

Town of Princeton  
Personnel Policy

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# Town of Princeton Personnel Policy

## **Section 1. Purpose**

This Personnel Policy (“policy”) establishes a plan for the personnel administration governing employment within the Town of Princeton and defines working conditions and employment benefits for all town employees. This policy is meant to compliment departmental operating procedures and methods of operation.

The uniform application of this policy is the responsibility of all Town employees. Positions in the service of the Town filled by popular election, those under the jurisdiction of the Light Commission, and those under which individuals render contractual services are excluded from this policy unless otherwise stated.

The policies, procedures and regulations contained in this policy shall be subject to review by the Personnel Board and approval by the Board of Selectmen. This Policy may be amended by majority vote of the Board of Selectmen. The policy does not constitute a contract of employment.

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## **Section 2. Definitions**

As used in this Policy, the following words and phrases shall have the following meaning unless a different meaning is clearly required by the laws of the Commonwealth.

**ACCEPTABLE EXCUSED PAID ABSENCE:** Shall mean all time as outlined in section 7. Including Sick, Vacation, Holiday, Jury Duty, Military Leave, Personal, Bereavement and Family and Medical Leave.

**APPOINTING AUTHORITY:** Shall mean the individual or Board responsible for the appointment of employees. The Board of Selectmen is the appointing authority for all appointed Town positions excluding the School and Light Department. The Fire Chief is appointed by the Board of Selectmen and is the appointing authority for all fire department personnel. The Library Director is appointed by the Library Trustees.

**CONTINUOUS SERVICE:** Shall mean employment uninterrupted except by authorized leaves.

**CONTRACTUAL EMPLOYEE:** Shall mean an employee whose term of employment is defined in a contract between the employee and the appointing authority.

**DEPARTMENT:** Any department, board, committee, commission, or other agency of the Town subject to this personnel policy.

**DEPARTMENT HEAD:** The elected or appointed official having jurisdiction and responsibility over a department's operations and activities.

**DEPARTMENTAL PROCEDURES:** Shall mean procedures adopted by a department head for the administration of a department. It is understood that in some cases departmental procedures shall supercede this policy provided that the departmental procedure is more stringent.

**EMERGENCY EMPLOYEE:** Shall mean an employee of the Town hired temporarily during an emergency to prevent stoppage of public business, hazard or serious inconvenience to the public as declared by the Board of Selectmen. An emergency employee shall not be entitled to benefits.

**EMPLOYEE:** Shall mean an employee of the Town of Princeton.

**EXEMPT EMPLOYEE:** One who is classified as not subject to the overtime pay provisions of the Fair Labor Standards Act (FLSA) and the laws of the Commonwealth of Massachusetts.

**NON-EXEMPT EMPLOYEE:** One who, regardless of title or function, is subject to the hours-of-work and overtime pay provision of the FLSA and the laws of the Commonwealth.

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**HOURLY EMPLOYEE:** Shall mean an employee who is paid for the actual number of hours worked based upon an hourly rate.

**PROBATIONARY PERIOD:** A working test period of six (6) months of continuous employment following an appointment to a regular position. The employee is required to demonstrate competence in conduct and actual performance of the duties in the position for which he/she is appointed. If the employee's performance is unsatisfactory, the employee shall be dismissed by the appointing authority during the probationary period.

**REGULAR FULL TIME EMPLOYEE:** Shall mean an employee of the Town who is regularly scheduled to work 37 ½ - 40 hours a week on a regular schedule of 52 weeks per year. Currently the work week for Town Hall employees is Monday through Thursday. However, the Town Administrator has the discretion to use Friday as an alternate work day.

**REGULAR REDUCED-HOURS EMPLOYEE:** Shall mean an employee of the Town who is regularly scheduled to work a minimum of 20 hours but less than 37 ½ hours per week on a regular schedule of 52 weeks per year.

**REGULAR PART TIME EMPLOYEE:** One who works less than 20 hours per week on a regular schedule of 52 weeks per year. Part time employees shall not be entitled to benefits.

**RETIRED EMPLOYEE:** A former employee of the Town who is eligible to participate in the towns health and life insurance plans for retired employees.

**SALARIED EMPLOYEE:** Shall mean a full-time or part-time employee whose work schedule averages out, on a weekly basis, to the number of hours specified at the time of hiring and whose time is required to support Town administration.

**SPECIAL MUNICIPAL EMPLOYEE:** See Policy Statements, Appendix F for the State Ethics Commission definition for a Princeton special municipal employee.

**STIPEND EMPLOYEE:** Shall mean an employee of the Town whose services are rendered as are required according to law and for which the employee receives a set stipend annually, i.e. Tree Warden, Veterans Agent.

**TEMPORARY/SEASONAL EMPLOYEE:** Shall mean any employee retained either full-time or part time for a limited or specified period of time as an addition to the existing work force, or as a substitute for an employee. Temporary/seasonal employees shall not be entitled to benefits.

**TOWN:** The Town of Princeton.

**REGULAR WORK SCHEDULE:** Shall mean the work day and week for all employees. The normal work week for a regular full time employee shall be at least 37 ½ hours but not more than 40 hours. For others, the town may require fewer hours of work. The normal lunch period will not be a paid period.

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**Section 3. Equal Employment Opportunity**

**A. Equal Employment**

3.A.1. The Town of Princeton is an equal opportunity employer and has a policy of non-discrimination on the basis of race, color, ethnicity, sex, creed, national origin, religion, disability, sexual orientation or age, as defined by law. The Town conforms to the Americans with Disabilities Act (ADA).

**B. Sexual Harassment**

3.B.1. Sexual harassment by an employee of the Town is prohibited. No employee shall exercise responsibilities or authority in such a manner as to appear to make submission to unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature, a term or condition of employment within the Town. No employee shall conduct himself or herself, with respect to verbal or physical behavior of a sexual nature, in such a way that such conduct has the purpose or effect of unreasonably interfering with an individual's work or performance or creating an intimidating, hostile or offensive working environment.

3.B.2. Sexual harassment of any employee of the Town, whether involving managers, supervisors or co-employees, is contrary to the Town's Sexual Harassment Policy. Violation of this policy will be grounds for immediate and severe disciplinary action up to and including termination of employment.

3.B.3. Guidelines and regulations regarding sexual harassment are detailed in the Town's Sexual Harassment Policy. (See Appendix E.)

