

EMPLOYEE HANDBOOK DISCLAIMER

This Handbook was written to assist you in understanding the practices and procedures of the Town of Columbia (hereinafter "Town"). It is to be used as a reference to provide a general overview and is intended for informational purposes only.

Nothing in this Handbook creates a promise of continued employment. This Handbook is not intended to create, nor should it be construed as, a contract of employment. Neither this Handbook nor any other Town practice or communication creates an employment contract, term or obligation of any kind on the part of the Town. No manager or employee of the Town has the authority to make promises or statements to the contrary.

All employees of the Town are employed on an "at will" basis, which means that both you and the Town have the right to terminate employment at any time, for any reason or no reason, with or without cause and with or without notice.

The current Handbook contains the policies and practices of the Town, which are in force at the time of publication. Please read this Handbook thoroughly as all previously issued Handbooks and any inconsistent policy statements or memoranda are superseded by this Handbook. As an employee, you are responsible for abiding by the Town's rules and policies. The Town reserves the right to revise, modify, delete or add to any and all programs, practices or procedures described in this Handbook at any time with or without advance notice and in the Town's sole discretion. Your continued employment after any of these policy changes indicates your agreement with these policies.

This Handbook does not contain all the information that you will need during the course of your employment. As such you will receive additional information and instructions from the Town from time to time. If you have any questions regarding this Handbook or any Town policies, please direct your concerns to your immediate supervisor.

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WELCOME TO THE TOWN

To our new employees, this Handbook is a word of welcome from, and your introduction to the Town. For our employees who have been with us, we take this opportunity to express our thanks and appreciation for the fine contribution you have made to our Town.

The success of our Town depends on the daily performance of each and every employee and his or her ability to work with others efficiently. The continuing success and growth of the Town depends on you. One of our objectives is to make our Town a pleasant place for you to work and a place where you know your efforts will be appreciated. We hope you will share our pride and sense of accomplishment.

You were selected to join the Town because we believe you have those qualities we look for in our employees. Our Town's reputation is based on the hard work and dedication of employees like you. We are proud and pleased to have you with us.

Again, Welcome to Columbia.

Board of Selectman

GENERAL EMPLOYMENT POLICIES

Employment-At-Will Policy

Your employment with the Town is "employment-at-will." This means that you have the right to terminate the employment relationship at any time for any or no reason, with or without cause and with or without notice. The Town also has the right to terminate the employment relationship at anytime for any or no reason, with or without cause and with or without notice. Only the Board of Selectmen has authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.

Equal Employment Opportunity Philosophy

Providing "equal employment opportunity" is one of the most important personnel policies of the Town. Our goal is to try to provide equal employment opportunity to applicants and employees in all phases of our operation.

The Town of Columbia is an equal opportunity employer and as such does not discriminate on the basis of race, color, religious creed, sex, national origin, ancestry, marital status or sexual preference, age, and physical or mental disability. Political affiliation shall not be a factor in employment considerations. It is the Town's policy to comply with all federal, state and local laws including those concerning equal employment opportunity for employees and applicants in all aspects of employment, including the terms or conditions of employment, recruitment, hiring practices, benefits, discipline and termination. If you feel that you may have been discriminated against, please contact your supervisor, Town Administrator or the First Selectman. It is the Town's policy not to retaliate against employees because they make claims of discrimination or participate in an investigation of claims of discrimination. The Town Administrator is the Equal Opportunity Officer with the responsibility of assuring the implementation of the Equal Employment Opportunity and the Affirmative Action Plan of the Town of Columbia.

Sexual and Other Harassment is Illegal

Sexual and other Harassment of Town employees is prohibited by Title VII of the Civil Rights Act of 1964 and the Connecticut Discriminatory Employment Practices Law.

Sexual harassment, a form of prohibited conduct, means any unwelcome sexual advance, requests for sexual favors or other verbal or physical conduct of a sexual nature when: (a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (c) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexually harassing conduct includes, but is not limited to:

- Verbal conduct such as suggestive or offensive comments, lewd remarks, and sexual propositions.
- Non-verbal conduct such as derogatory or pornographic displays, cartoons or drawings, sexual gestures, leers or stares.
- Physical conduct such as touching, kissing, patting, brushing up against someone, or assault.

If you believe that you have been harassed in any manner, you should immediately contact your supervisor, the Town Administrator or the First Selectman. All complaints of sexual and/or other harassment will be treated with appropriate confidentiality. The Town will not tolerate any retaliation against any complaining employee or witness.

Any supervisor who is aware of possible sexual and/or other harassment must immediately bring it to the attention of the Town Administrator.

Individuals found to have engaged in sexual and/or other harassment will receive appropriate disciplinary and corrective action, up to and including termination.

In addition to disciplinary action taken as to the harasser, federal and state laws include a variety of remedies, which may include cease and desist orders, back pay, compensatory damages, hiring, promotion, or reinstatement. Harassers may be subject to civil or criminal penalties.

This is a general statement of policy and no more. It does not constitute a term or provision of any contract of employment or implied contract of employment between the Town and any individual employee nor does it create contractual obligations on behalf of the Town to any person.

This policy is issued pursuant to regulations issued by the Connecticut Commission on Human Rights and Opportunities.

Working Together

The goals of the Town include trying to create a mutually satisfying work environment and amiable personal and working relationships.

We try to keep the Town free from the tensions and interruptions that may arise between employees. We believe that individual consideration in employee supervisor relationships provides the best environment for your development and creates a climate for the teamwork necessary for us to attain our mutual goals. We attempt to provide you with good working conditions, fair wages and benefits, proper treatment, and the personal respect you deserve primarily because of a continuing interest in our employees.

Your willingness to voice problems, suggestions, and comments allows us to understand each other better. This encourages you to make suggestions and voice your concerns. We will endeavor to listen, and give you a responsible and timely response.

THE RECRUITMENT AND SELECTION PROCESS

Announcements

The Town Administrator shall advertise vacancies for all positions by posting announcements for such vacancies on official bulletin boards, and in such other places as the Town Administrator or the Affirmative Action Program may deem necessary. Applicants will be solicited from as large a geographical area as is necessary to assure sufficient applicants to permit the selection of the best qualified employees.

Announcements shall specify the Town as an equal opportunity employer, the title of the position, nature of work to be performed, desired qualifications of prospective applicants, closing date for receiving applications and other information the Town Administrator may deem necessary and important.

