



TOWN OF PORT DEPOSIT RESOLUTION 15-2020 EMPLOYEE MANUAL

A Resolution by the Mayor and Council of the Town of Port Deposit to amend the Port Deposit Employee Manual.

WHEREAS, pursuant to Section 803 of the Charter of the Town of Port Deposit, the Council is authorized to employ such offices and employees as it deems necessary to execute the powers and duties provided by the Charter or other State law and to operate the Town government; and

WHEREAS, the Mayor and Council have developed an Employee Manual to establish policies and procedures and set forth the terms and conditions of employment with the Town; and

WHEREAS, the Mayor and Council directed staff to review the Employee Manual and recommend amendments to stay current with human resource practices and policies.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council of the Town of Port Deposit hereby rescind and adopt the amended Town of Port Deposit Employee Manual as attached (revision/addition – **red text** and deletions ~~striketrough text~~):

SECTION 01 INTRODUCTION

Policy HR – 01

Effective Date: ~~February 24, 2014~~ **January 1, 2021**

Revised:

01-01 INTRODUCTION

Welcome to the Town of Port Deposit! We have developed this Employee Manual to provide you important information to help you become acquainted with our town and answer many of your initial questions.

Our goal is to provide high quality, friendly service to our residents in a cost-effective manner to help to make Port Deposit a great place to live and work. You are an important part of this process and your work directly influences our town's reputation.

We are committed to providing the best possible climate for maximum development and goal achievement for all employees. Our practice is to treat each employee as an individual. We seek to develop a spirit of teamwork; individuals working together to attain our goal.

In order to maintain an atmosphere where these goals may be accomplished, we provide a comfortable and progressive workplace. Most importantly, we strive to create a workplace where communication is open and problems can be discussed and resolved in a mutually respectful atmosphere.

The information contained in this Manual applies to all employees of the Town of Port Deposit, and following the policies is a condition of your employment. The content of this Manual is not an offer of employment or a contract of employment. The Manual is a summary of our policies, and is not intended to be all-inclusive.

You are responsible for reading, understanding, and complying with the provisions of this Manual. If you have questions about anything in this manual, please see the Town Administrator.

01-02 CHANGES IN POLICY

This manual supersedes all previous Employee Manual and/or policies that may have been issued by the Town of Port Deposit.

The Town Council ~~may~~ shall direct that an annual review of the policies and procedures in this manual be completed during the month of February. The party directed by Council to conduct the review shall report to Town Council, at the February work session, the results of the review. The review shall contain recommendations for any revisions and modifications. We reserve the right to change, interpret, suspend, or cancel all or any part of this Employee Manual, policies, procedures, and benefits at any time. We will notify all employees in writing of any changes.

Changes will be effective when approved by the Council. No appointed individual or town employee has the authority to change the policies in the Employee Manual. If you are uncertain about a particular policy, please check with the Town Administrator.

01-03 EMPLOYMENT APPLICATIONS

We rely upon the accuracy of the information in the employment application and other data gathered during the hiring process to make a hiring decision. Candidates for employment shall complete an application, including disclosure of past employers, salaries received and reasons for leaving and sign releases that allow the Town to obtain copies of records such as credit reports, background checks, criminal history, and driving record. Any misrepresentation, falsification, or material omissions of this data may be grounds for termination of employment.

We may, in our discretion, require applicants and employees to satisfactorily complete a background check.

01-04 EMPLOYMENT RELATIONSHIP

Any individual may voluntarily leave the employment of the Town of Port Deposit upon proper notice, or may be terminated at any time and for any reason as long as there is no violation of federal, state, or local law. See Section VI for further information on leaving employment voluntarily.

01-05 TOTAL QUALITY MANAGEMENT

Our municipality is committed to Total Quality Management (TQM), **which is a management system where all members of an organization participate in improving processes, services, and the culture in which they work.** We feel that both our residents and our employees benefit from this effort. All employees are expected to participate in TQM.

You are encouraged to offer ideas and/or constructive criticism to your supervisors or managers. We also encourage you to take part in project teams or problem-solving teams and cost reduction projects. Your participation in continuous improvement is essential to the success of the Town.

SECTION 02 CATEGORIES OF EMPLOYMENT

Policy HR - 02

Effective Date: ~~February 24, 2014~~ **January 1, 2021** ~~December 1, 2020~~

Revised:

02-01 INTRODUCTORY PERIOD

All employees are on an introductory period for the first 90 days of employment.

During this period, you will be able to determine if your new job is right for you, and your supervisor will have a chance to evaluate your work performance. The completion of the introductory period does not guarantee your employment for any additional period. In certain circumstances, the introductory period may be extended for an additional period to allow further evaluation. You will be notified if this applies to you.

Regular Full-Time Employee: An employee who regularly works 40-hours each week. Position requires 80 hours or more per pay period and these employees are eligible for benefits.

Regular Part-time Employee: An employee who regularly works at least 32 hours each week. Position requires at least 64 hours or more per pay period and these employees are eligible for benefits.

Part-Time Employee: An employee who regularly works less than 32 hours each week. These employees are not eligible for benefits.

Per Diem Employee: An employee who does not work regularly scheduled hours, but are called in to work on an as-needed basis. These employees are not eligible for benefits.

Contract Employee: An employee who is employed through a contract or agreement. Employee may be full or part time and may be eligible for benefits as defined in the contract/agreement. The Mayor and Council shall approve the terms of employment outlined in the contract/agreement. These employees are subject to the policies in the employee manual, unless otherwise stated in the contract/agreement.

02-02 CLASSIFICATIONS

Non-Exempt Employee: An employee who is entitled to overtime pay as required by applicable federal and state law.

Exempt Employee: An employee who is not entitled to overtime pay and is not subject to certain deductions to their weekly salary under the town's policies. Exempt employees are paid a salary and are expected to work beyond their normal hours when necessary.

You will be notified of your employment classification when you are hired.

SECTION 03 EMPLOYMENT POLICIES

Policy HR - 03

Effective Date: ~~February 24, 2014~~ January 1, 2021

Revised:

03-01 EQUAL EMPLOYMENT OPPORTUNITY

The Town of Port Deposit is an equal opportunity employer. **Port Deposit strictly prohibits and does not tolerate discrimination against employees, applicants or any other "covered persons" as that term is defined under Federal, State or local anti-discrimination laws because of a particular race, color, religion, national origin, ancestry, genetic information, sex, age, pregnancy, marital or family status, physical or mental capability, sexual orientation, gender identity, gender expression, past, current or prospective service in the uniformed services, or any other characteristic protected under applicable such laws. All Port Deposit employees and representatives are prohibited from engaging in unlawful discrimination. This policy applies to all terms and conditions of employment, including, but not limited to, recruiting, hiring, transfer, promotion, conditions of employment, compensation, and benefits, training, and educational assistance, social and recreational programs, discipline, layoff, recall and termination of employment.** ~~The policy requires equal employment opportunity in all aspects of the employer-employee relationship. This includes recruiting, hiring, transfers, promotion, conditions of employment, compensation, and benefits, training, and educational assistance, social and recreational programs, discipline, layoff, recall, and termination of employment.~~

03-02 NON-DISCRIMINATION POLICY

No employee of the Town of Port Deposit will discriminate against any applicant or fellow employee because of **a particular race, color, religion, national origin, ancestry, genetic information, sex, age, pregnancy, marital or family status, physical or mental capability, sexual orientation, gender identity, gender expression, past, current or prospective service in the uniformed services, or any other characteristic protected under applicable Federal, State or local laws** ~~age, citizenship, color, disability, marital status, national origin or ancestry, race, religion, sex, genetic background/information, sexual orientation, veteran status, pregnancy, or other conditions protected by law.~~ This applies to the

recruiting, hiring, training, assigning, and promoting of individuals, as well as administering any and all personnel actions.