**C. Drug Free Workplace/Drug & Alcohol Testing**

3.C.1 The Town seeks to ensure a safe, healthy and productive work environment for all employees. Evidence clearly indicates that alcohol and other drug abuse by employees results in low productivity, high absenteeism, excessive use of medical benefits and a risk to the personal safety of the employee as well as that of co-workers. In a good faith effort to comply with the Drug-Free Workplace Act of 1988, the Town prohibits the use of alcohol and/or illegal drugs/controlled substances on the Town's premises. It is prohibited for any employee of the Town to unlawfully manufacture, distribute, dispense, possess, or use controlled substances at the workplace or on other premises while conducting Town business. Controlled substances are defined for the purposes of this policy as those groups of drugs whose use is limited or prohibited by federal and/or state law.

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3.C.2. Guidelines and regulations regarding a drug free workplace are detailed in the Town's Drug Free Workplace Policy in Appendix A. The Drug and Alcohol Testing Policy for Highway and Police employees is also detailed in Appendix A.

### **D. Recruitment and Appointment**

3.D.1. A job description agreed upon by both the Department Head and Appointing Authority must be completed prior to the announcement of a job opening.

3.D.2. All vacancies will be posted internally for a minimum of five (5) working days before any external recruiting is pursued. Current Town employees will be given first opportunity to submit applications for such vacancies. Notice of vacancies will be posted in Bagg Hall, Public Safety Building, Fire Station 2, Highway Barn, and Library. Each job posting will include a brief job description, minimum qualifications, salary range, and due date for receipt of cover letter and resume.

3.D.3. In the case of a Department Head job opening, the Appointing Authority may post internally and externally, concurrently.

3.D.4. All candidates applying for employment in the Town of Princeton must secure and complete an official application form. The Department Head and Appointing Authority will establish selection procedures in order to determine the candidate's fitness and ability to perform in the position. These may include one or more of the following: written examination, psychological exam, interview, practical (or performance) test, evaluation of experience and training, and pre-employment physical examination. All Police Officers and Highway personnel selected by the Town for full time employment shall successfully complete a physical examination. The examination shall be paid for by the Town. The examining physician shall advise the Appointing Authority as to whether, in his or her opinion, the applicant is physically qualified to perform the duties of the position. If deemed unfit to perform the duties of the position for which the application has been made, the Appointing Authority shall withdraw the offer of employment.

3.D.5. A candidate's former employers, supervisors, and other references may be contacted as part of the selection process. References and other background investigations shall be documented and made part of the applicant's file. All reference checks and investigations shall be completed prior to the offer of employment.

3.D.6. All appointments are made in writing by the Appointing Authority. The written notice of appointment will include the salary, the starting date, and any special conditions of employment. All new employees must report to the Town Administrator on the first day of employment to fill out all necessary forms.

3.D.7. All new employees shall receive a copy of the Personnel Policy and job description upon hire.

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**E. Dual Employment**

- 3.E.1. Subject to the restrictions contained in Chapter 268A of the Massachusetts General Laws, the Conflict of Interest Law, an employee may work for two or more different departments provided that the first Department Head is notified by the employee of his/her intention to seek additional work and provided further that all affected Department Heads confer with the Town Administrator and are able to agree upon a course of action.

**F. Probationary Period**

- 3.F.1. The probationary period shall begin immediately upon original appointment or promotion and shall be for six months.
- 3.F.2. The probationary period shall be regarded as an integral part of the selection process and shall be utilized by Department Heads for closely observing the employee's work and conduct, for securing the most effective adjustment of a new employee to his/her position and for terminating any employee whose performance does not meet the required work standards. Satisfactory completion of a probationary period does not mean an automatic increase in salary.
- 3.F.3. The employee may be removed at any time by the Appointing Authority if it is revealed that the employee intentionally falsified information relating to his/her application for employment. An employee may be removed if he/she is unable or unwilling to perform the required duties of the position or has displayed conduct, habits or dependability which do not merit continuing the employee in the position.
- 3.F.4. The employee will be notified in writing that he/she is being terminated, the reasons for termination and the effective date of the action. The employee may not appeal the removal.
- 3.F.5. Department Heads shall provide on-site training and orientation regarding specific rules, regulations, policies and procedures of the employee's assigned Department including the safety policies and procedures.

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## **G. Standards of Conduct**

3.G.1. All employees are prohibited from engaging in any conduct which could reflect unfavorably upon the Town. Employees shall avoid any action which might result in or create the impression of using public office or assets for private gain, giving preferential treatment to any person or failing to exercise complete impartiality in conducting Town business. Employees are prohibited from soliciting or accepting any gift, gratuity, favor, entertainment, loan or any other item or service of substantial value from any person who is seeking to obtain business with the Town, or from any persons within or outside the Town employment whose interest may be affected by the employee's performance or non-performance of official duties. Substantial value has been set at \$50.00 or more by the courts of the Commonwealth and the State Ethics Commission.

### 3.G.2. **Town Property**

Employees should not, directly or indirectly, use or allow the use of Town property of any kind for other than official activities.

## **H. Payroll**

3.H.1. All employees will be paid biweekly on Friday. The payroll period begins on a Sunday and ends on a Saturday. Payroll will be distributed by the Treasurer or his/her designated representative. All payroll deductions and questions are to be directed to and answered by the Treasurer. All employees will fill out a standard weekly time sheet that will be signed by the employee, verified and signed by the supervisor. Time sheets and/or departmental time spreadsheets will be submitted to the Accountant for payroll by 9 AM on Monday morning the week of payroll.

## **I. Personnel Records**

3.I.1 All employees' personnel records shall be maintained by the Town Administrator. Records will contain personnel information, job applications, reference checks, departmental memoranda and/or letters. Personnel records shall be considered confidential and access to records shall be limited to the Appointing Authorities, the employee's Department Head, or the Personnel Board. Each employee will have access to his/her own file upon written request to the Town Administrator. Employees may review files in the Town Administrator's office upon written request and make copies of any documents contained therein. Employees may not destroy any documents contained in their files. If the employee disagrees with any information contained in the personnel record, he/she may submit a written statement explaining his/her position, which shall become a part of the permanent record.

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- 3.I.2 The Town will require employees to authorize response to employment reference checks in writing including a statement holding the Town of Princeton harmless from any liability resulting from same. Employees will notify the Town Administrator of any anticipated employment reference checks and should notify the Treasurer of any anticipated verifications of employment and/or pay.

