, Town Planner, In-house Town Attorney.

**APPENDIX XII**

**Comment [jm141]:** see vlcct model acknowledgement form

**EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT OF THESE PERSONNEL POLICIES**

These Personnel Policies ~~have been compiled to~~ provide employees with general information about some of the benefits and policies ~~established-adopted~~ by the Town.

~~These~~~~The provisions of these~~~~These~~ policies are subject to change at any time at the ~~sole~~ discretion of the Selectboard ~~of the Town~~.

I understand that these Personnel Policies are not a contract of employment.

I acknowledge receipt of these Personnel Policies and I recognize my responsibility to read and to abide by the provisions set forth herein.

Following review of the policies, ~~I do not hesitate to~~ understand I may discuss any questions ~~I you might~~ have with ~~your my~~ supervisor, with the Finance Office, or with the Town Manager.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date Received

8

**Miranda Bergmeier**

---

**From:** Jonathan Teller-Elsberg <jelsberg@gmail.com>  
**Sent:** Tuesday, October 23, 2018 8:40 PM  
**To:** Miranda Bergmeier  
**Cc:** Linda Gray  
**Subject:** Resigning from Energy Committee

To the Selectboard,

I am writing to resign from the Energy Committee. Not only have I been unable to be an active member, because of limited free time, I will have a professional conflict beginning in January.

Thank you for having granted me the opportunity to serve on the committee.

Best regards,  
Jonathan Teller-Elsberg  
60 Church St  
Norwich, VT 05055

Cc: Linda Gray, chair, Energy Committee

--

"We have changed the world, and we wonder why things won't stay the same." -Les Lanyon

**Herb Durfee**

---

**From:** Herb Durfee  
**Sent:** Monday, October 29, 2018 5:01 PM  
**To:** Larry Wiggins  
**Cc:** Miranda Bergmeier; Roberta Robinson; 'Norwich Fire District'; Claudette Brochu; John Langhus; John Pepper; Linda Cook; Mary Layton  
**Subject:** RE: Snow Plow/Removal Operations Staffing

Thx, Larry. Based on our discussion, please carry out this procedure in the interim of obtaining Selectboard approval on the "positional" aspect of the change in operations.

Herb  
Herbert A. Durfee, III  
Town Manager  
Town of Norwich  
PO Box 376  
Norwich, VT 05055  
802-649-1419 ext. 102  
802-698-3000 (cell)  
802-649-0123 (fax)

-----Original Message-----

From: Larry Wiggins  
Sent: Monday, October 29, 2018 4:13 PM  
To: Herb Durfee  
Subject: Snow Plow/Removal Operations Staffing

With the reorganization of the Public Works Department to allow the staff to absorb the Loader route (typically plowed by A. Hogdon), the following staff changes are requested:

1. Adam Moore is assigned a truck route. As plow truck driver he will be required to plow and treat the Truck #12 route with the Ford 550.
2. Mike Tibetts is to be a Per Diem sidewalk tractor operator. He will be called out with his current Water District pager and punch in/out at the Public Works Garage.

Please advise if the above changes are not approved.

Thank you  
Larry

Sent from my iPhone