Pre-employment Procedures

As part of the pre-employment procedure, references provided by the candidate shall be investigated as a precaution against obtaining undesirable employees. References and other checks may be made prior to an offer of employment and this information shall be made part of the applicant's file.

Written, oral, or practical examinations directly relating to the skills required of the position to be filled may be used to assist in determining appointments to Town services.

A pre-employment medical examination may be required only after an offer of employment has been made; the offer may be conditional on passing the exam if: 1) all persons offered employment in the same specific job take an exam; 2) the results are confidential; and 3) the exam is job related. Information obtained must be kept confidential and in a separate file. In the case of a pre-existing health condition, the Town Administrator shall require, as a condition of employment, that an "Acknowledgement of a Physical Defect" waiver, permitted under the Workers' Compensation Act, be signed as it pertains to the injury or condition.

Factors used to evaluate candidates shall include, but shall not be limited to, the following: The candidate's personal history and background, including education and experience, references, personal interviews, as well as any other pertinent information, such as relevant service examination results, which would assist the Town in the evaluation of the applicant.

Appointment

Positions in the Town shall be filled by the Town Administrator upon approval by the Board of Selectman. The Town administrator shall consider qualified existing town employees to fill vacancies when feasible.

Temporary Reassignment

The Town Administrator may temporarily reassign an employee to another job assignment as long as such temporary transfer is in the best interest of the town. Once temporarily transferred an employee shall maintain the employee's current rate of pay for the first week, then at the rate of the temporary position provided it is equal to or greater than the employee's previous rate, unless the Board of Selectmen determines otherwise.

ABOUT YOUR JOB

Probationary Period

Your first 180 days of continuous employment with the Town is considered a probationary period. During this time you will become familiar with your responsibilities, get acquainted with your fellow employees and determine whether you are satisfied with your job. Also, during this time, your supervisor will closely monitor your performance and notify you of any unsatisfactory performance. There will also be a probationary period for employees who are promoted to new positions.

Upon completion of your probationary period, the Town will decide whether to continue your employment. Completion of the probationary period does not entitle you to continued employment with the Town for any definite period of time. Both you and the Town remain free, at any time, and for any or no reason, with or without notice or cause, to end the employment relationship.

When the services of any employee who was promoted are determined to be unsatisfactory during a probationary period, the employee shall be reemployed, with all previous and accrued benefits, in the employee's previous position, if the position is vacant.

Four weeks prior to the end of your probationary period, your supervisor shall submit to the Town Administrator a written performance report recommending whether your employment should continue. The Town Administrator shall make a recommendation to the Board of Selectmen and an affirmative vote of the Board of Selectmen is required for your continued employment.

After completion of the probationary period, you will be eligible to participate in the Town's benefit programs, contingent upon the individual eligibility requirements of each program. Prior to completion of the probationary period you will not be entitled to take any paid time off except for holidays and sick leave that your employment status qualifies for. Please review the specific sections of this Handbook for further information on eligibility for each of the current benefits and procedures for requesting and scheduling time off. Employees who are on a probationary period because of a promotion will continue to receive and accrue the same benefits they received prior to the promotion.

Address and Personal Information

In order for employment information, paychecks, and W-2 forms to be delivered to you expediently, the Town must have an accurate record of your current home address and telephone number where you can be reached. The Town will not be held responsible for not having current address and phone number information.

Please notify your supervisor in writing within 30 days, and provide written details of any change in marital or family status, such as marriage, divorce, separation, birth, death, etc. These changes could affect income tax withholding, hospitalization, insurance benefits, etc. For your protection, we try to keep Town records up to date.

Paychecks and Pay Schedule

For payroll purposes, the pay period is bi-weekly unless otherwise specified, with payday no later than the Friday following completion of the preceding pay period.

There are certain deductions we are required to make by law. Your payroll stub itemizes the deductions made from your gross earnings. Federal or state laws require that we make deductions for Social Security, Federal Income Tax, State Income Tax, State Disability Insurance where applicable, and any other legally mandated taxes or deductions. In addition, there may be deductions for items that you authorize.

You are responsible for your paycheck after it has been issued. If there is an error in your paycheck, please report it immediately to your supervisor or the Finance Department. Checks lost or otherwise missing should be reported immediately to the Finance Department so that a stop payment order may be initiated. If it is determined that such stop payment is not effective, the Town Administrator shall determine if and when a replacement check should be issued. If stop payment is confirmed, a replacement check will be issued promptly.

Employees are expected to cash their paychecks on their personal time. Any questions that you may have about your paycheck or the deductions made should be addressed to your Supervisor or the Town Administrator.

Direct Deposit

The Town currently offers direct deposit. This benefit is open to all employees whose bank is a member of the National Clearing House Association. The start-up cost and bi-weekly fees of the service are paid by the Town. Through this service, you may elect to have your paycheck automatically deposited into your bank account on payday. Your paycheck can be electronically deposited into your savings or checking account and a pay-stub record, including your withholding information is sent to you as proof of deposit. If you are interested, please contact the Finance Department.

Wage Assignments and Garnishments

The Town is obligated to comply with any court ordered wage assignments or garnishments against your wages and will deduct such amounts from your wages. The Town is legally required to process these orders and will not cease unless notified by court order or other legal process.

Exempt/Non-Exempt Employees

Consistent with applicable federal and state wage and hour laws, employee classifications fall into one of two categories: "exempt" or "non-exempt." These terms are defined by the Fair Labor Standards Act, which is a federal law requiring that certain employees be paid at least the minimum wage and overtime for hours worked over 40 hours a week. However, the law provides that some employees are "exempt" from this requirement, and therefore do not have to be paid a specific hourly wage or overtime. You will be advised whether your position is an exempt or non-exempt position.

Exempt: Exempt employees do not have any limits on the hours that may be worked in a given work or pay period. They are expected to work the hours needed to accomplish their job responsibilities without receiving extra pay for overtime worked.

Non-Exempt: Non-exempt employees are paid an hourly rate and are eligible for overtime pay at the rate of 1 1/2 times their regular hourly rate of pay for hours worked in excess of 40 hours per work week.

Employee Classifications

Depending upon Town requirements, employees may be placed into one or more of the following job status classifications. These classifications do not guarantee employment for any specified period of time, however the level of benefits that you are eligible for may depend on your employee classification. Your classification may change during your tenure.

