

**TOWN OF CABOT
PERSONNEL POLICIES AND PROCEDURES**

Pursuant to the provisions of Title 24 V.S.A. Chapter 33, Subchapter 11, Sections 1121 and 1122, the Selectboard of the Town of Cabot herein adopts the following amended personnel policies and procedures, which supersede all previous amendments:

Applicability

The rules and regulations set forth in this policy are applicable to all full-time and part-time employees of the Town of Cabot. Library employees are specifically exempt from these rules and regulations. These rules and regulations do not constitute a contract of employment in whole or part. Employment by the Town of Cabot is not for any definite period or succession of periods and may be terminated by the employee or the Town as provided by this policy. The Selectboard reserves the right, after consultation with supervisors, to add, amend or delete through resolution any benefit, condition or employment or other policy or procedure stated herein. The Selectboard further reserves the right to interpret this policy and apply it according to its interpretations.

Supervisory Relations

The Selectboard is the supervisor of the Road Commissioner and all other town employees other than the Town Clerk and Town Treasurer and the road crew and highway personnel. The Road Commissioner is the supervisor of all road crew and highway personnel. The Town Clerk is the supervisor of the Assistant Town Clerk. The Town Treasurer is the supervisor of the Assistant Town Treasurer. All are employees of the Town, except Selectboard members.

Personnel Record Management

The maintenance of all personnel records is the responsibility of the Town Clerk. All personnel records are the property of the Town and remain so after an employee's resignation, termination or death. Employees may inspect their own personnel file upon request, but neither the files nor any documents in them shall be removed from the town office. Employees or their designees authorized in writing are entitled to photocopies of any documents in their own file at their own expenses, the cost to be the same as that charged the general public. Personnel records shall be confidential and open only to the persons and under the conditions stipulated herein, except as provided otherwise by law, and written authorization from an employee must accompany any request from another party to view or copy or receive by electronic transmission materials from the employee's file. But properly authorized requests shall be honored by the Town Clerk. Under no circumstances may documents from personnel files be read over the telephone.

Employment

The Town of Cabot will not discriminate against any employee or applicant for employment on the basis of race, color, religion, national origin, age, disability, sex or sexual preference, ancestry or place of birth.

Application for employment by the Town of Cabot may be made by letter, submission of resume, or by completion of any form the Town may require. Application for employment shall be regarded as authorization of the Town to conduct reference, background and credit checks. Drug and alcohol testing may be required as a condition of consideration for employment. Any misrepresentation by applicants orally or in writing during the application process may be grounds for disqualification from consideration, cancellation of any job offer, or dismissal.

The Selectboard shall extend all offers of employment, except where otherwise provided by law.

Probationary Period

All new employees will be required to complete a six-month probationary period. The purpose of this probationary period is to determine whether the employee is suited for the job. During the probationary period, an employee may be terminated at any time at the sole discretion of the Selectboard. Notwithstanding any other provision of this policy, an employee terminated during the probationary period will have no right to appeal such termination.

Compensation

The Selectboard shall establish the salaries, wages and benefits for all town employees. Employees shall be paid weekly, pay date to be determined by the Town Clerk. Paychecks may be picked up at the town offices during regular hours of business by the employee or the employee's supervisor or a designee authorized in writing, or shall be mailed by the Town Clerk upon written request. Time and a half will be paid for overtime after 40 continuous hours of work in one week.

Pay increases shall be offered at the discretion of the Selectboard and requests for pay increases or other compensation not provided by this policy will be considered only for the following fiscal year.

Hours of Work

The Road Commissioner will be responsible for setting work hours for the town road crew. The regular work week for Town highway employees will be 40 hours and 5 hours overtime. Additional overtime may be assigned by the Road Commissioner as needed and at the Road Commissioner's discretion.

The regular work week for all other full-time hourly town employees will be 40 hours. The supervisors shall determine the length of each work day.

For all employees, vacation, sick and personal leave and holidays used will count as time worked for the purposes of computing overtime earned. Attendance at special meetings such as annual or special Town Meetings, Board of Civil Authority meetings, elections and special workshops or seminars will count as time worked for the Town Clerk, Town Treasurer, Assistant Town Clerk and Assistant Town Treasurer and the Road Commissioner, when it is required as a duty of their positions or requested or approved by the Selectboard.

