TOWN OF NORFOLK
SELECT BOARD

ONE LIBERTY LANE
NORFOLK, MASSACHUSETTS

Blythe C. Robinson
Town Administrator

(508) 440-2855
(508) 541-3366 FAX

In accordance with the Governor's Order Suspending Certain Provisions of the Open Meeting Law, G. L. c. 30A, § 20, relating to the 2020 novel Coronavirus outbreak emergency, the September 1, 2020 7:00 PM public meeting of the Norfolk Select Board shall be physically closed to the public to avoid group congregation.

Alternative public access to this meeting shall be done via Zoom online video conferencing. This application will allow users to view the meeting and provide comments during allocated windows as outlined in the Board's Public Comment Policy. To join, follow the web link or call the dial-in number listed below under the start time/Call to Order. The meeting will be recorded for future rebroadcast by Norfolk Community Television. For more information on getting connected and using the video conference features, please visit http://www.norfolk.ma.us/assets/files/news/resident-zoom-guide.pdf

7:00 p.m. Call Meeting to Order

Zoom Meeting Link: https://zoom.us/j/3560716045

Zoom Meeting Call-In: 1-929-205-6099 (Meeting ID 3560716045)

Alternative to Zoom - NCTV live stream of all Town meetings on their YouTube Channel Link: www.youtube.com/norfolkcable

1. **COVID-19 Updates**

2. **Public Comment**

Action Items

3. **Please consider award of a contract for the construction of the Holbrook Street Wellfield and Pump Station**
4. **Please consider approval of the request by the Mayflower Council District Boy Scouts of America to hold a one-day, outdoor Cub Scout joining event on Town Hill on Saturday, September 12, 2020, from 12 PM to 3 PM.**

Discussion Items

5. **Please discuss updates and additions to the Select Board's Policies**
6. **Please discuss website posting of Board correspondence**

7. **Town Administrator Updates**

Report of Warrants

8. **The following warrants have been signed:**

- **06/16/2020 LUMP20A $293.63 (KK)**
- **07/31/2020 02LNG21 Adj. $-275.60 (KK)**
- **08/14/2020 03P21 & 03PS21 $494,391.10 (KK)**
- **08/18/2020 07V21 $2,548,609.09 (KK)**
- **08/25/2020 08VS21 $45,257.48 (KK)**
- **08/25/2020 08V21 $179,381.37 (KK)**

Approve Minutes

9. **Please consider approval of the minutes**

Any other unanticipated business that may come before the Board

Executive Session

Executive session under M.G.L. c.30A, §21(a)(3) to obtain advice of counsel and discuss strategy with respect to potential litigation regarding the construction of the Police Station, insofar as an open meeting may have a detrimental effect on the litigation position of the public body.

ADJOURNMENT

Blythe C. Robinson

Blythe C. Robinson, Town Administrator

TOWN OF NORFOLK
SELECT BOARD

ONE LIBERTY LANE
NORFOLK, MASSACHUSETTS

Blythe C. Robinson
Town Administrator

(508) 440-2855
(508) 541-3366 FAX

August 27, 2020

MEMO TO: Select Board

From: Blythe C. Robinson, Town Administrator BCR

RE: **Agenda Background – September 1, 2020**

Below please find background material on each of the items on the agenda as well as draft motions that you can consider where action is required.

1. COVID-19 Updates

2. Public Comment

3. Please consider award of a contract for the construction of the Holbrook Street Wellfield and Pump Station

   For several years the Town has been in the process of bringing on line a third wellfield located on Holbrook Street. This involved locating a site for the wellfield, obtaining the land, design, permitting through the DEP and finally construction. Construction has taken place in two stages, first to install the actual wells which is just wrapping up, and now the construction of the actual pump station and required equipment, and installation of main from the station to the street so treated water can be pumped into the distribution system. Included in your packet are two memos about this project. The first gives a recap of the funding for the project and the status of what remains for this contract. You might recall that at the annual town meeting in June we appropriated an additional $173,000 to ensure we had sufficient funds on hand to complete the work. The second memo is a recommendation to award the contract for the work to Biszko Building Systems for $1,820,995.

   This project attracted seven bidders, and the difference in price between most of them was quite tight, which tells us that there was good competition for the work, and that the bidders priced it fairly much the same. The bid was structured with two alternates, one for the emergency generator, and the other for the paving of the road to the wellfield. We recommend award of the first alternate for the generator, but not the paving. We know from our current SERSG bid that we can have that contractor complete that work for less than the alternate price, and we've carried that cost in the overall budget picture.