03-03 AMERICANS WITH DISABILITIES ACT

We are committed to complying with the American with Disabilities Act, **as amended**, and will make reasonable accommodations with regard to employment of qualified individuals with disabilities while maintaining work place and public safety standards.

03-04 HARASSMENT FREE WORKPLACE

The purpose of this policy is to assure that no employee is subject to harassment of any kind.

Harassment may include, but is not limited to, slurs, epithets, threats, derogatory comments, or visual depictions, unwelcome jokes, and teasing.

Sexual harassment may include, but, is not limited to, unwelcome sexual advances, requests for sexual favors and/or verbal or physical conduct of a sexual nature including, but not limited to sexually related drawings, pictures, jokes, uninvited touching or other sexually related comments.

Abusive conduct that may include, but is not limited to, malicious, hostile or offensive conduct or verbal abuse; derogatory remarks; insults; threatening, humiliating, or intimidating behavior; and/or gratuitous sabotage or undermining of a person's work performance.

Not only is harassment of any kind unlawful, it is hurtful to the victim and other employees. Incidents of harassment may result in a general atmosphere in which individuals suffer. Sexually oriented acts or any sex-based conduct has no legitimate business purpose. Harassment, sexual or otherwise, of any employee will not be tolerated. Violations of the policy may result in disciplinary action up to and including termination of employment.

We will investigate all complaints in a prompt, thorough, and confidential manner. All individuals involved in the investigation will be treated professionally and will be subjected to retaliation or reprisal. Employees who are found to have engaged in retaliation or who fail to cooperate with investigations of harassment, discrimination, or retaliation complaints may be subject to corrective action, which may include involuntary termination. **Legitimate reports of harassment will not result in retaliation or discipline.**

Any employee who feels he or she is the victim of harassment should report the action immediately.

Reporting Harassment

- Report the harassment to the Mayor immediately. If you do not feel comfortable talking with the Mayor, you may contact any other member of the Town Council or the Town Administrator.

- You may make a report in person or in writing. You must include your name on reports made in writing. This requirement is not to embarrass you, but to ensure a thorough investigation and avoid false accusations.

The complaint will be treated confidentially to the extent possible, but absolute confidentiality cannot be guaranteed to the extent an investigation is required.

03-05 EMPLOYMENT OF RELATIVES

It is the Town’s policy not to discriminate in its employment and personnel actions with respect to its employees and applicants on the basis of marital, familial, or residential cohabitation status. However, the Town will not consider or accept any applications where the employment of an employee’s relative would result in the types of prohibited relationships identified below.

- A supervisor/subordinate relationship would, or could reasonably exist between a relative and an employee. If a direct supervisory or managerial relationship would or could reasonably be established, relatives of a current employee cannot be considered as applicants for an open position.
- The employment of a relative would create an actual conflict of interest or the appearance of a conflict of interest. Under no circumstances shall any employee be allowed to report directly to an immediate family member.

Employees who marry or establish a close personal relationship can continue in their current positions as long as a prohibited employment relationship is not created. If one of the prohibited situations does occur, attempts will be made to find another position within the Town to which one of the employees can transfer. All practical efforts will be made to arrange such a transfer at the earliest possible time. If accommodations of this nature are not feasible, then one of the employees at the Town’s discretion will be discharged.

~~A supervisor may not hire anyone to work under his or her supervision if that person is a member of his or her immediate family. The term “immediate family” in this instance includes:~~

- | | | |
|-----------|---|------------|
| • Spouse | • Parents | • Children |
| • Sister | • Brother | • Nieces |
| • Nephews | • Family members residing in the same household | |

~~In the case of marriage of persons within the same department, an effort will be made to assign comparable job duties to minimize problems of supervisor, safety, security, and morale.~~

03-06 WHISTLEBLOWER POLICY

It is the responsibility of all employees to report ethics violations or suspected violations in accordance with this Whistleblower Policy.

No Retaliation

No employee, who in good faith, reports an ethics violation shall suffer harassment, retaliation, or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable Town employees to raise serious concerns within the Town prior to seeking resolution outside of the Town.

Reporting Violations

The Town has an open door policy and suggests that Town employees share their questions, concerns, suggestions, or complaints with someone who can address them properly. In most cases, the Mayor is in the best position to address an area of concern. However, if you are not comfortable speaking with the Mayor or you are not satisfied with the Mayor's response, you are encouraged to speak with the Deputy Mayor.

03-07 SOCIAL MEDIA POLICY

This policy sets forth the procedures relating to the access to use of the Town's computers, email, Internet and network infrastructure as it applies to multi-media, social networking sites, blogs, and wikis for both personal and professional use. Because the world of Social Media is expanding rapidly, this policy may change without notice. We will provide you with an updated copy if we make changes.

To minimize legal risks to you and to the Town, to avoid loss of productivity and distraction from job performance, and to ensure that the company's IT resources and communications systems are used appropriately as explained below, Port Deposit expects its employees to adhere to the following guidelines and rules regarding social media use.

All other policies of the Town that might apply to social medial use remain in full force and effect. Employees should always adhere to them when using social media. In particular, the following should be kept in mind:

- Social media should never be used in a way that violates any other Port Deposit policies or employee obligations, including IT system policies, confidentiality and proprietary rights policies, ethics and standards of conduct policies, policies against unlawful harassment or discrimination and privacy policies (including with respect to private password-protected sites of coworkers).
- Social media never be used for any unlawful purpose.
- Social media should never be used to defame or invade the privacy of other people (employees or non-employees of the Town).
- Social media use should never violate any Federal, State or local laws or other ethical standards (for example, never use social media in a false or misleading way, such as by claiming to be someone other than yourself).

Personal use of social media is never permitted on working time by means of Town computers, networks, and other IT resources and communications system.

User's Obligations and Responsibilities

- Protect confidential and proprietary *information*: Do not post confidential or privileged

information about the Town or its employees. Employees must still follow applicable Federal and State requirements. Adhere to all applicable privacy and confidentiality policies including, sexual harassment, and discrimination and employee privacy. Employees who share confidential or privileged *information* do so at the risk of *disciplinary action*, which may include termination.

- Professional expectations and guidelines for interacting with other employees, residents and the media apply. Employees are responsible for anything they post to social media sites, especially as it applies to the Town.
- If you comment on any function of the Town, you must disclose that you are an employee and include the following disclaimer, "The views expressed are mine alone and do not necessarily reflect the views of the Town of Port Deposit."
- Employees shall never imply that they are representing or speaking on behalf of the Town, unless they are authorized to do so by the Mayor and Council.
- Do not use the Town Seal or logos for endorsements. Do not use the Town Seal or logos on personal social media sites, or use the Town of Port Deposit name to promote a product, cause, or political party or candidate.
- **Respect and comply with the terms of use of all sites you visit.**
- **Do not post, re-post or express a viewpoint on another's post, such as by "liking" a Facebook post, if it is offensive, uses ethnic or racial slurs, contains sexist comments, discriminatory comments, profanity, abusive language, obscenity to content that is maliciously false.**

Rights of the Town of Port Deposit

- **All contents of the Town's IT resources and communications systems are the property of the Town. Therefore, employees should have no expectation of privacy whatsoever in any message, files, data, document, facsimile, telephone conversation, social media post, conversation or message, or any other kind of information or communications transmitted to, received or printed from, or stored or recorded on the Town's electronic information and communications systems. Do not use the Town's IT resources and communications systems for any matter that you desire to be kept private or confidential from the Town.**
- **The Town owns all social media accounts used on behalf of the Town, including all log-in information, passwords, and content associated with each account, such as followers and contacts, regardless of the employee that opens the account or uses it and will retain such information and content regardless of separation of any employee from employment with the Town.**
- The Town reserves the right to request an employee to remove certain entries that involve the Town, remove inappropriate comments, and request certain subjects be avoided.
- Read, copy, reproduce, print, use, communicate, store, move, archive or destroy, in whole or in part, *information*, messages, files or *data* contained on the computer system or originating there from, whether or not such *information*, messages, files or *data* were created, received or stored by the user with the help of the computer system.
- **In order to prevent misuse, the Town reserves the right to m**Monitor access to and use of the computer system by the user using any technical means whatsoever, whether such monitoring is carried out in real or non-real time and whether or not the user is aware of such monitoring.

