



TOWN OF RANDOLPH PERSONNEL POLICY

Adopted April 11, 2019

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I. INTRODUCTION

The Town of Randolph seeks to meet the needs of Town residents as expressed and determined through the annual Town Meeting and through the actions of the Selectboard and Town Manager throughout the year. Town employees are part of a team that works to meet these public needs.

The Town seeks to develop and foster a work environment in which employees recognize their vital role in the functioning of the Town, and obtain personal satisfaction and compensation for their efforts on behalf of the Town. This Policy is intended to assist Town employees by providing clear statements of personnel policies, definitions of the responsibilities and rights of employees and procedures that guide their performance. These are not the sole policies an employee is expected to follow.

Employees are urged to ask their supervisor, department head, or the Town Manager to clarify any policy or procedure that they feel is unclear.

1. NAME OF ADMINISTRATIVE RULES AND AUTHORITY

The policies and procedures in this manual shall be known and cited as Personnel Policies and Procedures and are hereby adopted pursuant to the provisions of 24 VSA, Chapter 22, Subchapter 11, Sections 1121, and 1122 (as amended).

This Personnel Policy, adopted April 11, 2019, supersedes and replaces all Personnel Policies previously adopted by the Randolph Selectboard.

2. EMPLOYEES COVERED

This Personnel Policy shall apply to persons employed in the following elected and appointed positions of the Town:

- a) Full time elected officials and their appointed full and part-time staff;
- b) Regular full and part-time employees of the Town of Randolph whose positions are not included in a bargaining unit;
- c) Regular full and part-time employees of the Town of Randolph whose positions are included in a bargaining unit, but only to the extent the terms of this Personnel Policy do not conflict with or are not superseded by the terms of an applicable collective bargaining agreement. All personnel issues not addressed in the collective bargaining unit contract shall be governed by this Personnel Policy.

Term of employment, compensation, leave and insurance benefits provided under this Personnel Policy do not apply to any employee hired under the provisions of a separate written contract. Policies related to employee conduct and other policies as specifically provided herein shall apply to contract employees.

Except as specifically provided herein the terms of this Personnel Policy does not apply to independent contractors engaged by the Town.

3. DEPARTMENTAL POLICIES AND PROCEDURES

Town Departments may have additional department-specific policies and or procedures. Any department-specific policy or procedure is supplemental to this Personnel Policy. Department-specific policies and or procedures must be consistent with this Personnel Policy and are subject to the approval of the Town Manager and Selectboard. A proposed policy shall become official only after being approved by the Selectboard. A proposed procedure shall become official only after being approved by the Town Manager. Department procedures approved by the Town Manager will apply only to the department requesting the procedure. Notification to employees of any changes in existing departmental policies and procedures, including the introduction of new policies and procedures, shall be made by the Town Manager.

The list below includes policies that have been adopted to date that supplement this Personnel Policy. Additional polices may be adopted in the future at the discretion of the Selectboard.

- Drug-Free Work Place Policy
- Drug and Alcohol Policy for Commercial Motor Vehicle Operators
- Tobacco-Free Policy
- Sexual Harassment Policy
- Sexual Misconduct Policy
- Employee Conduct Policy
- Sick Leave Bank Policy
- Incident Reporting, Medical Treatment & Accident Investigation Policy
- Acceptable Use Policy for Computer Systems

4. APPOINTMENT AT WILL

Unless otherwise prescribed by state statute **or a written contract**, employment with the Town of Randolph is “**at will**”, **i.e.**, not for any definite period or succession of periods, and may be terminated either by the employee or by the Town at any time **for any legal reason**. Wages or salary and any accrued and unused vacation allowable under this Policy, shall be due to the employee only to the day and hour of termination.

5. LIMITATION

This Policy does not constitute a contract of employment in whole or in part. The Town reserves the right to add, amend or delete any benefits or provisions stated herein at any time, except as otherwise committed to by formal contract agreements.

6. EQUAL OPPORTUNITY EMPLOYER

The Town of Randolph shall not discriminate against any employee on the basis of race, religion, color, creed, national origin, sex, age, ancestry, sexual orientation, place of birth, marital status, political affiliation, membership or non-membership in the Union, disability status, veteran status, pregnancy status, HIV status, gender identity, or any other category protected by state or federal law.

An employee who believes they have been subjected to unlawful harassment or discrimination in connection with their employment is urged to report their concerns in accordance with the procedures set forth in Article V, Grievance Procedure.

7. EMPLOYMENT RECORDS

A record of an employee's employment with the Town shall be maintained by the Department of Human Resources. Files shall contain all pertinent information relating to employment with the Town. An employee's file is confidential and may be reviewed only by the employee, Director of Human Resources or designee on issues related to Human Resources, the employee's supervisor, the Town Manager, Selectboard, and Town Attorney or by order of a court. An employee may review his or her personnel file by making an appointment during office hours, and under the supervision of office staff, as directed by the Town Manager or his or her designee for issues on Human Resources. Certain information contained within the personnel file that is not of a personal nature may be disclosed in accordance with the requirements of the Access to Public Records Act, 1 V.S.A. § 315 et seq., but only after notice has been given to the employee.

Medical and Alcohol/drug Testing Records: Any employee's medical or alcohol/drug testing records shall be kept in a separate, confidential file, accessible only to the employee, the Director of Human Resources or designee on issues related to Human Resources, the employee's supervisor, the Town Manager, Selectboard and the Town Attorney. Any additional release of these records may only be made with the employee's consent.

8. EMPLOYEE REFERENCES

The Town will provide references for former employees as follows: verify their employment with the Town, verify dates of employment, and verify ending salary/wage level. Requests for references shall be directed to the Director of Human Resources, if one is employed by the Town; Town Manager; or designee on issues related to Human Resources.

9. FALSE STATEMENTS

The Town of Randolph expects and requires applicants and employees to provide complete and accurate information regarding his or her previous employment, schooling and qualifications, and other information necessary to fully evaluate his or her current or past employment with the Town. Providing false statements shall provide grounds for non-hiring or for immediate dismissal upon discovery of the false information.

10. PROOF OF EMPLOYMENT ELIGIBILITY

Successful applicants for employment shall provide the Town with proof of employment eligibility in conformance with federal law. Failure to provide such proof shall result in non-hiring or immediate dismissal.

