

EMPLOYEE CONDUCT POLICY

The Town of Randolph expects and requires employees to work to the best of his or her ability to meet demands of the employee's job, to relate harmoniously with other employees, elected and appointed officials and members of the public, and to conduct him or herself in a fashion that reflects favorably upon his or her department and upon the Town. Failure to observe these standards can result in disciplinary actions, and in some situations, termination of employment. Conduct off the job is not specifically covered by these policies and rules, and may not be a subject of disciplinary action, unless such conduct affects the employee's ability to perform his or her job. The following work rules are examples of rules of conduct which may result in discipline or dismissal, however, this is not an exclusive list of work related behavior that may result in discipline or dismissal.

Insofar as this section conflicts with the union contract, the union contract shall control for union employees, as to those portions.

1. HOURS OF SERVICE

With the approval of the Board of Selectmen, the Town Manager shall prescribe the minimum number of hours to be worked on a daily and weekly basis. The hours so established shall be construed as the normal workweek. At the discretion of the department head, and with the approval of the Town Manager, a flexible schedule may be permitted provided that all essential department needs are met and the full workweek hours are completed. Observance of the established hours of the department is expected of all employees, unless a "Flex Schedule" has been approved. Employees are expected to be on time to work unless permission to arrive late is granted by the department head or immediate supervisor, and the time is made up later in the day.

2. INFORMATION DISCLOSURE

Employees are prohibited from discussing, disclosing or using knowledge of official business or confidential information which is acquired as a result of employment with the Town except as authorized or required by law, nor shall he or she otherwise use such information for his or her personal gain or benefit. Divulging, discussion, or using such knowledge shall result in disciplinary action, up to and including dismissal.

3. POLITICAL ACTIVITY

Town employees are encouraged to exercise their normal civic rights and responsibilities. They retain the right to vote and to freely express their opinion on all political subjects, to become or continue to be a member of any political party or to attend political meetings. Several restrictions apply as a result of employment with the Town.

- Town employees shall not use their official authority for the purpose of interfering with or affecting the nomination or election of any candidate for public office; command or solicit from any other employee direct or indirect participation in any political party, or organization or the support of political candidates.
- The pursuit of political activities while working, or through the use of Town facilities is strictly prohibited.

4. OUTSIDE EMPLOYMENT

Full-time employees of the Town are expected to be available to fulfill their responsibilities and duties. Positions with the Town are the principal and primary occupation of full-time employees and they are expected to devote their full energies to the performance of their duties. An employee may not engage in any employment, activities or enterprises which may have been or may be determined by the Town Manager to be inconsistent, incompatible or in conflict with the employee's duties with the Town. An inability to perform one's job with the Town due to outside employment may lead to dismissal.

5. RECEIPT OF GIFTS

Town employees are discouraged from accepting gifts of any type which are given as the result of the employee's position with the Town. An employee who receives a gift or gratuity from any source whose monetary or symbolic value is over \$30.00, by virtue of the fact that he or she is a Town employee, shall immediately inform his or her department head. Failure to report such gifts or gratuities may present grounds for suspension or dismissal. The department head shall immediately inform the Town Manager of all gifts and/or gratuities received by the department, whether individually or collectively. The Town Manager, with the permission of the Selectboard, may allow the acceptance of such gifts and/or gratuities by the individuals or department.

No Town employee who participates in the selection of vendors or award of contracts may directly or indirectly accept gifts, favors, or anything of monetary or symbolic value over \$30 from contractors or potential contractors. At all times, Town employees engaged in the procurement of goods and services must maintain a proper "arms-length" business relationship with vendors. If it is discovered that a Town employee received any sort of gift, favor or anything of monetary or symbolic value from contractors or potential contractors valued at over \$30, the result may be immediate termination of employment with the Town.

6. USE OF POSITION

Employees may not use his or her position to secure special benefits or privileges or exemptions for him or herself or others. Employees shall not use Town property or equipment for his or her private use unless otherwise approved in advance by the Town Manager. This includes personal use of telephones. Employees may use Town telephones for personal calls only when necessary. Further, no long distance calls will be allowed to be made (or received e.g. collect calls) except in extreme emergencies. Employees will be required to reimburse the Town for any charges incurred by the Town as a result of said calls.

Excessive local telephone usage and/or excessive or unreimbursed long distance usage as determined by the Town Manager and /or Department Head will be subject to disciplinary action as provided for in this Policies and Procedures Manual.

7. PHYSICAL EXAMINATION

In addition to physical examinations required when a conditional offer of employment is made, physical examinations shall be required from time to time of Town employees who drive municipal vehicles; perform manual labor for the Town; who perform safety sensitive duties; or who are required by state or federal law to receive physical examinations. The required physical examinations shall be performed by competent licensed medical practitioners approved by the Town; shall be reported on a form or in a manner furnished or prescribed by the Town. The completed form shall be filed with the Town Manager and shall be kept strictly confidential. Required physical examinations will be at the Town's expense. Examinations, which exceed requirements of the Town, will be at the employee's expense. When required, failure to obtain required physical examination within sixty (60) days of employment may result in dismissal.

8. ALCOHOL/DRUG ABUSE

As an employer the Town of Randolph is responsible for maintaining safe, efficient working conditions of its employees by providing a drug and alcohol free workplace. Working under the influence of alcohol or regulated drugs may endanger the public, co-workers and the employees and result in poor or inaccurate job performance. Employees who experience alcohol or drug abuse problems are expected and encouraged to seek assistance in the treatment of their problems. Such employees may, without fear of reprisal, seek guidance from supervisors, department heads or the Town Manager.

The town of Randolph has adopted a Drug Free Workplace policy. This personnel policy is meant only to supplement that policy. Please refer to the Drug Free Workplace policy, a copy of which may be obtained from the Town Manager's office, if you have any questions about what is required of employees or the employer in the event that an employee is arrested or convicted of any drug related offense.

Prohibition on Working Under Influence: Employees shall not report to work or work under influence of alcohol, or a regulated drug, unless the drug is prescribed by a duly licensed physician or dentist.

Possession of alcoholic beverage or non-prescribed regulated drugs: Employees shall not possess alcoholic beverages or non-prescribed regulated drugs on any Town owned or insured property, buildings, vehicles or equipment. A violation of this provision may result in disciplinary action and may also result in penalties in accordance with Town Ordinance.

Prohibition of the manufacture, distribution or use of controlled substances: An employee shall not engage in the unlawful manufacture, distribution or use of controlled substances (drugs) on the job or on any municipal work site. A violation of this rule shall result in immediate dismissal.

Disciplinary Action: An employee who reported for work under the influence of alcohol or regulated drugs, or who consumes or uses such substances while at work, or who possesses any such substance (without prescription) while in any Town vehicle or equipment shall be dismissed immediately.

9. SAFE WORK

Creating and maintaining safe working conditions and following safe work procedures and practices are conditions, which the Town and its employees shall strive to maintain. All Town employees shall observe safe work practices, including, but not limited to, the wearing of appropriate protective clothing and/or equipment; follow all prescribed work practices presented in departmental policies and procedures; reporting to their supervisor all medical conditions which could have an impact on the safety of the employee or co-workers; and, immediately reporting to their supervisor any dangerous or potential dangerous work conditions. Failure to follow safe work procedures shall result in disciplinary action as follows:

- First occasion will result in a written reprimand
- Second occasion will be in a suspension
- Third occasion will result in termination

10. PUBLIC INFORMATION

The Town recognizes its responsibility to keep the public informed about work being undertaken by the Town and to respond to inquires from the public. It is the policy of the Town to provide complete and accurate information to the public in accordance with the following guidelines:

As a question arises, the supervisor closet to the work/action in question shall provide answers quickly as possible. To ensure that a complete response is given, the department head most closely associated with the work/action should be advised of any information provided to the public or press. Employees other than supervisor shall confine any comments/responses to factual information. Evaluative, interpretative or policy statements should be referred to the appropriate department head or to the Town Manager. The Town Manager, when so instructed

by the Selectboard, will issue statements regarding policies or actions under consideration or taken at Selectboard or other Town board meetings.

11. REPORTING WORK RELATED INJURIES

The employee **MUST** report, immediately, all work related injuries to his or her supervisor. Failure to report such injuries may result in a delay in, or loss of, Worker's Compensation claims. This report must include the completion of a First Report of Injury form, which can be obtained from the Town Manager.

Signed and adopted this 17th day of December, 2002

Heather Tallman, Co-chair

Peter Butterfield

Kevin Osha