Evaluation

All town employees except the Town Clerk and Town Treasurer will be evaluated once a year on or about November 30 by their supervisor in writing, the evaluation to be discussed by the supervisor with the employee, signed by both and deposited in the employee's personnel file with a copy provided to the employee at no cost. By signing the evaluation, the employee gives no assent to the evaluation. Evaluations will also be conducted at the end of probationary periods prescribed by the Selectboard or stated in Job Descriptions. Evaluations shall rate performance with respect to the responsibility stated in the employee's job description and, in addition, such other criteria as the supervisor may publish in writing and use in evaluating all employees

The Selectboard may review any personnel file at any time and may discuss evaluations with employees. For purposes of such review and/or discussion, the Town Clerk shall furnish each Selectperson, upon Selectboard request, with copies of all or part of any employee's personnel file, but such copies shall be returned to the Town Clerk after review and/or discussion and destroyed.

Benefits

Sick Leave and Personal Time

Each full-time employee is entitled to 90 hours of leave per year, which may be used as sick leave and/or personal leave. The leave shall be compensated at the regular hourly rate of pay and on the basis of a regular work week schedule. Leave may be carried over from one fiscal year to the next with a maximum accumulation of 200 hours. Leave time will be credited at the beginning of each fiscal year. Leave that is unused at the end of the fiscal year, beyond the maximum accumulation, will not be compensated and is forfeit. Unused leave is forfeited upon termination of employment.

Paid sick leave may be taken in case of absence due to illness or non-compensated bodily injury to the employee, or partner, parent, child, or sibling requiring the employee's care and presence. Personal time, except in case of family emergency and as otherwise provided in this policy, shall be granted only by approval of the supervisor.

Vacation

Each full-time employee is entitled to one week paid vacation per year after the first year of employment; two weeks paid vacation per year after the third continuous year of employment; three weeks of paid vacation per year after the tenth consecutive year of employment; four weeks of paid vacation per year after the fifteenth consecutive year of employment.

Vacation shall be compensated at the regular hourly rate of pay and on the basis of regular work week schedule; for salaried employees prorated daily based on annual salary. Vacation time will be credited on the anniversary of hiring. Vacation days must be taken within one year of crediting or forfeit. Upon termination of employment, an employee will be paid for unused and unforfeit vacation time.

An employee wishing to take vacating time must give at least one month's notice to the supervisor. Supervisors will honor vacation time requests in the order in which they are received or, if more than one request is made at the same time, in order of seniority, but supervisors may refuse a request for a particular period if the supervisor believes it would be detrimental to the operations of the town to allow one or more vacations in that period. A supervisor may deny a request made with less than one month's notice.

Holidays

The following list of paid legal holidays will be observed by the Town:

New Year's Day, Town Meeting Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and Christmas Day.

Other religious holidays not listed above may be taken as personal time by arrangements with the supervisor no less than one month before the holiday.

Employees will be paid for a holiday only if they work the business day before and the business day after the holiday. Vacation and leave time used will count as time worked on either side of the holiday, provided that the request to use vacation time in conjunction with an observed holiday is made at least one month before the holiday and is approved by the supervisor. Employees who work on a listed holiday shall be paid regular time plus time and a half for hours worked.

When a holiday falls on a Saturday, the previous Friday will be observed. When a holiday falls on a Sunday, the following Monday will be observed.

Health Insurance

All full time employees not otherwise covered by the health insurance plan of a parent, spouse, partner or other party are eligible to participate in a health insurance plan through the Town of Cabot. The Town will furnish group insurance at individual, two-person, or family rates. The type of plan, premium contribution by employees, extent of coverage and company shall be at the sole determination of the Selectboard, after consultation with supervisors.

Vermont Municipal Retirement System

All employees of the Town of Cabot who work more than twenty-four hours a week on a regular basis or more than 1,040 hours in a calendar year may choose to be enrolled in the Vermont Municipal Retirement System.

Volunteer Fire and Ambulance Leave

Full time Town employees who serve in the Cabot Volunteer Fire Department or the Cabot Ambulance may respond to emergency calls without penalty for time lost provided their response places no person or equipment in danger and incurs no potential liability for the Town.

Family Leave

During any twelve month period, an employee shall be entitled to not more than twelve weeks unpaid parental leave during and after the pregnancy of the employee or the employee's spouse or partner or within a year following the initial placement of a child sixteen years old or younger with the employee for adoption. The length of this family leave may not be extended by use of vacation time or sick leave, except in instances of medical necessity, in which case physician certification of the necessity may be required by the supervisor. Employee health insurance benefits shall continue for the duration of the family leave.