Full-time employees: employees who are regularly scheduled to work 35 hours or more per week.

Part-time employees: employees who are regularly scheduled to work less than 35 hours per week.

Temporary/Seasonal employees: employees hired to perform a temporary or seasonal assignment. References in these policies to full-time and part-time employees does not include temporary/seasonal employees.

Per Diem employees: employees who do not have regular schedules, and fill in for other employees who are out sick, on vacation, or for other reasons. References in these policies to full-time and part-time employees does not include per diem employees.

Overtime

From time to time, you may be required to work overtime. For the purposes of determining which hours constitute overtime, only actual hours worked in a given workday or workweek will be counted. This means that if you are on vacation or out of work for some other reason during a week, those hours not actually worked will not be counted towards your overtime calculation.

Overtime is paid to any non-exempt employee who works in excess of 40 hours in any given week. Overtime is paid at a rate of one and one-half times the employee's regular hourly rate of pay. Overtime is permitted only on those occasions when the needs of the Town require it and only when approved by your supervisor.

Overtime for Public Works Employees

Non-exempt Public Works employees shall receive overtime payment for all hours worked in excess of the employee's regular eight hour work day.

Compensation Time For Exempt Employees

In the case of exempt employees, attendance at evening meetings and nominal overtime shall be considered part of the duties of the position and not ordinarily part of eligible time for compensation. The Town Administrator, at the Town Administrator's discretion, shall grant time off to an exempt employee who has worked substantial overtime without compensation in pay. The Town Administrator shall determine the fair amount of equivalent time to be taken and shall determine dates and duration of such leave to insure that there are no adverse affects on town operations.

Performance Reviews

Performance reviews are conducted once a year, or more frequently when appropriate. Your supervisor will conduct these reviews with you. The Chairpersons of elected or appointed boards or commissions may be asked to evaluate paid staff who are assigned to the boards or commissions. Your review may include consideration of factors such as quality and quantity of work and a discussion of objectives that were attained throughout the year. The purpose of these reviews is to help you become aware of your progress, areas where improvement is needed, and areas of strength.

Compensation of Initial Employees and Promoted Employees

The Town Administrator shall maintain complete schedules of compensation for all employee positions covered by these personnel policies. The entrance rate of pay shall be offered to new hires or employees who have been promoted/demoted, except that the Town Administrator, with the approval of the Board of Selectmen, may offer a higher rate if:

- A. The qualifications of the individual are significantly above others competing for the job and the individual's employment cannot be obtained at the entrance rate of pay; or
- B. There is a shortage of qualified applicants available at the entrance rate of pay.

Pay Increments

Employees may receive an increase in salary or hourly compensation annually subject to a good service evaluation and upon recommendation of the employee's supervisor, provided sufficient funds have been budgeted.

Hours of Work

Each work week begins on Sunday at 12:00 a.m. and ends on Saturday at 11:59 p.m. The regular working days for each week are Monday through Friday and the regular hours of business are from 8:00 a.m. to 4:00 p.m. Work schedules may, however, vary throughout the Town. Your supervisor will advise you of your individual work schedule. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled. These hours may be modified by the Town at any time.

Time Records

Federal and State law require that an accurate record be kept of the hours worked by all employees. Completion and submission of time sheets provides a convenient and accurate method of accomplishing this. It is your obligation to fully and accurately complete your own time record at the end of each shift and to verify that all necessary information regarding the date, hours worked, and break times are correct and legible. Exempt employees need only record days and times absent from work. You must sign your own time record before submitting them at the end of each pay period. Any errors on your time record must be brought to the attention of your immediate supervisor in order to be corrected. All corrections must be initialed and dated by both you and your supervisor. You are prohibited from filling in anyone's time record but your own, or to allow anyone to fill in your time record.

You must be at your work area and ready to start work at the beginning of your shift. Any violation of this policy will result in disciplinary action up to and including termination of employment.

Altering, falsifying and tampering with time records, or recording time on another employee's time record will result in disciplinary action up to and including termination. If we do not receive your correct and legible time record information by the end of each pay period, your paycheck may not accurately reflect the number of hours worked. Payment may be delayed to the next payroll-processing period.

Attendance and Lateness

As an employee, your regular attendance and punctuality are crucial to the smooth operation of the Town. The failure to meet this obligation jeopardizes the ability of Town to fulfill its function. Therefore, excessive absenteeism or tardiness will result in discipline up to and including termination of employment.

If it should become necessary for you to be late or absent, you are required to contact your supervisor as soon as possible, but in any case, not later than 1 hour before the start of your regular shift. When you call, you should inform your supervisor the reason for failure to report to work as scheduled, and when you expect to return to work so that your supervisor is able to arrange scheduling of workloads during your absence. If your supervisor is not available, you should leave a message for him or her and then contact the Town Administrator to report that you will be absent or late. Simply leaving a message is not sufficient.

"Tardiness" is defined as occurring when you are more than 10 minutes late for a scheduled shift. Tardiness 3 or more times in any three month period will be considered excessive and will result in discipline up to and including termination of employment.

The Town does not tolerate unexcused absences. An excused absence means that you have requested and received your supervisor's permission in writing to be absent for a certain day. An "unexcused absence" is defined as all other absences when your supervisor has not approved the time off, or where you have failed to make appropriate attempts to contact your supervisor as outlined in the procedure above. More than three unexcused absences in a calendar year will result in discipline up to and including termination of employment.

Although the Town recognizes that you will occasionally have good reasons for being absent or tardy, excessive or chronic absenteeism and/or tardiness cannot be accepted and will result in discipline up to and including discharge.

If you're absent from work for three consecutive workdays and fail to properly call in to your supervisor, you will be considered to have voluntarily resigned.

BENEFITS AND SERVICES

About Our Benefit Program

The following sections summarize the benefits the Town currently provides to you. Please note that the benefits descriptions contained in this handbook are merely highlights of the programs and benefits provided. These plans are described in greater detail in the official plan documents. In the event of any conflict, the official plan documents will govern.

Further, the Town or its designee retains full discretionary authority to interpret the terms of the plans, as well as full discretionary authority with regard to administrative matters arising in connection with the plans. The Town or its designee may modify or eliminate any benefits or programs it currently provides, as well as increase the cost to

employees of such benefits and programs. This discretionary authority extends to all issues concerning benefit eligibility and entitlement.