As a condition to accepting employment with the Town, you consent to such monitoring of social media activities, communications, transactions, postings and other social media activities by the Town.

- **In order to prevent misuse, the Town reserves the right to intercept and review or record any transmissions, transactions, communications, message, social media postings, activities or work sessions, even if the user is aware or not aware of such monitoring, and without further notice. The Town also may store copies of such data or communications for a period of time after they are created and may delete copies from time to time without notice. As a condition to accepting employment with the Town, you consent to such interception, accessing, recording, storing, disclosing, inspecting, reviewing, retrieving, and printing of social media activities, communications, transactions, work sessions, and postings by the Town.**
- Access or open any encrypted, encoded, or password-protected message or file.
- Provide its full cooperation and any evidence required in the course of any investigation carried out by law enforcement personnel, the County's insurers, victim's insurers, or the victim, in regards to any criminal offense or civil fault alleged against the user or a third party in connection with access to or use of the computer system.

If a user fails to comply, in whole or in part, with one or more provisions of this Policy, the user may be subject to *disciplinary action* in addition to those imposed by law.

03-08 DRIVER'S LICENSE/DRIVING RECORD

Any employee in a position that requires operating a motor vehicle must present and maintain a valid driver's license. In addition, upon hire and at three-year intervals, employees operating vehicles must present a certified copy of their driver's record. You should also present a new copy any time there is a change in the record. Failure to present a new copy when there is a change may result in immediate termination of employment. The Town will reimburse you for the cost of the driving record.

03-09 IMMIGRATION REFORM AND CONTROL

In compliance with the Immigration Reform and Control Act of 1986 as amended, the Town is committed to employing only individuals who are authorized to work in the United States.

As a condition of employment, each new employee must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. If an individual is authorized to work in this country for a limited period, they will be required to submit proof of renewed eligibility prior to expiration of that period to remain employed.

03-10 SUGGESTIONS AND IDEAS

We are always interested in your constructive ideas and suggestions to improve operations. Please submit your ideas, in writing, to the Town Administrator. We will evaluate your suggestion and let you know whether it is feasible to put into place.

We believe that making suggestions shows initiative. We will place any suggestion you make, whether we implement it or not, in your personnel file for consideration at the time of your review.

03-11 TALK TO US

Just as we encourage you to bring us your suggestions, we also encourage you to speak with the Mayor or Town Administrator if you have a problem or concern.

If you still have questions after you meet with the Mayor or Town Administrator, you may contact the Deputy Mayor. If you still feel your problem has not been addressed, you may contact one of the Council members.

SECTION 04 PAY AND PROGRESS

Policy HR – 04

Effective Date: ~~February 24, 2014~~ January 1, 2021

Revised:

04-01 RECORDING YOUR TIME

Non-exempt employees must record their hours on a time sheet provided by the town. The time period is two weeks. It begins on Monday and ends on Sunday. At the end of the period, you must sign and submit your time sheet to the Town Administrator.

You are expected to accurately record all of your hours. Falsifying your time sheet or helping another employee falsify their time sheet is reason for termination.

04-02 PAYDAY

You are paid on Wednesday for the previous two-week period. If a payday falls on a ~~nonworking~~ **holiday or day on which the Town is otherwise closed for business**, we will pay you on the preceding workday.

Please review your paycheck and stub **or direct deposit wage slip** for errors, and report any errors to the Town Administrator immediately to resolve the problem. When you leave employment with the Town your last pay will be issued by check and mailed to you. Any money owed to the Town will be deducted from your last pay.

04-03 PAYCHECK DEDUCTIONS

We are required by law to withhold certain amounts from your check. Such deductions typically include, but may not be limited to, federal and state taxes and Social Security (FICA) taxes. In addition, depending on any benefits you have elected, we may also withhold other amounts.

04-04 OVERTIME

There may be times when you will need to work overtime to meet the needs of our residents. Non-exempt employees must have overtime approved *in advance* by the Town Administrator. Non-exempt employees are paid at a rate of time and one-half of their regular hourly rate for hours worked in excess of 40 per week, unless state law provides otherwise.

Paid time off ~~is~~ Leave hours, including vacation, sick time, holiday, etc., are not counted toward the accumulated hours in a week for overtime purposes. Overtime is calculated on hours actually worked as per applicable state law.

04-05 COMPENSATORY TIME

Non-exempt employees have the option to take compensatory time off (comp time) in lieu **of** overtime for time worked in excess of 40 hours per week. The comp time shall be granted at time and one half for all time worked in excess of 40 hours per week. *For example: If an employee works 2 hours in excess of 40 hours in a work week, they will be granted 3 hours of comp time.*

Before working the approved overtime, the employee shall make the choice of whether to receive monetary compensation or compensatory time, if offered; and notify the appropriate supervisor of the choice in writing.

Employees are encouraged to use their accrued comp time, and the town will make every effort to grant reasonable requests to use the comp time. The maximum number of hours that an employee may accrue is eighty (80) hours in one year. Comp time may not be carried over to the next year. If the comp time is not used in the year it is earned, the employee will be paid for the comp time in accordance with the overtime policy at the end of the calendar year.

~~04-06 OFFSET TIME~~

~~There may be times when a non-exempt employee is required to report for work other than our normal hours of operation. When possible, the Town will use offset time in lieu of overtime.~~

- ~~• If offset time is used for a non-exempt employee, the offset time should be taken within the same week (hour for hour) the employee works the hours;~~
- ~~• If offset time cannot be used within the same week and it used in the 2nd week of the pay period, it needs to be taken at time and half;~~
- ~~• Offset time may not be accumulated or carried over into the next pay period.~~

04-07 ON CALL

Certain non-exempt employees have important safety-related duties during specific emergency situations. It may be necessary for employees to be available after hours and available to report to work if needed. **While on call, an employee may use the time effectively for his or her own purposes, but**

while on call shall not become impaired by consumption of alcohol, other intoxicants or drugs. An employee on call shall provide to the Town, and maintain while on call, a means of being promptly contacted when needed to report to work.

The Town Administrator or Mayor shall inform employees when they are on call and these employees shall receive \$2.00 per hour starting when they are notified for a minimum of 8 hours. If the employee must report to work, they will be compensated for the hours worked in accordance with this Manual, state and federal law.

04-08 SEVERE WEATHER AND UNFORESEEN EMERGENCIES

Town employees provide services to the public. During severe weather events, you have an obligation to report for work as normally scheduled and at other times as required by the Town.

The Town also realizes that at times adverse travel conditions resulting from a severe storm or unforeseen emergency may compromise employee safety. Whenever severe weather prompts state and local officials to issue traveler's advisories in Cecil County, the Town Administrator and/or Mayor will determine the operational status of Town Government.

The Town will make every effort to notify you in advance when it is not necessary for you to report to work due to severe weather, or unforeseen emergency such as a flood, fire, power outage, etc. Time taken off due to inclement weather conditions while the Town is open shall be taken as personal, vacation, or unpaid time.

04-09 GARNISHMENT/CHILD SUPPORT

When an employee's wages are garnished by a court, we are legally bound to withhold the amount indicated in the garnishment. We will obey federal and state guidelines that protect a certain amount of an employee's check from being subject to garnishment.

04-10 DIRECT DEPOSIT

Regular full time and regular part time employees will be paid via a direct deposit to a bank account as designated on the direct deposit form provided by the town.

04-11 PERFORMANCE REVIEWS

Review of your job performance will be done by the Town Administrator annually, in the month you were hired and will be reviewed with the Mayor and/or other elected officials. New employees will generally be reviewed at the end of their introductory period.