**Section 4. Overtime, Call-Back and Holiday Compensation for Non-Exempt Employees**

- 4.A.1 When a non-exempt employee is requested to perform overtime services, the employee shall be paid overtime for all hours worked in excess of forty (40) hours in a work week. The rate of pay shall be at least the rate of one and one half times the employee's hourly rate of pay for the duty performed on overtime services. If said work week includes time off for approved acceptable excused paid absence, such time shall be counted in an employee's normal work week.
- 4.A.2 When normal scheduling requires a regular full time employee to perform services on a holiday, the employee shall be paid one and a half times the employee's hourly rate in addition to pay for said holiday.
- 4.A.3 A regular full time employee (non-exempt) involved in an "emergency call-in" on a Sunday shall be paid for the time worked at two times his/her regular straight time hourly rate. A regular full-time employee involved in an "emergency call-in" during a holiday shall be paid for the time worked at two times his/her regular straight time hourly rate in addition to pay for said holiday.
- 4.A.4 A regular part time employee scheduled to work on Independence Day, Labor Day, Thanksgiving Day, Christmas Day (4 Shifts) or New Year's Day, will be paid their time and a half rate.
- 4.A.5 **Call-Back Pay:**
- All Fire Department employees shall receive a minimum of one (1) hours pay when called to respond to a fire or medical emergency.
  - Highway and Police regular full time employees who are recalled to work from off duty hours shall receive three (3) hours call-back pay. If called back a second time during the first three (3) hour call back period, the employee will be entitled to only one call-back pay.

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**Section 5. Classification and Compensation Plan and Performance Review**

**A. Classification and Compensation Plan**

5.A.1. The Personnel Board shall maintain a written job description for each position in the service of the Town covered by this policy consisting of a statement describing the essential functions of the position.

Whenever a new position is established, or the duties of an existing position are so changed that in effect a new position is created, the Department Head will notify the Town Administrator. Upon presentation of satisfactory, substantiating data, the Town Administrator will make a recommendation to the Personnel Board regarding the establishment of a new job description for such new or changed position.

The job description title of each position shall be the official title of such position and of each incumbent of such position, and shall be used to the exclusion of all others on payrolls, budget estimates and other official records and reports pertaining to the position.

There shall be a position classification plan for all employees subject to this policy, based on similarity of duties performed and the responsibilities assumed so that the same qualifications may be reasonably required for, and the same schedule of pay may be equitably applied to, all positions in the same grade.

**B. Performance Evaluation**

5.B.1. The Town of Princeton, recognizing the need for a comprehensive employee evaluation system, has established the Performance Appraisal System for Managers and the Performance Appraisal System for Hourly Employees. The purpose of these systems is to provide:

- (1) a uniform means to fairly and accurately evaluate an employee's performance in relation to agreed-upon objectives as well as an individual's strengths, weaknesses and potential for growth;
- (2) encouragement and guidance of an employee's development of his/her special skills and work interests;
- (3) a method for improving operational programs through employee input;
- (4) the means to monitor the performance of probationary-period employees on a timely basis; and
- (5) the assurance that pertinent and relevant documentation is presented in support of annual, individual merit increase recommendations, if warranted, developed utilizing the current Compensation Plan Salary Grade guidelines. (Note: The cumulative total of all individual merit increase recommendations are subject to budgetary review by the Advisory Board and the Board of Selectmen and appropriation at the annual Town Meeting).

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Employee performance evaluation is the continuing, day-to-day responsibility of the Department Head and the direct supervisor. Effective January 1, 2001, the Performance Year for the purpose of annual performance evaluation will be the calendar year, January 1<sup>st</sup> to December 31<sup>st</sup>.

At the end of the calendar year, a performance evaluation shall be prepared in accordance with the performance evaluation procedures. Certain seasonal employees and employees working less than eight (8) hours per week may be excluded from the annual performance review process at the discretion of Management.

After Department Heads have completed and communicated all the evaluations for their department, they will prepare their salary recommendations for their department for the new fiscal year to be effective on July 1<sup>st</sup>. These recommendations will be submitted, based on a schedule to be determined by the Town Administrator, for inclusion in the next fiscal year's budgeting process. New salaries, for the next fiscal year, will be finalized after review by the Advisory Board and the Board of Selectmen and appropriation at the annual Town Meeting.

### **Section 6. Grievances**

- 6.A.1 The intent of a grievance procedure is to reconcile employee grievances in an appropriate and effective manner. Participants in the process are expected to act appropriately and respect the grievance process which, under certain circumstances, will be carried out in compliance with the Open Meeting Law, Chapter 39, Section 23.
- 6.A.2 Employees having complaints concerning a disciplinary action or who feel they have been treated unfairly through the interpretation or application of a policy, rule or procedure, who have not been able to resolve the issue on an informal basis, may file a formal grievance.
- 6.A.3 Prior to initiating a formal grievance, an employee should try to resolve the issue by discussing it with his/her immediate supervisor. If an action by the immediate supervisor is the basis for the dispute, the employee may bypass the informal process and file the formal grievance. If the immediate supervisor and the Department Head are one in the same, follow Step 1A.

Step 1: Failing to resolve any dispute in an informal manner, an aggrieved employee may present a formal grievance, in writing, to his/her Department Head along with any pertinent information relative to the grievance and indicating the relief that is desired. The Department Head, within five (5) working days of the receipt of the written grievance, shall provide an answer, in writing, to the aggrieved employee.

Step 1A: When the immediate supervisor and the Department Head are one in the same and the dispute cannot be resolved informally, the aggrieved employee must present his or her formal grievance to the Town Administrator, in writing, with all pertinent information relative to the grievance and indicating the relief that is desired. The Town

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Administrator, within two (2) working days of receipt of the written grievance, shall present a copy of the grievance to the Department Head.

The Department Head, within three (3) working days, will provide an answer to the grievance, in writing, to the Town Administrator.

Step 2: If the grievance has not been resolved as provided in Step 1, the aggrieved employee may within five (5) working days after receipt of the written answer from the Department Head, present the grievance, in writing, to the Town Administrator. The Town Administrator shall attempt to resolve those grievances that come to him/her from either steps 1 or 1A and shall, within five (5) working days, provide an answer to both the aggrieved employee and the Department Head. If the grievance has not been resolved, the Town Administrator will refer the grievance to the Personnel Board, via the Chairperson of the Board.

Step 3: The Chairperson of the Personnel Board shall schedule a meeting of the Personnel Board to convene a grievance hearing to include the Chairperson and any two (2) other members of the Board, the aggrieved employee and the supervisor being grieved. This meeting shall be held within twenty (20) days of the notification to the Board and the Board shall have 10 days to render its decision on the merits of the grievance. The decision of the Personnel Board shall be final.

