

RESOLUTION NO. 401

**A RESOLUTION ADOPTING THE PERSONNEL POLICY MANUAL
FOR THE TOWN OF STEVENSVILLE**

WHEREAS, the Town Council of the Town of Stevensville adopted the existing Personnel Policy Manual on March 12, 2015, amended the same policy on September 10, 2015, November 12, 2015 and February 11, 2016 with the assistance of the Montana Municipal Insurance Authority (MMIA) and the Town Attorney; and,

WHEREAS, the Town Council reviewed recommended changes on February 16, 2017; and,

WHEREAS, the Town Attorney and Montana Municipal Insurance Authority have approved of the changes to the Personnel Policy Manual via draft revision 3-9-17; and

WHEREAS, all changes have been incorporated into the final Personnel Policy Manual; and

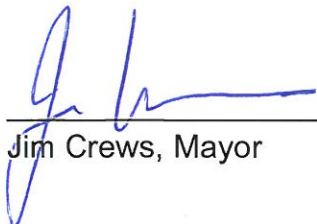
WHEREAS, the Town Council intends to update the Personnel Policy Manual from time to time as circumstances change; and

WHEREAS, all previous versions of the Town of Stevensville Personnel Policy Manual are hereby rescinded; and

NOW THEREFORE BE IT RESOLVED, by the Town Council of the Town of Stevensville, that the Personnel Policy Manual is approved and adopted.

PASSED AND ADOPTED by the Town Council of the Town of Stevensville, Montana this 22nd day of May, 2017.

APPROVED:



Jim Crews, Mayor

ATTEST:



Stacy Bartlett, Town Clerk

Town of Stevensville Personnel Policy Manual

Adopted by Resolution #401

Complete Revision Adopted at the regular

Town Council meeting on 5-22-17

Town of Stevensville Personnel Policy Manual

Table of Contents

| | |
|------------------------|-----------|
| Introduction Letter | Preface A |
| Receipt Page | Preface B |
| Organizational History | Preface C |

Contents

| | |
|---|-----------|
| 1. DEFINITIONS | 1 |
| 2. EXPECTATIONS | 3 |
| 3. AUTHORITY FOR PERSONNEL ACTION | 4 |
| 4. DIVERSITY, HARASSMENT AND BULLYING PREVENTION | 4 |
| A. EQUAL EMPLOYMENT OPPORTUNITY STATEMENT | 4 |
| B. AMERICANS WITH DISABILITIES ACT (ADA) AND THE ADA AMENDMENTS ACT (ADAAA) | 4 |
| C. HARASSMENT PREVENTION AND REPORTING | 5 |
| D. WORK PLACE BULLYING AND PREVENTION | 7 |
| 5. CONFIDENTIAL INFORMATION/PERSONAL GAIN | 7 |
| 6. LAWSUITS AGAINST THE TOWN OF STEVENSVILLE | 8 |
| 7. SAFETY AND HEALTH | 8 |
| A. SAFETY POLICY | 8 |
| B. WORKERS COMPENSATION | 9 |
| D. WORKPLACE VIOLENCE | 9 |
| E. INTIMATE PARTNER / FAMILY VIOLENCE | 11 |
| 8. ALCOHOL AND DRUG FREE WORKPLACE | 11 |
| 9. SMOKING AND TOBACCO USE | 11 |
| 10. HIRING AND SELECTION OF EMPLOYEES | 12 |
| A. INITIAL HIRING PREFERENCES: | 12 |
| B. PREFERENCE RELATED TO INJURY OF A PRIOR EMPLOYEE: | 13 |
| 11. NEW EMPLOYEES | 13 |
| 12. EMPLOYMENT OF RELATIVES (NEPOTISM) | 13 |
| 13. OUTSIDE EMPLOYMENT | 13 |
| 14. REMOTE EMPLOYMENT | 14 |
| 15. PERSONNEL FILES | 14 |

Town of Stevensville Personnel Policy Manual

- 16. RESIGNATION/TERMINATION..... 14
 - A. VOLUNTARY RESIGNATION/RETIREMENT 14
 - B. RE-EMPLOYMENT 15
 - C. REDUCTION IN FORCE (RIF) 15
 - D. INVOLUNTARY TERMINATION..... 15
- 17. PERSONAL APPEARANCE AND DEMEANOR..... 16
 - A. PERSONAL APPEARANCE 16
 - B. DEMEANOR 16
- 18. WORK SCHEDULE AND BREAKS..... 17
 - A. WORK WEEK/WORK SCHEDULE/OVER TIME 17
 - B. MEALS AND BREAKS 18
 - C. FLEXIBLE WORKING SCHEDULE 18
 - D. CALL BACK..... 19
- 19. TIME SHEETS AND PAYDAY..... 19
 - A. ATTENDANCE..... 19
 - B. TIMESHEETS..... 20
 - C. PAYDAY..... 20
 - D. GARNISHMENTS 20
- 20. ANNUAL LEAVE/VACATION..... 21
 - A. ACCRUAL OF LEAVE..... 21
 - B. REQUESTING LEAVE..... 21
 - C. PRIOR SERVICE 22
- 21. SICK LEAVE..... 22
 - A. ACCRUAL OF SICK LEAVE: 22
 - B. REQUESTING SICK LEAVE..... 23
 - C. USE OF LEAVE:..... 23
 - D. TRANSFER OF SICK LEAVE/SICK LEAVE DONATION: 24
- 22. LEAVE WITHOUT PAY 24
 - A. GENERAL USE 24
 - B. EXTENDED LWOP 25
- 23. HOLIDAYS 26
 - A. SCHEDULE..... 26
 - B. ELIGIBILITY 26
 - C. ACCRUAL..... 26
 - D. USE OF LEAVE..... 26
 - E. WORK ON A HOLIDAY 26
- 24. JURY DUTY LEAVE 27
- 25. PUBLIC OFFICE LEAVE 27
- 26. MILITARY LEAVE 28
- 27. BEREAVEMENT LEAVE 28
- 28. MATERNITY LEAVE 28
- 29. HARDSHIP AND EMERGENCY MEDICAL LEAVE..... 29

Town of Stevensville Personnel Policy Manual

| | |
|--|-----------|
| 30. BREAST FEEDING IN THE WORK PLACE | 31 |
| 31. PERFORMANCE MANAGEMENT AND EVALUATIONS | 31 |
| 32. DISCIPLINE | 32 |
| A. ORAL REPRIMAND | 33 |
| B. WRITTEN REPRIMAND | 33 |
| C. SUSPENSION (WITH OR WITHOUT PAY) | 33 |
| D. DEMOTION - LOSS OF DUTY | 33 |
| E. TERMINATION | 34 |
| 33. GRIEVANCE | 34 |
| A. GRIEVANCE FILING | 34 |
| B. APPEAL PROCESS | 34 |
| 34. TELEPHONE USE | 35 |
| A. GENERAL USE | 35 |
| B. TOWN OF STEVENSVILLE ISSUED CELL PHONE USE | 35 |
| 35. COMPUTER USE | 35 |
| A. EMAIL | 36 |
| B. SECURITY | 36 |
| 37. TRAVEL AND EXPENSE REIMBURSEMENT | 37 |
| A. PERSONAL VEHICLE USE | 38 |
| B. GENERAL USE OF TOWN OF STEVENSVILLE VEHICLES | 38 |
| C. VEHICLE ACCIDENTS | 38 |
| D. COMPENSATING NON-EXEMPT EMPLOYEES FOR TRAVEL TIME | 39 |
| E. HOME TO WORK | 39 |
| F. HOME TO WORK | 39 |
| G. HOME TO WORK IN ANOTHER CITY | 39 |
| H. TRAVEL ALL IN THE DAY'S WORK | 39 |
| I. TRAVEL AWAY FROM HOME COMMUNITY | 40 |
| J. WORK PERFORMED WHILE TRAVELING | 40 |
| 38. ASSIGNMENT AND USE OF TOWN VEHICLES | 40 |
| A. VEHICLE ACCIDENTS | 41 |
| 39. EDUCATION AND TRAINING | 41 |
| 40. PARTICIPATION IN COMMUNITY ORGANIZATIONS | 42 |
| 41. PARTICIPATION IN PROFESSIONAL ORGANIZATIONS | 42 |
| 42. LICENSING FEES | 42 |
| 43. EMPLOYEE BENEFITS | 43 |
| 44. RETIREMENT | 43 |
| 45. SALES CALLS AND FUNDRAISING EFFORTS | 43 |
| 46. PROFESSIONALISM POLICY | 44 |
| A. CODE OF ETHICS | 44 |
| B. CONFLICT OF INTEREST | 45 |
| C. CONFIDENTIALITY | 45 |
| D. VIOLATIONS | 45 |

Town of Stevensville Personnel Policy Manual

| | | |
|----|---|----|
| E. | EMPLOYEE PARTICIPATION AT COUNCIL MEETINGS..... | 46 |
|----|---|----|

Town of Stevensville Personnel Policy Manual

Introduction Letter

Preface A

Welcome!

The Town of Stevensville is pleased that you have joined our organization of professionals. The Town of Stevensville is a professional organization providing many valuable services to the residents of Town of Stevensville. Your position has been designed to assist the Town of Stevensville with accomplishing these services. We hope you will find this position rewarding and challenging.

During your six (6) month probationary period, (Police Officers are statutorily required to submit to a one (1) year probationary period), your employment with the Town of Stevensville is at will and may be terminated with or without consent at any time by either you or the Town of Stevensville. This policy manual is not an employment contract; rather, it is designed to provide you general information regarding employment practices and benefits with the Town of Stevensville. The policy manual cannot cover all employment situations, scenarios, or questions, but it is designed to cover the basic rules. Policies and rules contained within the manual will be added, updated, or deleted as determined by the Town of Stevensville. You are encouraged to submit to your department head any suggestions for changes or improvements to this policy manual during your annual review or if you notice any errors in this manual.

In situations where the provisions of this personnel policy manual conflict with the Stevensville Police Department Policy and Procedures Manual, the provisions of said manual shall supersede the conflicting provisions in this manual.

As you familiarize yourself with the Town of Stevensville staff and administrative offices, please note the employee bulletin board displays the required federal and state postings. The postings are updated from time to time - be sure to read the board occasionally. If you notice an item that is obsolete or needs updating, please let the Mayor, the Human Resource Supervisor and/or their designee know.

During your first few days working for the Town of Stevensville you will probably have several questions regarding our organization and policies. As you read this manual many of your questions may be answered; however, do not hesitate to ask your Supervisor or the Mayor and/or their designee should you not find an answer to any of your questions.

Sincerely,

Honorable Jim Crews - Mayor

Town of Stevensville Personnel Policy Manual

Receipt Page

Preface B

It is expressly understood that the policy manual for the Town of Stevensville does not constitute a guarantee of employment or promise of any kind. The Town of Stevensville, in its sole discretion, may direct, hire, promote, transfer, assign and retain employees; supervise, discipline, and relieve employees from their duties; determine and change hours of work, shifts, and methods of operation; establish, change or abolish its policies, practices, rules and regulations.

It is understood that the policy manual is issued to inform employees regarding the operating policies of the Town of Stevensville and is to be used as a guide to Town of Stevensville employees in the performance of their duties. The policy manual may be changed from time to time at the sole discretion of the Town of Stevensville. All such changes will be communicated through official notices and I understand that revised information may supersede, modify or eliminate existing policies. Violations of the policies set forth in this manual may result in disciplinary action up to and including termination.

The Town of Stevensville Personnel Policy Manual is implemented by a resolution of the Town Council. As such, it is a directive of the Town Council and shall be followed and implemented by the Mayor's Office, all officers and supervisors of the town and it is expected that all employees adhere to this manual whenever possible.

By signing this statement, you, the employee acknowledges the Town of Stevensville policy manual has been received and that it is your responsibility to read and comply with the policies contained in this handbook.

Signed _____

Date _____

Print Name _____

Position _____

Effective Date of Employment _____

Town of Stevensville Personnel Policy Manual Revision Date May 22, 2017

Attest:

Supervisor _____

Date _____

Town of Stevensville Personnel Policy Manual

Town of Stevensville History

Preface C

From the Montana Genesis (used by permission Mountain Press Publishing):

"Stevensville is a small town, even by Montana standards, but its impact on the history and development of the state is out of proportion to its size. It is the oldest town in the state and may honestly claim other important "firsts". St. Mary's Mission was established in 1841 - the first church and also the first school in the Northwest. With the Mission came agriculture; Stevensville grew the first grain, ground the first flour, sawed the first lumber, had the oldest planted fruit tree (still bearing apples in 1970) and practiced the first irrigation in Montana.

John Owen established his trading post, Fort Owen, in 1855. His water right, filed in 1852, is Montana's oldest, and at Fort Owen in the winter of 1858 the second school in the state was held. Then, as Missoula grew in size and importance, Stevensville declined; and although it was briefly the Ravalli County seat it was superseded by Hamilton. But Stevensville is not and never has been a dying town. It remains and continues to be a vibrant and healthy residential and business friendly community.

Today, most of the residents of Stevensville work for nearby industries. The town's charm has remained unchanged. Stevensville sees itself as a typical small town where neighbors greet each other and take care of each other. We are proud of living in such a strong and vibrant community.

1. Definitions

Absence –the failure to report to work and to remain at work as scheduled. It includes late arrivals and early departures as well as absence for the entire day.

Annual Leave – A paid recess or leave of absence; a respite or time of respite from active duty or employment; an intermission or rest period during which activity or work is suspended; a period of freedom from duty or work but not the end of employment.

Conflict of Interest – Conflicts of interest for municipal employees arise when a government employee’s personal or financial interest conflicts or appears to conflict with their official responsibility.

Discipline – Correction or penalty. Discipline is used to bring order to situations where there have been violations of federal, state or local laws and/or violations of Town of Stevensville rules and regulations, employee conduct/behavior/performance standards, or Town of Stevensville policies.

Exempt Employee - Exempt employees are those who, according to the Fair Labor Standards Act (FLSA), are not covered under the provisions pertaining to minimum wage or overtime pay. The FLSA provides for certain exemptions for employees employed in a bona fide executive, administrative or professional capacity. In order to be an exempt employee, certain tests relating to duties, responsibilities and salary must be met (see the Clerk/Personnel Director for details).

Exhibit(s) – All Sample Exhibits in this manual, such as Overtime/Comp Time Requests, Time Off Requests, or Travel Requests are subject to change to meet the needs of the Town of Stevensville.

Grievance – An injury, injustice or wrong which gives ground for complaint because it is seen as unjust, discriminatory, or oppressive. Employees file grievances through the Grievance Procedure contained in this manual.

Immediate Family--The employee’s spouse, any member of the employee’s house hold, or any parent, child, sibling, grandparent, or grandchild, and corresponding step or in-law relationships.

Independent Contractor - Independent Contractors are not considered employees of the Town of Stevensville. Rather, Independent Contractors are those who work on a contract for services basis and must complete work assignments or responsibilities and receive payment (compensation) as identified in the contract. No employee benefits are provided to the Independent Contractor.

Town of Stevensville Personnel Policy Manual

Insubordination –Anyone that threatens or assaults an elected official, town officer or supervisor, disobeys, challenges the order of a legally empowered town officer or supervisor, treats with contempt or is disrespectful in language or deportment toward an elected official, town officer or supervisor when the elected official, town officer or supervisor is in the execution of their office commits insubordination.

Insubordination is the act of willfully disobeying one's superior. Refusing to perform an action that is unethical or illegal is not *insubordination*; neither is refusing to perform an action that is not within the scope of authority of the person issuing the order.

Insubordination can manifest itself as a verbal refusal, a nonverbal refusal or an unreasonable delay in completing work. Insubordination includes disrespectful behavior toward an elected official, town officer or supervisor and includes cursing at an elected official, town officer or supervisor, verbally or physically intimidating or bullying a town officer or supervisor, or speaking loudly or argumentatively to or about an elected official, town officer or supervisor.

Insubordination includes knowingly disobeying Council Resolutions/Policies, the Town of Stevensville Municipal Code, the Montana Code Annotated and Federal Law.

Leave Without pay - Any approved time off that is not charged to annual leave or sick leave.

Nonexempt Employee - A nonexempt employee is an employee who, according to the FLSA is entitled to receive at least minimum wage and receive overtime pay or overtime compensatory time after the employee has worked 40 hours in a work week period. Overtime pay is equivalent to one and one-half times the employee's regular hourly pay for each hour over 40 hours worked. Compensatory time is equivalent to one and one-half times the employee's number of hours worked for each hour over 40 hours worked. The FLSA provides for certain exemptions for employees employed in a bona fide executive, administrative or professional capacity.

Regular Full-Time Employee - An employee who normally works 40 hours a week. Regular full-time employees are eligible for all employee benefits.

Regular Part-Time Employee - An employee who normally works less than 40 hours a week. Regular part-time employees are eligible for limited benefits on a prorated basis.

Remote Employee - An employee who performs the majority of their work in a location different from where Town of Stevensville general operations occur. They may or may not be covered under the provisions of the FLSA, depending on the status of their employment, and have specific conditions of employment outlined in their respective employment agreements.

Seasonal Employee - An employee designated as seasonal at time of hire, who performs duties interrupted by the seasons, and who may be recalled without the loss of rights or benefits accrued during the preceding season. The employee is not eligible to become a regular employee without completing a competitive selection process. A seasonal employee may be eligible for limited or prorated benefits.

Short-term Worker - A short-term worker is hired to work for an hourly wage established by the Town of Stevensville for a period not to exceed 90 days within a 12 month period. Short-term workers are not eligible for permanent status and may not be hired without a competitive selection process. The short-term worker is not eligible for any employee benefits including leave, holiday benefits or any insurance benefits.

Sick Leave – Period allowed by an employer to an employee for the employee’s sickness, tending to the needs of an ill immediate family member or attending medical/dental appointments with no loss of seniority or other benefits.

Temporary Employee - An employee who is hired on a temporary basis for a definite period of time not to exceed 12 months and will be terminated at the end of the employment period. This employee may perform temporary duties or regular duties on a temporary basis; however, the employee is not eligible to become a regular employee without completing a competitive selection process. Temporary employees may be eligible for limited or prorated benefits.

Volunteer - A volunteer is a person who gives their services to the Town without any express or implied promise of remuneration. All Town of Stevensville volunteers have no guarantee of employment and no property right to a position, volunteer or otherwise with the Town. In their role as Town of Stevensville volunteers, a volunteer is a representative of the Town and therefore is guided by and subject to the Town’s personnel policy. The volunteer relationship can be terminated at any time by the Town of Stevensville.

Workplace Violence –Any act or threat of physical violence, harassment, intimidation, or other threatening, disruptive behavior that occurs at the work site.

2. Expectations

Welcome to the Town of Stevensville team. The Town of Stevensville wants every employee to know what they can expect from the Town of Stevensville and what the Town of Stevensville expects of each of us. This Policy manual is designed to inform employees what the Town of Stevensville expects of them, Town of Stevensville policies and procedures and the Grievance procedure should employees have a problem.

- Employees are expected to treat members of the public, co-workers, elected officials, vendors, colleagues, and other business contacts with respect and dignity.
- Employees are expected to carry out their duties and responsibilities with attention to detail and perform work in accordance with the policies and procedures of the Town of Stevensville in an efficient and production manner.
- Employee attention to responsibilities and work products should be constant, consistent, efficient and productive. Personal interference or distractions should be kept to a minimum.

- The affairs of the Town of Stevensville are important and are to be considered a confidential trust as well as a responsibility. Employee attitude, ability and productivity and a sense of responsibility are critical aspects of all job descriptions.

3. Authority for Personnel Action

The Town of Stevensville reserves the right to direct, hire, promote, transfer, assign and retain employees. The Town of Stevensville also reserves the right to supervise, discipline, and relieve employees from their duties for any reason determined sufficient by the Town of Stevensville; as well as determine and change hours of work, shifts, and operational methods. The policies, practices, rules, and regulations may be established or changed/abolished with the sole discretion of the Town of Stevensville. The Mayor and/or their designee will execute personnel actions at their discretion, with consultation and/or consent from the Human Resource Representative/Clerk/Town Attorney when necessary and consistent with all applicable laws, regulations and this policy.

4. Diversity, Harassment and Bullying Prevention

A. Equal Employment Opportunity Statement

It is the policy of the Town of Stevensville to ensure equal employment opportunity (as defined by the Equal Employment Opportunity Commission (EEOC)) and the Montana Human Rights Act for all employees. The Town of Stevensville promotes and affords equal treatment and services to all citizens, employees and representatives. The Town of Stevensville assures equal employment opportunity regardless of race, color, religion, national origin, creed, sex, marital status, veteran/military status, genetic history, political belief, age or disability, (as defined by the Americans with Disabilities Act and ADA Amendments Act).

If an employee perceives he/she has been discriminated against, he/she should notify their immediate supervisor or the Mayor or their designee.

B. Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA)

The Town of Stevensville is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA), the ADA Amendments Act and equivalent state disability laws. It is the Town of Stevensville's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job with or without a reasonable accommodation. Consistent with this policy of nondiscrimination, the Town of Stevensville will provide reasonable accommodations to a qualified individual with a disability, provided that such accommodation does not constitute an undue hardship on the Town of Stevensville and/or a direct threat to the health and/or safety of the individual or others.

Employees or applicants who believe they need a reasonable accommodation to perform the essential functions of their job should contact the Mayor or other designee and request such an accommodation. The Town of Stevensville will conduct an investigation to identify the barriers that make it difficult for the applicant or employee to have an equal opportunity to perform his or her job. The Town of Stevensville will then identify possible accommodations, if any, that will help to eliminate the limitation or barrier. If the accommodation is reasonable and will not impose an undue hardship on the Town of Stevensville and/or a direct threat to the health and/or safety of the individual or others, the Town of Stevensville will make the accommodation. The Town of Stevensville may also propose an alternative accommodation(s). Town of Stevensville is not required to provide the accommodation preferred by the individual, to reallocate essential job functions, or to provide personal use items (i.e., eyeglasses, hearing aids, wheelchairs, etc.)

The Town of Stevensville will also make reasonable accommodations for conditions related to pregnancy, childbirth or related medical conditions, if requested with the advice of the employee's health care provider, as required by law.

C. Harassment Prevention and Reporting

It is the policy of the Town of Stevensville that harassment, based on a protected class will not be tolerated. Each individual has a right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, employees are expected to act in a professional, cooperative and respectful manner to all contacts.

It is the policy of the Town of Stevensville to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, national origin, creed, sex, marital status, veteran/military status, genetic history, political belief, age or disability both in or outside the workplace, on or off shift, in person or via electronic communication such as email, social media, etc.

Any employee who perceives a conversation or event as harassment, whether the employee is involved or merely observing, should explain to the offender in a calm, but firm manner that the action is perceived as inappropriate and the employee wishes the behavior to stop. Should the behavior continue, the employee should report the activity to their supervisor, or the Mayor or designee.

The Town of Stevensville encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of the Town of Stevensville to promptly and thoroughly investigate such reports with due regard to confidentiality. The results of the investigation will be communicated to the complainant and the offender. Discipline will follow guidance found in the Discipline Policy.

A follow up review will be completed if harassment allegations have been made to ensure the harassment has discontinued and all parties involved are not subjected to retaliatory behaviors.

Definitions of Harassment

Sexual Harassment: According to the EEOC and Montana Human Rights Bureau, sexual harassment may include, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical advances of a sexual nature. For example:

- Occasions when such conduct, either explicitly or implicitly, is a term or condition of employment
- Submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting such individuals
- Such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Examples may include unwanted sexual advances or requests for sexual favors; sexual jokes or innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; gestures; suggestive objects of pictures or other physical, verbal or visual conduct of a sexual nature.

Other Harassment: Harassing behavior based on any other protected characteristic. For example: verbal, written or physical conduct that denigrates or shows hostility or aversion toward another because of his/her race, color, religion, national origin, creed, sex, marital status, genetic history, sexual orientation, political belief, age or disability

Retaliation

No hardship, no loss or benefit, and no penalty may be imposed on an employee as punishment for:

- Filing or responding to a bona fide complaint of discrimination or harassment;
- Appearing as a witness in the investigation of a complaint; or
- Serving as an investigator.

Please report any retaliation to your supervisor, or the Mayor or designee, within 10 calendar days of occurrence. Any report of retaliatory conduct will be objectively, timely and thoroughly investigated in accordance with the Town of Stevensville's investigation procedure. Retaliation or attempted retaliation is a violation of this Policy and anyone who does so will be subject to disciplinary actions, up to and including termination.

D. Work Place Bullying and Prevention

1) Definition

Workplace Bullying is repeated, health-harming mistreatment of one or more persons (the targets) by one or more perpetrators that takes one or more of the following forms:

- Verbal abuse
- Conduct which is threatening, humiliating, or intimidating
- Work interference, sabotage, which prevents work from getting done
- Exploitation of a known psychological or physical vulnerability

Workplace bullying can generally be considered as negative acts directed toward employees. However, acts of bullying may also include negative acts towards supervision. These include but are not limited to:

- Intimidating or undermining employees or supervisors by demeaning their work standards, not giving them credit, setting them up for failure and constantly reminding them of old mistakes
- Threatening employees' or a supervisor's personal self-esteem and work status.
- Isolating employees/co-workers from opportunities, information and interaction with others.
- Giving impossible deadlines, creating undue pressure and stress, and overworking employees.

2) Training

All employees are to receive annual training regarding Bullying, harassment, and sexual harassment in the Workplace.

5. Confidential Information/Personal Gain

Employees of the Town of Stevensville may deal with confidential information. It is imperative that employees maintain Town of Stevensville integrity and not discuss Town of Stevensville business with people who should not be privy to the information. In some circumstances, Town of Stevensville business should be revealed to other Town of Stevensville employees on a need-to-know basis. If an employee has questions regarding confidential information and to whom the information should be revealed, they should consult with the Mayor and/or their designee, or with Town of Stevensville's legal counsel.

Likewise, employees may not use knowledge gained through their employment at the Town of Stevensville to achieve personal gain for themselves or anyone else. Employees cannot participate as a Town of Stevensville employee where they may have private pecuniary interest, direct or indirect, or perform in some function requiring discretion on behalf of the Town of Stevensville. Employees cannot disclose or use confidential information concerning property or Town of Stevensville affairs to advance personal or private interest with respect to any contract or transaction that is or may be subject of official action of the Town of Stevensville.

6. Lawsuits Against the Town of Stevensville

When an employee is approached by a legal process server, they should refer the server to the Mayor and/or their designee or to legal counsel. Should an authority not be available and the employee is required to accept served papers, it is the employee's priority to locate and forward the information to either of the authorities listed without opening or reading the documents.

No employee shall discuss aspects of any legal situation that a Town of Stevensville is subject to or is currently involved in including but not limited to lawsuits or hearings without first consulting with the Mayor and/or their designee or legal counsel. Likewise, if an employee is approached for a press release or news quote, refer all contacts to the Mayor and/or their designee.

7. Safety and Health

A. Safety Policy

The Town of Stevensville is committed to the safety and health of our employees, members, and work sites. We are responsible for providing the resources necessary for employees to follow the Montana Safety Culture Act and other safety regulations related to our work. We will strive to set expectations for continual improvement as a safe Montana business.

Employee recommendations to improve safety and health conditions will be given thorough consideration. It is the policy of the Town of Stevensville that employees report unsafe conditions and do not perform work tasks if the work is considered by them to be unsafe.

- Employees must immediately report all accidents, injuries/illnesses, near misses, and unsafe conditions to their supervisor.

No such report will result in retaliation, penalty or other disincentive; however, employees will be held accountable for not reporting such incidences. Management will promote and influence safe behavior by both positive reinforcement of correct and safe work practices, and by disciplinary action for those who willfully or repeatedly work in an unsafe manner.

For this program to be successful, the injured employee must report all injuries to their immediate supervisor on the same day of the incident.

If an employee notices a potential hazard, they should notify the responsible supervisor so that the appropriate corrective action can be identified and implemented.

Employees must use safe driving habits and wear seat belts while traveling in Town of Stevensville vehicles. Employees should not operate or use equipment if they are not authorized or do not have the appropriate licensure

B. Workers Compensation

Workers' compensation insurance is fully paid by Town of Stevensville and covers all employees. If an employee receives a workplace injury/illness he/she must report it to their immediate supervisor on the same day of the injury/illness. Failure to do so may result in a loss of benefits.

C. Return to Work

Town of Stevensville believes employees are its most important asset. Town of Stevensville is committed to assisting our injured employees to return to work as soon as medically appropriate.

There are many ways to implement a Return to Work program that meets the needs of both Town of Stevensville and an injured employee. When practical, focus will be to modify the employee's existing position and/or work schedule temporarily, or to create a position to accommodate the temporary physical restrictions identified by the treating medical provider. If the injury results in permanent restrictions, Town of Stevensville will follow the provisions of the American's with Disabilities Act.

Please advise your treating medical provider of our Return to Work Program so they are able to help design a temporary transitional duty assignment to allow return to work as soon as possible.

D. Workplace Violence

Town of Stevensville is committed to preventing workplace violence and to maintaining a safe work environment. Town of Stevensville has adopted the following guidelines to deal with intimidation, harassment or other threats of or actual violence that may occur onsite or offsite during work-related activities.

All employees, citizens, vendors and business associates should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay" or other conduct that may be dangerous to others.

Town of Stevensville Personnel Policy Manual

Conduct that threatens, intimidates, or coerces another employee, a citizen, vendor or business associate will not be tolerated. Town of Stevensville resources may not be used to threaten, stalk or harass anyone at or outside the workplace, in person or via electronic communication such as email, social media, etc. Town of Stevensville treats threats coming from an abusive personal relationship as it does other forms of violence.

Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to a supervisor, or the Mayor or designee. When reporting a threat or incident of violence, the employee should be as specific and detailed as possible. Employees should not place themselves in peril, nor should they attempt to intercede during an incident.

The Town of Stevensville will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. The Town of Stevensville will not retaliate against employees making good-faith reports of violence, threats or suspicious individuals or activities. To maintain workplace safety and the integrity of its investigation, the Town of Stevensville may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

Anyone found to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to disciplinary action up to and including termination of employment.

The Town of Stevensville encourages employees to bring their disputes to the attention of their supervisor or the Mayor or designee before the situation escalates. The Town of Stevensville will not discipline employees for raising such concerns in good faith.

This policy prohibits employees from bringing personal firearms or other weapons (including pepper spray, stun guns, batons, etc.) onto Town of Stevensville premises. Employees are also prohibited from carrying firearms or other weapons in Town of Stevensville vehicles or in personal vehicles if conducting Town of Stevensville business.

Police Officers are exempt from the Work Place Violence policy when acting within the course and scope of their duties and privileges as law enforcement officers.

An exception to this Policy must be requested in writing from the Mayor for approval.

If a Town of Stevensville employee has violated this policy, such action may warrant disciplinary action, up to and including termination. If necessary or appropriate, the Town of Stevensville will notify the necessary law enforcement personnel and prosecute violators of Town of Stevensville Code.

E. Intimate Partner / Family Violence

Employees should promptly inform the Mayor or designee of any protective or restraining order that they have obtained that lists the workplace as a protected area, as well as any safety concerns with regard to intimate partner/family violence. The Town of Stevensville will not retaliate against employees making good-faith reports. The Town of Stevensville is committed to supporting victims of intimate partner/family violence by providing referrals to the company's employee assistance program (EAP) and community resources and providing time off for reasons related to intimate partner violence.

8. Alcohol and Drug Free Workplace

In compliance with the Drug-Free Workplace Act of 1988, (41 USC §§ 701-707), the Town of Stevensville is committed to providing an alcohol-free and drug-free workplace. The Town of Stevensville prohibits the unlawful manufacture, distribution, sale, possession or use of a controlled substance or alcohol in the workplace or while conducting business. All employees must comply with this policy and notify the Mayor and/or their designee in writing of any drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

The Mayor or designee is responsible for notifying the appropriate federal granting agency of the conviction when the employee involved is working on a federal grant or contract, within ten (10) days of learning of the conviction. Employees who violate this policy may be subject to disciplinary action up to and including termination.

The Town of Stevensville currently has an Employee Assistance Program available to employees. The program offers confidential assistance to employees or their family members who are experiencing personal problems including drug and alcohol problems.

Town employees holding a State of Montana Commercial Driver's License (CDL) as required by their job descriptions are subject to mandatory and random drug tests. Refer to the Town of Stevensville Drug and Alcohol Testing Policy.

9. Smoking and Tobacco Use

The Town of Stevensville offices and work spaces are smoke and tobacco free.

This includes, but is not limited to, use of regular cigarettes, cigars, pipes, vapor/electronic cigarettes and any other smoking device, chewing tobacco, snuff, etc.

Employees may smoke during scheduled break and meal periods. Smoking and tobacco use are only permitted in areas outside of buildings, in an area that would not cause offense to any other person. If in doubt, ask your co-workers or people within the area.

Smoking is prohibited inside all Town vehicles.

For those employees who do smoke common courtesy is encouraged by exercising the following:

- Smoking within a presumptively reasonable distance from entrances, exits, windows that open and ventilation intakes that serve an enclosed area where smoking is prohibited so as to ensure that tobacco smoke does not enter the area through entrances, exits, open windows or other means.

10. Hiring and Selection of Employees

The Town of Stevensville's objective is to recruit, select and appoint the best people available for positions.

The hiring supervisor or their designee will create selection criteria prior to accepting applications for the vacant position in accordance with the minimum requirements set forth in the position description. Selection will be on the basis of merit and the principles of equal opportunity will apply.

A. Initial Hiring Preferences:

It is the policy of the Town of Stevensville that hiring preference may be given to regular fulltime or part time Town employees possessing the necessary qualifications for the vacant position, with first considerations given to those employees working for the Town of Stevensville.

The Position shall be open and posted in the work place for five business days for internal recruitment. Should the most qualified candidate come from that internal posting, the Town is not obligated to open the position to public announcement.

Per MCA 39-29-102 (Veterans' Public Employment Preference Law) and MCA 39-30-103 (Persons with Disabilities Employment Preference Act), the Town of Stevensville shall provide for employment preference in initial hiring (a personnel action for which applications are solicited from outside the ranks of the current regular employees of the Town of Stevensville) for certain applicants. Veterans and Disabled Veterans receive a percentage increase when using a scored process.

If the selection process is other than a scored procedure, the Town of Stevensville shall give preference to a disabled veteran, a person with a disability, a veteran, an eligible relative and an eligible spouse in that order over any non-preferred applicant holding substantially equal qualifications.

Applicants must claim preference prior to the closing of the announcement, ideally at the time of application.

It is also the policy of the Town of Stevensville that all position vacancy notifications will be sent to all Town employees and the Town Council by electronic media.

B. Preference Related to Injury of a Prior Employee:

Per MCA 39-71-317, when an injured worker is capable of returning to work within 2 years from the date of injury and has received a medical release to return to work, the worker must be given a preference over other applicants for a comparable position that becomes vacant if the position is consistent with the worker's physical condition and vocational abilities. This applies only to employment with the employer for whom the employee was working at the time the injury occurred.

11. New Employees

New employees will complete an informal orientation session with the Mayor and/or their designee. The employee will have the opportunity to complete necessary employment forms required by Federal and State Statutes, as well as payroll and withholding information. The Mayor and/or their designee will explain in general terms the rules and expectations and provide an overview of the pay and benefit packages offered by the Town of Stevensville. The employee will be responsible for reading and following the policies established within the policy manual, to include understanding their employment classification. In addition, new employees will be provided orientation and education specific to the equipment and tasks required of their new position.

All employees will serve a six (6) month probationary period. (Probationary Periods for the Fire Department may differ. Police Officers are statutorily required to submit to a one (1) year probationary period). The probationary period allows time for the employee to learn the position as well as time for the supervisor to evaluate an employee's potential and performance. During the established probationary period, the Town of Stevensville reserves the right to terminate an employee with or without cause. An evaluation should be completed prior to completion of the probationary period to notify the employee of their status (regular, terminated or extended probation when applicable).

12. Employment of Relatives (NEPOTISM)

No employees will be appointed in a manner inconsistent with the Nepotism laws and definitions as outlined in Title 2, Part 2, Chapter 3, MCA.

13. Outside Employment

The Town of Stevensville should be the primary job for regular full time and part time employees. Should another position interfere in any way with the employees' ability to satisfactorily complete Town of Stevensville job duties, the employee may receive disciplinary action up to and including termination.

14. Remote Employment

In some situations, the Town of Stevensville may see fit to hire employees who reside in different locations. Remote employment brings with it unique responsibilities and advantages that should not be abused or misused. If a remote employee requires a unique work environment that is deemed unreasonable by the employer or creates a situation which the Town of Stevensville determines is not workable, the Town of Stevensville may require that the employee work out of the appropriate Town of Stevensville facility. If the employee is unable to transition to the designated worksite, the Town of Stevensville reserves the right to take other actions as required in accordance with Town of Stevensville policies. Specific conditions of remote employment shall be included in the employee's individual employment agreement.

15. Personnel Files

The Town of Stevensville maintains records on every employee related to their employment with the Town of Stevensville. The employee's personnel file will contain information such as employment application/resume or cover letter, performance evaluations, training records, commendations and awards, disciplinary records, and resignation/termination records.

Any information obtained for EEO purposes, medical information, Drug and Alcohol Testing records and Background Check Results will be kept in separate, confidential files and accessed only on a need-to-know basis as authorized by the Mayor, Human Resource Representative and/or their designee so long as it does not violate any laws, regulations or policies set forth in this manual.

- Personnel files are confidential and only accessible to the Mayor, Human Resource Representative or Supervisors on a need-to-know basis for personnel actions.
- Upon request to the Mayor, Human Resource Representative and/or their designee and with the Mayor, Human Resource Representative or designee present, current employees may inspect and make copies of their personnel records.
- Employees should contact the Mayor, Human Resource Representative and/or their designee to establish a convenient review time.

16. Resignation/Termination

A. Voluntary Resignation/Retirement

Employees who are voluntarily resigning from the Town of Stevensville are requested to give a written notice with a minimum of two weeks. Employees will be provided their final paycheck within 15 calendar days or the next scheduled pay period, whichever is less. Any outstanding amounts owed to the Town of Stevensville will be deducted from the employee's final paycheck.

B. Re-Employment

Depending on the circumstances surrounding the resignation, employees who resign from the Town of Stevensville may be eligible for re-employment.

- Former employees will be required to complete an application/resume, as determined, and proceed through the regular hiring procedure the same as other applicants.
- A former employee who is re-hired by the Town of Stevensville will be considered a new employee and required to complete the 6-month probationary period.
- Date of service, for seniority purposes, will be the date of reinstatement of the subsequent hiring.
- Subsequent employment and participation in the retirement system will be made in accordance with the rules and regulations of the retirement plan, as well as all applicable federal and state laws.

C. Reduction in Force (RIF)

The Mayor and/or their designee have the authority to determine if the Town of Stevensville workload, funding or other business decisions are such that terminations (via layoff or reductions-in-force [RIF]) are required. Whenever possible, employees will be provided at least two (2) weeks advance notification before the layoff or RIF. Regular employees will not be terminated if temporary or short-term workers are employed in the same position.

The Town of Stevensville benefit providers, the Montana Municipal Interlocal Authority (MMIA) will work in conjunction with the Human Resource Representative, Clerk and/or their designee to ensure relevant benefits information is forwarded directly to the employee at the last known address.

- Employees must keep the Town of Stevensville informed of the address and telephone number where they can be contacted in the event of a recall.
- If the Town is unable to contact an employee within 30 days of the recall, the employee will be eliminated from the recall list and the Town of Stevensville will have no further obligation to recall that employee.
- The Town of Stevensville will have no obligation to recall the employee if they have been on a continual layoff for a period of one (1) year.

D. Involuntary Termination

Regular, Non-Probationary employees terminated by the Town of Stevensville will be provided with a letter summarizing the reasons for their termination and the effective date of the termination.

- The Mayor will generate the letter summarizing the reasons for the termination and the effective date of termination, said letter will be reviewed by the Town Attorney prior to issuance to the employee.
- The terminated employee's final paycheck will be issued within 15 calendar days or the next scheduled pay period, whichever is less.

- Any outstanding amounts owed to Town of Stevensville will be deducted from the employee's final paycheck.

Probationary employees may be discharged for any reason that the Town of Stevensville deems appropriate within the probationary period. Termination of a probationary employee may not be appealed through the formal grievance procedure. Any outstanding amounts owed to the Town of Stevensville will be deducted from the employee's final paycheck. The terminated employee's final paycheck will be issued within 15 calendar days or the next scheduled pay period, whichever is less.

Temporary, Short Term, or seasonal employees may be discharged for any reason that the Town of Stevensville deems appropriate. Termination of temporary, short term or seasonal employee may not be appealed through the formal grievance procedure. Any outstanding amounts owed to the Town of Stevensville will be deducted from the employee's final paycheck. The terminated employee's final paycheck will be issued within 15 calendar days or the next scheduled pay period, whichever is less.

The Town of Stevensville will follow the procedure outlined in the Employee Discipline section to terminate a regular, non-probationary employee. An employee terminated for cause does not retain his/her job or benefits pending any grievance appeal, but if he/she wins the grievance, such salary and benefits may be restored retroactively.

17. Personal Appearance and Demeanor

A. Personal Appearance

Employees are expected to dress appropriately for their position, their daily activities, and their expected public contact. Employees attending business meetings or other related contact should dress accordingly. The Town of Stevensville work environment, though a casual atmosphere, may receive visitors, etc. and all personnel are to be dressed appropriately. Hair and cloths should be neat. Any part of an employee's dress, appearance or hygiene that is deemed unprofessional or that may endanger the employee and/or staff may be prohibited by the Mayor and/or their designee. The Mayor and/or their designee may order an employee to take unpaid time to go home and change if their attire is not considered appropriate.

B. Demeanor

All employees are expected to conduct themselves in a manner that will reflect positively regarding the Town and its personnel. Use of language or gestures that may considered offensive towards or harassing towards a Citizen, Elected Official, Supervisor, employee who may take offense is inappropriate and may result in disciplinary action.

18. Work Schedule and Breaks

A. Work Week/Work Schedule/Over Time

The Town of Stevensville's core business hours are from 8:00 a.m. to 5:00 p.m. Monday through Friday. Most employees are expected to adhere to this schedule, however as described herein, alternative schedules may be considered by the Supervisor and the Mayor. (The Police Department is exempt from this paragraph).

The workweek will begin on Saturday at 12:00 a.m. and end on Friday at 11:59 p.m.

Should it be necessary for any employee to work a schedule outside the normal work schedule in support of required work needed by the Town of Stevensville, the employee will be authorized in writing by the responsible supervisor and approved by the Mayor prior to commencing the alternative work schedule. (The Police Department is exempt from this paragraph).

Non-exempt employees working over 40 hours per week will be paid overtime at one and one-half times their hourly wage rate.

If the Mayor, Supervisor and/or their designee and the employee agree, the non-exempt employee can elect to accumulate compensatory time (comp. time) for use as time-off at a future date at a rate of one and one-half times the number of hours worked over the 40-hour work week.

Non-exempt employees must receive authorization to work planned overtime or comp time hours in writing from their supervisor, prior to working the additional hours.

The Mayor may authorize employees to work Overtime/Comp Time via a Blanket Overtime/Comp Authorization. Those employees are required to report their Overtime/Comp Time worked weekly to the Mayor either by special report or via a Time Sheet.

Maximum accruals of compensatory time shall be limited to 60 hours for regular employees. After maximum accrual, overtime compensation shall be paid. Any unused, accrued comp time hours will be paid to non-exempt employees upon termination of the employment relationship.

Unscheduled overtime must at a minimum be authorized verbally by the responsible supervisor, followed by written confirmation of the authorization. The Mayor is to be informed of all unscheduled overtime authorized by the responsible supervisor via an Overtime Authorization Form.

Overtime is based on actual hours worked. Time off for sick leave, annual leave or any leave of absence will not be considered hours worked for the purpose of overtime.

B. Meals and Breaks

Employees may take one 15-minute break when they are scheduled to work four consecutive hours. Break periods are paid, but may not exceed 15 minutes per four consecutive hour period.

All employees are authorized to take an un-paid lunch period of at least thirty (30) minutes per day. The length of time for a given lunch period will be agreed upon between the employee and their immediate supervisor and should not interfere with the employee's performance or needs of the organization. The normal lunch period is one hour unless otherwise specified. Exception - The Police Department is authorized to take a 30 minute paid lunch break. Refer to the Police Policy Manual.

An employee may not use a break or meal period to arrive late or depart work early except under occasional, special circumstances, approved by their immediate supervisor.

C. Flexible Working Schedule

Employees may be allowed to work a flexible work schedule, as approved by their supervisor, outside of the core business hours of 8:00 am to 5:00 pm. Flexible work schedules should be developed departmentally to maintain standard business hours for each unit. All flexible arrangements must be cost neutral and contribute to customer service, productivity and employee morale. The decision to allow a flexible schedule is at the sole discretion of the Town of Stevensville and may not be appealed through the Grievance procedure.

Flexible schedules may include variations in daily beginning and ending work time periods, or a compressed work week providing those schedules comply with state and federal wage and hour laws. Employees desiring flexibility (outside the traditional 8:00 am to 5:00 pm work day), should work directly with their immediate supervisor to detail their adjusted work schedule.

The ultimate goal is that the adjusted flexible schedule will still allow for the employee to meet job requirements and the goals of the Town of Stevensville. Supervisors will be a part of the development, approval and enforcement of flexible work arrangements. If the supervisor deems that the flexible work arrangement is not in alignment with the overall organizational goals, they may not approve a flexible schedule, or may revoke the privilege at any time by advising the employee.

- Supervisors shall examine the effect of a flexible schedule for one employee as to the effects on the remaining employees within a department.

Employees must follow the meals and breaks policy regardless of their set schedule. Considerations and accommodations need to be made in flex schedules for conferences, meetings, travel, leave, holidays, maintenance issues, special projects, etc. Refer to the **Holiday Policy** for flexible schedules of less than 5, 8 hour shifts/week.

D. Call Back

Employees who are called back to work while they are on vacation will be paid at their regular rate until they have worked 40 hours in a workweek at which time they will be paid at their overtime rate

19. Time Sheets and Payday

A. Attendance

Absence is the failure to report to work and to remain at work as scheduled. It includes late arrivals and early departures as well as absence for the entire day. Regular and punctual attendance is an essential function of every position at the Town of Stevensville and required for efficient operations.

If an employee does not know in advance that they will be absent or unavoidably late, they should telephone their immediate supervisor or in the event the supervisor is out of the office, their designee, prior to the start of the employee's shift. The immediate supervisor may grant permission for alternative notifications or have additional requirements in regards to notification. The responsible supervisor will take appropriate steps to ensure notification to employees of the names and telephone numbers of the designated individuals.

Failure to report an absence as described above or if the tardiness/absence is deemed unreasonable, may result in disciplinary action, up to and including termination.

If the employee fails to give such notification, the absence may be charged to leave without pay.

Absence in excess of three (3) consecutive days without receipt of proper notification by the Town of Stevensville from the employee may be considered to have voluntarily terminated employment with the Town of Stevensville, unless the failure to give such notification was due to circumstances beyond the control of the employee.

When an employee fails to report to work, the immediate supervisor, or their designee may attempt to contact the employee via phone. If they fail to answer, the supervisor, or their designee may attempt to contact their emergency contact and/or request a welfare check.

Unreasonable and/or excessive absenteeism may result in disciplinary action, up to and including termination.

Town of Stevensville Personnel Policy Manual

B. Timesheets

Time sheets for the pay period are to be completed by all employees and submitted to their supervisors when they are requested or when payroll needs to be processed.

- Time Sheets should be completed on a daily basis.
- In the event an employee is unavailable to complete and submit his or her time sheet, he or she may complete the time sheet in advance or call the supervisor and relay the information.
- Time sheets must include the employee's name and hours worked on a daily basis, holiday time, sick leave used, annual leave used, leave without pay, etc.
- The employee must sign the time sheets. Attesting that all time worked and leave used is reported for the period.
- The employee's supervisor and/or the Mayor and/or their designee will review and sign the time sheets. Electronic signature may occur when appropriate.

C. Payday

Town of Stevensville employees are paid every two weeks. The employee's supervisor or their designee will distribute the paychecks to employees, unless electronic transmission of payroll is utilized. If the employee desires to release their pay to another authorized person, they shall notify the payroll specialist/clerk or their designee in writing.

D. Garnishments

It is the policy of the Town of Stevensville to enforce all wage garnishments as may be required by state and federal law.

20. Annual Leave/Vacation

A. Accrual of Leave

Each regular full-time, regular part-time employee, temporary and seasonal employee shall earn annual leave from the first day of employment, but will not be eligible to take the accrued leave until the employee successfully completes a six-month qualifying period.

Regular full-time employees accrue Annual Leave as follows:

| Time Worked | Work Day Credit Per Year | Hours per month based on an 8-hour day |
|---------------------------|--------------------------|--|
| 1 day through 10 years | 15 | 10 |
| 10 years through 15 years | 18 | 12 |
| 15 years through 20 years | 21 | 14 |
| 21 and over | 24 | 16 |

Regular part-time employees accrue annual leave on a prorated basis, based upon the hours worked during the pay period.

Temporary and seasonal employees earn annual leave, however they must be employed for six qualifying months before they may use the annual leave. In order to qualify, seasonal employees shall immediately report back for work when operations resume in order to avoid a break in service.

Short Term Workers do not accrue annual leave.

The maximum annual leave amount accumulated is twice the number of days earned annually at the end of any calendar year. Annual Leave exceeding the maximum amount must be used within 90 calendar days of the next calendar year in which the excess was accrued or it will be forfeited.

B. Requesting Leave

All requests for leave are required to be submitted via hard copy request or if available, electronic leave requests.

Requests for annual leave of five days or more must be submitted two weeks in advance and pre-approved by the employee's Supervisor or the Mayor and /or their designee. If you are a department Supervisor requesting annual leave of five days or more, your request must be submitted two weeks in advance and pre-approved by the Mayor and/or their designee. If approved by the department Supervisor, they will notify the Mayor and / or their designee of the dates of the employee's leave.

Leave requests of four days or less are made with the department Supervisor a minimum of two days in advance of the requested time off. If the employee is a department Supervisor, your leave request is made directly to the Mayor and/or their designee. If approved, the department Supervisor will notify the Mayor and/or their designee of the dates of the employee's leave.

The annual leave will be approved after considering the best interest of the Town of Stevensville, the employee's unit, and the employee's request. Employees who need to use annual leave due to extenuating circumstances before they finish the qualifying period may ask their Supervisor, the Mayor and /or their designee to grant paid annual leave with the understanding that their leave balance will be affected if their employment is terminated before completing the qualifying period. Should two employees request the same period of vacation, their Supervisor or the Mayor /or their designee has discretion regarding the approval of the leave requests.

An employee, who has passed the six-month qualifying period and has separated from the service of the Town of Stevensville for any reason, shall be entitled upon termination to cash compensation pay-out for accrued and unused vacation leave. The payout will be based upon the employee's salary at time of termination.

Employees who are called back to work while they are on vacation will be paid at their regular rate until they have worked 40 hours in a workweek at which time they will be paid at their overtime rate.

C. Prior Service

Employees of the Town of Stevensville who worked for another agency within the State of Montana can, with proper certification, have their years of service applied to their Town of Stevensville accrued leave time. Agency is defines as a State, County, City or Town. Special Rules apply to Montana Educators; see the Human Resource Representative for clarification.

21. Sick Leave

A. Accrual of Sick Leave:

All regular full-time employees earn sick leave from the first day of employment; however, they are not entitled to use paid sick leave until they have been employed continuously for the qualifying period of 90 days. Employees who are sick before they finish the qualifying period may ask their supervisor to grant paid sick leave with the understanding that their leave balance will be affected if their employment is terminated before completing the qualifying period. Sick leave is earned at a rate of eight (8) hours per month, without restriction as to the number of hours that may be accumulated. For calculating sick leave, 2,080 hours (52 weeks X 40 hours) equals one year. Sick leave must be credited at the end of each pay period. Employees may not accrue sick leave while in a leave-without-pay status.

Regular part-time employees earn a prorated amount of sick leave if they have worked the qualifying period. Temporary and seasonal employees are entitled to sick leave benefits provided they work the qualifying period. Short-Time Workers do not accrue leave.

An employee who has passed the 90-day qualifying period and who separates employment from the Town of Stevensville shall be entitled upon termination to cash compensation payout for the unused leave equal to one-fourth the accumulated sick leave. The payout will be based upon the employee's salary at the time of termination.

- Sick Leave may not be used to supplement Annual Leave.

B. Requesting Sick Leave

All requests to use sick leave for purposes of medical appointments should be made to the immediate supervisor, with as much advance notice as possible.

Notification of absence because of illness will be given to the immediate supervisor, via a phone call prior to the start of the employee's shift. The supervisor will notify appropriate staff of the absence. If an employee's immediate supervisor is unavailable for the day, the employee is to notify the supervisor's designee or the Mayor or their designee. The immediate supervisor may grant permission for alternative notifications or have additional requirements in regards to notification. The employer will take appropriate steps to ensure notification to employees of the names and telephone numbers of the designated individuals.

If the employee fails to give such notification, the absence may be charged to leave without pay. Absence in excess of three (3) days without receipt of proper notification by the employer from the employee may constitute just cause for immediate discharge, unless the failure to give such notification was due to circumstances beyond the control of the employee.

C. Use of Leave:

Employees may use sick leave for personal illness or physical incapacity, sickness of immediate family member, or death in the immediate family of employee (refer to bereavement leave). Sick leave benefits shall apply to bona fide cases of sickness, accidents, doctor or dental appointments, maternity/paternity leave, and requests for the employees' presence due to immediate family members' illness or emergency.

Sick leave utilized must not exceed the amount accrued by the employee. If the sick leave balance is exhausted, an employee may choose to use his/her accrued annual leave or Leave Without Pay (with approval from the supervisor-see LWOP policy). The Town of Stevensville may not require an employee to use Annual Leave for purposes of illness unless the employee agrees per MCA 2-18-615.

Employees using sick leave that exceeds five consecutive workdays may be asked to furnish a certification of illness from a qualified doctor upon request of their supervisor or the Mayor and/or their designee.

At the Town of Stevensville's request and expense, an employee may be subject to an examination by a physician following a sick leave or other absence occasioned by illness or injury to ensure the employee can complete the necessary functions of the position. Abuse of sick leave may result in disciplinary action up to and including termination.

D. Transfer of Sick Leave/Sick Leave Donation:

Employees will be permitted to transfer sick leave from one employee to another. The receiving employee must have exhausted all accrued sick leave and annual leave. The contributing employee must make the transfer request in writing and must maintain at least 40 hours of sick leave. The transferred sick leave will not change the receiving employee's employment status.

Hours transferred are on an hour-per-hour basis, not calculated based on donating employees' wages. The transferred sick leave is considered forfeited by the contributing employee. Employees shall not be coerced, intimidated or adversely persuaded to transfer their accrued sick leave to the receiving employee. Doing so may result in disciplinary action up to and including termination.

22. Leave Without Pay

A. General Use

Leave without pay (LWOP) may be approved by the immediate supervisor or their designee on a case-by-case basis. LWOP is usually requested when an employee has exhausted all applicable leave balances and has a need to be away from their employment. The immediate supervisor or their designee may require an employee to use all appropriate accrued leave or compensatory time before approving LWOP.

However, an employee cannot be required to exhaust annual leave balances for reasons of illness unless the employee agrees per § 2-18-615 MCA.

Depending upon the circumstances, employees still in their probationary period may be allowed to take LWOP. However, if leave is granted, their probationary period may be extended by the amount of time taken during the leave.

Annual and sick leave will not accrue during LWOP.

Vacation and sick leave cease to accrue during leave-without-pay. Employees will not be allowed to use sick or annual leave and will not receive holiday pay while on leave-without-pay status.

- Health insurance will not be paid by the Town of Stevensville during a period of leave without pay.
- However, the employee may choose to continue insurance coverage during the leave by paying the Town of Stevensville the premiums on a monthly basis.
- If the employee fails to continue the insurance coverage, the insurance may be canceled. Should it be canceled, the employee may be subject to policy restrictions, upon returning to work.

Providing false or misleading information or reasons to justify leave-without-pay may result in disciplinary action up to and including termination.

LWOP is at the sole discretion of the Town of Stevensville and is not subject to the Grievance procedure.

B. Extended LWOP

Extended LWOP is considered unpaid leave in excess of two (2) consecutive weeks. Extended LWOP may be granted for any cause as determined by the immediate supervisor, the Mayor and/or their designee in their sole discretion so long as it doesn't violate any laws, regulations or policies set forth in this manual. Employees may be granted Extended LWOP for a specified time generally not to exceed one hundred eighty (180) calendar days during their employment period.

Whenever possible, the employee should provide their supervisor or their designee with at least 30 days' notice so workloads/tasks can be covered. To request Extended LWOP, employees must provide their supervisor, or their designee the beginning and ending dates of the leave and the reason for the requested leave.

23. Holidays

A. Schedule

The Town of Stevensville will observe the same holidays as recognized by the State of Montana.

- January 1 - New Year's Day
- 3rd Monday in January - Martin Luther King Day
- 3rd Monday in February – President's Day
- Last Monday in May - Memorial Day
- July 4 - Independence Day
- 1st Monday in September - Labor Day
- 2nd Monday in October - Columbus Day
- 1st Tuesday in November during Congressional/Gubernatorial Election Years - State General Election Day
- November 11 – Veterans' Day
- 4th Thursday in November - Thanksgiving Day
- 4th Friday in November-employee option to take as a vacation day with approval, Town Hall may only be closed as authorized by the Town Council
- December 25 - Christmas Day

If a holiday falls on a Saturday, the Friday preceding is observed as a holiday. If a holiday falls on a Sunday, the following Monday is observed as the holiday.

B. Eligibility

To be eligible for holiday benefits an employee must be in a paid status on the work day prior to and after the holiday.

C. Accrual

Regular and Temporary Full-Time employees earn eight hours per Holiday. Regular part-time and seasonal employees will earn pro-rata holiday based on the employee's regular schedule at the time the holiday occurs. Short Term Workers do not earn Holiday pay.

D. Use of Leave

If a holiday falls on an employee's regularly scheduled day off, the employee will be granted another day off within the same pay period, as agreed upon by the employee and their supervisor, or their designee.

E. Work on a Holiday

An employee who is designated as non-exempt and who is required by management to work on a holiday shall receive one and one-half times the regular rate for the hours actually worked on the holiday and receive holiday benefit hours paid at the regular rate.

Exempt employees required by management to work on a day a holiday is observed shall be granted another day off, within the same pay period.

24. Jury Duty Leave

Any regular full-time or regular part-time employee who is required to serve on a jury shall be allowed authorized leave with pay. This may also include when an employee is subpoenaed as a witness or required to appear before a court or legislative committee/quasi-judicial body in response to a subpoena or other directive.

A probationary employee may have his/her probationary period extended by the same amount of time as required for serving on jury duty.

An employee who received notice of jury duty or witness service must notify his/her supervisor immediately in order that arrangements may be made to cover the position. The Town of Stevensville reserves the right to request that an employee who is called for jury be excused if their absence would create a hardship on the operational effectiveness of the department to which they are assigned.

The employee is responsible to present the issued check for all jury or witness fees to the Clerk/Human Resource Representative. Reimbursement for mileage and actual expense fees are not required to be forfeited to Town of Stevensville. The employee may keep any witness fees or court payment if the services are performed on the days of his/her regularly scheduled days off.

Benefits continue to accrue while an employee is on jury duty leave. If excused as a juror on any given day, the employee is expected to contact his or her supervisor and to report to work as instructed.

25. Public Office Leave

Employees elected or appointed to a public office shall be granted an unpaid leave of absence, not to exceed 180 days per year while performing the public service. Employees will be restored to their positions, with the same seniority, status, compensation, hours, locality, and benefits as existed prior to their leaves of absence for public service. Reference § 39-2-104 MCA. Employees must return to work within 10 days following the completion of the service unless they are unable to return due to an illness that has been certified by a medical doctor. The Town of Stevensville will comply with all relevant restrictions and guidelines provided within the Hatch Act, (5 U.S.C. 7321 through 7326, as amended).

26. Military Leave

The Town of Stevensville shall comply with all provisions outlined in the Uniformed Services Employment and Reemployment Rights Act, (USERRA, 38 USC Sec. 4031 et seq) as well as all relevant state laws (to include MCA 10-1-1009) covering members of the Montana Army and Air National Guard.

An employee who is a member of the Montana National Guard or any United States military force or Reserve Corps and who has been an employee for a period of six months shall be given leave of absence with pay for a period of time not to exceed 120 hours in a calendar year.

Unused leave may roll to the next calendar year, not to exceed 240 hours total for the calendar year. Any excess leave, beyond 240 hours, will be forfeited. Military Leave can be for attending regular encampments, training cruises, and similar training programs of the military forces of the United States.

Employees employed less than six months are entitled to unpaid leave for the purposes listed above. Employees using Military Leave must report it as such on their timesheets and have prior approval for leave. This leave will not be charged against the employee's annual leave.

27. Bereavement Leave

In case of a death in the immediate family, an employee will be granted three days of Bereavement Leave that will not be charged to the employee's accumulated sick leave or annual leave. If additional time is required, an employee may be allowed additional days for bereavement purposes via the use of sick leave or annual leave, with prior supervisor's approval. (See definitions for immediate family.)

In case of a death of a family member, outside the immediate family, or another person with prior supervisor's approval, an employee will be granted one day of Bereavement Leave that will not be charged to an employee's sick leave or annual leave. If additional time is required, an employee may be allowed additional days for bereavement purposes via the use of annual leave.

28. Maternity Leave

The Town of Stevensville will conform to the Pregnancy Discrimination Act (Civil Rights Act of 1964 as amended, Title VII, Section 701 et seq,) as well as all relevant pregnancy leave provisions in federal, state and local statutes. A female employee will not be terminated because of her pregnancy. Employees who are disabled as a result of pregnancy will not be denied any compensation that they are entitled to as a result of the accumulation of leave benefits accrued; however, the Town of Stevensville reserves the right to require medical verification that the employee is not able to perform employment duties.

The Town of Stevensville will grant the employee a reasonable leave of absence for pregnancy but will not require an employee take a mandatory maternity leave for an unreasonable length of time.

Employees should notify their supervisor or the Mayor and/or their designee of a desire to take Maternity Leave upon confirmation of pregnancy. As soon as reasonable, the employee should report the expected due date, the estimated leave of absence, and anticipated complications that may affect current leave requests.

Upon signifying intent to return to work at the end of the leave of absence, the employee will be reinstated to the original job and/or equivalent position with equivalent pay and accumulated seniority, retirement, fringe benefits, and other benefits.

29. Hardship and Emergency Medical Leave

It is the policy of the Town of Stevensville to offer limited Hardship and Emergency Medical Leave (HEML) benefits to its employees as described below.

An eligible employee can take up to 12 weeks of leave per year if he/she has worked for at least 1,250 hours within the previous 12 months and have been employed for 12 months.

HEML can be taken for the following reasons:

- The birth or placement of a child for adoption or foster care,
- The serious health condition of a spouse, child or parent, or
- An employee's own serious health condition

Employees are required provide at least a 30-day notification of intent to use HEML whenever possible.

Employees will be required to use their paid vacation, comp time and/or sick leave for any part of the 12-week period. The remaining portion of the leave will be unpaid leave. (An employee cannot be required to exhaust annual leave balances for reasons of illness unless the employee agrees per § 2-18-615 MCA.)

Employees will only be provided a total of 12 weeks in a rolling 12-month period looking back from the first day of the leave request. (For example: If an employee took 12 weeks leave beginning July 1, 2012 and requested to take 12 weeks leave beginning May 1, 2013, the request would be denied because the employee used 12 weeks looking back from May 1, 2012 through April 30, 2013.)

Town of Stevensville Personnel Policy Manual

Upon request of your Supervisor and/or the Mayor/Human Resource Representative, employees must provide certification explaining the serious health condition or the family member's condition. It should detail:

- The date on which the condition began
- The probable duration of the condition
- Appropriate medical facts regarding the condition
- A statement that the employee is needed to care for a spouse, parent or child
- A statement that the employee's own health condition makes it impossible for him or her to work

These reports are confidential and will remain in the employee's medical personnel file.

If the Town of Stevensville is not satisfied with the certification, it may require a second opinion at our expense. In the event of conflicting opinions, a third provider will be retained, also at our expense, to render a binding decision.

Under certain conditions, employees who are designated as "key" may be denied job restoration rights. These employees must be in the highest paid 10% of the work force and their absence must mean a substantial economic loss to the organization. If a person designated as "key" still takes family leave, the Town of Stevensville will pay the health care premiums, but no guarantees are made about returning them to the positions they left.

An employee who fails to return to work on his or her regularly scheduled work day after the pre-approved leave without pay period will be considered to have voluntarily resigned unless the leave period is extended, in advance, by the Mayor. Providing false or misleading information or reasons to justify a HEML absence may result in discipline, up to and including termination. HEML provisions indicate that at the Town of Stevensville discretion, health care premiums may be recovered from employees who do not return to work.

30. Breast Feeding in the Work Place

Women returning from maternity leave who wish to continue breastfeeding or separate expression of milk for their child(ren) will be provided a private space (other than a toilet stall) with suitable lighting and electricity if necessary for pumping apparatus.

- The selection of the space will be made on a case-by-case basis in consultation with the employee.
- Standard break times will be primarily utilized with additional unpaid break time(s) provided as mutually agreed upon.
- Additionally, the Town of Stevensville will make every effort to provide suitable facilities for milk storage during the employee's daily work period.
- All requirements listed in MCA 39-2-215, 39-2-216, 39-2-217 will be complied with.

31. Performance Management and Evaluations

Employee performance evaluations are provided annually to non-probationary employees. The evaluations report progress and allow correction of any deficiencies, recognize employee strengths and special abilities as well as provide an opportunity to discuss areas that need improvement. Annual appraisals and evaluations should provide an ongoing performance record. This may be used as a supportive documentation for personnel actions such as promotions or demotions. They also provide employees an opportunity to discuss personal goals, Town of Stevensville goals and means for improvement. Annual evaluations provide an opportune time to formulate or update the employees' job descriptions.

Probationary employees will receive informal feedback throughout their probationary period. The supervisor or the Mayor and/or their designee may at their discretion formally evaluate the probationary employee at the end of the probationary period at which time the employee will be advised of his or her status (regular or terminated.)

The employee's immediate supervisor or the Mayor and/or their designee will complete the evaluation using their job description, and the Town of Stevensville personnel policy manual as the appraisal basis. The employee is encouraged to complete a preliminary self-appraisal to prepare for the evaluation meeting. The employee and the evaluator shall schedule a conference to discuss the employee's job performance and the job description. The conference will provide the opportunity for the employee to work with their supervisor or the Mayor and/or their designee to develop the employee's understanding of the position, annual goals, training needs, budget restraints/needs and improvement plan. If the employee, their supervisor or the Mayor and/or their designee do not agree on an evaluation result, the employee may respond in writing within 10 working days and attach the statement to the performance evaluation form.

The employee, their supervisor or the Mayor and/or their designee will sign and date the evaluation form. If the employee refuses to sign the evaluation form, documentation of their refusal will be added to their evaluation. The employee's signature will indicate that the employee has reviewed the evaluation with their supervisor or the Mayor and/or their designee and understands the comments contained within the evaluation.

Annual performance evaluations form the basis for an employee's merit increase.

32. Discipline

The Town of Stevensville, at its discretion, may investigate and take disciplinary action upon learning of a suspected violation of federal, state or local laws, the Town of Stevensville rules and/or regulations, employee conduct/behavior/performance standards, the Town of Stevensville policies, or other conduct not in the best interests of the Town of Stevensville. The supervisor and/or the Mayor or their designee will notify the employee of the suspected violation and will then perform an investigation. Employees may be placed on administrative leave (with or without pay) pending investigation. All employees shall be briefed on Garrity Rights when necessary.

- The employee will be notified in writing of the suspected violation or misconduct, will be included in the investigative process and allowed to share their account of the suspected violation or misconduct in question before discipline is issued.
- At the sole discretion of the Town of Stevensville the supervisor, the Human Resource Representative, the Mayor and/or their designee will conduct the investigation including employee interviews.
- The employee being interviewed may request an attendee of their choosing be present at the interview; however, such attendee will be permitted to observe only and will not be permitted to participate in the interview.
- Upon conclusion of the investigation, the Town of Stevensville will decide whether discipline is appropriate and if so, at what level. All affected parties will be advised, at an appropriate level, of the investigation results.
- Discipline, as determined by the Town of Stevensville, may be imposed in one of the following forms. This is not a progressive discipline policy.

A. Oral Reprimand

The supervisor and/or Mayor /HR Representative will meet with the employee to explain the issue(s), the expectations moving forward and the consequences should the employee not conform or comply with the stated expectations.

- This conversation will be summarized in writing.
- The employee and the supervisor will sign the summary which attests that the meeting took place, that the employee understood the problem and the corrective action required.
- The summary will be placed in the employee's personnel file.

B. Written Reprimand

The supervisor and/or Mayor/ HR Representative will meet with the employee to explain the issue(s), the expectations moving forward and the consequences should the employee not conform or comply with the stated expectations.

- The summary of the issue(s) and the corrective action required will be presented in a letter to the employee.
- The employee and the supervisor will sign the summary which attests that the meeting took place, that the employee understood the problem and the corrective action required.
- The summary will be placed in the employee's personnel file.

C. Suspension (with or without pay)

The supervisor and/or Mayor/HR Representative will meet with the employee to explain the issue(s), the expectations moving forward and the consequences should the employee not conform or comply with the stated expectations.

- The summary of the issue(s), the corrective action required and the dates and conditions of the suspension will be presented in a letter to the employee.
- The employee and the supervisor will sign the summary which attests that the meeting took place, that the employee understood the problem and the corrective action required.
- The summary will be placed in the employee's personnel file.

D. Demotion - Loss of Duty

The supervisor and/or Mayor/HR Representative will meet with the employee to explain the issue(s), the expectations moving forward and the consequences should the employee not conform or comply with the stated expectations.

- The summary of the issue(s), the corrective action required and the specific conditions of the demotion will be presented in a letter to the employee.

- The employee and the supervisor will sign the summary which attests that the meeting took place, that the employee understood the problem and the corrective action required.
- The summary will be placed in the employee's personnel file.

E. Termination

If the Town of Stevensville determines that the appropriate disciplinary action is termination, Regular, Non-Probationary employees will receive a letter that documents the problem and summarizes the results of the investigation. The letter will detail the cause and date of discharge. The letter shall also include a copy of the Grievance Procedure Policies. The supervisor and/or Mayor/HR Representative will meet with the employee and provide him/her with the letter. All terminations must be approved by the Mayor.

Police Officers have a statutory right to appeal any action taken against them by taking the matter before the Police Commission.

33. Grievance

Employees are allowed to use the grievance procedure without penalty or harassment for doing so.

Employees should attempt to resolve all disputes prior to involving the Mayor and/or their designee. Employees are encouraged to discuss disputes with their supervisors informally and in a timely fashion. The HR Representative may attend meetings between the supervisor and employee.

A. Grievance Filing

In the event a dispute cannot be resolved informally, the employee should file a grievance, in writing, to the Mayor or their designee within 10 working days of the occurrence of the disputed issue. If the grievance is against the Mayor, the employee will file with the Town Attorney.

The written grievance must outline the disputed issue, relevant facts, and requested remedy. Upon receipt of the written grievance, the Mayor and/or their designee will investigate the dispute and respond to the grievance within 20 working days of receipt of the grievance.

B. Appeal Process

If the response is not acceptable to the employee, the employee may forward the Grievance Response to the Mayor or the HR Representative for submission to the Town Attorney for review, within 10 working days from the date of the Mayor and/or their designee's response.

The Town Attorney may either accept all or part of the Mayor and/or their designee's recommendations or reject the recommendations and formulate another potential resolution to the disputed issue within 20 working days of their receipt of the forwarded written grievance delineating the Mayor's and/or their designee's response. The Town Attorney may accept the Mayor's decision or may propose an alternate response for the Mayor's consideration. The Mayor may then make a final decision as to the resolution of the grievance.

Information concerning employee grievances is confidential information and is to be discussed only with individuals involved in the investigation or on a need-to-know basis. Decisions on grievances will not set precedent and are at the discretion of the Town of Stevensville.

Police officers have the right to appeal through the police commission.

34. Telephone Use

A. General Use

While at work, employees are expected to exercise the same discretion in using personal cell phones as they use with company phones. Excessive personal calls/texts during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others. Employees should restrict personal calls during work time and use phones only during scheduled breaks or lunch periods. Employees should be courteous of co-workers and others in the work area when holding personal phone calls at work.

B. Town of Stevensville Issued Cell Phone Use

The Town of Stevensville may determine to issue individual cellular phones to employees.

It is the Town of Stevensville policy that employees who are issued or use a company cell phone, understand the phones are issued for business use. Employees are expected to make every effort to not exceed the current contracted allowed minutes and/or data usage.

Cell phone bills are reviewed regularly. Any excess data use may be subject to additional review and could lead to disciplinary action up to and including termination if determined to be non-work related.

35. Computer Use

Use of the Town of Stevensville's electronic communications equipment, systems and/or tools is a privilege. Electronic communications equipment should be used for activities that fall within the course and scope of the employee's job duties. Personal computer use that is deemed excessive or inappropriate by the Town of Stevensville or computer use that is illegal is prohibited and may result disciplinary action up to and including termination.

New employees will be given a period of instruction on the Town of Stevensville's computer equipment by the Department Supervisor or designee as part of their new employee orientation. Upon completion of the period of instruction, a statement signed by the employee and their supervisor will be entered in the employee's personnel file. If the employee refuses to sign the statement, a written statement documenting their refusal will be added to their personnel file.

A. Email

Employees are responsible for the content and dissemination of their messages. This responsibility includes ensuring that their messages are accurate, courteous and that they do not violate another's right to privacy or confidentiality. If an employee has a question pertaining to the content of an email, they should consult with their supervisor.

No employee may access another employee's email, supervisor's email, Town Officer's email or Elected Official's email without proper authorization. All public records access will be per the Town of Stevensville Records Access Resolution.

B. Security

The Town of Stevensville owns the contents of all files stored on its systems, all messages transmitted over its systems, and reserves the right to access them when necessary. All records retrieval shall be in accordance with Section 35.A.

The Town of Stevensville expressly reserves the right to monitor use of the Internet by employees.

36. TRAVEL FOR WORK

Town of Stevensville employees may be required to travel. When working away from the worksite, employees are required to periodically check in with the Town of Stevensville to provide status reports and to check for messages.

Occasionally it may be necessary to get in touch with traveling employees. It is important for the employee to leave an itinerary with appropriate Town of Stevensville staff, in the event the employee needs to be contacted. The employee should inform their supervisor of their route and travel plans so other Town of Stevensville staff can assist in their safe arrival.

Travel Requests

- All Travel Requests will be submitted using the Travel Request form available from the Finance Officer.

37. Travel and Expense Reimbursement

All employees shall have their travel pre-approved by the supervisor, Mayor and/or their designee. All employees traveling on Town of Stevensville business are required to provide verification of driver's license with appropriate endorsements for the types of equipment operated.

Employees completing Town of Stevensville business may be compensated for travel expenses, meals (via per diem), mileage and/or incidental expenses at a rate established by the Town of Stevensville. Receipts must be included for lodging, travel, and appropriate ancillaries. If meals are included in tuition, registration fees, or hotel charges, or if only a fraction of the day is authorized for travel, the per diem or expense allowance shall be reduced accordingly.

Town of Stevensville Per Diem amounts follow the established State of Montana rates for instate travel. Out of state travel will be reimbursed based on the General Services Administration rates for the specific travel area.

Employees may request an expense advance as approved by the supervisor to offset undue financial hardship on employees traveling for Town of Stevensville business.

The advance must be justified with reasonable requests for:

- Meals
- Lodging
- Fuel costs
- Public transportation

Pre-approved registration fees and lodging expenses can be paid directly to the training agency or hotel in advance or reimbursed to the employee upon return.

The employee must provide an itemized expense report with attached receipts documenting the expenditures of the trip.

- If the travel advance exceeds the receipts documenting expenditures, the employee must reimburse the Town of Stevensville the difference.
- Any legitimate balance owed to the employee for receipts exceeding the travel advance will be promptly reimbursed by the Town of Stevensville.
- Willful misrepresentation of expenses or receipts is unlawful and may result in disciplinary action up to and including termination.

A. Personal Vehicle Use

If a Town of Stevensville vehicle is not available, employees may use their own vehicle and receive a mileage reimbursement. When employees use their own vehicles for Town of Stevensville business, they are required to provide proof of liability insurance coverage.

Proof of Driver's License and Liability insurance coverage shall be placed on file with the Human Resource Representative and shall be updated annually.

B. General Use of Town of Stevensville Vehicles

All employees using a Town of Stevensville vehicle for work or travel are required to provide verification of driver's license with appropriate endorsements for the type of equipment operated.

Proof of Driver's License shall be placed on file with the Human Resource Representative and shall be updated annually.

Employees may be able to use a Town of Stevensville vehicle when traveling. An unsafe vehicle in need of repair must be reported to a Supervisor and/or the Mayor and/or their designee immediately. (See the Use of Town of Stevensville Vehicle/Vehicle Accident section below).

If a Town of Stevensville vehicle is not available, employees may use their own vehicle and receive a mileage reimbursement.

- Employees must request to use their own vehicles in order to be reimbursed for mileage. Email authorization is satisfactory, but permission must be granted in advance.
- When employees use their own vehicles for Town of Stevensville business, they are required to provide proof of liability insurance coverage.
- Proof of liability insurance must be on file with the HR Representative.

C. Vehicle Accidents

When an employee is involved in a motor vehicle accident with a Town of Stevensville vehicle, the employee must notify the Supervisor, Mayor and /or their designee immediately. The employee should detail, in writing, the accident and situations leading up to the accident. Law enforcement should be contacted to complete an investigation of the accident. Employees must cooperate with, and are permitted to discuss the incident with the Mayor and /or their designee, insurance adjusters and law enforcement.

Upon returning to the Town of Stevensville office, an account of the accident should be provided in writing to the Supervisor or Mayor /or their designee. The employee may also be asked to assist with completing the necessary forms for insurance claims. The Supervisor or Mayor and /or their designee shall conduct an investigation of the facts and situations of the accident to determine if disciplinary measures are warranted. Accidents where the Town of Stevensville employee was driving or operating machinery under the influence of alcohol or illegal drugs (which is absolutely prohibited) may result in discipline.

D. Compensating non-exempt employees for travel time

Time spent traveling throughout the State of Montana is always a time-consuming endeavor. It is important for all Town of Stevensville non-exempt employees to understand how they are compensated for travel time. Different situations may determine if the travel time is work time or not. The following variations are described in the administrative rules of Montana (24.16.1010, ARM) promulgated by the Montana Department of Labor:

E. *Home to work*

Ordinary Situation - Normal travel from home to work is not work time. This is true whether an employee works at a fixed location or at different job sites.

F. *Home to work*

Emergency Situation - Travel to the job and back home by an employee who receives an emergency call outside of their regular hours to report back to their regular place of business to do a job is classified as work time.

G. Home to Work in Another City

Special One-day Assignment - All time spent traveling to another city/town would be considered work time except for the travel from home to public transportation, such as a bus depot. This would be the normal home to work travel. The usual mealtime would be non-compensated also.

H. Travel all in the day's work

Time spent by an employee in travel as part of their principle activity, such as travel from job site to job site during the workday, must be counted as hours worked. If the employee goes home instead of returning to the employer's premises from the last job site, this travel is home-to-work travel and is not time worked. If an employee is required to report at a meeting place to receive instructions or to perform other work there, or to pick up and carry tools, the travel time from the designated place to the work place must be counted as hours worked.

I. Travel Away from Home Community

Travel that keeps an employee away from home overnight is travel away from home and is clearly work time when it cuts across the employee's workday (employee is simply substituting travel for other duties). This time is not only hours worked on regular working days during normal working hours, but also during the corresponding hours on nonworking days. For example, if an employee normally works 8AM to 5PM Monday through Friday, the travel time during these hours on Saturday and Sunday is also counted as work time. If the employee requests to drive their car in place of public transportation that has been offered, this travel time is counted as hours worked only to the extent of time it would have taken to travel if the employee had been using public transportation.

J. Work Performed While Traveling

Any work which an employee is required to perform while traveling must be counted as work time. Sleep in adequately furnished facilities would not be counted as hours worked.

38. Assignment and Use of Town Vehicles

The Town of Stevensville shall designate the positions that require the use of Town of Stevensville vehicles on a take-home basis. All Town of Stevensville vehicles are to be primarily used for Town of Stevensville business-related purposes and, if possible, are to be available and shared among all employees when needed for business-related travel. Employees using a Town of Stevensville vehicle will be required to keep a mileage and maintenance log.

Employees using a Town of Stevensville vehicle must observe and obey traffic regulations and exhibit extreme care of the vehicle. Employees and other authorized passengers are required to wear seat belts at all times. Vehicles shall be parked in an authorized, or unrestricted, space. When the vehicle is left unattended, the employee must secure the vehicle by rolling-up all windows and locking all of the doors. The Police Department is exempt from this section due to the nature of the job

- Employees are prohibited from smoking in the Town of Stevensville vehicles.
- Employees are required to ensure vehicles are returned fully fueled and clean when returned.
- Employees should report unsafe vehicle conditions or conditions in need of repair to the supervisor or Mayor and/or their designee immediately.

A. Vehicle Accidents

When an employee is involved in a motor vehicle accident with an Town of Stevensville vehicle, the employee must notify the supervisor or Mayor and/or their designee immediately. All employees shall be briefed on Garrity Rights when necessary

- The employee should detail, in writing, the accident and situations leading up to the accident. Law enforcement should be contacted to complete an investigation of the accident.
- Employees must cooperate with, and are permitted to discuss the incident with Emergency Services Personnel, the Mayor and/or their designee, insurance adjusters and law enforcement.
- Upon returning to the Town of Stevensville office, an account of the accident should be provided in writing to the supervisor or Mayor and/or their designee.
- The employee may also be asked to assist with completing the necessary forms for insurance claims.
- The supervisor or Mayor and/or their designee shall conduct an investigation of the facts and situations of the accident to determine if disciplinary measures up to and including termination are warranted.
- Accidents where the Town of Stevensville employee was driving or operating machinery under the influence of alcohol or illegal drugs (which is absolutely prohibited) may result in discipline.
- Employees choosing to use their personal vehicle while on Town business understands that, should they be involved in an accident, their personal auto insurance would be the primary insurer making the Town's insurer the secondary insurer.

39. Education and Training

The Town of Stevensville encourages training for employees where the training improves employee productivity, knowledge and skills when Town of Stevensville services and programs will be more efficient and effective. The Town of Stevensville may provide full or partial funding for training that is a work-related program, seminar, conference, convention, etc., and is pre-approved by the employee's supervisor, the Mayor and/or their designee.

Employees should consider training needs during annual evaluations, particularly if the training requires extensive time away from work, is of significant cost, and/or requires out-of-state travel. The Mayor and/or their designee may evaluate such training courses to ensure maximum value of the course. Additionally, the training may be delayed until future fiscal years to include the expense within the budget.

40. Participation in Community Organizations

The Town of Stevensville views personal development through service involvement as beneficial to the employee as well as positive exposure for the Town of Stevensville.

Employees should consult with their supervisor, the Mayor and/or their designee before volunteering for such organization if work time may be required to attend activities, fundraisers, meetings, etc. Employees that have received pre-authorization from their supervisor, the Mayor and/or their designee may attend such functions as excused, paid absence without using Annual Leave. The employee's supervisor, the Mayor and/or their designee will monitor the work time required to attend such functions to ensure the time is reasonable and the activity is projecting a positive image for the Town of Stevensville.

41. Participation in Professional Organizations

The Town of Stevensville views personal development through professional organizations as essential to keep abreast of changing laws, rules, and legal opinions as well as maintaining a network of professional colleagues which are beneficial for research, feedback and productive information. Professional contacts are also beneficial for the growth and image of the Town of Stevensville.

Employees are encouraged to pursue professional organization affiliations that represent a positive effect in the community, organization or community. Employees should consult with the Mayor and/or their designee before joining such organization if work time may be required to attend activities, training, meetings, etc. Employees that have received pre-authorization from their supervisor, the Mayor and/or their designee may attend such functions as excused, paid absence without using Annual Leave. The employee's supervisor, the Mayor and/or their designee will monitor the work time required to attend such functions to ensure the time is reasonable and the activity is projecting a positive image for the Town of Stevensville.

42. Licensing Fees

The Town of Stevensville recognizes employees that associate with various organizations or maintain certifications or licenses are beneficial to the Town of Stevensville. If the Town of Stevensville has requested that an employee obtain a license, the Town of Stevensville will pay for the licensing fees and/or annual renewal fees.

All employees are encouraged to visit with their supervisor and/or Mayor and/or their designee, particularly during the annual evaluations, so that the cost of maintaining a current license or the costs for a licensure that the employee would like to obtain can be included within the budget process.

43. Employee Benefits

Regular employees may participate in the Town of Stevensville's benefit plan. The Town of Stevensville will pay a specified dollar amount into the benefit plan that the employee can use to pay for options elected. For regular part-time employees, the Town of Stevensville will pay a pro-rated amount of the contribution into the benefit plan.

Specific benefits of the benefit plan are described in the Plan Document and Summary Plan Description (Available from the Clerk/Human Resource Representative).

For employees utilizing specific insurance products, the insurance plan documents will be forwarded to them directly from the Insurance Provider MMIA. The Insurance Provider will also supply insurance cards for the covered employee/dependents directly to the employee.

44. Retirement

The Town of Stevensville participates in the Montana Public Employees Retirement System (PERS). Employees working more than 960 hours per year are required to participate in PERS.

Employees working less than 960 hours per year have the option of participating in PERS. New employees have 12 months to choose which retirement option is right for you:

- The Defined Benefit Retirement Plan (DBRP)
- The Defined Contribution Retirement Plan (DCRP).
- Information on both options is available online at www.mpera.mt.gov.

The Town of Stevensville will comply with employer and employee contribution rates as set by the Montana State Legislature.

Please read your PERS Handbook for details regarding your Retirement Procedures and Benefits.

45. Sales Calls and Fundraising Efforts

Sales Calls from professional sales people are allowed to take place only at the discretion of the Mayor and/or their designee, so long as it is done in a consistent and fair manner.

Employees requesting charitable contributions or selling products may visit with fellow employees before or after work, during lunch hour or breaks. Employees may also choose to circulate a catalog among co-workers to preview at their convenience. Employees should not be made to feel obligated to participate.

46. Professionalism Policy

This Professionalism Policy is applicable to all Employees of the Town of Stevensville.

A. Code of Ethics

- 1) The Town requires ethical conduct in any and all activities that impact the wellbeing of our Town, which the Employees represent.
- 2) Employees hold important roles in local government. They are positioned to ensure that the Town's interests are balanced, protected and preserved. This Code provides principals that Employees must adhere to and advocate. This Code is designed to deter wrongdoing and to promote:
 - Honest and ethical conduct including the ethical handling of actual or apparent conflicts of interest between personal and professional relationships;
 - Full, fair, accurate, timely and understandable disclosures in reports and documents;
 - Compliance with applicable governmental laws, rules and regulations;
 - The prompt internal reporting of complaints to their Supervisor; and
 - Accountability for adherence to this Code.
- 3) Employees will:
 - At all times interact with all elected officials, town officers, department heads and/or supervisors without being insubordinate.
 - Act at all times with honesty and integrity, avoiding actual or apparent conflicts of interest in personal and professional relationships.
 - Discuss with their Supervisors, in advance, any transaction that reasonably could be expected to give rise to a conflict of interest.
 - Comply with the Town's Personnel Policy Manual.
 - Act in good faith with due care and diligence and without knowingly misrepresenting material facts.
 - Protect and respect the confidentiality of information acquired in the course of their work except when authorized or legally obligated to disclose. Confidential information acquired in the course of their work will not be used for personal advantage.
 - Be recognized as a responsible colleague among fellow employees.
 - Responsibly use time and resources employed or entrusted to their supervision.

Town of Stevensville Personnel Policy Manual

- Promote and be an example of ethical behavior as a responsible Employee or Supervisor in the work environment and the community.
 - Promptly report to their Supervisor any conduct that the individual believes to be a violation of the law, the Town of Stevensville **Professionalism Policy**, or the Town of Stevensville **Personnel Policy Manual**, including the circumstance or relationship that reasonably could be expected to give rise to such conflict;
- 4) It is against the Town's policy to retaliate against any employee for good faith reporting of violations of this Code.

B. Conflict of Interest

- 1) The underlying principle of "conflict of interest" is that Employees should avoid any activity, investment or interest that might reflect unfavorably on the reputation of the Town of Stevensville.
- 2) As representatives of the Town of Stevensville, Employees are obligated to place the interest of the Town, in any transaction involving the Town, ahead of any personal interest or personal gain, and to disclose all facts in any situation where a potential conflict of interest may arise.
- 3) Employees may not engage in a transaction, use public or confidential information, improperly influence a decision or transaction, or take any other action in regard to their position as an Employee of the Town of Stevensville that would create a personal economic or other benefit to the Employee.
- 4) Employees are expected to seek clarification of and discuss any questions about potential conflict of interest with their Supervisor and the Mayor.

C. Confidentiality

- 1) Employees are expected to protect and maintain confidentiality regarding the Town's property including cash, equipment, records, and employee and/or customer information.
- 2) Employees shall not disclose or use confidential information acquired in the course of official duties.

D. Violations

Violations of the Professionalism Policy, including failure to report potential violations by others will be viewed as a severe disciplinary matter that may result in personnel action including termination of employment.

E. Employee Participation at Council Meetings

Employees who are required to attend and participate during a Council Meeting, Special Council Meeting, Public Hearing or who sit on a Town Board are expected to comply with Council Rules or Board Rules.

During Council Meetings, Special Council Meetings, Public Hearings, Board meetings, all employees are expected to either turn their cell phones off or silence their ringers. If it is necessary to be available on standby, notify the Mayor or Board Chair Person.