Performance reviews are a tool to determine salary increases, promotions, and/or terminations. Your review is based on merit, achievement, and other factors, such as:

- Quality of Work
- Attitude
- Knowledge of your work
- Attendance/punctuality
- Team Work
- Acceptance of Responsibility

The performance review helps to build a better understanding between you, the Town Administrator, and elected officials with respect to your performance, development, potential, and areas for improvement. You should plan for your review and use it as a time for constructive conversation about your career with the Town.

04-12 JOB DESCRIPTIONS

Each position within the Town has a job description. The description outlines the duties, responsibilities, and expectations of the position, as well as required knowledge, skills, and abilities to perform the job, and minimum education, training and experience.

When and if the duties or responsibilities change, we will provide you with a new copy of the job description. Please see the Town Administrator if you need a current copy of your job description.

04-13 PROMOTIONS AND TRANSFERS

We believe that career advancement is rewarding for both the employee and the Town. Whenever a new or vacated position becomes available, we will promote qualified employees to fill the position whenever possible. Your supervisor is always available to discuss potential transfers with you.

Job openings are posted on the web site. If you want to apply for a posted job, please see the Mayor or Town Administrator.

04-14 PAY RAISES

Pay raises depend upon two things; your performance and the Town's economic status. If both of those measures are favorable, you may receive an adjustment in your pay at the time of your annual review.

SECTION 05 LEAVE TIME

Policy HR – 05

Effective Date: ~~February 24, 2014~~ January 1, 2021

Revised:

05-01 INTRODUCTION

We have developed comprehensive benefit programs to supplement our employee's regular wages. Our benefits represent an important piece of your total benefit package. This Manual describes the current

benefit plans of the Town. Refer to the actual plan documents or summary descriptions for answers to specific questions about the plan as those documents control plan operation at all times.

We reserve the right to modify our benefit program at any time. We will always keep you informed of any changes that affect you.

05-01 ~~INTRODUCTORY~~ **PROBATIONARY** PERIOD

All employees are on an ~~introductory~~ **probationary** period of **six months**. ~~for the first 90 days of employment.~~ **All employees are eligible to enroll in the health care insurance plan after the first 30 days of the probationary period.**

During this period, you will be able to determine if your new job is right for you, and your supervisor will have a chance to evaluate your work performance. The completion of the ~~introductory~~ **probationary** period does not guarantee your employment for any additional period. In certain circumstances, the ~~introductory~~ **probationary** period may be extended, **but will not exceed nine months** ~~for an additional period~~ to allow further evaluation. You will be notified if this applies to you.

05-02 HOLIDAYS

Our Town normally observes the following 12 holidays during the year:

- New Year's Day
- President's Day
- Memorial Day
- Labor Day
- Christmas (2)
- Martin Luther King, Jr. Day
- Good Friday
- Independence Day
- Thanksgiving (2)
- Veteran's Day

If a holiday falls on a Saturday, it is normally observed on the preceding Friday. Holidays that fall on a Sunday are normally observed on the following Monday.

Eligible employees are paid for a holiday only if it falls on a day they are normally scheduled to work (other than weekends). Regular full-time and regular part-time employees are eligible for paid holidays after **the first 30 calendar days of employment**. ~~their introductory period.~~ Federal and State law will be used to determine holiday pay for exempt employees.

05-03 VACATION

Regular full-time and regular part-time employees are eligible for paid vacation time after **the first 30 calendar days of employment**. ~~successful completion of their introductory period.~~ The amount of **vacation** time is accrued each pay period. The amount accrued is calculated based on the following chart:

Less than 5 years Up to 5 years of service	65 years but less than 10 years 65 years but less than 10 years of service	10 years to but less than 15 years 10 years to but less than 15 years of service	More than 15 years of service More than 15 years of service
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Hours Accrued	Maximum	Hours Accrued	Maximum	Hours Accrued	Maximum	Hours Accrued	Maximum
3.70	96	4.62	120	6.16	160	7.80	200

You must submit vacation requests at least two weeks in advance, in writing, to the Town Administrator. We grant vacation requests whenever possible, but certain operational requirements may determine whether the time is available. If there is a conflict between two employees for the same time, we may use seniority to determine scheduling.

~~You cannot receive money in place of vacation time, but you can carry a maximum of 80 hours of vacation time over to the next year.~~

You cannot receive money in place of vacation time while employed with the Town, but you may ~~can~~ carry accrued vacation hours per years of service as follows:

Service:		5 years but less than 10	10 years but less than 15	15 years of service
Maximum Hours:	Less than 5 years	80	120	160
			200	

~~maximum of 80 hours of vacation time over to the next year.~~

Employees who provide at least two weeks' advance notice of their resignation will be paid for accrued but unused vacation. **If you do not provide two weeks' advance notice, we will not pay you for your unused vacation.**

05-04 PERSONAL TIME

After completing your introductory period, regular full-time and regular part-time employees are eligible for 20 hours of personal time each year. The personal time:

- Is calculated on a calendar year.
- Can be used as vacation or sick time.
- Can be used to take care of personal matters.
- Cannot be traded for cash.
- Is not payable upon termination.
- Cannot be carried over to the following year.

You must give requests for planned personal days to the Town Administrator in advance, if possible.

05-05 SICK LEAVE

Pursuant to the Maryland Healthy Working Families Act ("MHWFA" or "the Act"), employees of the Town are entitled to sick leave for their own illness or for the illness of family members in accordance with the Act.

~~After completion of the introductory period, Regular full-time and regular part-time employees are eligible for paid sick leave time after the first 30 calendar days of employment. each year. Sick leave time is calculated on a calendar year. You will earn 3.077 hours of sick leave time each pay period. Eligible employees earn and accrue sick leave that is separate from the earning and accrual of Personal Time Off or Vacation time., up to a maximum of 80 hours annually. Federal and State law will be used to determine sick leave pay for exempt employees.~~

~~When possible, reasonable advance Timely notification of not more than 7 days before the leave would begin of the need for sick leave is critical to maintaining adequate staffing levels and is required in accordance with the MHWFA. An employee who cannot report to work due to non-work related injury or sickness shall inform the Town Administrator of the absence. If such notification is not received, the absence is considered to be unauthorized. The employee must report absence on each subsequent day, as indicated above.~~

~~Sick leave time may be used for your own illness or the illness of a member of your immediate a "family member" as that term is defined under the MHWFA. The term "immediate family" in this instance includes (spouse, partner, parents, in-laws, and children). Up to 5 days of paid sick leave per year may be used for a family member in a calendar year. An employee may request additional sick leave time for a family member in writing to the Town Administrator. All request will be considered on a case-by-case basis and further documentation may be required.~~

~~You must submit a physician's note to the Town Administrator for a sick leave absence in excess of 3 days for your own illness or the illness of a member of your immediate family. An employee refusing to submit a physician's certificate will not be entitled to paid sick leave.~~

~~The Town will does not pay you for unused sick time during the year or upon termination; however, you may carry over up to 80 192 hours of unused time annually. into the following year. Accrued sick leave should not be abused and should be viewed as a short term disability benefit provided by the town for their employees.~~

~~Excessive Sick Leave Use – Excessive use of undocumented sick leave can be defined as a consistent pattern of unscheduled absences which have a negative impact on the employee's ability to accomplish the duties and requirements of their position, such as but not limited to:~~

- ~~1. Any pattern of sick leave usage, such as the use of one or more sick leave days each month over a 4 month period and/or habitual sick leave absences before and after weekends or holidays.~~
- ~~2. An employee who consistently maintains a low sick leave balance after three (3) years of service, without sustaining a major illness during that time period.~~

~~An employee who exhibits excessive abuse of sick leave will be required to provide an original physician's certificate, signed by the physician, for all absences. The employee will be notified in writing by the Town Administrator of such requirement.~~

The Town Administrator will closely monitor all sick absences and may request a physician's certificate from the employee at any time for his/her own illness or the illness of a family member.

05-06 ~~11~~ VICTIMS OF CRIME SAFE LEAVE

The Town will grant reasonable and necessary leave from work to employees who are victims, or whose "family members" (as defined under the Maryland Healthy Working Families Act ("MHWFA")) are victims, of the type of crime to which safe leave would apply under the MHWFA, to participate in legal proceedings pertaining to the crime. Such leave will be unpaid; however, an employee may use personal or vacation leave if available in lieu of unpaid leave. If possible, please give reasonable notice that time under the policy is required, and time will be provided for participation in legal proceedings.

05-076 JURY DUTY

We pay regular full-time and regular part-time employees who are summoned for jury duty the difference between their normal rate of pay and the amount of jury duty pay earned, for up to 15 days, annually. If you need more than 15 days, we will grant you unpaid leave.

We provide regular full-time employees time off with pay in compliance with state and federal wage and hour laws.

We grant unpaid leave to all other employees in order that they may serve.

You must do the following in order to be compensated for your time:

- Provide the Town with a copy of the payment records from the court.
- Advise the Town Administrator that you have been called for duty as soon as you receive your jury summons.
- Return to work if you are excused from duty during your regular working hours.

05-087 WITNESS LEAVE

We give employees the necessary time off with pay to participate in court proceedings, in accordance with state law. Please notify the Town Administrator of the need to take witness leave as far in advance as possible.

05-098 VOTING LEAVE

We believe that every employee should have the right to vote in any state or federal election, general primary, or special primary. Any employee, whose work schedule does not provide two consecutive hours to vote, will be granted up to two hours off in order to do so.

Notify the Town Administrator of your need for time off to vote as soon as possible. Upon returning to work, you must present written proof that you voted or attempted to vote.

05-1009 MILITARY LEAVE

We provide the necessary time off to any employee required to fulfill military obligations in any branch of the Armed Forces of the U.S. or in a state military service. We also reinstate employees as required under federal law.

We pay regular full-time employees the difference between their normal rate of pay and their military pay for up to 15 days. After 15 days, your position will be available as required under the Uniformed Services Employment and Reemployment Rights Act of 1994.

Exempt employees may be provided additional time off with pay to comply with state and federal laws.

All other employees are granted unpaid leave as needed to fulfill their obligations.

You may use accrued vacation pay for military leave if you choose. You must:

- Present your military orders to the supervisor and arrange for leave as soon as possible before your departure
- Give advance notice unless military necessity makes it impossible.
- Notify the Town Administrator of your intent to return to employment as based on the requirements of the law.

Your benefits may continue to accrue during your leave according to law.

05-1110 FUNERAL LEAVE

Full-time employees who have completed their introductory period are eligible for five paid days for the death of an immediate family member, or one day for other family members. Immediate family members include:

- Spouses
- Brothers
- Children
- Grandparents
- Domestic partners and their parents
- Parents
- Sisters
- Grandchildren
- Parents-in-law

Please make any requests for funeral leave as soon as possible. You must submit a copy of the obituary in order to use funeral leave.

~~(Section moved to 05-06 SAFE LEAVE) 05-11 VICTIMS OF CRIME LEAVE~~

~~The Town will grant reasonable and necessary leave from work with pay, to employees regular full time employees who are victims, or whose "family members" (as defined under the Maryland Healthy Working Families Act ("MHWFA")) are victims, of a crime of the type of crime to which safe leave would~~

~~apply under the MHWFA, to participate in legal proceedings pertaining to the crime. The Town will pay regular full time employees while on such leave. If possible, please give reasonable notice that time under the policy is required.~~

SECTION 06 BENEFITS

Policy HR – 06

Effective Date: ~~February 24, 2014~~ **January 1, 2021**

Revised:

06-01 HEALTH CARE, PRESCRIPTION DRUGS AND DENTAL

Eligible, regular full-time and regular part-time employees may enroll in a health care insurance plan after completing **the first 30 calendar days of employment.** ~~their introductory period.~~ You can obtain information and enrollment forms from the Town Administrator.

The health care plan includes prescription drug and dental insurance. The Town will contribute a portion of the health care plan costs for the employee only, and the employee is responsible for paying the balance through payroll deductions. The employee may add family coverage to their health care plan; however, the employee shall pay the cost for additional coverage of family members. Enrollment periods occur at times during the year as designated by the insurance company.

When your employment is terminated, you may be eligible to continue your health insurance or convert to a different contract in accordance with the terms of the plan and state and federal laws.

06-02 LIFE INSURANCE

Participating employees are also covered under our life insurance program. You must complete an insurance form and designate a beneficiary. You may also be covered under the plans' Accidental Death and Dismemberment rider.

The Town pays the full cost of the life insurance contract for the regular full-time and regular part-time employee. You have the option to buy additional coverage, however you pay the cost for additional coverage yourself.

~~06-03 PARENTAL LEAVE~~

~~Regular full time and regular part time employees who have completed one year of service may be granted a leave of absence, without pay, upon the birth or adoption of a child. Our business needs must be taken into account when granting extended leave. The leave must begin within one year of the birth of a child, or placement of an adopted child.~~

~~Parental leave may not exceed six months in a 24-month period. Employees are required to use their accrued vacation, personal, or sick days for all or part of their parental leave. Benefits, such as paid time off and holidays do not accrue while on parental leave.~~

~~If you need parental leave, you must provide 30 days advance notice and the anticipated date of return from leave. You may not accept other employment while on parental leave or apply for unemployment insurance. If you accept other employment while on leave, you will be treated as if you had voluntarily terminated your employment.~~

~~06-04 DISABILITY INSURANCE~~

~~Full-time employees are eligible to participate in our disability programs after completing their introductory period. The benefits for short-term disability are calculated as a percentage of your salary. The Town shares the cost with you for disability coverage.~~

~~SHORT-TERM DISABILITY~~

~~The program provides income when you are absent from work for more than seven calendar days due to non-occupational illness or injury or pregnancy-related disability.~~

~~06-035 SOCIAL SECURITY~~

During your employment, you and the Town contribute funds to the federal government to support the Social Security Program. The money you contribute shows under OASDI on your pay stub. This program is intended to provide you with retirement benefit payments and medical care once you reach retirement age.

~~06-046 WORKER'S COMPENSATION~~

On-the-job injuries are covered by our Worker's Compensation insurance policy. This insurance is provided at no cost to you. If you are injured on the job, no matter how slightly, report the incident immediately to the Town Administrator. If you do not report an injury within a reasonable time, you could jeopardize your claim.

We ask for your help in alerting management about any condition that could cause an employee injury or accident.

~~06-057 RETIREMENT PLAN~~

Our Town provides regular full-time and regular part-time employees with a SIMPLE IRA, which is a type of defined contribution plan. The plan is designed to be used in combination with your Social Security benefits and personal resources to provide you with supplemental income upon retirement.

You can obtain a copy of the Summary Description that contains details of the plan including eligibility and benefit provisions from the Town Administrator. The official plan documents always govern in the event

of any conflicts between them and this booklet. You can also get more information about SIMPLE IRAs by going to www.irs.gov and downloading Publication 590.

06-068 BONUS PLAN

The Town may provide bonuses from time to time. These are based on individual merit, the Town's financial status, and other factors deemed relevant by the Mayor and Town Council. Whether or not bonuses are granted, and the amount if they are granted, is at the sole discretion of the Mayor and Town Council.

06-079 PROFESSIONAL DEVELOPMENT

We believe in supporting the individual growth of our employees. To encourage employee development, our municipality offers a professional development reimbursement program to eligible employees who attend job-related seminars. You must be a full-time employee and have completed your introductory period.

You must receive approval from the Town Administrator before registering for the seminar. We will pay 100% of the cost of approved job-related seminars. We do ask that you share any information presented with the rest of the staff. This helps us all keep up to date with skills and new developments.

06-810 UNIFORMS

The Town provides uniforms to certain employees at no cost to the employee. You must take proper care of the uniforms.

All uniforms, name, tags, or accessories issued by the Town must be returned in good condition when you terminate employment. If you do not return items issued to you by the Town, the estimated value may be deducted from your final pay.

SECTION 07 ON THE JOB

Policy HR – 07

Effective Date: ~~February 24, 2014~~ January 1, 2021

Revised:

07-01 INTRODUCTION

Our Town's reputation is built on excellent service and quality work and requires the active participation of all employees. The opinions and attitudes of residents may be determined for a long time by the actions of one employee. Each employee must be sensitive to the importance of providing courteous treatment in all working relationships.

07-02 CONFIDENTIALITY

As an employee of the Town, you have access to information about many of the Town residents. Our professional ethics require that each employee maintain the highest degree of confidentiality when dealing with resident issues. No employee should disclose resident information to outsiders including other residents, third parties, or members of one's own family.

Employees are not permitted to release confidential information from any town file. An individual requesting information must submit a request for information form that must be approved by the Town Administrator before a copy of any information from any Town file is released. Failure to comply may result in disciplinary action.

07-03 CARE OF RESIDENT RECORDS

The impression that residents have of our town is based on our actions and in part, on how we care for records. It is important that we respect the confidence that we have been entrusted with and handle all town records in a professional manner.

If you need information from a resident's file, you should remove just the information you need and return the file to storage. In addition, materials from the file should be handled with care and kept in good condition.

Outside requests for resident files should not be honored unless authorized by the Mayor.

07-04 DEVIATIONS IN RESIDENT FILES

You may occasionally find what appears to be an obvious clerical or mathematical error on the part of a resident. Mistakes should tactfully be mentioned to the appropriate party. Before discussing such an error, be certain of the mistake. Always be careful with whom you discuss a mistake, and most importantly, be diplomatic when handling the misunderstanding.

If you discover or suspect theft, fraud, embezzlement or another irregular practice on the part of a resident (or their employees) inform the Mayor or Town Administrator immediately. **Do not discuss the situation with the resident, their employees, or other staff members.**

07-05 ATTENDANCE AND PUNCTUALITY

The Town expects that every employee will be regular and punctual in attendance. This means being in the office, ready to work, at their starting time and when returning from lunch each day. We work as a team and this requires that each person be in the right place at the right time. Absenteeism and tardiness places a burden on other employees and on the Town.

Recurring absenteeism and/or tardiness will led to disciplinary action and possible involuntary termination. .

If you are unable to report for work for any reason, notify the Town Administrator before your regular starting time. You are responsible for speaking directly with someone about your absence. It is not acceptable to leave a message on a voice mail or have someone else call in for you, except in extreme emergencies. In the case of leaving a voice-mail message, a follow-up call must be made later that day.

Personal issues, requiring time away for your work, such as appointments, should be scheduled during non-working hours if possible. If it is not possible, please schedule personal or vacation time as far in advance as possible.

If you are absent for three days without notifying the Town, we will assume that you have terminated your employment and you will be removed from the payroll.

07-06 WORKWEEK

Because the Town never closes, your work schedule may vary, depending on your job. Town Hall is open Monday through Thursday from 8:30 a.m. to 4:30 p.m. The hours of operation for public works is Monday through Thursday from 7:00 a.m. to 1:30 p.m. and Friday from 7:00 a.m. to 1:00 p.m. The workweek and schedule may be changed at the Town's discretion.

07-07 BREAKS

Regular full-time and regular part-time employees may take thirty minutes each day for breaks or lunch. The time should be scheduled opposite from your co-workers so that someone is always available to assist the town residents.

The time shall not be taken at the beginning or at the end of the workday. The time shall not be considered a benefit or entitlement and the time may not be accumulated. The Town is not obligated to compensate you in any way for the time provided if you choose not to use it, or are not able to use it during the day.

07-08 WORK ASSIGNMENTS

The Town Administrator is responsible for distributing work assignments. They will notify you in advance of assignments when possible, so you can adequately prepare for the new project. Once you have started an assignment, you will report directly to the person that assigned it to you for all matters relating to its completion.

07-09 CONTACT WITH THE TOWN

Someone that works for the Town should know your location at all times during business hours. The Town Administrator will keep a record of your assignments and you should notify her or him of your whereabouts outside the Town during working hours.

07-10 ON THE JOB TRAINING

The Town Administrator is responsible for initiating all on the job training for employees within your department. This may include safety training, participation in off-site training, and continuing education when necessary. Training will be conducted during regular working hours whenever possible.

The Town will pay for all required training programs. We may test employees periodically to evaluate the effectiveness of the training.

Please see the Town Administrator if you have a question.

07-11 STANDARDS OF CONDUCT

Every employee has the obligation to observe and follow the Town's policies and to maintain proper standards of conduct at all times. Behavior that interferes with the orderly and efficient operation of a department will result in corrective disciplinary action.

Disciplinary action may include a verbal warning, written warning, suspension, or termination of employment. The appropriate action will be determined by the town and there is no guarantee that one form of action will necessarily precede another. The following is a list of actions that may result in disciplinary actions. These examples are not all inclusive:

- Violation of Town policies or safety rules
- Insubordination
- Illegal possession, use, or sale of alcohol or controlled substances on work premises or during working hours, while engaged in Town activities or in Town vehicles
- Unauthorized possession, use, or sale of weapons, firearms, or explosives on work premises
- Theft or dishonesty
- Disrespect or harassment of any kind toward fellow employees, visitors, residents, or other members of the public
- Use of Town property in outside activities or use of property, equipment, or facilities in connection with outside work while on work time
- Poor attendance, including repeated tardiness
- Poor performance
- Falsification of time reporting records
- Fighting or threatening violence
- Unauthorized use of Social Media

Nothing in this policy is designed to modify our employment-at-will policy.

07-12 ACCESS TO PERSONNEL FILES

You may inspect your own personnel file upon written request. Inspections will be held on Town premises in the presence of a Town official. Contact the Town Administrator to arrange a time. You may review

records related to your qualifications, compensation, and disciplinary action. You are not permitted access to any letter of reference. If you disagree with the accuracy of any statement in the record and no correction can be agreed upon, you may submit a memo of explanation, which will be placed, in your file.

07-13 CHANGES IN PERSONAL DATA

In case of emergency, it is important that we have current contact information in your file. Changes in the following should be given to the Town Administrator immediately:

- name,
- address,
- marital status,
- number of dependents,
- changes in next of kin, or changes of beneficiaries

07-14 COMPUTER INFORMATION AND OWNERSHIP

For the purpose of this policy and notwithstanding the Town's real legal status with regard to it, the computer system, or any part(s) thereof, which is made available to users shall be deemed the exclusive property of the Town. Consequently, the user shall not have any right (real or presumed) of ownership, confidentiality, or privacy while using said system.

The town purchases or licenses the use of computer software. The Town shall be deemed to be the exclusive owner of all *information*, licenses, software, messages, *data* and files in the computer system or emanating there from, in any form whatsoever (electronic, digital, printed, audio, video or other), whether or not such *information*, messages, *data* and files have been created, received or stored with the help of such system(s). Consequently, the user shall not have any right (real or presumed) to property, confidentiality, or privacy in regards to such *information*, messages, *data*, and files. No one has the right to duplicate this software or its related documentation. Unauthorized duplication is a federal offense and the town shall prosecute to the fullest extent of the law.

While accessing and using the Town's computer system users shall not, for any reason whatsoever, do any act, which constitutes illegal or unacceptable behavior. You must use the software in accordance with the license agreement. This policy applies to desktop, laptop, and network computers, as well as cell phones.

Report unauthorized use of software within the Town to the Town Administrator, the Mayor, and/or a Council member. Employees, who reproduce, acquire, or use-unauthorized software will be subject to disciplinary action up to and including termination of employment.

07-15 OLICITATION AND DISTRIBUTION

In order to avoid unnecessary annoyance and work interruptions, solicitation by an employee of another employee or resident is prohibited during working hours. Solicitation includes the distribution of literature, including handbills.