### **B. Discipline and Termination**

- 6.B.1 All employees are expected to maintain high standards of productivity, cooperation, attendance, efficiency, safety and economy in their work for the Town. Disciplinary actions shall be the responsibility of supervisors, Department Heads and Appointing Authorities, who shall exercise their responsibility with discretion and with concern for the employee.
- 6.B.2 If work habits, behavior, or attendance fall below departmental standards, the Department Head shall point out the deficiencies and institute corrective measures, where appropriate as determined by the Department Head. In most cases, the deficiencies shall be addressed in the following manner: (1) informal discussion with employee; (2) formal discussion with the employee as a verbal reprimand; (3) written reprimand; (4) probation; (5) suspension, and (6) termination of employment. The Department Head is not required to follow these steps in order of progression and shall have the discretion to determine appropriate disciplinary action.

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**Section 7: Employee Benefits:**

**A. Sick Leave**

- 7.A.1. Regular full time and regular reduced-hours employees shall be eligible for sick leave pay.
- 7.A.2. Regular part time, temporary/seasonal, emergency and stipend employees are not eligible for sick leave pay.
- 7.A.3. Eligible employees shall accrue 8 hours of sick time, based on a 40 hour workweek, for each complete month of employment. Regular reduced-hours employees shall accrue an amount directly proportional to the number of hours worked weekly with 40 hours being considered full time. For example, an employee working 32 hours per week shall accrue  $32/40 \times 8 = 6.4$  hours per month. Sick time cannot be used prior to accrual. Sick time will accrue at the rate of 12 days per year and can accumulate up to a maximum of 135 days, or the proportional equivalent for regular reduced hour employees. Sick time must be taken at a minimum of two (2) hour increments. Accrual will be granted on the last day of each month completed.
- 7.A.4. A physician's report may be required by the employee's Department Head. An employee who requests sick leave or who is returning from sick leave, may be required by the Department Head to submit to a medical examination at the expense of the Town.
- 7.A.5. Except in cases of emergency, an employee must notify his/her appropriate supervisor each day he/she is out sick by the start of the employee's work shift. Recorded messages are acceptable with an explanation.
- 7.A.6. Sick leave will be granted under the following conditions:
- When an employee cannot perform his/her duties because he/she is incapacitated by personal illness, injury, or pregnancy-related condition
  - When an employee, because of exposure to contagious disease, jeopardizes the health of others in the work place
  - When appointments with licensed medical or dental professionals cannot reasonably be scheduled outside of normal working hours for purposes of medical treatment or diagnosis of an existing medical or dental condition
  - When the spouse, parent or child or other person living in the household of an employee is seriously ill
- 7.A.7. Upon termination of employment, the employee will not be compensated for his/her unused sick time.

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**B. Vacation Leave**

7.B.1. Only regular full time and reduced-hours employees shall be eligible for vacation time. Regular-reduced hours employees shall accrue, on an hourly basis, an amount proportionate to the number of hours worked weekly with 40 hours being considered full time. Eligibility is determined by anniversary date of employment. For vacation increment purposes, the anniversary date shall be considered the first day of the month of date of hire for those employees hired between the first and the fifteenth day of the month. Those employees hired after the fifteenth day of the month shall have an anniversary date of the first day of the following month. Vacation accruals for a regular full time employee shall be based on the following:

**AFTER:**

One full year of service	10 days/year (80 hours)
Five years of service	15 days/year (120 hours)
Ten years of service	20 days/year (160 hours)
Twenty years of service	25 days/year (200 hours)

Note: For example, after one full year of service a regular reduced hours employee working 32 hours per week shall receive  $32/40 \times 80 = 64$  hours per year.

7.B.2. No vacation time may be taken until an employee has been employed for six months on a full-time or reduced-hours basis at which time one week may be taken. Vacation leave may be taken in a minimum of four (4) hour increments.

7.B.3. No employee may accumulate, beyond July 1<sup>st</sup> of each year, more than his/her annual accrued vacation days up to a maximum of thirty days. It is strongly recommended that employees take vacations in order to rest from the rigors of work.

7.B.4. Vacation requests shall be submitted in writing to the Department Head giving a minimum of two weeks prior notice to the scheduled vacation. All vacation scheduling must insure continued efficient operation of the Department.

7.B.5. When an employee terminates employment, he/she will be compensated at his/her regular hourly/salary base wage for all unused vacation time provided he/she has been employed for six months or more.

7.B.6. An employee on vacation during a week in which a holiday occurs shall not be charged a vacation day for that holiday.

7.B.7. Eligible regular full time employees shall accrue one-twelfth of their annual total vacation benefit for each completed month of employment based on the following schedule:

<u>Annual Vacation Eligibility</u>	<u>Monthly Accrual</u>
10 days	6.67 hours
15 days	10 hours
20 days	13.34 hours
25 days	16.64 hours

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Again, regular reduced hours employees shall accrue, on an hourly basis, an amount proportionate to the number of hours worked weekly with 40 hours being considered full time. Accrual will be granted on the last day of each month completed. Vacation time cannot be used prior to accrual. On the fifth, tenth, and twenty-fifth anniversary date of hire, employees will be given their newly earned vacation week immediately and the employee will be eligible to accrue, on a monthly basis, an additional week of vacation per year according to the above schedule.

7.B.8. If an employee is promoted from part time to a reduced-hours or a regular full time employee basis, a vacation entitlement will be determined according to the following schedule:

- Part time employee for five years or more 10 days
- Part time employee for one to five years 5 days
- Part time employee for one year or less pro-rated by hours;  
No more than 5 days

After this determination, the calculation of subsequent vacation time will be based upon the employee's date of promotion to a full time employee.

### **C. Holiday Leave**

7.C1. The following days (or the days on which they are celebrated) shall be recognized as holidays for all Town employees:

New Year's Day	Labor Day
Martin Luther King's Birthday	Columbus Day
Washington's Birthday	Veteran's Day
Patriot's Day	Thanksgiving Day
Memorial Day	Christmas Eve – ½ Day
Independence Day	Christmas Day

7.C.2. Whenever one of the recognized holidays falls on a Sunday, the following day shall be observed; and whenever one of the recognized holidays falls on a Saturday, the previous day shall be observed.

7.C.3. Each regular full time and reduced-hours employee shall be eligible for paid holidays immediately upon employment, provided that he/she works the last scheduled work day before the holiday and the first scheduled work day after the holiday, unless excused previously by his/her Department Head.

7.C.4. Eligible employees shall be compensated for holidays on the following basis:

Only regular full-time and reduced –hours employees shall be eligible for Holiday pay.