Life Insurance

Life and accidental death insurance are provided for a full-time employee in the amount of fifty thousand (\$50,000) and twenty thousand (\$20,000) dollars for each part-time employee. Temporary/seasonal and per diem employees do not receive life and accidental death insurance benefits.

Health Insurance

All employees who work 20 hours or more per week, except temporary/seasonal and per diem employees, shall be eligible to participate in the group health plan, subject to any eligibility requirements established by the health insurer for participation in such plan. Health insurance coverage is also available for the spouse and dependents of an employee at the premium cost sharing amount defined below. The premium cost sharing for full-time employees is 10% for employee and family health insurance. The premium cost sharing for part-time employees working 20 or more hours a week is 10% for the employee health insurance and 100% for family health insurance coverage.

Dental Insurance

Employees who work 20 hours or more per week, except temporary/seasonal and per diem employees, shall be eligible for dental insurance benefits subject to any eligibility requirements established by the insurance carrier. The premium cost sharing for dental insurance is 10% for employee coverage and 100% for family coverage.

Pension Plan

An employer defined contribution plan is provided to employees, working more than 1000 hours per year, who meet certain plan requirements regarding age and years of service. For each eligible person, the town will make an annual contribution into the plan of 5% of qualified compensation. Eligible employees will vest in town contributions and earnings according to a vesting schedule as set out in the plan.

Retiree Health Benefits

An employee is deemed to be eligible to retire from the town if such employee worked ten consecutive years of 1040 hours each year for the town in a non-seasonal, non-per diem position and has reached the age of 55 or older.

Whenever any retired employee who is a member of the town's group health insurance plan becomes ineligible for continued participation in such plan due to retirement, all benefits of such plan shall be made available to the employee and the employee's dependents covered by the group plan provided the retired employee pays 100% of the premium costs. The town shall not be obligated to pay such premium if not paid timely

by the individual. Coverage shall terminate for employees and dependents upon eligibility for benefits under Title XVIII of the Social Security Act (Medicare).

Section 125 Flexible Benefits Plan

The Town offers a Section 125 Flexible Benefits Plan, which allows you to contribute to the Plan on a pre-tax basis for certain health insurance costs, medical expenses and dependent care expenses. Under current IRS regulations, these deductions are not subject to federal or state income or social security taxes. However, the contributions must be spent during the Plan Year or they will be forfeited to the Town. Be sure to read and understand the Section 125 Flexible Benefits Plan Document to determine eligibility and spending requirements.

Tax Deferred Savings Plan

The Town offers a Public Employee Deferred Compensation Plan to all employees who elect to participate. Amounts contributed to this plan are not subject to federal or state income taxes until withdrawal, and investments are employee directed. Further information is available in the Plan Document and from the designated plan provider representative.

Vacation Time

Vacation leave for full time employees shall be earned according to length of service (as of anniversary or eligibility date) and computed as follows:

6 months – 1 year	5 days
1 year – 5 years	10 days
6 years – 15 years	15 days
16 years or more	20 days

For all part time employees who work 20 hours a week or more, vacation days shall be prorated according to the normal work week of the part-time employee and shall follow the schedule outlined above. For example: If a part-time employee is scheduled to work 22 hours a week, 10 vacation days equals 44 hours of vacation time or 4.4 hours per accrued vacation day.

If a holiday falls during a vacation leave, that day will not be considered as part of the vacation leave.

Employees must request vacation time in writing from their supervisor, if possible, at least 30 days prior to the vacation date. Requested vacation time must not interfere with the proper operation of the town.

All employees who voluntarily leave the employment of the town in good standing shall receive payment for all unused earned vacation time. Employees shall not be compensated for unused earned vacation time while still employed with the Town. Up to

one week of unused, earned vacation time (prorated for part time employees) shall be carried over on the anniversary date of the employee.

All part-time employees who work less than 20 hours a week shall not receive vacation leave.

Paid Holidays

The following are paid holidays observed by the Town. The Town's offices will be closed on the following days:

New Year's Eve (1/2 Day)	Martin Luther King Day
New Year's Day	President's Day
Memorial Day	Labor Day
Independence Day	Columbus Day
Good Friday	Veteran's Day
Thanksgiving	Christmas Eve
Friday after Thanksgiving	Christmas Day

Full-time and part-time employees shall be compensated for holidays which fall on the employee's regularly scheduled workday. Temporary/seasonal and per diem employees will not be compensated for holidays.

Should a holiday fall on a Saturday, the holiday will be observed on the preceding Friday. Should an official holiday fall on a Sunday, the holiday will be observed on the following Monday.

In addition to the recognized holidays, employees will be granted paid holidays when the Town offices are closed by action of the Board of Selectmen.

Sick Leave

Employees that work under 20 hours per week may qualify for sick time in accordance with state law. The following provisions in this section of the Employee Handbook (Sick Leave) apply exclusively to employees who work 20 or more hours per week.

Employees who work 20 hours or more per week, except temporary/seasonal and per diem employees, shall accrue sick leave according to length of service (as of the anniversary or eligibility date). The sick days will be awarded as follows:

Up to one year	5 days
1 year – 4 years	10 days
5 years – 9 years	14 days
10 years – 14 years	18 days
15 years or more	22 days

For all part time employees who work 20 hours a week or more, sick leave days shall be prorated according to the normal work week of the part time employee and shall follow

the schedule outlined above. For example: If a part time employee works 22 hours per week, 5 days of sick leave equals 22 hours or 4.4 hours per accrued sick day.

Sick leave may be accumulated to a maximum of 90 days for full-time employees and 45 days for part-time employees who work 20 hours or more per week.

Any retiring employee shall be paid one-half of the retiring employee's sick leave.

Except upon retirement, there will be no compensation for sick leave earned and not taken.

Sick leave may be requested for personal illness, care of an ill immediate family member or medical/ dental appointments when such appointments cannot reasonably be scheduled outside of working hours.

All part-time employees who work less than 20 hours per week will not receive sick leave.

Use of Town Vehicles

The Town will provide a vehicle for the Public Works Director but prohibits the use of the vehicle for personal use except for commuting if such commute is less than 25 miles.

Automobile Expense

Employees required to use their personal automobiles in the performance of their job or to attend professional development conferences, seminars or training sessions, as approved by the Town Administrator, shall be reimbursed in accordance with IRS guidelines or at a flat rate based on anticipated usage. Reimbursement claims for allowed miles must be submitted to the employee's immediate supervisor for approval within 30 days of the expense.