Employees shall give at least three months notice prior to the commencement of the intended family leave and shall specify the amount of leave requested. Leave may be extended up to twelve weeks by request to the supervisor at least one week before the scheduled termination of such leave, and an employee may return to work before the scheduled termination of such leave by approval of supervisor.

An employee taking family leave shall be returned to the same or a comparable job at the same level of compensation and benefits unless the employee provided such indispensable services that the Town was compelled to hire a permanent replacement, and the affected employees has been advised of that fact at the time family leave was requested. Employees who cannot be rehired or returned to their original or comparable positions will incur no penalty if they terminate their employment by the Town. Employees who decline or fail to return to the same or comparable jobs at the conclusion of their family leave, or at the conclusion of vacation leave longer than two weeks, shall reimburse the Town for the value of the medical insurance benefits paid on their behalf during their vacation or leave.

Jury Duty

Any full-time employee called to jury duty may elect to perform such duty as an unpaid leave. The Town will pay the difference between the employee's per diem jury pay and the employee's regular wages, based on a regular work day and a regular work week schedule.

Highway and Road Crew Requirements

All highway and road crew employees of the Town are required to have valid Class B Commercial Driver's Licenses or higher.

All highway and road crew employees will be subject to testing in accordance with DOT requirements. Prescribed testing includes pre-employment, random, reasonable suspicion, post-accident, return to duty and follow-up, if applicable. All CDL drivers will be placed into a random testing pool at the expense of the Town. If an applicant fails a pre-employment drug test, the conditional offer of employment shall be rescinded. If a pre-employment test is cancelled, we will require the applicant to take and pass the test before the individual is placed into a covered CDL position or duties.

Drug-Free and Alcohol-Free Workplace

It is the Drug and Alcohol Policy of the town to provide a drug-free and healthful, safe and secure work environment as mandated by the Drug-Free Workplace Act of 1988. Employees are required to arrive for work on time and in appropriate mental and physical condition to perform their jobs. The unlawful manufacture distribution, dispensation, possession or use of a controlled substance on town premises or while conducted town business is prohibited. Operating a Town vehicle or conducting Town business while impaired by the consumption of alcohol or illegal substances is prohibited. Violations of this policy will result in disciplinary action up to and possibly including termination.

Employees required by this policy to undergo period and/or random drug testing who fail or refuse to do so or who test positive for drug use may be subject to disciplinary action up to and possibly including termination at the discretion of the Selectboard.

Safety

Safety rules and procedures may be established and posted by the Selectboard and/or supervisors, and all Town employees are required to observe them strictly. Failure to adhere to safety rules and procedures may be cause for disciplinary action. It is the responsibility of the supervisors to instruct employees in safety rules and procedures.

While on the job or engaged in Town business, all employees will wear seat belts and/or shoulder belts in both town and personal vehicles.

Employees must report all on-the-job injuries to their supervisors within twenty-four hours.

Disciplinary Procedures

Employees are expected to perform properly and in accordance with all applicable rules and procedures, conduct themselves with courtesy and respect for others and in a manner that reflects credit on the town of Cabot, and adhere to the codes and policies published by supervisors and/or the Selectboard. Supervisors should consult an employee informally but promptly about any observed or reported breach of this expectation and may offer counsel and assistance in rectifying misbehavior or overcoming difficulties. Normally, it is at the discretion of the supervisor whether and when to initiate disciplinary action, but supervisors shall follow the instructions of the Selectboard.

Disciplinary meetings of all kinds, formal and informal, and the discussions that take place and the information disclosed during such meetings shall be strictly confidential unless and until a document is generated and entered into an employee's personnel file, at which point the rules governing access to personnel files shall prevail. But except as provided otherwise by law, such documents shall constitute the full extent of public disclosure, and participants in disciplinary meetings remain bound by confidentiality.

An employee must be notified orally or in writing as soon as a disciplinary procedure is initiated and advised that the procedure may be documented and entered in the employee's personnel file. Misbehavior that justifies formal discipline includes but is not limited to:

- Insubordination -- failure or refusal to follow supervisor's instructions;
- Malicious or intentional abuse or misuse of town property;
- Violation of drug and alcohol policy;
- Using threatening or abusive language on the job;
- Violation of Sexual Harassment Policy;
- Excessive tardiness or unexcused absence;
- Committing an unlawful act while on the job;
- Harassment, abuse or assault of other employees or citizens.