Environmental Partners has reviewed the proposals and contacted the bidder's references and recommends the Town award it to them. Staff concurs and asks that you approve the motion listed below.

MOVE that the Board vote to award a contract for the construction of the Holbrook Street Wellfield and Pump Station to Biszko Building Systems in the amount of $1,820,995 which is comprised of the base bid of $1,712,995 and Alternate #1 for the generator of $108,000.

4. Please consider approval of the request by the Mayflower Council District Boy Scouts of America to hold a one-day, outdoor Cub Scout joining event on Town Hill on Saturday, September 12, 2020, from 12 PM to 3 PM

Included in your packet is a request from this scout troop to use Town Hill for a joining event on September 12th. We have circulated this request to all relevant departments and all concur have no concerns. As their request notes they aren't able to pinpoint how many people will come, but are making provisions to ensure the number stays within state mandated limits and that masks and social distancing will be in place. Gregory Davis who is a co-chairperson on the Council plans to attend the meeting in case you have any questions.

MOVE that the vote to approve a request by the Mayflower Council District Boy Scouts of America to hold a one-day, outdoor Cub Scout joining event on Town Hill on Saturday, September 12, 2020, from 12 PM to 3 PM.

5. Please discuss updates and additions to the Select Board's Polices

This item is on the agenda so the Board can have an opportunity to start review on a number of policies that we believe need to be added to our manuals, and an amendment to one that has come up at previous meetings (sexual harassment policy). The new or revised policies include:

- Anti-Discrimination and Anti-Harassment Including Sexual Harassment Policy
- Code of Conduct Policy for Town Boards and Committees
- Employee Safety Policy
- Equal Employment Opportunity Policy
- Fraud and Theft Prevention Policy
- Video Monitoring Policy

In addition, we've determined that it would be best going forward to have two separate policy documents. Up to this point, both general board policies and human resource policies have been in the same manual. Our intent is to separate them into Select Board's policies which are broader in nature and cover a range of matters that the Board has responsibility for, and human resource policies. To this point the Town has lacked a centralized employee handbook. So, our goal in this regard is to formalize that handbook and make sure it includes all of the policies that pertain to employment to the Town. Copies of those new documents are included for your information.

I recommend that the Board begin discussion on the list of new/revised policies listed above at this meeting, after which we would distribute them to employees and where relevant to other town committee members (code of conduct, etc.) so that they may

review them and provide any concerns or feedback we should consider before adopting them. That would be considered before bringing these back to the Board for adoption at a future meeting.

6. Please discuss website posting of board correspondence

   This item will be appearing on the agendas going forward so that when correspondence comes up that the Board might want to post it can be discussed. For this meeting there are no items to consider.

7. Town Administrator Updates

   This item is on the agenda in case there are any informational updates on topics in front of the Town that may be of interest to the Board or to the viewing public.

8. The following warrants have been signed:

   - 06/16/2020 LUMP20A $293.63 (KK)
   - 07/31/2020 02LNG21 Adj. $-275.60 (KK)
   - 08/14/2020 03P21 & 03PS21 $494,391.10 (KK)
   - 08/18/2020 07V21 $2,548,609.09 (KK)
   - 08/25/2020 08VS21 $45,257.48 (KK)
   - 08/25/2020 08V21 $179,381.37 (KK)

   MOVE that the Board approve six (6) warrants for the period June 16, 2020 – August 25, 2020 as printed on the agenda for this meeting.

9. Please consider approval of the minutes

   There are no sets of minutes ready for approval at this meeting.

ENVIRONMENTAL PARTNERS

August 26, 2020

Mr. Blair Crane
Director
Department of Public Works
33 Medway Branch
Norfolk, MA 02056

RE: Recommendation to Award
Holbrook Street Wellfield & Pump Station

Dear Mr. Crane:

Sealed bids for the Holbrook Street Wellfield and Pump Station Project were opened on August 20, 2020, at 2:00 PM. via ProjectDog.com. Bids were received from 7 bidders. Enclosed is a detailed Bid Tabulation and Table 1 below shows a summary of the lowest three bids received.

Table 1 – Lowest Three Bids Received

Bidder	Base Bid Price	Base Bid + Add Alt. A-1	Base Bid + Add Alt. A-1 + Add Alt. B-1
Biszko Building Systems, Inc., *Fall River, MA*	$1,712,995.00	$1,820,995.00	$1,915,195.00
Robert B. Our Co. Inc., *Harwich, MA*	$1,783,430.00	$1,886,352.00	$1,964,173.00
N. Granese & Sons, Inc., *Salem, MA*	$1,877,125.00	$1,997,125.00	$2,042,125.00

Environmental Partners (EP) reviewed the bid proposals for accuracy and completeness in accordance with the Project Documents, and the provisions and requirements of M.G.L. Chapter 30, Section 39M. Based on the bid prices and initial review of the bid documents, Biszko Building Systems, Inc. is the apparent low bidder with a base bid price of $1,712,995.00, base bid plus add alternate A-1 price of $1,820,995.00 and base bid plus add alternates A-1 and B-1 price of $1,915,195.00.

Biszko Building Systems submitted a sufficient number of references with their bid for projects dating back to 2014. EP contacted three (3) of the provided references and two responded to our reference request (the City of Fall River and the Town of Cotuit). The two references reported having positive experiences with Biszko Building Systems. The telephone log records for Biszko Building Systems' references are attached for your

information. Additionally, EP has recently completed two projects of similar size and scope with Biszko and we found them to be capable and responsive.

We have determined that Biszko Building Systems, Inc. is the lowest responsible and eligible bidder under the provisions of M.G.L. Chapter 30, Section 39M. Based on the information provided herein, Environmental Partners recommends award to Biszko Building Systems, Inc., with a base bid price of $1,712,995.00. Furthermore, EP recommends award of Add Alternative A-1 for the standby generator at a sum of $108,000.00. The total recommended award value of Biszko's Base Bid plus Add Alternate A is $1,820,995.00.

If the Town is in agreement with EP's recommendation, please have the appropriate official sign the Notice of Award (Attached). Once the Notice of Award is signed, EP will start preparing the agreement and other contract documents and forms, including the agreement, bonds and insurance certificates required from the Contractor.

We look forward to moving the project into construction. If you should have any questions, or require any further information, please contact me at 617-657-0281.

Sincerely,

Environmental Partners Group, Inc.

Ryan J. Allgrove, PE
Principal
P: 617.657.0281
E: rja@envpartners.com

cc: Blythe Robinson, Town Administrator
Barry Lariviere, Assistant Director of the Department of Public Works

enc. General Bid Tabulation
Telephone Log Records
Notice of Award

Bid Tabulation

Holbrook Street PS Final Design
Town of Norfolk, MA
Bid Opening Date: August 20, 2020, 2:00 PM

				Biszko Building Systems, Inc.		Robert B. Our Co.		N. Granese & Sons Inc.		J. L Raymaakers & Sons Inc.	
Item Number	**Item Description**	**Units**	**Quantity**	**Unit Price**	**Extended Amount ($)**	**Unit Price**	**Extended Amount ($)**	**Unit Price**	**Extended Amount ($)**	**Unit Price**	**Extended Amount ($)**
1	Holbrook Street Wellfield and Pump Station and Appurtenant Work	LS	1	$1,597,495.00	$1,597,495.00	$1,656,850.00	$1,656,850.00	$1,785,000.00	$1,785,000.00	$1,789,658.00	$1,789,658.00
2	Holbrook Street 12-inch Water Main	LS	1	$102,500.00	$102,500.00	$113,830.00	$113,830.00	$80,000.00	$80,000.00	$77,400.00	$77,400.00
3	Rock Excavation	CY	25	$150.00	$3,750.00	$145.00	$3,625.00	$120.00	$3,000.00	$225.00	$5,625.00
4a	Removal and Replacement of Unsuitable Material	CY	25	$50.00	$1,250.00	$45.00	$1,125.00	$45.00	$1,125.00	$32.00	$800.00
4b	Police Officer Detail Allowance	HRS	160	$50.00	$8,000.00	$50.00	$8,000.00	$50.00	$8,000.00	$50.00	$8,000.00
				Base Bid Total	$1,712,995.00	**Base Bid Total**	$1,783,430.00	**Base Bid Total**	$1,877,125.00	**Base Bid Total**	$1,881,483.00

Bid Tabulation Add Alternative Items

Holbrook Street PS Final Design
Town of Norfolk, MA

				Biszko Building Systems, Inc.		Robert B. Our Co.		N. Granese & Sons Inc.		J. L Raymaakers & Sons Inc.	
Item Number	**Item Description**	**Units**	**Quantity**	**Unit Price**	**Extended Amount ($)**	**Unit Price**	**Extended Amount ($)**	**Unit Price**	**Extended Amount ($)**	**Unit Price**	**Extended Amount ($)**
A-1	Standby Generator	LS	1	$108,000.00	$108,000.00	$102,922.00	$102,922.00	$120,000.00	$120,000.00	$113,091.00	$113,091.00
B-1	Access Driveway Pavement	LS	1	$94,200.00	$94,200.00	$77,821.00	$77,821.00	$45,000.00	$45,000.00	$72,100.00	$72,100.00
				Base Bid Plus Add Alt Item A-1	$1,820,995.00	**Base Bid Plus Add Alt Item A-1**	$1,886,352.00	**Base Bid Plus Add Alt Item A-1**	$1,997,125.00	**Base Bid Plus Add Alt Item A-1[1]**	$1,994,574.00
				Base Bid Plus Add Alt Items A-1 & B-1	$1,915,195.00	**Base Bid Plus Add Alt Items A-1 & B-1**	$1,964,173.00	**Base Bid Plus Add Alt Items A-1 & B-1**	$2,042,125.00	**Base Bid Plus Add Alt Items A-1 & B-1**	$2,066,674.00

1. J. L Raymaakers Sons Inc. Recorded the price of item A-1 as opposed to the total for the base bid plus the add alternative item A-1

Bid Tabulation

Holbrook Street PS Final Design
Town of Norfolk, MA
Bid Opening Date: August 20, 2020, 2:00 PM

				Dankris Builders Corp.		Construction Dynamics Inc.		Winston Builders Corp.	
Item Number	**Item Description**	**Units**	**Quantity**	**Unit Price**	**Extended Amount ($)**	**Unit Price**	**Extended Amount ($)**	**Unit Price**	**Extended Amount ($)**
1	Holbrook Street Wellfield and Pump Station and Appurtenant Work	LS	1	$1,909,400.00	$1,909,400.00	$2,053,000.00	$2,053,000.00	$2,038,139.00	$2,038,139.00
2	Holbrook Street 12-inch Water Main	LS	1	$77,300.00	$77,300.00	$70,000.00	$70,000.00	$120,000.00	$120,000.00
3	Rock Excavation	CY	25	$120.00	$3,000.00	$150.00	$3,750.00	$100.00	$2,500.00
4a	Removal and Replacement of Unsuitable Material	CY	25	$60.00	$1,500.00	$50.00	$1,250.00	$50.00	$1,250.00
4b	Police Officer Detail Allowance	HRS	160	$50.00	$8,000.00	$50.00	$8,000.00	$50.00	$8,000.00
				Base Bid Total	$1,999,200.00	**Base Bid Total**	$2,136,000.00	**Base Bid Total**	$2,169,889.00

Bid Tabulation Add Alternative Items

Holbrook Street PS Final Design
Town of Norfolk, MA

				Dankris Builders Corp.		Construction Dynamics Inc.		Winston Builders Corp.	
Item Number	**Item Description**	**Units**	**Quantity**	**Unit Price**	**Extended Amount ($)**	**Unit Price**	**Extended Amount ($)**	**Unit Price**	**Extended Amount ($)**
A-1	Standby Generator	LS	1	$127,000.00	$127,000.00	$92,000.00	$92,000.00	$85,000.00	$85,000.00
B-1	Access Driveway Pavement	LS	1	$55,600.00	$55,600.00	$64,000.00	$64,000.00	$66,000.00	$66,000.00
				Base Bid Plus Add Alt Item A-1	$2,126,200.00	**Base Bid Plus Add Alt Item A-1**	$2,228,000.00	**Base Bid Plus Add Alt Item A-1**	$2,254,889.00
				Base Bid Plus Add Alt Items A-1 & B-1	$2,181,800.00	**Base Bid Plus Add Alt Items A-1 & B-1**	$2,292,000.00	**Base Bid Plus Add Alt Items A-1 & B-1**	$2,320,889.00

ENVIRONMENTAL PARTNERS

PHONE LOG

Date: 8-24-2020
Time: 10:40 AM

By Edward Ye, Environmental Partners Group, Inc.

Spoke To Paul Ferland – Director of Community Utilities

Phone No. 508.324.2320

Subject Holbrook Street PS Final Design, Reference Check for Biszko

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Purpose of the call: Checking Biszko reference for the Holbrook Street PS Final Design in Norfolk, MA.

Project Title: Commerce Drive Pump Station (Main Focus) & Fall River Residual Pump Station

Project Location: Fall River, MA

Project Cost: $1.13M and $740K

Project Completion Date April 2015 & May 2016

1. **Quality of Work:** Satisfied with the quality of work.
2. **Ability to Stay on Schedule:** The projects fell behind slightly but to no fault of Biszko.
3. **Number of Change Orders:** Aside from unforeseen circumstances, nothing that was a point of argument.
4. **Easy/Difficult in Working with Them:** Easy to work with.
5. **Other Comments:** No additional comments.
6. **Recommended?:** Yes.

ENVIRONMENTAL PARTNERS

PHONE LOG

Date: 8-24-2020
Time: 11:34 AM

By Edward Ye, Environmental Partners Group, Inc.

Spoke To Chris Wiseman – Cotuit Water Super Intendent

Phone No. 508.364.1943

Subject Holbrook Street PS Final Design, Reference Check for Biszko

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Purpose of the call: Checking Biszko reference for the Holbrook Street PS Final Design in Norfolk, MA.

Reference Project Title: Cotuit Pump Station Improvements

Project Location: Cotuit, MA

Project Cost $2M

Project Completion Date May 2016

1. **Quality of Work:** Satisfactory
2. **Ability to Stay on Schedule:** No sort of issues whatsoever.
3. **Number of Change Orders:** No change orders.
4. **Easy/Difficult in Working with Them:** Very easy to work with.
5. **Other Comments:** True to their word, and easy to work with.
6. **Recommended?:** Yes.

NOTICE OF AWARD

TO: Biszko Building Systems, Inc.
20 Development Street
Fall River, MA 02721

PROJECT DESCRIPTION: **Holbrook Street Wellfield and Pump Station, Town of Norfolk, MA.**

The Owner has considered the Bid submitted by you for the above described Work on **August 20, 2020** in response to its Advertisement for Bids and Instructions to Bidders.

You are hereby notified that your Bid has been accepted for Items totaling the amount of $**1,820,995.00** (Base Bid plus Add Alternative A-1).

You are required by the Instructions to Bidders to execute the Contract Agreement and furnish the required Contractor's Performance Bond, Payment Bond and certificates of insurance within ten (10) days from the date of this Notice of Award.

If you fail to execute said Agreement and to furnish said Bonds and Insurance within ten (10) days from the date of this Notice, said Owner will be entitled to consider all your rights arising out of the Owner's acceptance of your Bid as abandoned and as a forfeiture of your Bid Bond. The Owner will be entitled to such other rights as may be granted by law.

You are required to return an acknowledged copy of this Notice of Award to the Owner. Dated this _____ day of _____, 2020.

FOR THE TOWN OF NORFOLK
NORFOLK, MASSACHUSETTS

BY: _____
Blythe Robinson, Town Administrator

ACCEPTANCE OF NOTICE

Receipt of the above Notice of Award is hereby acknowledged, this, the _____ day of ___ _____, 2020.

By: _____

Title: _____

ENVIRONMENTAL PARTNERS

MEMORANDUM

Date: August 26, 2020

To Blair Crane, DPW Superintendent

From Ryan Allgrove

Subject **Holbrook Street Wellfield**
Updated Project Budget and Schedule

Environmental Partners (EP) is working with the Town of Norfolk (Town) to develop the Holbrook Street Wellfield New Source Water Supply. This wellfield will provide the Town with water supply redundancy, will extend the life of the two existing supplies, and reduce the Town's reliance on inter-municipal connections to meet peak hour demands. The project consists of the design, permitting and construction of the new wellfield, connecting the well field to the distribution system at Holbrook Street, upgrades to the SCADA system and chemical conversion projects.

Due to project delays and changes in the design scope over the past 2 years, the original project budget of $2,870,000 was increased by $173,000 in April of 2020 to $3,043,000.

Budget Summary

Bids for the Pump Station Construction Contract were opened on August 20, 2020. Bizko Building Systems was the apparent low bidder and a breakdown of their bid is as follows:

Base Bid:	$1,712,995	
Add Alt A (Generator):	$108,000	Total Base Bid + Alt A = $1,820,995
Add Alt B (Driveway Paving):	$94,200	Total Base + Alt A + Alt B = $1,915,195

Assuming there are no issues with the review of bids, we intend to recommend award of the base bid plus Add Alt A for a total construction contract of $1,820,995. Bizko's price for Alt B (Driveway Paving) is approximately $60,000 higher than the Town's on-call paving contract (estimated cost using on-call = $35,000).

The updated construction cost estimate based on the August 20, 2020 bid results is summarized below:

Base Bid:	$1,712,995
Add Alt A (Generator):	$108,000
Driveway Paving (on-call):	$35,000 (est.)
Eversource Backcharge:	$17,458
Total Construction Cost:	**$1,873,453**

The overall updated budget status for the water system improvement projects is summarized, as follows:

Total Budget	**$3,043,000.00**
Less Work Completed to Date	$ 714,781.44
Less Additional Work Under Contract (Estimate to Complete)	$ 318.805.56
Remaining Funds for Wellfield and Pump Station Construction	**$2,009,413.00**
Estimated Cost to Complete Construction Based on Bid Results	**$1,873,453.00**
Remaining Contingency	**$ 135,960.00**

Estimates to complete (ETC) for the work currently under contract are summarized below:

SCADA Upgrade Construction (Dankris Builders)	$ 3,000.56
SCADA Engineering Services	$ 10,480.00
Holbrook Street Final Design	$ 10,490.00
Holbrook Street Production Well Installation	$ 117,535.00
Holbrook Street Bidding	$ 11,500.00
Holbrook Street Construction Engineering	$ 165,800.00
Total ETC for Work Under Contract	**$ 318,805.56**

Schedule

The final MassDEP startup inspection for the SCADA and Chemical Conversion project was conducted on July 15, 2020 and the project is complete. Approval to construct the Holbrook Street Wellfield and Pump Station project was received from MassDEP on April 30, 2020 and bids were received on August 20, 2020. EP anticipates that construction will be complete in the spring of 2021.

We trust that the above information meets the Town's needs at this time. Please feel free to contact me anytime if you have any questions or require additional detail. Environmental Partners looks forward to continue our work with the Town on this important project.

Town of Norfolk

Judith Lizardi <jlizardi@norfolk.ma.us>

Cub Scout Recruitment Day

GREGORY DAVIS <davis4g@verizon.net> Tue, Aug 18, 2020 at 4:04 PM
To: Judith Lizardi <jlizardi@norfolk.ma.us>

Dear Ms. Lizardi,

Thank you for getting back to us. We are definitely interested in Town Hill for September 12, 2020 for the Cub Scout Recruitment Day event. The event would run from 12-3 with set-up/clean-up running about thirty minutes on either side of the event. This is an open-house type of event, so people will be coming and going during that time frame. That makes it difficult to estimate the amount of people who will attend, however, our five volunteers will make sure that the amount of people at the five information tables does not exceed the numbers allowed by the State at the time of the event. Masks will be required and social distancing will be requested of the attendees.

We anticipate having the event rain or shine so, as of right now, we are not proposing a rain date. Our Council office will be able to supply a check for the deposit. If we decide to use the electricity for a flat fee of $10.00, would a separate check be required?

Thank you for agreeing to put this request on the Select Board agenda. It would be truly appreciated if this request is granted.

Sincerely,

Christina Robinson Davis
Gregory J. Davis
Membership Committee Co-Chairpersons
Metacomet District/Mayflower Council

[Quoted text hidden]

DRAFT-POLICY UPDATE

Anti-Discrimination and Anti-Harassment
Including Sexual Harassment Policy

I. INTRODUCTION

It is the goal of our Town to promote a workplace that is free of unlawful discrimination and harassment ("harassment") of any type, including sexual harassment. Harassment consists of unwelcome conduct, whether verbal or physical, that is based on a characteristic protected by law, such as race, color, religious creed, national origin, ancestry, sex/gender, gender identity, age, criminal record (inquiries only), handicap (disability) mental illness, retaliation, sexual harassment, sexual orientation, genetics, pregnancy and pregnancy-related conditions, active military status, or other bases prohibited under state or federal anti-discrimination statutes, will not be tolerated. Our town will not tolerate harassing conduct that affects employment conditions, that interferes unreasonably with an individual's performance, or that creates an intimidating, hostile, or offensive work environment.

This Policy applies to all employment practices and employment programs sponsored by the Town. This Policy shall apply, but not be limited to, the areas of:

- Recruitment
- Selection
- Compensation and benefits
- Professional development and training
- Reasonable accommodation for disabilities or religious practices
- Promotion
- Transfer
- Termination
- Layoff, and
- Other terms and conditions of employment

This Policy may apply to discrimination (including harassment) that occurs between co-workers that takes place outside the

workplace (including, but not limited to, online conduct or conduct utilizing the internet or other electronic media). When the conduct complained of occurs outside of the workplace, the Town may consider the following and other factors in assessing whether the conduct constitutes conduct in violation of this Policy:

- Whether the event at which the conduct occurred is linked to the workplace in any way, such as at a Town-sponsored function;
- Whether the conduct occurred during work hours;
- The severity of the alleged outside-of-work conduct;
- The work relationship of the complainant and alleged harasser, which includes whether the alleged harasser is a supervisor and whether the alleged harasser and complainant come into contact with one another on the job;
- Whether the conduct adversely affected the terms and conditions of the complainant's employment or impacted the complainant's work environment.

Because the Town takes allegations of harassment seriously, we will respond promptly to complaints of harassment. Where it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of promoting a workplace that is free of harassment as defined above, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of harassment.

II. DEFINITIONS

"Harassment" means unwelcome conduct, whether verbal or physical, that is pervasive and severe and is based on a characteristic protected by law. Harassment includes, but is not limited to:

1. Display or circulation of written materials or pictures that are degrading to a person or group as previously described.

2. Verbal abuse, slurs, derogatory comments, or insults about, directed at, or made in the presence of an individual or group as previously described.

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

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;

2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or

3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Under this definition, for example, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment.

The definition of sexual harassment is broad. In addition to the above examples, other unwelcome sexually oriented conduct that has the effect, whether intended or not, of creating a work environment that is hostile, offensive, intimidating or humiliating to either male or female workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which, if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances – whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences; and,
- Discussion of one's sexual activities.

All employees should take special note that, as stated above, retaliation against an individual for having complained about sexual harassment, and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint will not be tolerated by this organization.

III. EXAMPLES OF PROHIBITED DISCRIMINATORY BEHAVIOR

It is not possible to list all the circumstances that may constitute discrimination in violation of this Policy. Discrimination may take many forms, including both verbal and nonverbal behaviors. Prohibited behavior includes, but is not limited to, the following behaviors connected to someone's membership in one or more groups protected by law as noted in the first paragraph above: slurs or other derogatory comments; sharing demeaning pictures, cartoons, or jokes; demeaning gestures, and; any conduct constituting sexual harassment.

IV. COMPLAINT PROCEDURES

All employees, managers, and supervisors of the Town share responsibility for avoiding, discouraging and reporting any form of discriminatory harassment. The primary responsibility for ensuring proper investigation and resolution of harassment complaints rests with the Human Resource or their designee, who will administer the policy and procedures described herein.

If any of our employees believes that they have been subjected to discrimination and/or harassment, the employee has the right to file a complaint with the Town. This may be done in writing or orally. In addition, residents, visitors, applicants, vendors, contractors, their agents and employees, or other third parties who believe they have been subjected to discrimination and/or harassment may also file a complaint with the Town using the procedures described herein. Furthermore, employees may also file a complaint if they have been subjected to harassment from residents, visitors, applicants, vendors, contractors, their agents and employees, or any other third parties in the workplace, while performing work-related duties, or during other work-related activities.

Prompt reporting of harassment is in the best interest of our Town and is essential to a fair, timely, and thorough investigation. Accordingly, complaints should be filed as soon as possible following the incident(s) at issue. If you would like to file a complaint you may do so by contacting the Human Resource Director**.** They will also be available to discuss any concerns you may have and to provide information to you about our policy on harassment and our complaint process.

V. COMPLAINT INVESTIGATION

When we receive a complaint, we will promptly investigate the allegation in a fair and expeditious manner to determine whether there has been a violation of our policy. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances, but confidentiality cannot be guaranteed. Our investigation may include private interviews with

the person filing the complaint and with witnesses. We may also interview the person alleged to have committed harassment. The complainant, the person alleged to have committed harassment, and all witnesses are required to fully cooperate with all aspects of an investigation. When we have completed our investigation, we will inform the person filing the complaint and the person alleged to have committed that the investigation has been completed. Notwithstanding any provision of this policy, we reserve the right to investigate and act on our own initiative in response to conduct which may constitute harassment or otherwise be inappropriate, regardless of whether an actual complaint has been filed.

VI. DISCIPLINARY ACTION

If it is determined that inappropriate conduct has been committed by one of our employees, we will take such action as is appropriate under the circumstances. Such action may range from counseling to termination from employment, or may include such other forms of disciplinary action as we deem appropriate under the circumstances.

VII. STATE AND FEDERAL REMEDIES

In addition to the above, if you believe you have been subjected to discriminatory harassment of any type, including sexual harassment, you may file a formal complaint with either or both government agencies set forth below. Using our complaint process does not prohibit you from filing a complaint with these agencies. Each of the agencies requires that claims be filed within 300 days from the alleged incident or when the complainant became aware of the incident.

The United States Equal Employment Opportunity Commission ("EEOC")
One Congress Street, 10th Floor, Boston, MA 02114
(617) 565-3200

DRAFT-POLICY UPDATE

The Massachusetts Commission Against Discrimination ("MCAD")

Boston Office:
One Ashburton Place, Room 601, Boston, MA 02108
(617) 727-3990

Springfield Office:
436 Dwight Street, Room 220, Springfield, MA 01103
(413) 739-2145

Worcester Office:
484 Main Street, Room 320, Worcester, MA 01641
(508) 799-6379

DRAFT-POLICY UPDATE

ANTI-DISCRIMINATION AND ANTI-HARASSMENT INCLUDING SEXUAL HARASSMENT POLICY

This acknowledges that I have received and reviewed the Town's Anti-Discrimination and Anti-Harassment Including Sexual Harassment Policy ("Policy"). By signing this form, I agree to abide by the Policy and any Guidelines promulgated thereunder, and I agree to review periodically any changes or modifications. I recognize that the law and associated Policy regarding discrimination and harassment are continually evolving. Therefore, I understand that my regular review of this Policy, as it may be amended, is required.

Print Name: _____

Signature: _____

Date: _____

To be included in employee's personnel file.

Policy Update Proposed 9/1/20

DRAFT-NEW POLICY

Code of Conduct Policy
for Town Boards and Committees

I. PURPOSE

The intent of this policy is to establish clear guidelines to serve as the standard for achieving and maintaining a high level of public confidence, trust and professional respect with regard to how the Town and its officials conduct business. This policy is intended to define and create a centralized policy with regard to standards of conduct.

II. APPLICABILITY

This policy and all its sections shall apply to the Select Board and to the boards, presiding officers, public officials, and committees and other representatives of the Town appointed by the Select Board and those appointed by the Town Administrator.

- The term "the Board" shall apply to the Town's Select Board.
- The term "member" shall apply to those appointed by the Select Board or the Town Administrator.
- The term "official" shall apply to a Select Board member or a member appointed by the Select Board or Town Administrator.
- The term "appointing authority" shall apply to the Select Board.
- All committee members, board members, representatives appointed by the Board and other officials mentioned in this guideline are subject to this policy.

III. CODE OF CONDUCT

These obligations and commitments shall be assumed by all members of the Board and other officials defined in the Applicability section:

A. Conduct Generally and in Relation to the Community

- Be well informed concerning the local and state duties of a board/committee member.
- Remember that you represent the Town of Norfolk at all times.

- Accept your position as a means of unselfish public service, not to benefit personally, professionally or financially from your board/committee position.
- Recognize that the chief function of local government at all times is to serve the best interests of all of the people.
- Demonstrate respect for the public that you serve.
- Safeguard confidential information.
- Seek no favor and believe that personal aggrandizement or profit secured by holding these positions is dishonest and/or unlawful.
- Conduct yourself so as to maintain public confidence in our local government.
- Conduct official business in such a manner as to give the clear impression that you cannot be improperly influenced in the performance of your official duties.
- Unless specifically exempted (e.g. Executive Session), conduct the business of the public in a manner that promotes open and transparent government and maintain full compliance with the Open Meeting Law.
- Comply as fully as possible with <u>all</u> Town policies, including, without limitation, the following:
    - Equal Employment Opportunity Policy
    - Anti-Discrimination and Anti-Harassment including Sexual Harassment Policy
    - Anti-Bullying Policy
    - Electronic Communication Policy
    - Fraud and Theft Prevention Policy
    - Comply as fully as possible with all applicable laws, including, without limitation, the following:
        - The Open Meeting Law
        - Procurement Laws
        - The Ethics/Conflict of Interest Statute (G.L. c.268A)

B. Conduct in Relation to Your Fellow Commission/Committee Members

- Treat all members of the board/committee with respect despite differences of opinion; keeping in mind that professional

respect does not preclude honest differences of opinion, but requires respect within those differences.

- Recognize your responsibility to attend all meetings to assure a quorum and promptly notify the chairman should you for any reason be unable or unwilling to continue to serve. Formal notice to resign from a board/committee requires written notification to the Town Clerk.
- Recognize that action at official legal meetings is binding and that you alone cannot bind the board/committee outside of such meetings.
- Refrain from making statements or promises as to how you will vote on quasi-judicial matters that will come before the board until you have had an opportunity to hear the pros and cons of the issue during a public meeting.
- Uphold the intent of executive session and respect the privileged communication that exists in executive session.
- Make decisions only after all facts on a question have been presented and discussed.

C. Conduct in Relation to the Town Administrator

- Recognize and support the administrative chain of command and refuse to act on complaints as an individual outside the administration.
- Give the Town Administrator full responsibility for discharging their disposition and/or solutions.
- Refrain from giving orders or directions to the Town Administrator for action as an individual Board member.
- Refrain from giving instructions to or requesting assistance from Town department heads, but rather channel all such activities through the full board/committee and the Town Administrator.
- Refrain from providing information to the Town Administrators that you would not be willing to share with other Board members.

D. Conduct in Relation to Town Staff

- Treat all staff as professionals and respect the abilities, experience, and dignity of each individual.
- Direct questions of Town staff and/or requests for additional background information through the Town Administrator.
- Never publicly criticize an individual employee or a department. