



**TOWN OF NORTH ATTLEBOROUGH
PERSONNEL PLAN
FOR
ALL NONUNION POSITIONS
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SECTION 1. GENERAL PROVISIONS

A. AUTHORIZATION

A Personnel Plan is hereby established for the Town of North Attleborough nonunion employees including herein:

1. Classification Plan placing all nonunion positions in the service of the Town by titles into groups and classes doing substantially similar work or have substantially equal responsibilities except under the direction and control of the School Committee and the Electric Light Department.
2. A Compensation Plan covering all positions included in the Classification Plan
3. The establishment of certain working conditions and fringe benefits for employees occupying positions in the Classification Plan.
4. Rules for the interpretations, application and administration of the Classification and Compensation Plans.
5. Nothing in this Personnel Plan shall be construed to conflict with any provisions of Chapter 31 or any other provisions of the General Laws, Town Charter, and Town By-laws.
6. If there are provisions that exist within the employment contracts of personnel included in the classification plan, the provisions within the employment contracts will prevail.

B. DEFINITIONS

As used in this Personnel Plan, the following words and phrases shall have the following meaning:

Classification Plan - A Classification Plan places all nonunion positions in the service of the Town by title into groups performing substantially similar levels of work or having substantially equal levels of responsibilities.

Grade - A level of compensation assigned to a group of positions that perform substantially similar levels of work and responsibility within the Town.

Department - A department, board, committee, commission, or another agency of the Town subject to this plan.

Department Head - The individual having immediate supervision and control of a department.

Director - The Human Resources Director as defined in Section 2.

Full-Time (FT) - Employment for not less than the weekly hours prescribed for each group in Appendix A

Increment - The dollar differences between step rates.

Regular Part-time (RPT) - Continuous part time fifty-two (52) weeks per year in the classifications listed Appendix B. Regular Part Time employment of over twenty (20) hours per week are benefits eligible.

Temporary Part-time / Seasonal (TPT) - Non regular or seasonal employment for less than full-time, detailed in Appendix C.

Promotion - A change from a position of lower class and compensation grade to a position with greater responsibility in a higher class and compensation grade.

Range - The dollar difference between minimum and maximum rates.

Rate - A sum of money designated as compensation for personal services on an hourly, daily, weekly, monthly, annual or another basis.

Step Rate - A rate in the range of compensation grade.

Town - The Town of North Attleborough

SECTION 2. HUMAN RESOURCES DEPARTMENT

The Human Resources Department is established in accordance with Section 4. of the Town By-Laws as detailed below:

- A. There is hereby established a municipal Department of Human Resources for the purposes of mutually serving North Attleborough School Department and such other general government operations.
- B. The appointing authority of every governmental unit of the Town, except the Board of Electric Commissioners, empowered to employ persons to perform a service for the municipality shall utilize the services of the Human Resources Department, consistent with the provisions herein provided.
- C. The Human Resources Department shall be overseen by a Human Resources Director, appointed pursuant to Section 5-10 of the Town Charter. The Human Resources Director shall manage the daily operations of the Human Resources Department, under the supervision and joint direction of the School Superintendent and Town Manager.
- D. The Human Resource Director shall serve the Town as its personnel director by administering the day-to-day personnel policies, practices, procedures, and systems of the municipality, including but not limited to:
 - i. Employee recruitment, testing, appraisal, and evaluation
 - ii. Employee training and development
 - iii. Employee benefits and service programs
 - iv. Employee safety and health programs
 - v. Administration of the municipality's wage and salary classification plan.
- E. The Human Resource Department's responsibilities on behalf of the Town, shall include but not be

limited to the following:

- i. Monitor and review current personnel policies, job classifications, salary structures, and collective bargaining agreements and recommend changes as required.
- ii. Maintain and have control of personnel records for all municipal employees.
- iii. Administer employee insurance programs.
- iv. Plan and coordinate recruitment and selection procedures for municipal employees including the preparation and placement of recruitment announcements and advertising, recommendation of appropriate recruitment process, assist departments in the screening and identification of most highly qualified candidates. Performs record/background checks as may be required.
- v. Administers the Town's classification and pay plans, including making recommendations for reclassification of existing positions, assisting in the conducting of classification and salary survey studies. The Human Resources Director shall keep all departments fully informed of all changes or amendments to the classification plan or any changes of an applicable rule, regulation, or policy.
- vi. Administers the municipality's workers' compensation program and assists departments in administering injured on duty matters. Assists in the development of internal policies and procedures to reduce employee accidents.
- vii. Maintains personnel policies and procedures while ensuring their consistent interpretation and application.
- viii. Acts on behalf of the Town with the Massachusetts Civil Service Commission and all other state and federal agencies relating to employment and personnel management.
- ix. Monitors and maintains records relative to employee benefits, including, but not limited to, the use of vacation, incentive and sick leave, consistent with municipal by-laws, employment contracts and collective bargaining agreements.
- x. Administers employee training programs.
- xi. Administers collective bargaining agreements and prepares recommendations for the Town Manager and School Committee prior to commencement of negotiations. Assists in collective bargaining negotiations where appropriate.

SECTION 3. CLASSIFICATION PLAN

- A. All nonunion positions in the service of the Town except those excluded by Section IA are hereby classified by titles appearing in Schedule's A, B and C of the appendix, which is made a part hereof, and which shall constitute the Classification Plan for paid Town services.
- B. The title within each grade, as established by the Classification Plan, shall be the official title of the position and the official title of each incumbent of a position so allocated and shall be used to the exclusion of all other on payrolls, budget estimates and other official records and reports pertaining to the position.
- C. Whenever a new position is established or the duties of an existing position are so changed that in effect a new position is created, that position shall be allocated to an appropriate classification grade by the Director upon receipt of substantiating data and review and approval of the Town Manager.
- D. Any recommendation of a reclassification of a position by the Director to the Town Manager must be consistent with the Classification Plan.

SECTION 4. INITIAL APPLICATION OF THE COMPENSATION PLAN

- A. Upon adoption of this Personnel Plan the rate of each eligible employee occupying a position in the Classification will continue to be paid for the rates detailed in the nonunion pay charts effective on July 1, 2023. Pay rates may be adjusted on a fiscal year basis upon the recommendation of the Director and approval of the Town Manager.
- B. Following adoption of this personnel plan and application of rates in the schedules of the appendix as provided in the preceding sub-sections, employees shall be eligible for subsequent pay adjustments in accordance with the provisions of Section 5.

SECTION 5. COMPENSATION PLAN

- A. The Compensation Plan shall consist of nonunion Full Time (FT), Regular Part Time (RPT) and Temporary Part Time / Seasonal (TPT) employees of the appendix (A, B, C) which are made a part hereof and which provide minimum and maximum salaries or wages for certain of the grades in the Classification Plan.
- B. The salary range of a grade shall be the salary range of all positions allocated to the grade.
- C. Compensation to each employee shall continue to be paid on the same basis as in effect at the time of adoption of this Personnel Plan unless otherwise provided in the Compensation Plan.
- D. Employees subject to the Classification Plan shall not be paid in any position not appearing in Schedules A, B & C unless approved as a Special Municipal Employee (SME) by the Town Manager.
- E. All increases will become effective on the Sunday prior to the employee's anniversary date of the last increase or promotion.
- F. An employee occupying a position in the Temporary Part Time / Seasonal (TPT) classifications for which compensation is provided in Appendix C may be eligible for an increment after one year at a step rate, upon the recommendation of the Department Head and approval of the Director and Town Manager.
- G. An employee receiving a promotion to a vacant position or to a new position from those listed in appendix A and B shall, upon assignment resulting from such promotion, receive the rate in the compensation grade of the vacant or new position next above their existing rate. If the resulting adjustment is determined insufficient, the adjustment shall be to the second rate above the existing rate upon recommendation to and approval of the Town Manager but within the compensation pay range of the vacant or new position.
- H. An employee receiving a promotion and adjustment in rate pursuant to the provisions of the preceding sub-section shall receive the next increment of their compensation grade following one year from the date of promotion.
- I. An employee who is transferred to a similarly rated or to a lower rated position for the convenience of the Town shall enter the new position at the rate closest to, but not less than, the rate they received in the position from which the employee was transferred.
- J. Employees shall be compensated on a salaried, or hourly rate basis as provided in the applicable

schedule of the appendix and paid in accordance with the bi-weekly schedule.

- K. With the exception of employees covered by an employment contract, employees who occupy any of the titles listed in Appendix A, B or C are considered employees at will and as such may be terminated by the Town for any reason.
- L. When an employee occupying a position in a particular Classification is assigned to a temporary position with a higher rate of pay for a continuous period longer than one working week, the employee shall be entitled to receive the rate for that position next above the present rate while so assigned by their Department Head, retroactive to the first such consecutive day worked.
- M. Full Time employees hired in a classification that appears in appendix A shall commence their employment within the designated compensation grade at a rate commensurate with their background and experience, based on the recommendation of the Department Head and Director with the final approval of the Town Manager.
- N. It shall be the responsibility of the Director to review the salary structure of the classifications in Appendix A, B, and C schedules on a regular basis and provide recommendations for changes to the Town Manager for consideration and approval.
- O. All employees listed in Appendix A and B shall have a yearly performance evaluation, as outlined in Section 19.

SECTION 6. WORK WEEK

The work week for full-time exempt and nonexempt employees listed in Appendix A shall be thirty-eight (38) hours inclusive of a paid lunch with the exception of Public Safety Personnel who work a forty (40) hour schedule. The weekly schedule is determined by the Department Head with the approval of the Town Manager.

Regular Part Time (RPT) employees listed in Appendix B will work a weekly schedule of less than full-time hours as determined by the Department Head with the approval of the Town Manager.

Regular Part Time (RPT) employees who are regularly scheduled for twenty (20) or more hours per week are benefits eligible. Temporary Part Time / Seasonal Employees (TPT) will work a weekly schedule as determined by the Department Head which may vary from week to week.

SECTION 7. OVERTIME COMPENSATION / COMPENSATORY TIME / FLEXTIME

- A. Full time employees exempt from overtime pursuant to the federal Fair Labor Standards Act ("FLSA") are not entitled to paid overtime compensation for hours worked more than those constituting the established work week as set forth in Section 6.
- B. Employees who are non-exempt under the FLSA and who are Full-time (FT), Regular Part Time (RPT) or Temporary Part Time / Seasonal (TPT) shall not be eligible to work overtime unless the Department Head authorizes the overtime work prior to working the overtime. Work authorized beyond the employee's regular work hours up to and including forty (40) hours in a work week is paid at the employee's straight time rate. Work authorized beyond forty (40) hours is paid at the employee's overtime rate.

- C. Regular Part Time (RPT) employees may on occasion work above their scheduled hours with the prior approval of the Department Head with notification to the Town Manager. The Department Head is responsible for ensuring that the department budget will support the payment of this additional time.
- D. Full time (FT) employees, exempt from FLSA overtime, may be allowed flextime (flexing the start and end time of an employee’s scheduled day) or contractual Leave Time (“CLT”) (hours worked in excess of the scheduled hours that may be used for time off at a later time) with the permission of their Department Head. CLT time must be used within thirty (30) calendar days, or it is forfeited. CLT is granted as one hour for each hour worked. Unused CLT time does not carry over and is not paid out upon separation from employment.

SECTION 8. VACATIONS

- A. **Full time** employees in continuous service shall be granted annually, as of July 1, weeks/hours of paid vacation equal in hours to those of the normal work week and allowed to take days of accrued vacation in units of not less than 4 hours in accordance with the following schedule. The schedule can be modified at any time by the Town Manager in order to recruit new hires.

Years Completed prior to July 1st	Weeks of Vacation For 40 hour employees	Annual Vacation hours accrued for 38 Hour employees
All new hires will receive 3 weeks of vacation on the July 1st following their date of hire. Upon hire they will receive a prorated amount based on the months of service completed from their hire date to June 30th. Employees will be provided with the prorated days/hours after 30 calendar days of service.		
1 year to 5 years	3 weeks	114
6 Years to 15 years	4 weeks	152
16 years and over	5 weeks	190
21 years and over (Applicable only to employees hired before 7-1-2017)	6 weeks	228

Vacation time is earned ratably throughout the year and is prorated for work of less than a full year.

- B. **Regular Part Time (RPT)** employees who are regularly scheduled to work over twenty (20) hours per week shall be granted paid vacation time on July 1st in accordance with the following schedule. New Regular Part Time (RPT) employees are granted two (2) weeks of vacation on their one (1) year anniversary date and then follow the schedule below on the July 1st following their first-year anniversary. However, new hires may choose to use one of the two (2) weeks they receive on July 1st after six (6) months of employment. If they choose to use one week, they will only be granted

one week on their first-year anniversary date of employment.

Scheduled Hours worked Per week	Hours of vacation 1 week	Hours of vacation 2 weeks	Hours of vacation 3 weeks	Hours of vacation 4 weeks	Hours of vacation 5 weeks
		1 to 5 years of service	6 to 10 years of service	11 to 25 years of service	25 or more years of service
20	20	40	60	80	100
21	21	42	63	84	105
22	22	44	66	88	110
24	24	48	72	96	120
25	25	50	75	100	125
30	30	60	90	120	150

Vacation time is earned ratably throughout the year and is prorated for work of less than a full year. Employees who are eligible for vacation under the foregoing rules shall be paid for any days of vacation granted for the previous years' service and not taken, and for any days of accrued vacation in the current year to the date of separation from the payroll.

- C. Absences on account of sickness in excess of sick leave accruals, or absences for personal reasons not provided for under the Personnel Plan will be charged to personal leave and vacation leave prior to being unpaid. However, this shall not impede the rights of the Department Head or Town Manager to discipline an employee.
- D. Vacation time and pay shall not be cumulative from year to year. An employee not taking vacation time during the fiscal year in which it is earned shall forfeit their vacation time for that year and will not be entitled to equivalent pay for time not taken.
- E. The Town Manager may decide on an annual basis to allow the equivalent of up to one work week to be carried over to the new fiscal year. The Town Manager will authorize Human Resources to notify staff no later than the month of April regarding the Town Manager's decision. All such authorized time not used will be forfeited if not utilized by the end of August. Under certain extenuating circumstances on a case-by-case basis the Town Manager may approve carryover of more than one work week if an employee has been prevented from taking all their vacation time during the fiscal year for which they are eligible because of the employee's work for the Town.
- F. The assignment of vacation leave shall be arranged by the Department Head for such time or times as in the Department Head's opinion best serves the convenience of the department. The Department Head may consider seniority when approving vacation time in circumstances where there are multiple simultaneous requests from employees for the same day(s).
- G. Former employees who are reinstated or re-employed shall be entitled to consideration for the full years previous service towards vacation eligibility provided that reinstatement or re-employment occurs within two (2) years of previous termination. Only illness, dismissal through no fault or delinquency of the employee, or injury received in the line of duty shall entitle an employee to their previous vacation status upon reinstatement or re-employment after two (2) years of separation.

Employees who transfer from another town department will also be credited with vacation time based on a prorated calculation of their full-time service.

SECTION 9. HOLIDAY PAY

A. The following days or dates shall be recognized as legal holidays with pay for full and regular part time employees who are benefit eligible and who are regularly scheduled to work on the day that the holiday is observed and whose classifications appears in Appendix A & B:

New Year's Day Martin Luther King Day Presidents Day Patriots Day Memorial Day	Juneteenth Independence Day Labor Day Columbus Day	Veterans' Day Thanksgiving Day Friday after Thanksgiving Christmas Day
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- B. Eligible employees pursuant to the direction of the employee's Department Head or the Town Manager, who work on December 25, January 1, Thanksgiving Day, the Friday after Thanksgiving, or Patriot's Day shall be compensated for such work at two (2) times the employee's regular hourly rate in addition to holiday pay. Any employee covered by this Personnel Plan who, pursuant to the direction of the employee's Department Head or the Town Manager, works on any of the other above-listed holidays will be compensated for such work at one and one-half times the employee's regular hourly rate in addition to holiday pay.
- C. Whenever one of the holidays set forth in subsection A of this Section 9 falls on a Sunday, the following day shall be the legal holiday. Whenever one of such holidays falls on a Saturday, the preceding Friday will be celebrated as the holiday.
- D. If the Town Manager orders that the Town offices be closed for a period of time on the workday immediately preceding Christmas or New Year's Day, employees shall also be given such period of time off or, if required to work, shall be paid at time and one-half for the time worked during such period.
- E. All regular part-time (RPT) employees working over twenty (20) hours per week shall receive a day's pay at their regular rate based on the number of hours that they are regularly scheduled to work on the day on which the holiday is observed.