The procedure for disciplinary action consists of the following steps:

1. Oral reprimand. This shall consist of a formal consultation between the employee and supervisor, if, in the supervisor's opinion, informal consultation is inappropriate or has failed to achieve results. The employee's offense shall be clearly described, remedies suggested and a written report of the consultation entered in the employee's personnel file.
2. Written reprimand. A supervisor may resort to a written reprimand at once if the employee's offense merits it. If an employee has received two oral reprimands, a third offense of any kind requires a written reprimand. A written reprimand shall describe the offense or offenses, prior efforts to correct misbehavior and recommendations for correcting or making reparations for current misbehavior. A written reprimand shall be delivered to the employee in the course of a formal consultation, and a written report of the consultation shall be entered in the employee's personnel file, along with a copy of the written reprimand. The employee is required to sign the written reprimand. By signing the evaluation, the employee gives no assent to the reprimand and may submit a written response to be entered into the personnel file. The Selectboard shall be notified when any written reprimand is issued.
3. Suspension. After two written reprimands, any further offense will be punished by suspension without pay. The length of the suspension shall be at the discretion of the supervisor, and the employee shall be notified in writing of the reason for the length of the suspension, the letter entered in the employee's personnel file, and notice given of the suspension to the Selectboard. The Selectboard may also suspend an employee at any time for on-the-job offenses so grave as to place employees or citizen's in danger of injury or loss of life, in the event an employee is incarcerated, or is found to have stolen money or property from the town. In such cases, the Selectboard shall notify the employee and the supervisor in writing of the reason for the length of the suspension, and the notice shall be placed in the employee's personnel file.

4. Termination. Employment may be terminated by the next offense after a second suspension within one year of the first. Upon observing or verifying this second offense, the supervisor shall place the employee under immediate suspension and inform the Town Clerk in writing of the offense, the suspension, and the employee's eligibility for the termination. The Town Clerk shall place the termination on the agenda of the next Selectboard meeting as an item for executive session, and the Selectboard shall act upon it.

Employment may also be terminated by the Selectboard at any time or on the recommendation of the employee's supervisor for on-the-job offenses so grave as to place employees or citizens in danger of injury or loss of life, gross misconduct, in the event an employee is incarcerated, or is found to have stolen money or property from the Town. When the Selectboard votes on a termination, it shall do so immediately upon coming out of executive session. If termination is decided upon, the chair of the Selectboard shall enter a written summary of the reasons for the termination in the employee's personnel file.

Complaint Procedure

A complaint is an employee's expressed dissatisfaction with conditions of employment or treatment by supervisors or other employees. Occasions for complaint may include but are not limited to:

1. Violations, misinterpretations or misapplications of town rules and regulations;
2. Unwarranted disciplinary actions;
3. Unfairly discriminatory work assignments

Employees should bring complaints first to their immediate supervisor. Discussions of complaints shall be treated with the same confidentiality as discussions of disciplinary matters, and no reprisals shall be taken against employees who bring complaints. If informal consultation with the supervisor does not result in a resolution of the complaint, the employee may submit a written request to the supervisor for an investigation of the complaint, with a copy of the request to the Town Clerk for inclusion in the employee's personnel file. The supervisor shall then have 10 days in which to investigate and resolve the complaint and respond to the employee in writing, with a copy to the Town Clerk for inclusion in the employee's personnel file. If this process fails to resolve the complaint, then the employee may submit the complaint in writing to the Town Clerk, who will treat the complaint as a confidential document, include a copy of the complaint in the employee's personnel file, place the complaint on the agenda as a "personnel matter" item for executive session at the next Selectboard meeting and furnish the Selectboard with copies of the complaint. The Selectboard will then vote to act or not to act on the complaint, and the text of the motion will be included in the employee's personnel file.

Resignation

Employees must give at least two week's written notice of intent to resign to the supervisor. An exit interview may be conducted within that period by the supervisor and a written report sent to the Town Clerk including any information that the Town Clerk may need to complete the employee's paperwork and distribute a final pay check. One week before the date of the resignation stated in the employee's letter, the resignation will be non-rescindable, and on the date of resignation the Town Clerk will record it as effective.

Death

In the event of the death of an employee, separation shall be effective as of the date of death. Payments for salary earned and vacation time accrued shall be paid to the surviving spouse or the deceased's estate, according to the provisions of law.

Smoking and Tobacco Policy

The provisions of 18 VSA 1421, et seq., prohibit smoking and use of smokeless tobacco products in the workplace except in designated areas.