Trespassing, soliciting, or distribution of literature by non-employees on Town premises is prohibited at all times.

07-16 PROTECTING TOWN INFORMATION

Protecting our Town's information is the responsibility of every employee. Do not discuss the Town's confidential business with anyone who is not a town employee.

All phone calls or emails about a current or former employee's position or compensation with our Town must be forwarded to the Town Administrator.

Please forward any requests for confidential town information to the Mayor or Town Administrator.

07-17 CONFLICT OF INTEREST/CODE OF ETHICS

The Town's reputation for integrity is its most valuable asset and is directly related to the integrity of its officers and employees. Employees must never use their positions with the Town for private gain, to advance personal interests, or to obtain favors or benefits for themselves, members of their families or another other individual, corporation, or entity.

The Town adheres to the highest legal and ethical standards in our business. The Town's business is conducted in strict observance of both the letter and the spirit of the law. The integrity of each employee is of utmost importance.

Employees must conduct their personal affairs in such a fashion that their duties and responsibilities to the Town are not jeopardized. In addition, no legal questions should arise with respect to their association or work with the Town.

07-18 CARE OF EQUIPMENT

You are expected to demonstrate proper care when using the Town's property and equipment. You may not remove equipment from the property without written prior approval of the Mayor or Town Administrator. If you lose, break, or damage any property report it to the Town Administrator at once.

07-19 TOWN VEHICLES

Operators of Town vehicles are responsible for the safe operation and cleanliness of the vehicle. You must also comply with all Town policies concerning safety and vehicles. Those policies include but are not limited to:

- You must report accidents to the Mayor or Town Administrator immediately. This is true whether or not the accident was your fault.

- You are responsible for any moving or parking violations and fines that may result when operating a Town vehicle.
- Vehicles must only be operated by the employee to whom it is assigned.
- No smoking is permitted in Town vehicles.
- Seat belts must be used at all times.
- Use of a cell phone for making or receiving calls without a hands-free device is prohibited.
- Use of a cell phone or other hand held device to send or receive text messages while operating a Town vehicle is prohibited at any time.

07-20 EMPLOYMENT OF RELATIVES

~~A supervisor may not hire anyone to work under his or her supervision if that person is a member of his or her immediate family. The term "immediate family" in this instance includes:~~

- | | | |
|----------------------|--|-----------------------|
| • Spouse | • Parents | • Children |
| • Sister | • Brother | • Nieces |
| • Nephews | • Family members residing in the same household | |

~~In the case of marriage of persons within the same department, an effort will be made to assign comparable job duties to minimize problems of supervisor, safety, security, and morale.~~

07-201 TRAVEL/EXPENSE ACCOUNTS

The Town will reimburse employees for reasonable expense incurred through pre-approved business travel or entertainment. You must account for all cash advances and cash receipts are required. The following business expenses are reimbursable:

- | | | |
|---|---------|----------------|
| • Travel Expense | • Tolls | • Mileage |
| • Lodging | • Tips | • Auto Expense |
| • Business Meals (In accordance with per diem rates, excludes room service) | | |

This list is not all-inclusive. Please see the Mayor or Town Administrator for a complete list, per diem amounts, mileage rates, and other expenses.

07-212 PERSONAL PROPERTY

The Town is not responsible for loss or damage to personal property. Valuable personal items should not be left in an area where a theft may occur.

07-223 PERSONAL PHONE CALLS

It is important to keep our telephone lines free for resident calls. Although the occasional use of the Town's phone may be necessary, personal calls should be kept to a minimum.

07-234 DRESS POLICY

Attire in our office is generally casual. However, whether or not you come into direct contact with residents, you represent the Town with your appearance, as well as your actions. Properly attired employees help to create a favorable image for the Town. You are expected to present a neat, professional appearance at all times.

Casual dress should not be confused with sloppy or inappropriate dress. Some items deemed as inappropriate are:

- Revealing clothing
- Sheer clothing
- Mini-skirts
- Shorts above knee-length
- T-shirts with offensive or inappropriate gestures or advertising
- Under shirts
- “Grunge look” jeans

Jeans are permitted on Fridays and other days as designated.

07-245 REQUEST FOR REFERENCE CHECKS

We will not honor oral requests for references. All requests must be in writing and on company letterhead. Generally, we will only confirm employee’s dates of employment, salary history, and job title.

No employee should provide information regarding current or past employees. If you receive a request for a reference, please forward it to the Town Administrator.

07-256 PARKING

We provide free parking facilities to employees. You are required to park in designated areas. The Town is not responsible for loss, damage, or theft of or from, your vehicle.

07-267 CONTACT WITH THE MEDIA

All media inquiries about the Town and/or its operations must be referred to the Mayor, or if the Mayor is not available, media inquiries should be directed to the Town Administrator. They are the only individuals authorized to make or approve public statements pertaining to the Town. No employee, unless specifically authorized by the Mayor, may make any statements to the media on behalf of the Town or elected officials.

07-278 DISCIPLINARY ACTION

Disciplinary action is any one of a number of options used to correct unacceptable behavior or actions. Discipline may take the form of verbal or written warnings, probations, suspension, demotion, discharge, or other action, in no particular order.

07-289 IF YOU MUST LEAVE US

If you decide to leave your employment with us, we ask that you provide at least two weeks advance notice. Your thoughtfulness is appreciated and will be favorably noted if you wish to reapply for employment with the Town.

Employees who are rehired following a break in service in excess of two weeks (other than an approved leave of absence) must serve a new initial introductory period. This is true even if an introductory period was completed during their previous employment. Such employees are considered new employees from the effective date of their re-employment for all purposes, including the purpose of measuring benefits.

All resigning employees are asked to complete a brief exit interview, prior to leaving. All Town property must be returned upon termination. The Town may take further action to recoup any replacement costs and/or seek the return of Town property through legal recourse.

You should notify the Town if your address changes in the year following termination so that your tax information is sent to the correct address.

SECTION 08 SAFETY IN THE WORKPLACE

Policy HR – 08

Effective Date: ~~February 24, 2014~~ January 1, 2021

Revised:

08-01 IN GENERAL

Safety can only be achieved through teamwork. Each employee must practice safety awareness by thinking defensively, anticipating unsafe situations, and reporting unsafe conditions immediately.

Please observe the following:

1. Notify the Town Administrator or Mayor of any emergency. If you are injured or become sick at work, no matter how slightly, you must make notification.
2. The unauthorized use or possession of alcoholic beverages or illegal substances during working hours will not be tolerated.
3. Use, adjust, and repair machines and equipment only if you are trained or qualified.
4. Get help when lifting or pushing heavy objects.

5. Understand your job fully and follow instructions. If you are not sure of the safe procedure, do not guess, ask the Town Administrator.
6. Know the locations, contents, and proper use of first aid and firefighting equipment.

A violation of a safety precaution is in itself an unsafe act and may lead to disciplinary action up to and including termination.

08-02 HEPATITIS B VACCINE

As required by OSHA regulations and for your protection, our Town provides the Hepatitis B Vaccine to all employees. This vaccine will be made available to you after you have been informed of the vaccine's effects, safety considerations, method of administration, and benefits of being vaccinated and no-cost provision.

Employees will be eligible for the vaccine within ten days of their first day of work. Under certain conditions, as provided by OSHA, the vaccine may not be available.

08-03 FIRE DRILLS

Fire drills are scheduled throughout the year. These drills are an important aspect of employee safety. You must cooperate fully during these drills. If you have any questions about evacuation procedures, see the Town Administrator or Town Administrator.

08-04 WORKPLACE SEARCHES

To ensure the safety of all employees, residents, and the Town and to protect the property, we reserve the right to conduct searches consistent with state law. We also reserve the right to inspect any packages, parcels, purses, handbags, brief cases, lunch boxes, or any other possessions or articles carried to and from the Town's property.