1. Full-time employees shall be credited with holiday pay at the rate of eight (8) hours for a scheduled full day holiday. (Ref: 4.A.2)
2. Regular-reduced hours employees shall be credited with a holiday benefit proportionate with the number of hours worked weekly with hours being considered full-time. Therefore, an employee who works 20 hours weekly will receive only 4 hours of holiday pay, regardless of whether they normally work more or less on the day on which the holiday falls.
3. Regular-reduced hours employees should discuss with their department head the impact of the holiday on their schedule for that week.

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**D. Personal Leave of Absence**

- 7.D.1 Note: This section applies only to those leaves of absence that do not fall within the purview of the Family and Medical Leave Policy.
- 7.D.2 The appropriate Department Head, subject to approval by the Appointing Authority, may grant a leave of absence without pay for not more than six months. An employee who returns to duty within the prescribed limits of his/her leave will retain his/her prior service rights.
- 7.D.3 Before a personal leave of absence, an employee must use all accrued vacation, personal and sick time, if appropriate. Any unpaid absence in a payroll month will affect an employee's accrual of sick and vacation time for that month.
- 7.D.4 An unpaid leave of absence of greater than one calendar month will not count toward creditable service in the State Retirement system. Please see section 7.J.5 for the procedure to be used for paying for health insurance during an unpaid leave.

**E. Jury Duty**

All employees summoned for jury duty will be paid the difference between their pay for scheduled hours not worked and their compensation from jury duty. The employee must provide the Department Head with a statement from the court showing the number of days served and the compensation paid.

**F. Military Leave**

Regular full time and reduced-hours employees called for temporary military duty shall be paid the difference between their weekly base pay and their military pay, if lower, upon presentation of an official statement of their military earnings.

**G. Family and Medical Leave**

Family and medical leave will be granted in accordance with the Family and Medical Leave Act Policy as outlined in Appendix B.

**H. Bereavement Leave**

- 7.H.1. Up to four (4) work days of bereavement leave shall be granted with pay to any regular full time or reduced-hours employee in the event of the death of an immediate family member of such employee. The immediate family consists of: spouse, parents, children, brothers or sisters.

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- 7.H.2. Not more than two (2) days of bereavement leave shall be granted with pay to any regular full time or reduced-hours employee in the event of the death of an extended family member of such employee. The extended family consists of: grandparents, aunts, uncles, cousins, nieces, nephews, or in-laws.

**I. Personal Leave**

Regular full-time and reduced-hours employees will be granted three (3) days of personal leave each fiscal year (July 1 to June 30<sup>th</sup> ). All requests for personal leave must be approved by the Department Head. Personal leave days will not accumulate and will expire if not used. New employees will be eligible to receive personal leave during their first year of employment according to the following table:

Hiring Date: July 1 to September 30	– eligible for three personal days
Hiring Date: October 1 to December 31	– eligible for two personal days
Hiring Date: January 1 to March 31	– eligible for one personal day
Hiring Date: After March 31	- not eligible

**J. Health Insurance**

- 7.J.1. Regular full time and regular reduced-hours employees scheduled to work twenty (20) or more hours per week for fifty-two (52) weeks may enroll in the Town’s health insurance programs one month after their date of hire. The Town will pay a fixed amount toward health insurance premium payments for either family or individual membership in an HMO group sponsored by the Town equal to 85% of the current premium.
- 7.J.2. Eligible retired employees may enroll in the Town’s health insurance program. The Town will pay a fixed amount toward health insurance premium payments for either family or individual membership in an HMO group sponsored by the Town equal to 50%. The town accepted Chapter 32B Section 9A at the May 9, 2006 Annual Town Meeting.
- 7.J.3. Elected officials are not eligible for the Town’s health insurance program.
- 7.J.4. Part time, temporary/seasonal, emergency and stipend employees are not eligible for the Town’s health insurance program.
- 7.J.5. An employee who is placed on a temporary unpaid leave of absence for not more than ten (10) weeks, whether stated to be a leave of absence, a temporary layoff or a temporary disability, will be allowed to continue to participate in the Town’s insurance program as if still in paid status. The employee will be required to pay the Town, on or before the fifteenth of each month, for the following month’s coverage of the employee’s portion of the insurance premium which would otherwise be deducted from the employee’s compensation. Failure of the employee to make timely payment will result in termination of this benefit.

## Town of Princeton Personnel Policy

### **K. Life Insurance**

- 7.K.1. Regular full time and regular reduced-hours employees may elect to be covered by \$10,000 term life insurance and \$10,000 accidental death insurance. The premium payment will be shared equally by the Town and the employee. The policy is subject to approval by the life insurance company.
- 7.K.2. Retired employees may be covered by \$5,000 term life insurance and \$5,000 accidental death insurance. The premium payment will be shared equally by the Town and the retired employee.
- 7.K.3 Employees who elect not to participate in the life and accidental death insurance plan must sign a waiver form.
- 7.K.4. Elected officials compensated \$200 or more per year may choose to join the Town plan and the premium payment will be shared equally by the Town and the official. The Town contribution shall cease when the official no longer serves in the elected position.
- 7.K.5. Part time, temporary/seasonal, emergency, and stipend employees scheduled to work less than twenty (20) hours per week, are not eligible to participate in the Town's plan.
- 7.K.6 Leave of absence employees may choose to receive life insurance benefits as outlined in section 7.J.5.

### **L. Retirement**

- 7.L.1. The Town of Princeton Contributory Retirement System is organized and operated by the Worcester County Retirement System in accordance with the provisions of Massachusetts General Laws, Chapter 32. Regular full time employees and regular reduced-hours employees working a minimum of 1,040 hours in any calendar year are required to participate in the plan.
- 7.L.2. Contribution levels of gross pay paid by employees are as follows:
- commenced employment or were members of a State or county retirement system prior to January 1, 1975, is 5%;
  - commenced employment or were members of a State or county retirement system between January 1, 1975, and December 31, 1983, is 7%;
  - commenced employment or were members of a State or county retirement system after January 1, 1984, is 8%;
  - commenced employment or were members of a State or county retirement system after January 1, 1996, is 9%;
  - commenced employment after January 1, 1984, and who annually earn over \$30,000, an additional 2% of pay earned in excess of \$30,000.

## Town of Princeton Personnel Policy

### **M. Deferred Compensation**

All employees not currently participating in a State or county retirement system (those who work less than 1,040 hours per year) are required to contribute a minimum of 7.5% of their salaries to a deferred compensation plan under the administration of PEBSCO. All other employees participating in the County retirement system have the option of enrolling in a deferred compensation plan. For more information contact the town Treasurer.

### **N. Smoke Free Environment**

No smoking is allowed within any town building.