SECTION 10. Sick Leave

A. Sick Leave

- 1. Sick leave is limited to authorized absences from work due to the illness or injury of the employee or to care for a member of the employee's immediate family who has an illness. For purposes of this section "immediate family" shall include only the employee's spouse, children, parents, and other persons residing in the employee's household for at least twelve (12) months. An employee will be permitted to use no more than ten (10) days of accumulated sick leave for the illness of a member or members of the employee's "immediate family" in any fiscal year (July 1 - June 30).

2. Upon hire, full-time (FT) employees who are regularly scheduled to work 40 hours per week shall be entitled to earn 1 ½ days of sick leave at the end of each month worked. Upon hire, full-time (FT) employees who are regularly scheduled to work 38 hours per week shall be entitled to 11.75 hours of sick leave at the end of each month worked. Regular Part Time (RPT) employees who are benefits eligible (regularly scheduled to work over twenty (20) hours in one week) will earn three (3) days following six (6) months of service and thereafter will be granted sick time in accordance with the following schedule
 - a. One (1) year to two (2) years of service six (6) days per year
 - b. Over two (2) years of service nine (9) days per year
3. A doctor's certification will be required for all sick time of more than five (5) consecutive workdays (paid or unpaid) attributable to illness. Also, the Director of Department Head may require that an employee submit a doctor's certification whenever the Director of Department Head believes that sick leave is being requested or taken for any purpose not authorized in this
4. Unused annual sick leave may be accumulated by full-time (FT) employees up to a total of nine hundred thirty (930) hours for FT employees who work 38 hours per week and up to one hundred twenty (120) days for FT employees who work forty (40) hours per week.
5. Absence from work due to injury directly attributable to work duties shall be counted against accrued sick leave if no claim is filed for Worker's Compensation. In the event that Worker's Compensation is claimed and approved, the employee shall be granted and charged for sick leave to cover the difference between the amount paid by Worker's Compensation and the employee's regular pay. If an employee files a claim for Worker's Compensation, they will be allowed to use accumulated sick leave during the period that the employee's claim is pending, and before that claim is paid, provided that they execute a stipulation authorizing the Worker's Compensation insurer to pay directly to the Town any Worker's Compensation payments attributable to the period during which the employee used such accumulated sick leave. The employee will subsequently be re-credited with sick leave representing the amount of the Worker's Compensation payments received by the Town for the period before the claim is approved.

B. Sick Leave payout

Full-time employees who retire from the Town will receive, at the time of retirement, a payment equal to ten percent (10%) of their unused sick time not to exceed twelve (12) days twelve (12) days for full-time employees who are regularly scheduled to work 40 hours per week and not to exceed 93 hours / 7.75 hours per day for full-time employees who are regularly scheduled to work 38 hours per week Sick Leave bank time is not eligible for the buyback upon retirement provided by this Section.

C. Sick Leave Bank

- A. Effective July 1, 2024, there shall be a sick leave bank created for all full-time nonunion employees of the Town of North Attleborough, excluding the School Department and the Electric Department. The bank shall be initially established by a contribution of twenty-five (25) days by the Town of North Attleborough.

- B. A Sick Leave Bank will be available to a participating member whose sick leave is exhausted through prolonged illness or recovery from childbirth. A prolonged illness shall be one which has caused the absence of more than twenty (20) consecutive workdays. Vacation, personal, and all sick leave days must be used by the participating member before being eligible to draw upon the sick leave bank.
- C. To be eligible for sick leave bank, the applicant must have been employed with the Town of North Attleborough for at least one (1) year prior to the date of the application and have contributed to the sick leave bank by July 15 of that fiscal year. Employees may elect each fiscal year to participate by contributing by July 15th. Eight (8) hours for forty (40) hour employees and seven and three quarter (7.75) hours for thirty-eight (38) hour employees and four (4) hours for Regular Part Time employees with benefits.
- D. This bank shall be available for use by participating members who have signed and submitted the form to the Human Resources Department no later than July 15th of each fiscal year and whose sick leave is exhausted through prolonged illness.
- E. A doctor's certificate shall be required in each instance that an applicant seeks access to the sick leave bank, including application for extended benefits.
- F. The initial grant of days from the sick leave bank will cover up to twenty (20) working days for any prolonged illness. Consideration will be given for additional days beyond the twenty (20) in the event that the prolonged illness continues. In no instance shall more than one additional grant be made to an individual in a year from the date of that application, or shall that additional grant, coupled with the initial grant, exceed forty (40) days for that individual. If the sick leave bank is exhausted, it shall be replenished by the contribution of of sick leave by each participating member in the amount contributed annually.
- G. The sick leave bank shall be governed and distributed by a committee consisting of the Town Manager, the Assistant Town Manager, and the Human Resources Director. A majority vote of the committee members will be required for sick leave days to be granted. The sick leave bank shall be administered by the Human Resources Department. Previous attendance records will be considered.
- H. No days may be withdrawn from the sick leave bank for use other than the employee's prolonged illness. Days may not be withdrawn to permit the individual to be absent to care for other members of the applicant's family.
- I. Application for benefits shall be in writing and shall consist of a letter to the Human Resources Director accompanied by a written doctor's certificate describing the nature of the illness and providing an estimate of when the employee will be able to return to work.
- J. The Sick Leave Bank shall not exceed a total of 300 days (2325.00 hours) regardless of the number of hours contributed by participating members.

SECTION 11 PERSONAL LEAVE

- A. Upon commencement of employment, the full-time (FT) employee shall be permitted to be absent from work without loss of pay to attend to personal business for up to and including three (3) days (26 hours) during each fiscal year.
- B. Personnel leave may be used in hourly increments; when the employee takes a full day of personal leave, the employee will be charged according to the employee's scheduled hours for the day.

- C. When possible, the employee will be expected to obtain the prior approval of the employee's Department Head for the scheduling of such a personal day. Personal days must be used in the fiscal year in which they are earned.
- D. Unused personal leave is not paid upon termination of employment for any reason.

SECTION 12 BEREAVEMENT LEAVE

- A. In the event of death in the immediate family of an employee, that employee will be granted leave with pay in an amount up to five (5) consecutive working days, said leave to commence either on the day of the family member's death or on the day next following the day of the family member's death.
- B. In the event that the funeral service for the employee's immediate family member is delayed, the employee may use some of the employee's bereavement leave on the day of the death or day next following the day of the death and reserve the remainder of the bereavement leave for attendance at the funeral service. Such leave shall not be charged to sick leave.
- C. In the event that the family member's funeral is held more than 200 miles from North Attleborough, the employee shall be allowed a sixth (6th) working day of leave with pay when necessary for travel purposes.
- D. The following relations are considered to be "immediate family" for the purposes of this Section: spouse or domestic partner, child, stepchild, father, mother, sister, stepsister, brother, step brother, stepmother, step father, spouse's mother, spouse's father, grandchild, grandparent, son-in-law, daughter-in-law or any person residing in the employee's household at the time of death. For purposes of this section, a person who puts themselves in the situation of a parent assuming and discharging the obligation of a parent to the employee, when the employee was a child shall be considered the employee's parent.
- E. In the event of the death of the employee's aunt, uncle, a brother-in-law, sister-in-law or grandparent-in-law, the employee will be granted leave with pay for the day of the funeral.

SECTION 13 OTHER LEAVES

- A. Jury Duty:
An employee in full-time employment required to serve on a jury shall be paid the difference between compensation received from jury duty and the employee's regular compensation rate.
- B. Military Leave:
 - 1. An employee in full-time employment serving in the military reserve shall be paid the employee's regular base rate of compensation while on active duty for annual reserve training not to exceed two (2) weeks.
 - 2. Any employee serving in a reserve component of the armed forces should notify, in writing with a copy of the orders to report, the employee's Department Head at least two (2) weeks prior to the scheduled assignment.

3. An employee of the Town who is a member of the National Guard or a Military Reserve Component of the United States Armed Forces and who is called-up to active duty during a national emergency shall for the duration of the period that the employee is activated be paid the difference between the employee's regular weekly straight-time compensation and the total weekly compensation that the employee received for such military services. Such individual shall also be eligible to continue the employee's participation in the Town's group insurance programs and the Town shall continue to pay its contribution toward the premium cost of such coverage during the period that the employee is on active duty.

C. Unpaid Leave of Absence:

1. An employee may, upon written request and with the approval of the Town Manager, be granted an unpaid leave of absence for good and sufficient reasons as determined by the Town Manager for an initial period not to exceed three (3) months.
2. The Town Manager may extend the unpaid leave upon the employee's request for additional period(s), but the total of the unpaid leaves granted shall not exceed nine (9) months.
3. In considering requests for unpaid leaves, the Town Manager will consider the employee's attendance record, the needs of the Department and Town, the impact on the Town in obtaining coverage for the employee's work and the efficiency of Town operations, in addition to the reasons the employee is requesting the leave. The decision of the Town Manager is final.
4. During unpaid leaves of absence, sick leave and vacation time shall not accrue.

SECTION 14 MILEAGE REIMBURSEMENT

- A. Employees who use their personal vehicles for Town business shall be reimbursed for such use at the mileage rate annually established by the Internal Revenue Service and published by the Town Accountant. It is understood that time spent commuting to and from work will under no circumstances be reimbursable under this Section.
- B. The parties recognize that the IRS sets the mileage rate in December of each year. The parties agree, however, that the rate set by the IRS will not be implemented under this Agreement until the Town Accountant publishes it.
- C. Requests for reimbursement shall follow procedures prescribed by the Town.

SECTION 15 PROFESSIONAL AFFILIATIONS

With the prior written approval of the Town Manager, the Town shall pay for licenses and/or certification courses that the employee is required to maintain for the employee's position.

The Town shall pay membership dues in job-related professional associations of which the employee is a member with prior approved in writing by the employee's Department Head.

SECTION 16 EDUCATIONAL REIMBURSEMENT

- A. Employees who enroll in approved college level or specialized training courses will be eligible for reimbursement for the cost of tuition charges, registration fees and course books, where the following conditions are satisfied:

- 1) A written application must be submitted to the employee's Department Head prior to the commencement of a course/training. The application shall specify the title of the course/training, where and when the course/training is being offered, and the cost of the course/training, including tuition charges, and registration fees, and the approximate cost of course books.
 - 2) Eligibility for reimbursement shall be conditioned upon the approval of the employee's Department Head. If the Department Head approves the employee's request, the Department Head shall provide the employee with written approval which certifies either that the subject matter of the course is related to the employee's job duties, or that the course is required for the employee's college degree program.
 - 3) Reimbursement shall be conditioned upon the employee receiving a grade of "B-" or higher in the course or a grade of "Pass" in a course only offered on a pass/fail basis. Payment shall be made within thirty (30) days of submission by the employee to the Town Manager of an official transcript showing the employee's grade in the course.
- B. No employee will be eligible for reimbursement for any amount in excess of one thousand five hundred dollars (\$1,500.00) in any fiscal year. It is further understood that courses shall not be scheduled during an employee's normal working hours, except for certification classes/seminars that cannot be taken at any other time.

SECTION 17 DIRECT DEPOSIT, ELECTRONIC PAY ADVISORIES, BI-WEEKLY PAY

- A. Direct Deposit:
All employees shall receive their pay through direct deposit.
- B. Electronic Pay Advisories:
The Town may provide employees with electronic pay advisories in lieu of paper paystubs.
- C. Bi-weekly pay:
Employees shall be paid on a bi-weekly basis.

SECTION 18 EVALUATIONS

Full-time (FT) and Regular Part-Time (RPT) employees will be evaluated on an annual basis during the month of July for the period representing the prior fiscal year.

Evaluation forms (Appendix D & E) will be distributed by Human Resources by June 1st of each year to the Department Heads.

The Department Head will complete the form and meet with the employees to discuss the ratings. The employee and Department Head will sign the form once completed and forward it to Human Resources for the employee's personnel file.

The Department Head may but is not required to evaluate temporary and seasonal employees.