In addition, we may search any employee's office, desk, files, lockers, equipment or any other area or article on our premises. It should be noted that all offices, desks, files, lockers, equipment, etc. are the property of Town Hall and are issued for the use of employees only during their employment. The Town may make inspection at any time, at their discretion.

We may bar entrance to the premises to any person who refuses to cooperate with this policy. Employees who refuse to cooperate or those who do cooperate but are found to be in possession of stolen property, illegal substances, or other banned material, or are otherwise in violation of the Town's policies or procedures will be subject to disciplinary action up to and including termination.

08-05 WORKPLACE VIOLENCE

Violence by an employee or any other person, against another employee or council member will not be tolerated.

~~If you receive or~~

~~When you become aware of threats or other conduct that could potentially affect workplace safety, whether you are aware of it personally or overhear it, overhear any threatening communications from an employee or third party, report it to the Mayor, Town Administrator, or Town Administrator immediately. Do not engage in either physical or verbal confrontation with a potentially violent individual.~~ **you are required to immediately advise your supervisor, the Town Administrator, or the Mayor of any such threats. Threats can be from any individual including a third party, known or unknown to you, an employee's domestic partner or spouse, or another employee.**

If you encounter **or know of** an individual who is threatening immediate harm to an employee or visitor to our premises, contact the police department or call 911 at once. **Employees shall not engage in either a physical or verbal confrontation with a potentially violent individual.**

It is imperative that the Town promptly address safety issues when it becomes aware of them. All good faith reports of work-related violence, threats, or other conduct -will be investigated, documented, and **will be kept private and confidential to the extent when possible.** Employees **must** ~~are expected to~~ report and participate in any investigation of suspected or actual workplace violence.

Violations of this policy, including your failure to report or fully cooperate in the investigation may result in disciplinary action, which may include termination, arrest, or prosecution.

08-06 HAZARD COMMUNICATION

Our Town may use some chemicals in some of its operations. You should be familiar with the proper handling, use, storage, and control measures if you will be using these substances. Please read and follow all labeling and other requirements.

If you are responsible for purchasing chemicals, consult with the designated safety coordinator prior to purchasing or bringing them on Town premises. Please refer to the written Hazardous Mitigation Plan for additional information.

08-07 GOOD HOUSEKEEPING

Good work habits and a neat place to work are essential for job safety and efficiency. You are expected to keep your work area organized, and materials and equipment in good condition. Please let the Town Administrator know of anything that needs to be repaired or replaced.

08-08 SMOKING IN THE WORKPLACE

Our Town is committed to providing a safe and healthy environment in which to work. To that end and in compliance with Maryland law, smoking in any of the Town's buildings is prohibited.

08-09 CONCEALED WEAPONS

Possession, use or sale of weapons, firearms, or explosives on work premises, while operating Town machinery, equipment or vehicles for work-related purposes, or while engaged in Town business off premises is forbidden in accordance with state and local laws. This policy applies to all employees, including but not limited to those who have a valid permit to carry a firearm. An exception is made for Town police officers.

Employees who are aware of violations or threats of violations of this policy are required to report such action or threats to the Town Administrator at once.

Violations of this policy will result in disciplinary action, which may include termination, arrest, or prosecution.

08-10 CLEAN AIR POLICY

Our Town has developed this policy in an effort to decrease severe or extreme ozone pollution in our community. Measures that our Town takes may include ridesharing, carpooling programs, flexible work schedules, financial incentives for carpooling and changing existing parking policies. Suggestions or question on implementation of specific measures should be discussed with the Town Administrator.

08-11 IN AN EMERGENCY

The Mayor or Town Administrator should be notified immediately when an emergency occurs. Emergencies include all accidents, medical situations, bomb threats, other threats of violence, and the smell of smoke. If the Mayor or Town Administrator is unavailable, contact the nearest Town official.

If an emergency occurs outside of business hours, the Mayor or Town Administrator will contact you. Therefore, it is important that employees keep their personal contact information up to date. Notify the Town Administrator if any of your contact information changes.

The Town has also established a voicemail system that can be reached outside of business hours. (410.378.2121) In the case of an emergency, you may call the number to get updated information.

When events warrant an evacuation of the building, you should follow the instructions of the Town official in charge. You should leave the building in a quick and orderly manner. Each Town building has an evacuation plan specific to that office. Please consult with your supervisor for the location of the plan for your office.

08-12 CONOWINGO DAM

The Town of Port Deposit lies below the Conowingo Hydroelectric Dam. At various times of the year, the dam operators find it necessary to open an increased number of gates to lessen the water backing up behind the dam. The Town has worked closely with Exelon Power Corp. (owner/operators of the dam) to

develop an emergency plan for the Town. As an employee of the Town, you may play a role in that emergency plan. Please check with the Town Administrator for information on the Emergency Operations and Evacuation Plan used in the event of flooding.

08-13 SUBSTANCE ABUSE¹

The Town has a vital interest in ensuring a safe, healthy, and efficient working environment for our employees and residents. The unlawful or improper presence or use of controlled substances or alcohol in the workplace presents a danger to everyone. For these reasons, we have established the following substance abuse policy.

Employees are prohibited from:

- Reporting to work or working while using illegal or unauthorized substances.
- Reporting to work, or working when the employee uses any substances, except when the use is pursuant to a doctor's orders and the doctor advised the employee that the substance does not adversely affect the employee's ability to perform his or her job duties safely.
- Engaging in the unlawful or unauthorized manufacture, distribution, sale or possession of illegal substances and alcohol in the workplace, including:
 - On Town paid time
 - On Town premises
 - In Town vehicles
 - While engaged in Town activities.
- Prohibited from reporting for duty or remaining on duty with any illegal drugs or alcohol in their systems, or consuming alcohol during working hours, including meal and break periods.

Your employment with the Town is conditioned upon your full compliance with the foregoing substance abuse policy. Violations of this policy will result in disciplinary action, which may include termination, arrest, or prosecution.

As an alternative to termination, employees may be able to participate in an appropriate treatment program. The program must be:

- Recommended by a substance abuse professional,
- Operated in accordance with federal, state, and local laws,
- Successfully completed.

Consistent with its fair employment policy, the Town maintains a policy of non-discrimination and reasonable accommodations for the recovering substance abuser. This policy also applies to those who have a medical history reflecting treatment for substance abuse.

¹ Substance abuse includes both drugs and alcohol.


We encourage employees to seek assistance before their abuse renders them unable to perform their essential job functions or jeopardizes the health and safety of themselves or others. The town will attempt to assist its employees through referrals to rehabilitation, appropriate leaves of absence, and other measures consistent with the Town's policies and applicable laws.

The Town reserves the right to require random drug testing at any time. The Town also reserves the right to take all appropriate and lawful actions necessary to enforce this substance abuse policy. This includes but is not limited to, the inspection of Town issued lockers, desks, or other suspected areas of concealment, when the Town has reasonable suspicion to believe an employee has violated this substance abuse policy.

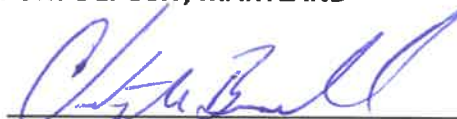
THEREFORE, BE IT FURTHER RESOLVED, the amended Port Deposit Employee Manual shall become effective January 1, 2021.

IN WITNESS WHEREOF, we have set our hands and seals and enacted Resolution 15-2020 on this 1st day of December, 2020.

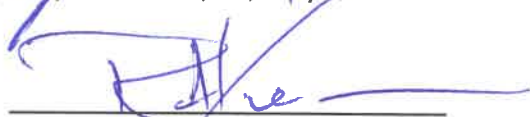
MAYOR AND COUNCIL of the TOWN of PORT DEPOSIT, MARYLAND



Wayne L. Tome, Sr., Mayor



Christopher Broomell, Council



Robert A. Kuhs, Deputy Mayor



Kevin Brown, Council

ATTEST:


Town Administrator



Thomas Knight, Council