### **O. Worker's Compensation Procedures**

The Town of Princeton is required under Massachusetts General Laws, Chapter 152, the Workers' Compensation Act, to provide workers' compensation insurance covering its employees regardless of the number of hours worked in any given week. The government mandated system is in place to make sure that employees are protected by insurance if they are injured on the job or contract a work-related illness.

#### **7.O.1. Injury Reporting**

- **Step 1 – Incident Report**

If an employee is injured during his/her employment, an incident report (see Appendix) must be filed IMMEDIATELY with the employee's supervisor for the work related injury. The completed incident report must be filed with the Town Administrator within 24 hours, who will in turn notify the Town's insurance company within 24 hours of receipt.

- **Step 2 - Medical Only Claim Form**

Claims for injuries that result in medical bills, but fewer than five days of disability, are reported only to the Town's workers' compensation insurance company, and not to the Department of Industrial Accidents. The Medical Only Claim Form (see Appendix) should immediately be submitted to the Town Administrator who will in turn notify the Town's insurance company within 24 hours of receipt.

The Town of Princeton maintains its workers' compensation insurance with the Massachusetts Education and Government Association (MEGA). Once an employee has completed the Medical Only Claim Form, it should be turned into the Town Administrator who will forward the information to the MEGA Adjustor. The MEGA Adjustor will then contact the employee and physician to obtain further details and to instruct the parties on medical payment processing.

## Town of Princeton Personnel Policy

- **Step 3 - Disability Form 101**

An injured worker becomes eligible for weekly compensation indemnity benefits when he/she has been totally or partially disabled due to an injury or occupational illness, and is incapable of earning full wages for five or more calendar days (the days do not have to be consecutive; disability can be total or partial). When this happens, the employer is required to file the Form 101, Employer's First Report of Injury/Illness/Death, in compliance with MGL C. 152 86 (see Appendix) with the Town Administrator.

This form must be submitted to the Department of Industrial Accidents, the insurance carrier and the employee within seven days from the fifth day the employee has been disabled because of the accident. The original signature is required on the form sent to the DIA.

It is the responsibility of the employer to report the disability, whether or not the employer agrees with the employee's claim or not. The form is not an admission of liability.

- **Form 101 should be immediately distributed as follows:**

Send the Original Form to:

Department of Industrial Accidents – Department 101  
600 Washington Street, 7<sup>th</sup> Floor  
Boston, MA 02111

Distribute a copy of Form 101 to the employee.

Distribute a copy of Form 101 to the Town's insurance company.

File a copy of Form 101 in the Town's employee records.

- **Step 4 – Payment of Claim**

Once the insurer receives the Form 101, the company/agency has 14 days to pay benefits or notify the employee and the DIA that they are contesting the claim. The insurance company will pay benefits based on a wage rate for the 52-week period prior to the incident. The employee will receive 60% of the average gross wages, with no taxes withheld, and such payments will be mailed directly to the employee. Compensation is paid for lost wages on any days you are disabled after the first five days. You are not compensated for the first five days of incapacity unless you are disabled for 21 days or more.

If the insurer should dispute the claim following an investigation with the Town, employee and attending physician, there is a conciliation and arbitration process in place at the DIA for resolution through hearing and review. All parties will be notified of the process in this event.

## Town of Princeton Personnel Policy

### **7.O.2. Health Benefits and Job Security**

The Massachusetts Workers' Compensation law does not require the continuation of most fringe benefits, including health insurance. Absence from work may also affect the earning of sick and vacation time. In addition, it does not require the Town to hold your job open, if a replacement employee is hired while you are out. However, once you are able to return to work, Section 75A of the law requires the Town to give you preference in re-hiring if a suitable job is available.

### **7.O.3. Further Information**

Your Guide to the Massachusetts Workers' Compensation System (located in Appendix) [www.mass.gov/dia](http://www.mass.gov/dia) or 1-800-323-3249 X 470.

## **Section 8. Reimbursement**

### **8.A.1. Travel:**

In the event employees use their own vehicle to conduct business for the town, they must first obtain authorization from their supervisor or Department Head. Once authorized, the employee will be reimbursed for mileage at the rate of .40 cents per mile, as well as tolls, parking fees and the cost of meals where applicable. In order for an employee to receive such reimbursement, a travel voucher containing all information about mileage, destination, date, and reason for travel must be submitted to the Department Head for his/her signature. All receipts for reimbursement of tolls, parking, and meals must be attached. Any proposed out of state travel must be approved beforehand by the Board of Selectmen. This policy excludes all travel within the boundaries of the Town of Princeton. The Town does not reimburse for travel within its own boundaries.

### **8.A.2. Work Boots:**

Reimbursement is allowed for the purchase of work boots for full-time highway personnel (upon submission of receipt for same) to a maximum of \$120.00 per fiscal year per person.

### **8.A.3. Licenses:**

Reimbursement is allowed for required license renewal of a hydraulic license and the difference in cost between a Class B driver's license and a commercial drivers license for all regular full time highway employees. Retired and current Police Officers shall receive a "License to Carry" at no cost to the officer.

# Town of Princeton Personnel Policy

## **Section 9. Personnel Board**

9.A.1. Composition: The Board of Selectmen shall appoint a Personnel Board consisting of five registered voters of the Town, to be appointed for three year overlapping terms. Appointments shall be made by July 1<sup>st</sup> of each year. No member of the Personnel Board may be an employee of the Town if that employee works more than 100 paid hours annually nor hold Town office whether elected or appointed. Like all Town employees and board/committee members the Personnel Board is subject to and shall abide by the provisions of the Conflict of Interest Law, M.G.L. Chapter 268A. Members shall serve without compensation. The Town Administrator shall serve as an advisor to the Personnel Board and the Advisory Board will provide additional assistance upon request.

9.A.2. Organization: The Personnel Board shall annually elect a Chairman from its membership who shall preside over meetings. The Board shall select a clerk from its membership who shall be responsible for recording minutes of all committee meetings, in accordance with the Open Meeting Law, Chapter 39, Section 23. A majority of the Board shall constitute a quorum for the transaction of business. Action by a majority of those Board members present shall be binding.

9.A.3. Administration and Responsibilities: The Personnel Board, as an advisory body, shall not interfere with nor act as an intermediary in any supervisor/subordinate relationship, except in its role as a Board of Appeals for grievances. The scope of its responsibilities is detailed below.

The Personnel Board shall administer and maintain the Town of Princeton Personnel Policy. The Board will make recommendations to the Board of Selectmen for all Personnel Policy amendments for final approval.

The Personnel Board shall adopt policies and procedures, with the Selectmen's ratification, deemed necessary for the administration of the Personnel Policy.