Professional Development Expenses:

The Town Administrator may authorize leave with or without pay and the reimbursement of expenses incurred in the furtherance of an employee's professional development as specified in the provisions of this section. Professional development shall include, but not be limited to such items as conferences, seminars and training sessions. Professional Development does not include courses towards a scholastic degree such as college or graduate studies.

The Town shall reimburse the employee for all direct expenses incurred in acquiring any Town-initiated professional development. Town-initiated professional development shall include that required by the Town or State, or suggested by the Town. It shall not include training required by the Town as a minimum qualification for the position held unless previously approved by the Town Administrator. Professional development time is not compensable if: 1) attendance is outside of the employee's regular working hours;

2) attendance is voluntary; 3) the training is not directly related to the employee's job; and 4) the employee does not perform any productive work during the attendance.

Professional development not required by the Town or State (other than that required by the Town as a minimum job qualification) and not suggested by the Town shall be considered employee-initiated Professional Development. The employee may be compensated for such training, only if in the discretion of the Town Administrator receiving such training is in the best interest of the Town and is of direct value to the person's present job duties. The cost of such training must also be within budgetary constraints. The amount of compensation shall be at the discretion of the Town Administrator and may include all or part of the cost of the professional development. Professional development time is not compensable if: 1) attendance is outside of the employee's regular working hours; 2) attendance is voluntary; 3) the training is not directly related to the employee's job; and 4) the employee does not perform any productive work during the attendance.

Reimbursement For Expenses

Officials and employees shall be reimbursed for expenses, including meals and parking, associated with seminars, conferences and necessary out of town meetings. A registration form and requisition for payment must be submitted to the finance department.

Beach Personnel Professional Improvement

Any lifeguard who obtains an initial WSI certification for employment at the Town Beach may apply for reimbursement of the course expense, up to a maximum of \$200.00. Such reimbursement shall only be made upon successful completion of the beach season and submittal of appropriate documentation to the finance department.

Workers' Compensation

If you should suffer a work related injury, you will be protected through our workers' compensation insurance policy. This program is paid entirely by the Town and provides for payment of medical expenses and weekly compensation benefits.

It is extremely important that you notify your Supervisor immediately of any accident, no matter how slight. Failure to report an accident may result in a delay or a rejection of workers' compensation benefits. Notification of an injury must be submitted promptly by you or a supervisor to the Town Administrator. Your supervisor and/or the Town Administrator shall investigate the accident and render a report.

Upon submission of a medical certification that you are able to return to work, you may be offered the same or a comparable position to the one you held at the time of leaving depending on the Town's needs. The Town reserves the right to require an employee to return to work on a light-duty work program in accordance with a doctor's certification if a suitable position is available.

Social Security and Medicare

Social Security is more than a paycheck deduction. It offers financial security for you and your dependents. Although this is a federally established program, it is your contributions and ours - that pay for its benefits. Both you and the Town contribute to provide you with monthly checks and medical coverage once you reach retirement age. Under certain circumstances, you or your dependents may be eligible for benefits even before retirement.

LEAVES

Family and Medical Leave

Federal and Connecticut laws require certain employers to provide family and medical leaves of absence for eligible employees. Either or both of these laws may apply to a leave. Where both laws apply, the leave provided by each must be taken concurrently. This policy will be interpreted to comply with the laws that apply to a particular leave.

The Leave Policy. Under the federal law ("FMLA"), an eligible employee may take up to 12 weeks of unpaid leave within a 12-month period. Under the Connecticut law ("CFMLA"), an eligible employee may take up to 16 weeks of unpaid leave within a two-year period. The one or two-year period, as the case may be, begins with the first day of a leave of absence. Our policy is to provide the amount of leave that satisfies the laws governing the leave.

Eligible Employees. For an FMLA leave, the employee must have worked for the Town for at least 12 months, and worked for at least 1,250 hours in the last 12 months. For a CFMLA leave, the employee must have worked for the Town for at least 12 months and worked for at least 1,000 hours in the last 12 months.

Reasons For Leave. Family/medical leave may be used for: (1) the birth of a child and to care for a newborn child (must be taken within 12 months after the birth of the child); (2) the placement of a child for adoption or foster care and in order to care for the newly placed child (must be taken within 12 months after the placement of the child); (3) to care for a "covered relation," which includes your spouse, child, parent, or, under CFMLA, parent-in-law, when that person has a "serious health condition," or (4) because of your own "serious health condition."

If both spouses are employed by the Town, the combined leave cannot exceed the individual maximum, except that to care for a child or spouse with a serious health condition, or for the employee's own serious health condition, each spouse is entitled to the full leave.

Notice Of Leave. You should give the Town as much notice of the need for a leave as is practicable. Where the need for leave is foreseeable, you should give the Town at least thirty (30) days advance notice of the need for the leave, when possible. Where the need for leave is not foreseeable, you must notify the Town as soon as possible,

certainly within two business days, after learning of your need for leave, except in extraordinary circumstances.

Medical Certification. If you are requesting leave because of your own or a covered relation's serious health condition, the appropriate health care provider must supply written notification of the nature and expected duration of the illness.

Required Use of Paid Leave. Family/medical leave is unpaid leave. Any accrued paid vacation, medical/sick leave, workers' compensation, or other paid personal leave will be substituted for unpaid family/medical leave. The substitution of paid time for unpaid family/medical leave time does not extend the length of the leave provided by the law.

The End Of Your Leave. At the end of your leave, you will be returned to work to your former position or one with similar pay and status in accordance with state and federal law. If you are medically unable to perform your original job upon the expiration of your leave entitlement, you may be transferred to work suitable to your physical condition if such work is available. If your leave extends beyond this number of weeks (12 per year or 16 per two years), you may be returned to your former or a like position if one exists, however the Town cannot guarantee reinstatement.

If your leave is because of your own serious health condition, you must provide medical certification that you are fit to resume work. You may obtain a Return to Work Medical Certification Form from the Town Administrator. An employee who fails to provide the Return to Work Medical Certification Form will not be permitted to resume work until it is provided.

If, at the end of your leave, you do not return to work, for whatever reason, your employment with the Town may be terminated.

If you have any questions about the Town's FMLA policy, please contact the Town Administrator.