II. EMPLOYMENT CONDITIONS AND ENVIRONMENT

1. COMMUNICATION

Communication is essential to an effective and pleasant work environment. The Town recognizes its responsibility to keep employees informed about developments, policies, and procedures, which affect the Town and the work of its employees. Several avenues are available for communication within the Town:

- Supervisors are the first source of information and contact for Town employees. Supervisors shall make every effort to ensure that information is brought to the attention of employees.
- The Town Manager, Director of Human Resources or designee on issues related to Human Resources, and Department Heads will maintain an open door policy to discuss work or Town-related questions or issues with employees.
- Each department shall maintain a centrally located and readily available bulletin board for announcements from the Town. Department heads are responsible for ensuring that bulletin boards are used to disseminate information in a timely manner that affects employees.
- Employees are responsible for checking the bulletin board for information regarding the Town, work-related matters and other related information.

2. EMPLOYEE AVAILABILITY

Due to the nature of service with the Town it is sometimes necessary to contact employees on short notice. Therefore, when appropriate, employees shall be required to provide their home and cell phone numbers to their supervisor and to the Town Manager. Some employees may also be required to provide a telephone number at which they can be reached in the event of an emergency. An inability to abide by these requirements should be discussed with the employee's supervisor so that the supervisor may determine whether an accommodation can be made in the particular circumstances.

Employees in the Departments of Highway, and Water and Wastewater are required, as a condition of employment, to be on-call during the winter months and or during prescheduled weekends. The required availability shall be determined by the Department Head and the Town Manager.

Failure to satisfy these requirements or failure to inform the supervisor of any change in telephone numbers may be grounds for disciplinary action.

3. PAYMENT SCHEDULES AND PROCEDURES

Pay Periods: Town employees are paid bi-weekly, through direct deposit, on Friday, for a two week period, or portion thereof, ending the preceding Sunday. The pay period runs from 12:01am, Monday of the first week and ends 12:00 midnight the second Sunday. When a scheduled payday falls on a legal holiday, pay will be deposited the day before the holiday

Travel Expense Reimbursement: Employees who, as a part of their job, are required to travel, shall be reimbursed for related expenses according to the following:

- The Town Manager's approval for travel, lodging, and food must be obtained prior to a trip, except in emergency circumstances.
- **Expense Report:** Employees must submit an expense report with receipts, within 30 days of return in order to receive reimbursement.
- **Transportation:** Whenever possible, employees will use Town vehicles for job-related travel.
- **Mileage Reimbursement:** When the use of an employee's personal vehicle for job-related travel is required, the Town will pay mileage allowance at the current rate established by the IRS. Mileage will generally be calculated to and from the employee's assigned location of employment. If the employee departs from home, then the town will reimburse the employee for the shortest distance to and from the work-related destination.

4. WORK ADJUSTMENT DURING/FOLLOWING ILLNESS/INJURY/PREGNANCY

An employee may request modification of work duties or a temporary reassignment during or immediately following illness/injury/pregnancy. Such request must be supported by competent medical documentation. The Town may require a second opinion by an independent medical professional, in which case the Town shall be responsible for payment of the cost of the examination to the extent not covered by health insurance. The Town will consider reasonable accommodations in response to the request for a period of time not to exceed three months.

In the event of a longer term or permanent disability the Town will consider reasonable accommodations to assist an employee to maintain employment with the Town. An accommodation is not considered to be reasonable if it would result in an undue cost or hardship to the Town, or if the employee is unable to perform one or more of the essential functions of the job even with a reasonable accommodation.

5. OVERTIME / COMPENSATORY TIME

Town employees may be requested or required to work overtime. Employees who are determined to be “non-exempt” under the provisions of the Fair Labor Standards Act (“FLSA”) shall be paid on an hourly basis shall receive time and one half for all hours worked over 40 hours in a week.

Holidays, vacation, and bereavement leave are to be considered “time worked” in computing overtime.

Requests for employees to work overtime will be made with as much advance notice as is possible. However, unexpected circumstances or emergencies may arise which make advance notice impossible. Employees are expected to honor requests for overtime work, except in unusual circumstances. Repeated failure or refusal to perform overtime work when requested will result in disciplinary action up to and including termination.

Absent emergency circumstances no employee may work overtime without the prior consent of his or her immediate supervisor or, if the supervisor cannot be reached, with the permission of the Department Head or the Town Manager. Employees who violate this policy will be subject to disciplinary action up to and including termination.

Compensatory Time: An employee may agree to accept compensatory time off in lieu of payment for overtime work. Non-exempt employees who agree to receive and earn compensatory time (time and one half for every hour worked over forty in a work week) are subject to the following conditions:

- a. The maximum accrual of compensatory time is 80 hours per employee per fiscal year.

b. Employees must obtain approval from supervisor prior to working extra hours and earning compensatory time.

Compensatory time that remains unused at the end of the fiscal year will be paid out in the last pay period of that year

6. EXIT INTERVIEW

The Town Manager or his/her designee shall conduct an exit interview when an employee leaves the service of the Town. The Department Head may also conduct an exit interview with the employee if he or she so desires. This interview shall include a review of accrued vacation; conversion of health insurance rights; other insurance coverage; clearance of any other accounts and any other questions that may arise concerning the termination of employment. All Town property i.e. keys, cell phone, etc. shall be returned to the Town on or before the date of this meeting.

III. PERSONNEL ACTIONS

1. FILLING VACANCIES

When a position is available in the Town of Randolph the Town Manager will recruit qualified applicants in a manner consistent with its commitment to Equal Employment Opportunity.

The Town Manager shall determine if a position is to be filled by internal promotion, re-assignment, transfer or outside recruitment. The vacancy or new position may be advertised or recruited through any of the following options: local newspapers, online job sites the Town's website, posting on the bulletin board in the Town Clerk's office, utilizing the services of employment agencies or services or comparable means or methods. A recruitment notice should specify the position title, describe the nature of work to be performed, and specify the desired and/or required qualifications, the closing date for receiving applications, and any other relevant information.

The Town Manager, at his or her discretion, may choose to fill a new or vacant position by re-assigning or promoting a qualified employee who is already in the service of the Town.

Application: Application for positions shall be on approved Town forms or as otherwise designated in the announcement.

Promotion: A promotion is a change of assignment from a position of lower classification to a position of higher classification or the reallocation of a current position to a higher classification due to the assignment of higher level duties or the accretion of higher level duties over time.