The Personnel Board, with the assistance of the Town Administrator, shall classify all compensated positions in the employ of the Town, both full-time and part-time except seasonal employees and call firefighters and those covered by work agreements, contracts or under the jurisdiction of the School Committee.

The Personnel Board shall maintain the personnel appraisal system based on merit principles, the classification and reclassification of positions utilizing Position Descriptions submitted for its consideration and the recommendation of an annual compensation plan for approval by the Board of Selectmen. The recommended compensation plan for the following fiscal year must be completed by March 1<sup>st</sup> of each year.

The Personnel Board shall constitute a Board of Appeals for grievances by Town employees. The grievance procedure is outlined in section 6 of this Personnel Policy.

The Personnel Board has conclusive authority to interpret the Personnel Policy and to decide all questions relating to its application.

## Town of Princeton Personnel Policy

The Personnel Board shall allocate a ten (10)-minute period at the beginning of its monthly meetings for Town employees and shall conduct an open meeting at least once annually with town employees to discuss any employee concerns regarding the above-mentioned Administration and Responsibilities.

### **Section 10. Town Administrator**

The Town Administrator is responsible for the day-to-day administration of the Personnel Policy and serves as an advisor to the Personnel Board.

The Town Administrator shall review the Personnel Policy periodically and make recommendations to the Personnel Board for revisions.

The Town Administrator is responsible to assist the Personnel Board in the review and maintenance of the Town's Classification and Compensation Plan.

The Town Administrator is responsible for the Equal Employment Opportunity policy as defined in the Personnel Policy.

The Town Administrator, in conjunction with department supervisors, will be responsible for all recruitment and selection procedures as outlined in the Personnel Policy.

The Town Administrator shall be responsible for orienting all new employees of the Town of Princeton in accordance with personnel procedures as outlined in the Personnel Policy.

### **Section 11. Leaving Town Employment**

- A. Though the Town fully expects all employees to remain in its employ for an extended period of time, it also understands that circumstances arise that may cause the relationship to end either through resignation, retirement or termination.

#### **B. Return of Town Property**

Regardless of the reason for leaving Town employment, all Town property in your possession (i.e. keys, pagers, etc.) must be returned to your Department Head no later than your last day of employment.

#### **C. Resignations**

In the event you decide to resign, you are expected to give your supervisor at least two (2) weeks notice if you are an hourly employee and at least thirty days if you are a Manager. This will allow the Town and your co-workers to properly prepare for your departure.

## Town of Princeton Personnel Policy

### **D. Retirement**

Public employees in Massachusetts have statutory rights to retirement benefits pursuant to M.G.L. c. 32. You are fully vested and eligible to retire upon attaining age 55 and the equivalent of ten (10) years of full-time service. Appropriate information detailing the procedures a retiring employee must follow are available from the State Board of Retirement and/or the Town Treasurer.

### **E. Terminations**

Terminating someone's employment is not a pleasant experience for anyone involved. Procedures are in place that are designed to avoid such an occurrence. These include the utilization of periodic performance appraisals (see Section 5.B), on-going communication between you and your supervisor and adherence to the Town's Personnel Policy (see Section 6.B).

### **F. Separation of Employment Benefits**

11.F.1 If terminated, you will be paid through the date of termination and for any unused vacation time (see section 7.B.5). There will be no compensation for unused sick time (see section 7.A.7) or unused personal leave (see section 7.I).

11.F.2 If you leave Town employment, you should contact the State Board of Retirement concerning your retirement plan options.

11.F.3 Upon termination, the Town Administrator will provide you with other important information regarding the process for filing for unemployment claims (if applicable), COBRA notification, etc.

### **G. Exit Interview**

All employees leaving Town employment for any reason will have an Exit Interview comprised of the completion of an Exit Questionnaire (sample on page 25) and a meeting with their Department Head or the Town Administrator. The purpose of the meeting is to be sure you are provided with important information concerning various benefits to which you are entitled and to provide the Town with any information it will need. The completed questionnaire will NOT become a part of your personnel file but will be used for informational and feedback purposes only.

## Town of Princeton Personnel Policy

### **Section 12. Snow/Heat/Severe Weather Policy**

In the event of a snowstorm or other severe weather, employees may either utilize paid vacation or personal time should circumstances prevent them from coming to work . Under certain circumstances, the Town Administrator may decide either to declare a delayed start to the work day or to release employees prior to the end of their normal workday. Under such circumstances, employees will be paid for their regularly scheduled hours of work for that day. Employees who are on a vacation or have taken a personal day, are out sick or who were not scheduled to work on such a day will not be credited for those hours during which working employees were released.

In the rare case of a full day shutdown due to inclement weather, employees are expected to work on Friday of that week. If an employee cannot come to work on that Friday, the employee will not be compensated for the shut down day unless the employee opts to take the day as a personal or vacation day.

Employees of the Princeton Library are governed by a separate policy adopted by the Trustees of the Goodnow Memorial Building. (See Appendix E)

### **Section 13, Longevity Plan**

In recognition of their years of service, employees working for the Town of Princeton will be awarded annual lump-sum payments compensatory to their length of employment, as follows:

\$300 for service of 10-14 years  
\$400 for service of 15-19 years  
\$500 for service of 20+ years

The longevity award is applicable to any full-time, benefited employee working a minimum of 20 hours/week. It will apply to total actual time served, and employees with gaps in their employment with the Town of Princeton will be eligible.

This award and recognition will begin in Fiscal Year 2008 and payments will be made annually for employees with at least 10 years of service at a time to be determined by the Board of Selectmen.

### **Section 14. Severability**

If any Policy provision or regulation is held invalid, the remaining provisions of this Policy or regulations shall not be affected thereby.

# Town of Princeton Personnel Policy

## Town of Princeton Exit Interview Form

Name: \_\_\_\_\_ Dept.: \_\_\_\_\_

Position: \_\_\_\_\_

Employment Date: \_\_\_\_\_ Termination Date: \_\_\_\_\_

Reason for leaving the Town of Princeton: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How would you evaluate the following aspects of your employment?