Bereavement Leave

Full-time and part-time employees, who work 20 hours or more a week, shall be eligible for bereavement leave. In the event of a death in the immediate family, employees will be entitled to 3 days paid bereavement leave. Temporary/seasonal and per diem employees are not eligible for bereavement leave.

Personal Leave

Full-time employees who have completed their probationary periods shall be eligible for up to 3 paid leave days per year (non-cumulative) for good and sufficient personal reasons. Personal leave may be used in no less than one-hour intervals.

Jury Duty Leave

If you should be called to serve on a jury panel, please notify your supervisor after receiving your jury duty notice. In accord with Connecticut General Statute 51-247, as amended from time to time, full time employees shall not suffer any loss of pay for up to the first 5 days of jury duty leave. For those 5 days, you will be paid your regular wages or salary. Thereafter the state currently reimburses at the rate of \$50 per day of service. After the 5th day, the remainder of the jury duty leave will be **unpaid**, with respect to your regular wages or salary, although employees may elect to substitute vacation for unpaid jury duty leave. To be paid for jury duty leave, the Town will require proof of your attendance. While on jury duty leave, the Town expects that you will come to work on any day you are released from jury duty before 1:00 o'clock in the afternoon.

Military Leave

Military training duty leave shall be granted to full and part-time employees when they are required to serve on active or reserve or National Guard duty for a period not to exceed ten working days. The employee shall receive the difference between his military pay and his regular pay. Military pay vouchers shall be submitted to ascertain the correct pay due the employee.

Employees who are called to duty for extended tours and return from military service in the United States armed forces, the Military Reserves or the National Guard shall have and retain rights of reinstatement, seniority, vacation, layoffs, compensation and length of service pay increases as may be provided by the laws of the United States and the State of Connecticut.

Employees shall be paid for all unused vacation time in the current year before such employee enters the armed forces for an extended duty.

Procedure For Requesting Other Leaves

If you desire an unpaid leave of absence not covered anywhere else in this policy you may submit a request in writing including the following information:

- (a) Period for which leave is desired;
- (b) Reason for leave; and
- (c) The dates on which the initial leave is anticipated to begin and to be completed.

The request must be submitted to the Town Administrator who will recommend approval or disapproval of the leave. Final approval for leave can only be granted by the Board of Selectmen.

Unless agreed to in writing by the Town Administrator, if you engage in any other employment during the term of an approved leave of absence, you will be deemed to have voluntarily resigned your employment with the Town.

The period of unpaid leave shall not be considered as time worked. You may continue to participate in the group insurance program as long as you are still an employee of the town and continue to pay the appropriate co-payment.

GENERAL GUIDELINES

Outside Employment

Outside employment is not encouraged. An employee desiring outside employment shall request permission in writing from the Town Administrator. The Town Administrator may deny such a request if the Town Administrator deems such employment to have an adverse effect on the employee's service to the Town. To the extent permitted by law, the Town shall in no way be liable or grant sick leave in the case of an injury to an employee occurring as the result of outside employment or any occupational illness attributed thereto.

Volunteer Fire Department Service By Employees

An employee of the Town of Columbia, who is a member of the Columbia Volunteer Fire Department, may be excused from normal work hours to respond to a first alarm for an incident in town or an alarm re-tone for a mutual aid request from another town.

If an employee is engaged in a task whereby leaving the job temporarily would create a safety hazard the employee's supervisor may use his or her discretion as to whether the employee is permitted to respond to the alarm.

Political Activity

All employees of the Town shall be able to exercise their rights as citizens consistent with section 7-421 of the Connecticut General Statutes. No employee shall engage in political activities while performing duties for which such employee is employed and receiving compensation from the Town.

Bulletin Boards

From time to time, the Town will post important information such as safety materials, upcoming events, policy updates, job postings and notices required by law on bulletin boards across from the Town Clerk's office.

Only authorized personnel are permitted to post, remove or alter any notice on the bulletin board and only notices authorized by the Town Administrator and pertaining to Town business are permitted to be posted. It is your responsibility to check the bulletin boards regularly for information.

Electronic Communications

Electronic communications (such as e-mail and voicemail) and other information systems are not to be used in any way that may be disruptive, offensive to others, or harmful to morale.

Any such transmission of communications containing anything offensive, such as sexually explicit images, messages or cartoons, ethnic slurs, racial epithets, or anything that may be construed as harassment based on actual or perceived race, national origin, sex, sexual orientation, age, disability, religious or political beliefs or any other protected class is strictly prohibited as against Town policy and federal and state law and will lead to disciplinary action, up to and including termination of employment.

The electronic communication systems should be used for Town business only. The electronic communication systems should not be used to solicit others for commercial ventures, religious or political causes, outside Towns, or other personal matters unrelated to your job.

The Town may access its electronic communications systems and obtain the communications within the systems, without notice to users of the system, in the ordinary course of business when the Town deems it appropriate to do so. The reasons for which the Town may obtain such access include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and insuring that the Town's operations continue appropriately during an employee's absence.

The Town may store electronic communications on magnetic media for a period of time after the communication is created. From time to time, magnetic media copies of communications may be deleted.

No one is permitted to attempt to gain access to another employee's electronic communication system messages without appropriate authorization. All electronic communication system passwords must be given to your supervisor and the right to access all electronic communication system files at any time is retained by the Town. Use of a password not given to your supervisor is prohibited. Violation of this policy may result in discipline up to and including termination of employment.

Notice Concerning Electronic Monitoring

From time to time, for a number of reasons including, but not limited to, maintaining security and preserving a hostile-free environment, the Town may or does monitor certain employee communications and activities. These practices are for the protection and security of all of us.

To eliminate the possibility that employees might be surprised by such monitoring, the Town is providing all employees with notice that the Town may or does periodically perform the following types of electronic monitoring.

COMMON TYPES OF MONITORING INCLUDE, BUT ARE NOT LIMITED TO:

- Reviewing telephone usage
- Accessing voice-mail messages
- Video surveillance of employee work areas
- Accessing computer files
- Reviewing computer usage
- Reviewing Internet usage
- Reviewing e-mails
- Reviewing employee travel and entertainment expenses
- Recording and/or reviewing employee usage of business equipment, including, but not limited to, telephones, computers, photocopiers, fax machines, and printers]

The Town may conduct other types of electronic monitoring not identified above, and without advance notice, where:

- 1) it is necessary for security purposes in public areas; or
- 2) the Town reasonably believes an employee or employees are violating the law, Town policy, the legal rights of the Town or its employees, or
- 3) the Town reasonably believes an employee or employees are creating a hostile work environment.