Employees who have received a written warning, or a more severe form of discipline, within a six (6) month period prior to a promotional opportunity shall not be eligible for promotion, unless special dispensation is provided by the Town Manager.

Reallocation: An employee's position may be re-allocated to a higher classification based upon the assignment or accretion of higher level duties and responsibilities. The reallocation of a position and the promotion of the incumbent must involve a definite increase in duties and responsibilities and shall not be made merely for the purpose of affecting an increase in compensation.

Transfer or re-assignment: The Town Manager has discretion to transfer or re-assign an employee to a different position on a temporary or permanent basis. The Town Manager may effectuate a transfer or re-assignment either at the request of an employee or in the exercise the Manager's discretion.

2. RECRUITING FOR POSITIONS REQUIRING A COMMERCIAL MOTOR VEHICLE LICENSE

The Town of Randolph requires all members of the Highway Department to either possess a Commercial Driver's License (CDL) at the time of hire or take and pass the test to obtain a CDL within two weeks of the offer of employment. An applicant offered employment in a position subject to the CDL requirement shall obtain a CDL and approved CDL medical certification prior to start of employment.

A. Commercial Driver's License (CDL):

1. Highway Department personnel are responsible for maintaining valid CDL's and CDL medical certification during their employment. An employee shall notify his/her supervisor or the Town Manager immediately following notice that the employee's CDL has been conditioned, suspended, or revoked.
2. It is the responsibility of employees to secure their initial CDL license at their own expense.
3. The Town will reimburse the employee for the renewal of any license required for the operation of Town equipment.

B. CDL Medical Exam:

1. All Highway Department personnel are required, every two years (or more frequently if required), to obtain medical certification for clearance to operate CDL vehicles.

2. All new Highway Department personnel must have medical certification prior to start of employment.
3. An employee shall notify his/her supervisor or the Town Manager immediately following notice that the employee's CDL medical certification has been conditioned, suspended, or revoked.
4. The basic medical exam costs of CDL medical certification renewal that are not covered by the employee's health insurance will be borne by the Town.

3. APPOINTMENTS

Appointment of the Town Manager is made by the Selectboard. Appointment of department heads is made by the Town Manager. Appointment of staff within the Offices of Clerk and/or Treasurer is made by the Clerk and/or Treasurer, as applicable. Appointment of all other employees of the Town is made by the Town Manager in consultation with the department head, when applicable. Selection for appointments shall be made on the basis of qualifications, education, experience, aptitude, knowledge and character. Weights will be assigned to these factors as deemed appropriate by the Town Manager.

Examination: When applicable to a particular position, an examination shall be given to qualified applicants or finalists. The examination may include written, oral and physical agility components when related to the essential functions of the jobs to be performed.

Physical and/or Medical Examinations: For positions that do not require a CDL a physical or medical examination may be required of an applicant after an offer of employment is made by the Town, and such offer of employment shall be conditioned on the acceptable results of the examination. Additional physical or medical examinations may be required for an incumbent in the position when there is a reasonable basis for the Town to question an employee's fitness for duty or ability to return to work. All information obtained as part of the medical exams shall remain confidential and shall not be placed in the employee's personnel file but in a separate medical file.

References: As part of the selection process, former supervisors, employers, and references provided by applicants may be checked. Reference checks made by personal or telephone contact shall be documented and included in the applicant's hiring file, and shall be used in determining an applicant's eligibility. Reference checks shall be completed prior to an offer of employment. Responses to reference checks are deemed confidential and shall not be included in the employee personnel file maintained by the Town and shall not be accessible by the employee.

4. TYPES OF EMPLOYEES

Full -Time Employee: A full-time employee works a regular workweek of forty (40) hours on a continuing basis throughout the year and is eligible for all regular employment benefits in accordance with the terms and conditions of this policy and procedures manual.

Part-time Regular Employee: A part-time regular employee works a regular workweek of at least twenty (20) but less than forty (40) hours on a continuing basis throughout the year and is eligible for all regular employment benefits on a prorated basis.

Temporary or Project Employee: Temporary or project appointments may be made for work on special projects or for recurring work on an as needed basis. The Town Manager and department head shall determine appropriate wages for temporary or project employees. Employees hired on a temporary or project basis shall not be eligible for regular employee benefits but shall be provided with any and all rights and benefits required by state law. Temporary appointments which are project based, or whose purpose is to fill in for an absent regular employee shall be for no longer than six (6) months. The appointment may be extended up to an additional six (6) months with the approval of the Town Manager.

Emergency Appointment: To prevent the disruption of public business or a loss or serious inconvenience to the public, temporary appointments may be authorized by the Town Manager for a period not to exceed sixty (60) days. The Town Manager shall determine the appropriate salary or wages. Emergency appointees shall not be eligible for regular employment benefits, but shall be provided with any and all rights and benefits required by state law.

5. PROBATIONARY PERIOD

All new appointments to regular full or part-time positions are subject to an original probationary period of at least (6) months. The Town Manager may extend the probationary period, with the input of the Department Head, for up to an additional six (6) months.

- During the probationary period the employee must demonstrate an ability to satisfactorily perform the job duties.
- At the end of the probationary period the employee shall be evaluated by the department head and the Town Manager who shall determine whether the employee should become a regular employee of the Town.
- A probationary employee may be dismissed by the Town Manager upon the recommendation of the department head. Employees may be discharged from employment at any time during their probationary period (original or extended) at the discretion of the Town Manager for any legal reason.
- Employees in their original probationary period shall be eligible for, and receive the benefits of regular appointments, subject to the provisions and limitations included in this Policy.

6. RESIGNATION

Employees who voluntarily resign from their employment with the Town shall give at least two (2) weeks (ten business days) notice, in writing. Managers, Department Heads and Directors are expected to give four (4) weeks (twenty business days) notice in writing. This time allows the Town to fill the vacancy and begin training a new employee. Such resignation notice shall be submitted to the supervisor or department head or the Town Manager. Employees who fail to provide such notice shall forfeit one (1) day of accrued vacation time for each day less than required notice period. The Town Manager may waive or reduce the required notice period in his/her sole discretion.

7. DEMOTION

A Town employee may be demoted to a position of lower classification for which he or she is qualified for any of the following reasons:

- **Position Abolished:** When an employee would otherwise be laid off because a position is being abolished.
- **Lack of Qualifications:** When an employee does not possess, or loses, the ability to perform an essential function of the position.
- **Voluntary Request:** When an employee voluntarily requests a demotion and a position is available at the lower classification for which the employee is qualified.

Reduction in Pay: An employee who is demoted to a position in a lower classification is subject to a reduction in compensation.

All demotions are subject to the approval of the Town Manager. The involuntary demotion of a regular, non-probationary employee will not be effective until the employee has been given notice in writing that the Town intends to implement a demotion and an opportunity to meet with the Department Head and Town Manager to present facts and arguments as to why the demotion should not occur.

8. REDUCTION IN FORCE

The Selectboard has the authority and responsibility to determine the means and methods by which the duties and responsibilities of the Town shall be accomplished, and to employ such persons as it deems necessary or appropriate to carry out the work of the Town. The Selectboard retains its full authority to determine whether a reduction in force shall be implemented.

Employees affected by a reduction in force shall receive at least thirty (30) calendar days' prior notice or four (4) weeks' pay in lieu of notice.

Employees in an original probationary period at the time a reduction in force is implemented may be terminated prior to the layoff of a regular employee whose position is eliminated as a result of a reduction in force; such employees shall have no recall rights. The Town Manager will determine which probationary employees will be terminated if fewer than the total number of probationary employees are to be terminated. This determination shall be based, in part, upon considerations of the qualifications of the employees; work performance; and the length of time with the Town.

Reduction in force does not include lay-off of seasonal employees.

9. RECALL

Regular employees who have been laid off as the result of a reduction in force may be recalled to vacancies within their prior job classification, or to a vacancy in a lower job classification for which they are qualified, during the two year recall period. An employee notified of recall must notify the Employer of his/her intent to return to the job within five (5) work days of receipt of notice and must return within fifteen (15) working days of receipt of notice or forfeit recall rights. Nothing herein shall prevent an employee who has been laid off from applying for vacant positions in higher classifications, or in other department of the Town.

10. SENIORITY

Seniority shall mean the length of service with the Town of Randolph since the last date of hire.

IV. PROGRESSIVE DISCIPLINE

Notwithstanding the “at will” nature of the employment relationship, the Town of Randolph may elect to utilize a system of progressive disciplinary actions for failure of regular employees to observe the requirements of this Policy or for behavior which, in the opinion of the Town, is contrary to the best interest of the Town or which poses a threat to the health, safety or welfare of co-employees or members of the public. Notwithstanding the reality that no two situations are exactly alike, the Town subscribes to the principle of like discipline for like offenses. Nothing in this policy requires the Town to apply progressive discipline in the case of an employee in his/her original probation period.

Disciplinary action should be taken within a reasonable time of discovery of the incident or infraction, with due consideration given to the time required to investigate the event. The Town in its sole discretion reserves the right to place an employee on paid administrative leave during the pendency of any work-related investigation, or if the continued presence of the employee in the workplace would adversely impact the interests of the Town.

The following discipline, be taken in accordance with the accompanying guidelines, may be applied by the Town. The Town retains its full managerial authority and discretion to bypass any or all steps of the progressive discipline process outline below: .

1. ORAL REPRIMAND

The immediate supervisor verbally corrects or counsels an employee with regard to acts or omissions in the workplace. A record of the oral reprimand will be placed in the employee's personnel file. The employee shall sign the written documentation of oral reprimand to acknowledge receipt.

2. WRITTEN REPRIMAND

The immediate supervisor or department head corrects or counsels an employee, in writing, with regard to acts or omissions in the workplace. A written reprimand shall be given to the employee and a copy placed in the employee's personnel file. The employee shall sign the written reprimand to acknowledge receipt.

3. SUSPENSION

Suspension without pay may be considered as an alternative to dismissal in response to serious acts or omissions in employment or in response to repeated acts or omissions in employment which have continued despite prior verbal or written warnings.

The Town retains full discretion to determine whether the suspension process will be utilized, and if so, the period of the suspension. Prior to the implementation of a suspension without pay an employee will be given notice of the Town's intended action and the reasons therefore, and will be offered an opportunity to present facts and arguments to the Town Manager or designee as to why suspension should not be imposed. Documentation of the suspension of an employee shall become a permanent part of the employee's personnel record

4. DISMISSAL

In accordance with the "at-will" nature of the employment relationship, the Town reserves the right in its sole discretion to dismiss an employee when, in the judgment of the department head, and with the concurrence of the Town Manager, the employee's work or conduct warrants dismissal and such action will serve the best interest of the Town. Examples of conduct that may result in immediate dismissal are gross neglect of duty, gross insubordination, use of alcohol or

illegal drugs on the job, use of prescription drugs that effect employee's ability to safely and efficiently perform the work or which endangers the safety of others, conviction of a felony, conduct which places in jeopardy the life or health of a co-worker or member of the public; and theft.

Prior to implementation of the action the Town Manager shall provide the employee with a written notice of dismissal that includes the reasons why dismissal is being contemplated and provides the employee with an opportunity to meet with the Town Manager or designee prior to the finalization of any decision. The purpose of the meeting is to provide the employee with the opportunity to provide the Town with facts and arguments as to why the contemplated dismissal action should not be taken. An employee may be placed on paid administrative leave at the discretion of the Town Manager during the pendency of the meeting and the implementation of any final decision.

V. GRIEVANCE PROCEDURE

Prompt consideration and equitable adjustment of employee grievances is necessary to insure that the work of the Town of Randolph is accomplished in an efficient and effective manner. It is the intent of the Town to adjust grievances informally whenever possible. Both supervisors and employees are expected to make every effort to resolve problems as they arise.

A grievance is an employee complaint or concern regarding conditions of employment, the application of a rule, regulation, or policy, or other workplace issues or behaviors including, but not limited to complaints of illegal discrimination, sexual or other forms of illegal harassment, violations of the Americans with Disabilities Act, or the rules and regulations regarding Smoking in the Workplace.

The following steps shall be followed in the case of a grievance filed by an employee. However, an employee may bypass one or more steps in the grievance process if the issue involves a decision over which the decision maker designated herein has no control or if the grievance involves a complaint concerning the behavior of an immediate supervisor or other manager involved in the grievance process. Further, if a complaint involves an allegation of illegal harassment or discrimination an employee may but is not required to utilize the grievance process. *See alternate reporting options, Town Policies re: Sexual Harassment.*

- The employee shall informally discuss the grievance with his/her supervisor. The supervisor shall attempt to adjust or resolve the issue with the employee.
- If the employee is not satisfied with the resolution of the grievance after meeting with the Supervisor he or she bring the grievance to the Department Head within five (5) working days following the decision of the supervisor. The Department Head shall attempt to resolve

the issue with the employee. The Department Head shall provide the employee with a written decision regarding his/her disposition of the grievance and shall provide a copy to the Town Manager.

- If the employee is not satisfied with the resolution of the grievance with the decision of the Department Head he or she may bring the grievance to the Town Manager or his/her designee within ten (10) working days following receipt of the department head's decision.
- The Town Manager or designee will meet with the employee and may take such other actions as are deemed necessary to investigate the grievance. The decision of the Town Manager's or designee' shall be made in writing within ten (10) business days of receipt of grievance. The decision of the Town Manager is final.
- The grievance process also applies to any grievance filed against the Town Manager: The employee shall informally discuss the issue with the Town Manager. If the employee is not satisfied with the resolution of the grievance he or she may report the grievance to the Chair of the Selectboard within ten (10) days of the initial discussion with the Town Manager. The Chair of the Selectboard may investigate the grievance. A final decision shall be made in writing within ten (10) business days of receipt of the grievance, unless both parties agree to an extension in time.

VI. PAID AND UNPAID LEAVE

Regular full and part-time Town employees and full-time elected employees are eligible for the leave benefits set forth herein which may be utilized in conformance with the provisions specified below. Members of the collective bargaining unit will abide by the Paid and Unpaid Leave benefits that are included in the collective bargaining agreement.

1. LEAVE

Leave shall be granted by the department head in conformance with provisions established for each type of leave. Town Manager leave shall be subject to approval of the Selectboard.

2. LEAVE RECORDS

The Finance Department shall maintain the official record of each employee's leave status. The status of leave time is printed on the employee's bi-weekly payroll stub. The employees shall verify the vacation leave record and immediately notify their supervisor of any apparent errors in the record. In the absence of any notification of errors by the employee, the record maintained by the Town shall be the official record.

3. OFFICIAL HOLIDAYS

The following holidays shall be official holidays, together with any other day so proclaimed by the Selectboard:

New Year's Day.....	January 1 st
Martin Luther King Day	Third Monday in January
President's Day	Third Monday in February
Town Meeting Day.....	First Tuesday in March
Good Friday Afternoon.....	Half the working day
Memorial Day.....	Last Monday in May
Independence Day.....	July 4 th
Labor Day.....	First Monday in September
Indigenous Peoples' Day.....	Second Monday in October
Veteran's Day.....	November 11 th
Thanksgiving.....	Fourth Thursday in November
Day after Thanksgiving.....	Fourth Friday in November
Christmas Day.....	December 25 th

Holidays not taken or used within a fiscal year may not be carried forward or accrued. Regular part-time employees shall be eligible for holiday leave on a pro-rate basis. Official holidays, or the days observed as such holidays, occurring during a vacation period shall not be charged to vacation time.

Legal holidays which fall on Saturday will be observed on the preceding Friday. Legal holidays which fall on a Sunday shall be observed on the following Monday. Employees wishing to observe religious holidays not listed above may do so by using accrued personal, vacation or compensatory leave time.

4. HOLIDAY PAY

A non-exempt employee who is required to work on a holiday will be paid time and one half for all hours worked that day in addition to the employee's regular pay for the holiday. Exempt employees who are required to work on a holiday will be allowed to take another day off with the approval of the Town Manager.

5. VACATION LEAVE

The purpose of vacation leave is to enable an employee to have a period of time for rest and relaxation away from his or her job. Employees are encouraged to schedule vacation leave in segments of five (5) or more days. Requests to utilize vacation leave for a single day or less off

are subject to the approval of the department head. Vacation time may not be taken in segments of less than four (4) hours unless the employee is on a leave covered by the Vermont Parental and Family Leave Act, 21 V.S.A. §§ 472 *et seq.* (“PFLA”).

Each regular full time employee who has successfully completed his or her original probationary period shall accrue vacation leave days as follows:

6 months	40 hours
1 year	80 hours
5 years	120 hours
10 years	160 hours
15 years	200 hours

Vacation leave is pro-rated for regular part-time employees based on their regular work schedule.

All vacation time increases will become effective on January 1st or July 1st following the anniversary date of hire, whichever comes first.

Half a year’s worth of eligible vacation time will be credited to the employee on January 1st and the remaining half on July 1st of each year.

An employee may not utilize vacation time before it is accrued without the written approval of the Department Head and Town Manager. If approval is granted the vacation days advanced to the employee will be deducted from the next accrual due to the employee. An employee who has been authorized to use vacation time prior to its accrual will sign an agreement authorizing the Town to deduct the value of the used but unearned vacation leave from his/her final pay check in the event the employee separates from employment, for any reason, prior to replacing the leave.

Requests to use vacation leave should be made to the Department Head at least two weeks in advance so that work schedules may be coordinated; requests made with less than two (2) weeks advance notice may be granted at the discretion of the Department Head. Employee requests for use of accrued vacation leave will be accommodated whenever possible; however, final approval is left to the discretion of the Department Head based on the needs of the department.

An employee who gives at least two weeks’ notice of his or her intention to leave the employment of the Town will be paid for any accrued but unused vacation leave.

Employees are eligible to cash-in or carry over one week (five work days) of vacation leave at the end of the calendar year. Unused vacation leave in excess of one week (five work days) will be forfeit. An employee shall notify his/her department head not later than December 1 if the employee wishes to redeem one week (five days) of vacation leave prior to the end of the

calendar year; if notice is not received up to one week (five days) of each employee's unused, accrued vacation leave shall automatically be carried over to the next calendar year.

An employee who is "off payroll" for any reason (i.e., unpaid leave, workers' compensation) for more than ten (10) regular workdays in a calendar month shall not accrue vacation leave for that month. The employee's next six-month accrual of vacation leave will be reduced by a pro-rated amount based on the number of months for which no accrual was awarded due to time spent "off payroll" in the preceding six (6) month period.

6. SICK LEAVE

Sick leave is available to Town employees who successfully complete their probationary period. Use of sick leave is not a privilege that an employee may use at his or her discretion. Use of sick leave is allowed only for legitimate health/medical purposes and under the following conditions and circumstances:

- Personal illness or physical incapacity resulting from causes beyond the employee's control.
- Enforced quarantine of the employee in accordance with community health regulations.
- To meet medical or dental appointments, or other sickness prevention measures.
- Illness or physical incapacity of a member of the employee's immediate household (spouse, child or anyone residing in the home of the employee) requiring the employee's personal attention.

An employee who misrepresents a claim for sick leave may be subject to discipline up to and including termination.

An employee may not utilize sick leave prior to the time it is accrued. The Town may allow an employee to substitute accrued vacation, personal or compensatory leave to cover an absence due to illness or injury after an employee has exhausted his/her personal sick leave.

Full-time, regular Town employees shall accrue sick leave at the rate of eight (8) hours per month up to a maximum accumulation of 480 hours. Employees who have served the Town for over ten years may accrue up to seven hundred twenty (720) hours of sick leave.

Sick leave shall begin to accrue at the end of the first full month (30 days) of employment following the successful completion of the original probationary period and shall be available for use in accordance with the procedures outlined below. Employees shall not be entitled to any compensation for accrued sick leave upon separation from the Town's employ.

Regular part-time employees shall accrue sick leave on a pro-rata basis based on the employee's regular work schedule.

An employee who is “off payroll” for any reason (i.e., unpaid leave, workers’ compensation) for more than ten (10) regular workdays in a calendar month shall not accrue sick leave during that month.

Procedure for Use of Sick Leave:

Employees shall observe the following procedures for the use of sick leave:

- Employee shall notify his or her supervisor within one (1) hour of the time the employee is to begin duty if the employee is unable to report for work. An employee shall notify his or her supervisor immediately when illness occurs during the work day.
- Employee shall return to work as soon as the health of the employee permits.
- A physician’s certificate or other proof of illness may be required by the Town Manager or designee before sick pay is approved.
- The Town reserves the right to require any employee to furnish medical certification from the attending physician attesting to his or her fitness and ability to return to work following a serious illness or period of disability.
- An employee may be required to provide a documentation of illness or disability following three days of leave or in any circumstances where there is reason to believe that the use of sick leave may not have been consistent with Town policies or procedures.

7. PERSONAL LEAVE

All full time regular employees who have successfully completed their original probationary period are eligible for two (2) days personal leave to be used at their own discretion with the prior approval of the employee’s supervisor. Personal leave is not cumulative and expires at the end of each calendar year without payment.

8. BEREAVEMENT

Employees shall be granted up to five (5) days off, with pay, for the death of a spouse, child, parent, sibling, mother or father-in-law, brother or sister-in-law, son or daughter-in-law, grandparent, grandchild, or civil union partner.

9. PARENTAL AND FAMILY LEAVE

Unpaid leave is provided to eligible employees under federal and Vermont statutes for such events as a serious medical condition of the employee or a member of the employee’s immediate family (as defined by statute), childbirth and adoption of a child under sixteen (16) years of age. The federal statute is known as the Family and Medical Leave Act (“FMLA”), and is found at 29

U.S.C. §2601 *et seq.* Vermont's statute is known as the Parental and Family Leave Act ("PFLA"), and is found at 21 V.S.A. §470 *et seq.* While the statutes are similar there are differences, including eligibility and use of leave. When both statutes apply employees are entitled to receive the benefit or interpretation most favorable to their situation. In most cases an employee taking unpaid statutory leave will be covered concurrently by both the FMLA and PFLA. Employee who are eligible for unpaid leave under either federal or state statutes are also eligible, per statute, to use up to six (6) weeks of accrued paid leave. In some cases employees may be eligible to use more than six (6) weeks of accrued leave based on provisions of this policy or the collective bargaining agreement, as applicable.

The paragraphs below provide a summary of conditions and benefits available to eligible employees under the FMLA and/or PFLA. This is a summary only: In interpreting and administering statutory leave the Town will rely on the text of the statute or related regulations or regulatory guidance.

Eligibility:

- a. FMLA: Employee must have worked for the Town for a period of at least one (1) year (12 months), and must have actually worked at least 1,250 hours during the preceding twelve (12) months.
- b. PFMLA: Employee must have worked for the Town for a period of at least one (1) year (12 months), and must have actually worked at least 1,560 hours during the preceding twelve (12) months.

Medical Leave (also referred to as "Family Leave") is available for:

- a. "Serious illness" of the employee; and
- b. "Serious illness" of the employee's child, stepchild or ward who lives with the employee, foster child, parent, spouse/civil union partner, or parent of the employee's spouse/civil union partner.

"Serious illness" means an accident, disease or physical or mental condition that 1) poses imminent danger of death; or 2) requires inpatient care in a hospital; or 3) requires continuing in-home care under the direction of a physician.

Length and availability of Statutory Leave: An eligible employee may access unpaid statutory for a total of twelve (12) calendar weeks (60 work days) during any twelve (12) month period. Leave may be taken on an intermittent basis in appropriate circumstances.

Parental Leave is available for:

- a. The birth of an employee's child;
- b. The initial placement of a child sixteen (16) years or younger with the employee for the purpose of adoption.

Parental leave may be taken during the employee's pregnancy and following the birth of an employee's child. In the case of an adoption, leave can be taken within a year (12 months) following the initial placement of a child sixteen (16) years or younger with the employee for the purpose of adoption.

Continuation of Group Insurance Benefits: During the statutory leave period the employee has the option of continuing group insurance benefits. The Town will continue to pay its share of premium and the employee must continue to pay his or her share of the premium during the leave period.

Additional Information and Requirements

- During the period of statutory leave accrued sick leave or vacation leave may be used in a manner consistent with those provisions of statute and this policy. An employee may not use accrued leave to extend the leave provided for by statute
- An employee who wishes to take parental or family leave must give notice to the Town Manager of the date that leave is expected to begin and the anticipated duration of the leave at least six weeks prior to its commencement, or in the event of an unexpected illness, as soon as reasonably possible. An employee may return from leave earlier than expected.
- Upon return from leave an employee shall be offered the same or a comparable job at the same level of compensation, employment benefits, seniority or any other term or condition of employment existing on the day leave began, unless the employee's position was eliminated due to a reduction in force for reasons unrelated to the leave of the employee.
- Except in the case of a serious illness of the employee, an employee who does not return to employment with the Town at the end of the leave shall return to the Town the value of any compensation paid to or on behalf of the employee during the leave, except payments for accrued sick and/or vacation leave.