	Excellent	Good	Fair	Poor
1. Introduction to your job	_____	_____	_____	_____
2. Use of your skills	_____	_____	_____	_____
3. Recognition for doing your job	_____	_____	_____	_____
4. Working conditions (physical facilities)	_____	_____	_____	_____
5. I feel the Town policies and procedures are	_____	_____	_____	_____
6. The level of concern for employees here is	_____	_____	_____	_____
7. Pay levels are	_____	_____	_____	_____
8. My understanding of performance standards I was expected to meet is	_____	_____	_____	_____
9. The extent to which I am informed ahead of time regarding changes that affect my work	_____	_____	_____	_____
10. The respect and confidence I have in my supervisor is	_____	_____	_____	_____
11. The level of cooperation among employees in my department is	_____	_____	_____	_____
12. The level of cooperation among fellow employees in other departments is	_____	_____	_____	_____
13. Generally speaking, I would rate the Town of Princeton as what kind of place to work?	_____	_____	_____	_____

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Notes:

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Do you feel there is effective communication while working for the Town of Princeton? \_\_\_\_\_

\_\_\_\_\_ If not, please explain and offer suggestions, if possible \_\_\_\_\_

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What did you like best about your position here? \_\_\_\_\_

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What did you like least about your position here? \_\_\_\_\_

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How similar to your position here is your new job? \_\_\_\_\_

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What would you suggest to improve your department? \_\_\_\_\_

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What would you suggest to improve your position? \_\_\_\_\_

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Are there any additional comments you wish to make about the Town of Princeton or your employment here?

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Town of Princeton Personnel Policy

### **Section 15. Revisions**

1. The Board of Selectmen appointed the Planning Board as Special Municipal Employees on November 12, 1998.
2. The Board of Selectmen appointed the Board of Assessors as Special Municipal Employees on January 26, 1999.
3. The Board of Selectmen officially voted and unanimously accepted this personnel policy as written at a regularly scheduled meeting of the Board on March 1, 1999.
4. The Board of Selectmen officially voted to appoint a new Personnel Board on June 28, 1999.
5. The Board of Selectmen officially voted and unanimously accepted a new performance appraisal system for all town employees on June 28, 1999.
6. The Board of Selectmen officially voted and unanimously accepted a final report for job descriptions for all town employees on June 28, 1999.
7. The Board of Selectmen officially voted (8/23/99) and unanimously adopted a new section 9 & 10 of the Personnel Policy which outlines the Personnel Board and Executive Secretary responsibilities.
8. The Board of Selectmen officially voted (9/13/99) and unanimously approved to amend the health insurance sections 7.J.1. and 7.J.2.
9. The Board of Selectmen officially voted to change the title position of Executive Secretary to Town Administrator effective July 1, 2000.
10. The Board of Selectmen officially voted (7/31/00) and unanimously adopted revision #1 to this Personnel Policy.
11. The Board of Selectmen officially voted (8/13/01) and unanimously approved to amend section 12. Snow/Severe Weather Policy
12. The Board of Selectmen officially voted (9/10/01)) and unanimously approved to implement a new seat belt policy included in the appendix, Policy Statements
13. The Board of Selectmen officially voted (9/10/01) and unanimously approved to amend section C. Holiday leave 7.C.4
14. The Board of Selectmen officially voted (2/24/03) and unanimously approved to amend section 7.B.1 Vacation leave to read employees will receive 20 vacation days after 10 years service and twenty-five vacation days after 20 years service

## Town of Princeton Personnel Policy

15. The Board of Selectmen officially voted (2/24/03) and unanimously approved to amend section 7.A.3 Sick leave to read employees may accrue up to 110 days sick leave
16. The Board of Selectmen officially voted (2/24/03) and unanimously approved to accept a new 13-step wage scale with 3% increments. This replaces a 19 step scale with 2% increments.
17. The Board of Selectmen officially voted (5/17/04) and unanimously approved to amend section 7.E Jury Duty
18. The Board of Selectmen officially voted (5/17/04) and unanimously approved to amend section 7.D Personal Leave of Absence
19. The Board of Selectmen officially voted (5/17/04) and unanimously approved to amend section 6. Grievances
20. The Board of Selectmen officially voted (6/14/03) and unanimously approved to accept a new compensation plan which excludes steps but keeps pay grades and a appropriate pay range for merit raises.
21. The Board of Selectmen officially voted (6/28/04) and unanimously adopted revision #2 to this Personnel Policy to be effective on 7/1/04
22. The Board of Selectmen officially voted (4/4/05) and unanimously approved to amend Section 7.A.3 Sick Leave to be effective July 1, 2005.
23. The Board of Selectmen officially voted (6/13/05) and unanimously approved to amend Section 3.C Equal Opportunity Employment – Drug Free Workplace/Drug Alcohol testing policy to include any employee who holds a hoisting engineer license be defined as a “safety sensitive employee”. All safety sensitive employees may be randomly tested for alcohol or substance abuse. To be effective immediately.
24. The Board of Selectmen officially voted (8/22/05) and unanimously approved to delete Section 7.J.3. that offered health insurance to elected officials and add the words “Elected Officials are not eligible for the Town’s health insurance program.” To be effective immediately.
25. The Board of Selectmen officially voted (1/9/06) and unanimously approved to amend Section 8.A Reimbursements/Travel by raising the mileage rate to .30 per mile effective July 1, 2006.
26. The Board of Selectmen officially voted (5/30/06) and unanimously approved to amend Section 12 Snow/Heat/Severe Weather Policy to be effective July 1, 2006.

## Town of Princeton Personnel Policy

27. The Board of Selectmen officially voted (5/30/06) and unanimously approved to amend Section 7 Employee Benefits by adding 7.O Workers Compensation Guidelines and appropriate forms effective July 1, 2006.
28. The Board of Selectmen officially voted (5/30/06) and unanimously adopted revision #3 to this Personnel Policy to be effective on 7/1/06
29. The Board of Selectmen officially voted (2/20/07) and unanimously adopted a 40 cent per mile rate for private auto use for employees while on town business effective July 1, 2007.
30. The Board of Selectmen officially voted (5/30/07) and unanimously adopted a longevity plan for town employees effective July 1, 2007.
31. The Board of Selectmen officially voted (6/23/08) and unanimously adopted a change in the Snow/Heat/Severe Weather policy (section 12) for town employees effective July 1, 2008.
32. The Board of Selectmen officially voted (9/15/08) and unanimously adopted revision #4 to this Personnel Policy to be effective on 7/1/08

# Town of Princeton Personnel Policy

## **Appendix**

### **Policy Statements**

- A. Drug and Alcohol Testing Policy
- B. Family and Medical Leave Policy
- C. Seat Belt Policy
- D. Severe Weather Policy – Princeton Library (Adopted June 2006)
- E. Sexual Harassment Policy (Revised June 2006)
- F. Small Necessities Leave Act (SNLA)
- G. Special Municipal Employee Definition
- H. Workers Compensation Guide for Injured Workers & Forms
  - 1. Form 101
  - 2. Medical Only Report of Injury
  - 3. Incident Report for Record Only

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