If you have any questions about the Town's electronic monitoring policy, contact your supervisor.

Solicitation and Distribution of Materials

Solicitation of an employee by another employee is prohibited while either the person doing the soliciting or the one being solicited is on his or her working time. Furthermore, the distribution of any soliciting materials of any kind shall not be permitted on working time or in working areas.

Confidentiality

As part of your responsibilities as a Town employee, you may learn of or be entrusted with sensitive information of a confidential nature. During your employment, any information, including but not limited to Town information, town resident information, estimates, tax records, or personnel history or actions, shall be considered and kept as the private and privileged records of the Town, and must not be divulged to any firm, individual or institution except on the direct written authorization of the Town Administrator. Your failure to honor this confidentiality requirement may result in disciplinary action, including possible discharge.

If you leave employment for any reason, we ask that you continue to treat as private and privileged any such sensitive information. You should not release any such sensitive information to any person, firm, or institution without the express written

approval of the Town Administrator. The Town may pursue legal remedies for unauthorized disclosure of sensitive, confidential information.

Personnel Records

The Town Administrator, or the designated representative, shall be responsible for the maintenance of all personnel records, including the original application for employment, results of all tests and examinations taken to demonstrate qualifications, the history of employment, current status and title, commendations, records of disciplinary actions, training, absentee records, resignation, and other records which the Town Administrator may deem pertinent to the employee's service. Said records shall be maintained on a current basis for each employee and shall not be disposed of during the employment of the individual.

The following information relating to each employee shall be considered a matter of public record and shall be made available, upon request: the employee's name, date of employment, current position title and the department or office to which the employee is assigned. Pursuant to Connecticut law, information is exempt from disclosure, if disclosure would constitute an invasion of privacy. The decision to release information will be made by the Town Administrator on an individual basis.

Safety

You are expected to be safety-conscious and to assist the Town in finding conditions on the premises that might cause an accident or create a fire hazard. You should report any unsafe conditions to your Supervisor. Familiarize yourself with the locations of fire extinguishers, fire exits; first aid kits, and emergency equipment.

Clean Work-space

It is part of our jobs to keep our workplace neat and orderly. You are expected to keep your work area neat and orderly at all times. Neatness and good housekeeping are signs of efficiency. In addition, in case of emergency, it is necessary that all hallways and passageways be clear of boxes, chairs or anything else that might hinder an escape route, should an emergency arise.

Always be aware of good health and safety standards, including fire and loss prevention. Please report anything that needs repair or replacement to your supervisor immediately.

Dress Code

As an employee you are also a representative of the Town in the eyes of the public. Therefore, it is important that you report to work properly groomed and wearing appropriate attire. It is expected and a necessary part of your job duties that you dress neatly and in a manner consistent with the nature of the work you will be performing. Any employee who reports to work inappropriately dressed may be asked to leave and return properly groomed and dressed.

Personal Property

Your personal belongings are your responsibility at all times. Please ensure that personal articles of value are secured. The Town assumes no responsibility for an employee's personal property including money, articles of clothing, vehicles, etc.

Inspections of Personal Property

The Town wishes to maintain a work environment that is free of controlled substances, alcohol, firearms, weapons, explosives, or other improper materials. To this end, the Town prohibits the possession, storage, transfer, sale, solicitation or use of such materials on its premises. The Town expects and requires your cooperation in administering this policy. The prohibition against firearms does not apply to police personnel when on duty.

Desks, lockers, and other storage devices may be provided for the convenience of employees but remains the sole property of the Town. Accordingly, they, as well as any articles found within them, may be inspected by any agent or representative of the Town at any time, with or without prior notice.

The Town also reserves the right to inspect packages, which may be carried onto or off of the premises.

No Smoking Policy

Smoking is strictly prohibited in and around all Town buildings and vehicles. Smoking is permitted outdoors in areas not normally visited by the public.

Personal Mail

It is against our policy to have your personal mail and packages delivered to you at work. The Town is not equipped to handle nor does it accept in any way the responsibility for your personal mail.

Personal Phone Calls

Personal use of the telephones during working hours should be limited to essential phone calls only. All incoming emergency and/or important personal messages will be appropriately handled by the office. Misuse or abuse of Town telephones for personal reasons will be grounds for disciplinary action

Discipline

The Town has established Standards of Conduct, safety rules, and other policies to ensure the best and safest possible working conditions. These rules are designed and intended to protect all of us.

Rules sometimes are broken. In most cases, the Town believes that by applying progressive discipline, an employee's undesirable behavior can be corrected. Generally, the first step in the progressive discipline process will be counseling by an employee's supervisor reduced to written form. This step may be followed by a written warning, suspension without pay and finally termination. In some instances the employee's conduct may be such that the Town, at its option, may advance the level of discipline to the step it deems appropriate, up to and including immediate termination. Finally, in certain situations where, in the opinion of the Town, an employee's misconduct is very serious, immediate termination may result. The Town reserves the right to skip, advance or repeat any level of discipline it deems appropriate. Further, the Town reserves the right to terminate employees at any time without cause or notice and without prior discipline.

Standards of Conduct

In all segments of society it is necessary to have certain rules and regulations. Work standards are necessary to make sure everyone has a common understanding of what is expected. This allows the Town to consistently enforce a set of standards that creates a positive work environment. The work standard rules are designed to protect the rights and safety of all. Since the Town cannot create a list that addresses all situations, the standards that follow are considered a non-exhaustive list of basic common sense rules. No conduct, which is immoral, unsafe, unethical or illegal, will be tolerated.

All employees are expected to follow these rules. Violations will subject employees to discipline, up to and including termination.