10 A. SHORT TERM LEAVE (21 V.S.A §472a)

In addition to the PFMLA leave described above an employee who is eligible for leave under Vermont's PFMLA is eligible to take up to four hours of unpaid leave in any 30-day period, not to exceed 24 hours in any 12-month period, for the following purposes:

(1) To participate in preschool or school activities directly related to the academic educational advancement of the employee's child, stepchild, foster child, or ward who lives with the employee, such as a parent-teacher conference.

(2) To attend or to accompany the employee's child, stepchild, foster child, or ward who lives with the employee or the employee's parent, spouse, or parent-in-law to routine medical or dental appointments.

(3) To accompany the employee's parent, spouse, or parent-in-law to other appointments for professional services related to their care and well-being.

(4) To respond to a medical emergency involving the employee's child, stepchild, foster child, or ward who lives with the employee or the employee's parent, spouse, or parent-in-law.

An employee shall make a reasonable attempt to schedule appointments for which leave may be taken under this section outside of regular work hours. In order to take leave under this section, an employee shall provide the employer with the earliest possible notice, but in no case later than seven days, before leave is to be taken except in the case of an emergency.

In this subsection, "emergency" means circumstances where the required seven-day notice could have a significant adverse impact on the family member of the employee.

At the employee's discretion, the employee may use accrued paid leave, including vacation and personal leave.

10 B. UNPAID LEAVE FOR VICTIMS OF CRIME

This policy on unpaid leave for victims of crime is in accordance with 2018 Vermont legislation entitled *An Act Relating to Employment Protections for Crime Victims* which amends Vermont's Unlawful Employment Practices Act and Vermont's Parental and Family Leave Act.

This policy applies to an employee who has been continuously employed by the Town for a period of six (6) months for an average of at least twenty (20) hours per week and who is a crime victim, as defined by Vermont law. A crime victim, as used in this policy, is defined as a person who has:

- Obtained a relief from abuse order against a family member or household member; or
- Obtained an order against stalking or sexual assault; or
- Obtained an order against abuse of a vulnerable adult; or
- Sustained physical, emotional or financial injury as the direct result of a crime and is identified as a crime victim in an affidavit filed by law enforcement or by the State's Attorney having jurisdiction.

An employee who is a crime victim (hereinafter, a “covered employee”) shall be eligible to take unpaid leave from employment for the purpose of attending a deposition or a court proceeding related to the crime. The Town may not discharge or otherwise penalize the covered employee on account of his or her absence from work when he or she notifies the Town prior to taking leave of the covered employee’s intent to appear in or at the criminal proceeding or a related proceeding in Family, Superior, or Probate Court.

During the leave, at the covered employee’s option, the covered employee may use accrued sick leave, vacation time, or any other accrued paid leave. The Town shall continue employment benefits for the duration of the leave at the level and under the conditions coverage would be provided if the covered employee continued in employment continuously for the duration of the leave. The Town may require that the covered employee contribute to the cost of benefits during the leave at the existing rate of the covered employee’s contribution. Upon return from leave, the covered employee shall be offered the same or comparable job at the same level of compensation, employment benefits, and seniority as existed on the date the leave began. (This job protection does not apply if prior to requesting the leave, the covered employee had been given notice by the Town that his/her employment would terminate or if the Town would have laid off the covered employee during the leave for reasons unrelated to the leave.)

Retaliation against a covered employee for requesting or obtaining leave under this policy is prohibited.

Upon request of the Town a covered employee shall provide verification of attendance at the criminal proceeding while he/she was absent from work.

11. JURY DUTY

A Town employee who is called for jury duty by any state or federal court shall be granted leave to fulfill this responsibility when necessary. The Town shall pay to the town employee the difference between the employee's actual lost wages and any payment received from the court, other than expense reimbursement for meals, mileage, etc. Employees shall provide the department head or Town Manager with documentation from the clerk of the court certifying the period of jury duty and the amount of pay received from the court. Failure to report such payment will result in a loss of pay for the period of jury duty. When an employee is released from jury duty prior to noon on any given day of service the employee shall either return to work or shall contact his/her supervisor about returning to work that day.

12. LEGISLATIVE LEAVE

In conformance with state law the Town will allow an employee leave without pay to serve in the Vermont Legislature, pursuant to the requirements and hardship exceptions of 21 V.S.A. section 496. Such leave shall not cause the loss of job status, seniority, or the right to participate in insurances or other employee benefits during the leave; however, the cost of such benefits shall be borne by the employee.

An employee who seeks desires to run for the Vermont legislature or any other partisan state or federal office should notify the Town Manager to ensure that the employee's political activities are not in violation of the federal Hatch Act. The Hatch Act applies to individuals employed in the executive branch of States, municipalities, or other political subdivisions of a State. The reach of the Act is exceptionally broad; extending to any and all municipal employees whose principal employment is in connection with an activity which is financed in whole or in part by loans or grants made by the United States or a Federal agency.

13. LEAVE OF ABSENCE WITHOUT PAY

All requests for leaves of absence without pay shall be submitted, in writing, to the appropriate department head and shall set forth the purpose for which the leave is requested. The granting of unpaid leave is subject to the approval of the Town Manager. Upon the recommendation of the department head the Town Manager may grant a leave of absence of no longer than six (6) months. All requests for unpaid leaves of absence will be considered subject to the needs and interests of the Town.

- * The Town shall make no contributions to the employee's pension fund, medical or other group insurance plans, and shall make no salary or wage payments to the employee while on a leave of absence without pay. Employees may continue their benefits at the Town rate by making advance payments to the Town. When an employee begins a leave of absence without pay, his or her record is frozen in time and his or her seniority is retained. The employee does not accrue paid leave, and earns no service credit or compensation adjustments during the period away from work. An employee will be reinstated to the position he or she held prior to the leave being granted, or to a position of similar responsibility at the then prevailing rate of pay, unless the employee's position was eliminated due to a reduction in force for reasons unrelated to the leave of the employee.

This section does not apply to unpaid leave pursuant to Section 10 Family and Parental Leave.

14. EDUCATIONAL LEAVE

The Town Manager at his/her sole discretion may approve a leave of absence for up to thirty (30) days in any fiscal year, either with or without pay and /or benefits, for the purpose of educational pursuits, training programs and other similar activities from which the Town shall benefit.

A denial of an employee's request for leave hereunder shall not be subject to the grievance procedure.

15. MILITARY LEAVE

Employees shall be granted unpaid leave for annual leave for training and monthly drills as required for active Reserve or National Guard duty. The employee shall be placed on unpaid leave but shall continue to be covered under the Employer's insurance programs during annual leave for training.