Smoking and use of smokeless tobacco products is strictly prohibited within all Town-owned vehicles and within municipal building.

This policy applies to all employees, clients, contractors, and visitors. Smoking may occur at a reasonable distance outside areas where smoking is prohibited, providing that the environmental tobacco smoke does not enter the area through entrances, windows, ventilation systems, or any other means.

General Harassment Policy

The Town of Cabot will not tolerate unlawful harassment based on race, sex, religion, national origin, age, disability, color, ancestry, place of birth, or sexual orientation or any other protected status defined by law. Likewise, the Town of Cabot will not tolerate retaliation against an employee for filing a complaint of harassment or for cooperating in an investigation of harassment. Further, the Town of Cabot will address complaints regarding harassment committed in the workplace by employees against non-employees and by non-employees (such as vendors, customers, board members, and other workplace visitors) against employees to the extent possible.

Unlawful harassment is a form of discrimination based on membership in a classification protected by law. It involves behaviors that are viewed as offensive or harassing. Examples of harassment include the following: insulting comments of a sexual, racial, or religious nature or references to an individual's age, sexual orientation or disability; aggressive bullying behaviors; inappropriate physical contact or gestures, physical assaults or contact that substantially interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment; retaliation against an employee for complaining about the behaviors described above or for participating in an investigation of a complaint of harassment.

Employees who violate this policy will be subject to disciplinary action, up to and including discharge. An employee subject to harassment is encouraged to report it before it becomes severe or pervasive. He/she shall notify the Town Clerk or Chair of the Selectboard of the Town of Cabot. A prompt, thorough and impartial investigation will be conducted and employee confidentiality will be protected to the extent possible. If it is determined that unlawful harassment has occurred, the Town of Cabot will take immediate and appropriate corrective action.

Sexual Harassment

It is against the policies of the Town of Cabot, and illegal under state and federal law, for any employee, male or female, to sexually harass another employee. The Town of Cabot is committed to providing a workplace free from this unlawful conduct. It is a violation of this policy for an employee to engage in sexual harassment.

What is “sexual harassment”?

Sexual harassment is a form of sex discrimination and means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to that conduct is made either explicitly or implicitly a term or condition of employment;
2. Submission or rejection of such conduct by an individual is used as a component of the basis for employment decisions affecting that individual; or
3. The conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.

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

- Either explicitly or implicitly conditioning any term of employment (e.g, continued employment, wages, evaluation, advancement, assigned duties or shifts) on the provision of sexual favors;
- Touching or grabbing a sexual part of an employee’s body;
- Touching or grabbing any part of an employee’s body after that person has indicated, or it is known, that such physical contact was unwelcome;
- Continuing to ask an employee to socialize on or off duty when that person has indicated she or he is not interested;
- Displaying or transmitting sexually suggestive pictures, objects, cartoons, or posters if it is known or should be known that the behavior is unwelcome;
- Continuing to write sexually suggestive notes or letters if it is known or should be known that the person does not welcome such behavior;
- Referring to or calling a person a sexualized name if it is known or should be known that the person does not welcome such behavior.
- Regularly telling sexual jokes or using sexually vulgar or explicit language in the presence of a person if it is known or should be known that the person does not welcome such behavior;
- Retaliation of any kind for having filed or supported a complaint of sexual harassment (e.g., ostracizing the person, pressuring the person, pressuring the person to drop or not support the complaint, adversely altering the person’s duties or work environment, etc.);
- Derogatory or provoking remarks about or relating to an employee’s sex or sexual orientation;
- Harassing acts or behavior directed against a person on the basis of his or her sex or sexual orientation;
- Off-duty conduct which falls within the above definition and affects the work environment.

What the town of Cabot will do if it learns of possible sexual harassment.

In the event the Town of Cabot receives a complaint of sexual harassment, or otherwise has reason to believe that sexual harassment is occurring, it will take all necessary steps to ensure that the matter is promptly investigated and addressed. The Town of Cabot is committed, and required by law, to take action if it learns of potential sexual harassment, even if the aggrieved employee does not wish to formally file a complaint. Every supervisor is responsible for promptly responding to, or reporting, any complaint or suspected acts of sexual harassment. Supervisors should report to the Cabot Town Clerk (who has designated to receive such complaints or reports), or to the Chair of the Cabot Selectboard (the head of this organization). Failure by a supervisor to appropriately report or address such sexual harassment complaints or suspected acts shall be considered to be in violation of this policy.