The following are examples of some prohibited conduct:

1. Theft or attempted theft of another's property;
2. Fighting;
3. Falsification of Town records, including time sheets, employment applications and benefit applications;
4. Failure to fully and truthfully disclose all facts related to workers' compensation and insurance claims;
5. Insubordination;
6. Immoral, indecent or unlawful conduct;
7. Deliberate destruction of, or damage to, Town property;
8. Careless waste of materials or mishandling of supplies or equipment;
9. Failure or refusal to comply with the Town alcohol and drug policy;
10. Carrying or possessing a weapon of any kind on Town property (excluding Police);
11. Gambling or soliciting gambling on Town property;
12. Smoking in prohibited areas;
13. Sleeping on the job;
14. Defacing walls, bulletin boards or other Town property;
15. Horseplay or other disorderly conduct;
16. Littering;
17. Violation of safety regulations;

18. Unauthorized disclosure, use or theft of the Town's confidential information;
19. Use of abusive or threatening language;
20. Excessive lateness or absenteeism;
21. Failure to report an absence;
22. Signing or marking another employee's time sheet, or allowing another to sign or mark yours;
23. Creating hazardous or unsafe conditions;
24. Failure to complete job assignments;
25. Failure to produce quality work;
26. Other unsatisfactory performance; and
27. Performing services for others during working hours
29. Violation of any Town policy.

For further guidelines concerning your expected Code of Conduct, see the Town's Code of Ethics.

Substance Abuse Policy

Employees are expected and required to report to work on time and in appropriate mental and physical condition for work. Therefore, employees are forbidden to report to work under the influence of alcohol or drugs. It is our intent and obligation to provide a drug free, healthful, safe and secure work environment. Employees using any medication, which may impede work performance, must notify their Supervisor prior to starting work. The town complies with the testing requirements of the U.S. Department of Transportation and all other federal and state regulations.

The use, possession, purchase, sale, plan for sale or transfer of illegal drugs or any prescription drugs that have not been properly prescribed to you on Town property, in Town vehicles, or while engaged in Town activities is strictly forbidden.

If a Supervisor has reason to believe that an employee is not fit for work, that employee may be sent home or may be sent for medical examination that may include a drug and/or an alcohol test. A positive test reading for drugs and/or alcohol may result in disciplinary action up to and including immediate termination. Failure to submit to a test may also result in disciplinary action up to and including immediate termination.

Grievance Procedure

Employees may grieve the application of any of the Personnel Policies or the Town's Equal Employment Affirmative Action Plan as follows:

Step One: An aggrieved employee shall notify their immediate supervisor in writing of the nature of the grievance including all relevant facts within 3 working days of the matter aggrieved. The immediate supervisor shall render a written decision within 5 working days of receipt of the grievance.

Step Two: If an employee is not satisfied with the written decision of the employee's supervisor, the employee can submit the grievance in writing to the Town Administrator within 3 working days of receipt of the Supervisor's decision. The Town Administrator shall review the matter completely and render a written decision within 5 working days of receipt of the employees grievance.

Step Three: If the employee is not satisfied with the written decision of the Town Administrator, the employee can submit the grievance in writing to the Board of Selectmen within 3 working days of the Town Administrator's written decision. The Board of Selectmen shall investigate the grievance and render a decision within 30 days of receipt of the employee's grievance.

Department heads and employees in single person departments shall begin the grievance procedure at step two and continue to step three if necessary. Any grievance brought by the Town Administrator shall go directly to the Board of Selectmen pursuant to Step 3 above.

EMPLOYEE SEPARATION

Employment Termination

Termination of employment is an inevitable part of personnel activity within any Town, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

Resignation: voluntary employment termination initiated by an employee.

Discharge: involuntary employment termination initiated by the Town.

Layoff: involuntary employment termination initiated by the Town that is generally not for disciplinary reasons.

Because employment with the Town is based on mutual consent, both the employee and the Town have the right to terminate the employment relationship at anytime for any or no reason, with or without cause and with or without notice.

Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

Notice

It is the employee's obligation, when resigning, to provide the Town with a minimum of two (2) weeks of notice. The notice must be in addition to any accrued vacation time.

Adequate notice gives the Town time to advise you of your benefits and to secure a replacement. In addition, employees who fail to provide the Town with two (2) weeks of

notice when resigning or who are discharged will not be paid for accrued vacation time upon termination.

Disability

An employee may be discharged for disability when the employee can no longer perform the essential duties of his or her employment because of a physical or mental impairment. Action may be initiated by the employee or the Town Administrator. The Town may require an examination at the Town's expense and performed by a physician of the Town's choosing. The employee may qualify for a pension based on the requirement of the retirement plan.

Return of Equipment/Supplies

Prior to the end of the last day of work the employee must return all Town equipment and property to his/her supervisor or Town Administrator. This includes, but is not limited to, the return of all decals, passes, identification cards and keys.

Benefits Continuation (COBRA)

Federal law, known as COBRA, may allow employees and their dependants who are covered by the Town's health insurance program to temporarily continue that coverage following certain qualifying events (such as termination of employment), when health coverage would otherwise end. COBRA continuation rights are described in greater detail in the separate information you receive when you enroll in our health insurance program. If you need additional information, please contact the Town Administrator.

AMENDMENTS TO THE PERSONNEL POLICIES

Any amendment to the personnel policies shall become effective upon approval by the Board of Selectmen and the filing of such Amendments with the Town Clerk. Copies of Amendments shall be distributed to all officials and employees of the Town.

Amended by the Board of Selectmen on April 7, 2009.

HANDBOOK RECEIPT ACKNOWLEDGMENT FORM

Town of Columbia

Employee Name: _____ Job Title: _____

I acknowledge that I have received a copy of the Town's Employee Handbook. I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures contained in the Handbook. If I have any questions, I understand that it is my responsibility to ask my supervisor or the First Selectmen.

I understand that except for employment at-will status, any and all policies and practices can be changed at any time by the Town. The Town reserves the right to change my hours, wages and working conditions at any time. I understand and agree that, other than the Board of Selectmen, no one has any authority to enter into any agreement, express or implied, for employment for any specific period of time, or to make any agreement other than at-will.

I understand and agree that the Handbook may be changed at any time. My continued employment indicates my agreement to work under those changes.

I understand and agree that nothing in the Employee Handbook creates or is intended to create a promise or representation of continued employment and that employment at the Town is employment at-will, that may be terminated at the will of either the Town or me. My signature below certifies that I understand that the foregoing agreement on at-will status is the sole and entire agreement between me and the Town concerning the duration of my employment and the circumstances under which my employment may be terminated. It supersedes all prior agreements, understandings and representations concerning my employment.

This Acknowledgment of Receipt is provided in duplicate. Please sign both copies retaining one for your records. Please forward the duplicate original to your supervisor.

Employee's Signature: _____ Date: _____