VII. BENEFITS

The Town of Randolph provides or makes available the benefits described below for its regular full and part-time employees and full-time elected employees and their appointees, subject to the conditions and limitations specified herein and in Chapter III, Types of Employees.

1. GROUP LIFE INSURANCE

A full time employee who has successfully completed his or her probationary period is eligible to participate in the Town's group life and accidental death and dismemberment insurance policies. The life insurance coverage provides fifty thousand (\$50,000.00) dollars in case of the employee's death from any cause while insured, and the accidental death or dismemberment policy provides additional coverage in the amount of \$50,000 when applicable. Regular part time employees are eligible for a pro rata policy.

Commencement of Coverage: Eligible employees are covered on the first of the calendar month coinciding with, or next following, the successful completion of their probationary period.

Continuation of Coverage with Premium Payment: An employee who is totally disabled and unable to work may continue to participate in the group life insurance plan in accordance with the rules of the insurance carrier.

2. HEALTH INSURANCE

- A. A regular full year, full-time or part-time employee who has completed thirty (30) days of employment is eligible to participate in the group health insurance plan and receive health insurance contributions from the Town as provided in this section.
- B. Annually, the Town of Randolph shall designate a group health insurance plan or plans for the consideration of Town employees and shall contribute a specific amount or percentage to the cost of premium for each plan so designated. In the event employees of the Town are married or in a civil union, one of them shall be a member of the plan and the other shall participate as a dependent.
- C. As applicable, employees shall make any required contribution to premium costs through regular payroll deductions.
- D. Employees who receive health insurance coverage under an insurance plan other than the Town group health insurance plan(s) are not eligible to receive the Town contribution specified herein. However, such employees are eligible to receive an annual payment in lieu of health insurance provided they demonstrate proof of coverage for themselves and their dependents through a group health insurance plan other than the Town plan(s). The cash in lieu of health insurance payment as follows:

Single plan:	\$1,000
2 Person plan:	\$2,000
Family plan:	\$3,000

The amounts listed above shall be paid to the employee in equal amounts on a quarterly basis.

3. DENTAL INSURANCE

The Town shall provide employees and dependents with dental insurance fully paid by the Town.

4. SOCIAL SECURITY

All Town employees are required to participate in the Social Security system. Both the employee and the Town are required to contribute to Social Security. Employee and Town contributions are determined by law and are subject to change.

5. WORKER'S COMPENSATION INSURANCE

As required by Vermont law, Town employees are covered by worker's compensation insurance. This insurance provides coverage in the event of a work-related injury. For additional information on incident reporting, please refer to the Incident Reporting, Medical Treatment & Accident Investigation Policy.

An employee who is absent due to a work related illness or injury will automatically be placed in leave status under the federal FMLA and Vermont PFMLA.

Employees shall be allowed to use accrued sick time, vacation, personal days or compensatory time, to make up the difference between worker's compensation and their regular weekly base pay. In no event will an employee receiving benefits under Workers' Compensation be allowed to utilize accrued leave which would result in payment to the employee of compensation in excess of the employee's regular weekly base wage. An employee who has exhausted his/her accrued sick leave may utilize accrued personal or vacation leave. However, use of vacation or personal leave will not begin until the employee gives the Town written authorization to utilize vacation leave.

If the employee's injury is determined to be non-compensable under the worker's compensation rules an employee may be eligible to utilize sick or vacation leave to compensate the employee for his or her time off.

Reporting Requirements; Cooperation: An employee who experiences a work related injury shall advise his/her supervisor or Department Head as soon as reasonably possible given the circumstances, and will fully cooperate with the Town in the connection with the investigation of the circumstances related to any claim for coverage under the Workers' Compensation statutes. The injured employee shall provide documentation to the Department Head, Town Manager or designee on issues related to Human Resources regarding the amount of worker's compensation received in order to be allowed to access accrued leave. Failure to report this information may result in the loss of leave usage for that period. The employee shall report his or her injury on the initial Report of Injury form provided by the Town.

Benefit Payments: The injured employee receiving temporary total or partial disability benefits will continue to receive full group insurance benefits from the Town as long as the employee continues to pay their portion of benefits.

Accrual of Accrued Sick and Vacation Leave Following a Work Related Injury: Sick leave and vacation leave will not accrue during the period of time that the employee is off work due to a work related temporary total or partial disability.

Employee Benefit Contributions: If an employee has authorized the use of accrued leave to supplement his/her temporary total or partial worker's compensation benefits, payroll deductions will continue as previously authorized. If the payroll amount is inadequate to satisfy those

deductions, it will be the employee's responsibility to make separate payment to the Town to satisfy those employee costs. During any period in which the employee is in a non-pay status, it will be the employee's responsibility to pay to the Town for benefit contributions. The required payment amounts and payment schedule can be obtained from the Human Resources department. Failure to make payments will result in cancellation of the applicable health insurance coverage for non-payment.

6. RETIREMENT PROGRAM

The Town of Randolph provides a Retirement Program for eligible employees in the Vermont Municipal Employees Retirement System ("VMERS"). All new regular employees hired after July 1, 1984 who meet the eligibility criteria for must participate in VMERS.

The Town will pay the employer's contribution to the system as recommended by the Vermont State Retirement Board. The employee will pay the employee's contribution to VMERS at the rate established by statute. At the present time VMERS features a five-year vesting period.

7. DEFERRED COMPENSATION PLAN

The Town offers employees a deferred compensation plan through the International City Management Association Retirement Corporation. This program allows employees to invest a portion of their salary or wages on a pre-tax basis. Details of this plan are available from the Town Manager.

8. OTHER BENEFITS

Employees hired on or before June 30, 2003 who retire from the Town in good standing shall be entitled to receive payment for one half (1/2) of his or her accrued and unused sick leave as a cash retirement bonus. Employees hired on or after July 1, 2003 shall not be entitled to this benefit.

The Town, at its discretion, may offer other optional benefits at the employee's expense.

[SIGNATURE PAGE TO FOLLOW]

Adopted April 11, 2019


This Policy was adopted by the Town of Randolph Selectboard, on this April 11, 2019. **This policy supersedes and replaces all former policies adopted by the Town.**



Irini Brassard, Chair



Perry Armstrong



Matthew Fordham



Larry Satcowitz

Patrick French