Care will be taken to protect the identity of the person with the complaint and of the accused party or parties, except as may be reasonably necessary to successfully complete the investigation. It shall be a violation of this policy for any employee who learns of the investigation or complaint to take any retaliatory action which affects the working environment of any person involved in this investigation.

If the allegation of sexual harassment is found to be credible, the Town of Cabot will take appropriate corrective action. The Town of Cabot will inform the complaining person and the accused person of the results of the investigation and what actions will be taken to ensure that the harassment will cease and that no retaliation will occur. Any employee, supervisor, or agent who has been found by the Town of Cabot to have harassed another employee will be subject to sanctions appropriate to the circumstances, ranging from a verbal warning up to and including dismissal.

If the allegation is not found to be credible, the person with the complaint and the accused person shall be so informed, with appropriate instruction provided to each, including the right of the complainant to contact any of the state or federal agencies identified in this policy notice.

What you should do if you believe you have been harassed.

Any employee who believes that he or she has been the target of sexual harassment, or who believes that he or she has been subjected to retaliation for having brought or supported a complaint of sexual harassment, is encouraged to directly inform the offended person or persons that such conduct is offensive and must stop. If the employee does not wish to communicate directly with the alleged harasser or harassers, or if direct communication has been ineffective, then the person with the complaint is encouraged to report the situation as soon as possible to the Cabot Town Clerk at the Cabot Town Office in the Willey Memorial Building (who has been designated to receive such complaints or reports), or to the Chair of the Cabot Selectboard (the head of this organization). It is helpful to an investigation if the employee keeps a diary of events and the names of people who witnessed or were told of the harassment if possible.

If the complainant is dissatisfied with the Town of Cabot's action, or is otherwise interested in doing so, she or he may file a complaint by writing or calling any of the following state or federal agencies:

1. **Vermont Attorney General's Office**, Civil Rights Unit, 109 State Street, Montpelier VT 05602, tel: (802) 828-3171 (voice/TDD). Complaints should be filed within 300 days of the adverse action.
2. **Equal Employment Opportunity Commission**, 1 Congress Street, Boston MA 02114, tel: (617) 565-3200 (voice), (617) 565-3204 (TDD). Complaints must be filed within 300 days of adverse action.
3. **Vermont Human Rights Commission**, 133 State Street, Montpelier VT 05633-6301, tel: (802) 828-2480 (voice/TDD). (Only if you are employed by a Vermont State Agency.) Complaints must be filed within 360 days of the adverse action.

Each of these agencies can conduct impartial investigations, facilitate conciliation, and if it finds that there is probable cause or reasonable grounds to believe sexual harassment occurred, it may take the case to court. Although employees are encouraged to file their complaint of sexual harassment through the Town of Cabot's complaint procedure, an employee is not required to do so before filing a charge with these agencies.

In addition, a complainant also has the right to hire a private attorney, and to pursue a private legal action in state court within 3 to 6 years, depending on the type of claim raised.

Where can I get copies of this policy?

A copy of this policy will be provided to every employee, and extra copies will be available in the Cabot Town Office.

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

Copies of this policy shall be posted in all municipal offices and buildings.

Approval

This policy shall become effective May 15, 2013.

Signed this _____ day of _____, 2013 by the Cabot Selectboard.

Jack Daniels, Chair

Edward Domey

Fred Ducharme

Jeff Gabrielson

Caleb Pitkin

**TOWN OF CABOT
PERSONNEL POLICIES AND PROCEDURES**

I HEREBY ACKNOWLEDGE that I have received a copy of and read and understand my employer's **PERSONNEL POLICY AND PROCEDURES** and understand that I must abide by its terms as a condition of employment.

I understand that during my employment I may be required to submit to a controlled substance and/or alcohol test based on US Department of Transportation (DOT) and Federal Motor Carrier Safety Administration (FMCSA) regulations. I also understand that refusal to submit to a controlled substance or alcohol test is a violation of DOT regulations and the above referenced policy and may result in disciplinary action, including suspension (with or without pay) or termination of employment for gross and willful misconduct. I further understand the consequences of controlled substances and/or alcohol use as outlined in this policy.

Printed Name of Employee/Applicant

Signature of Employee/Applicant

Date

Witness Signature

Date

Original Acknowledge of Receipt and Understanding will be kept in the Employee/Applicant personnel file.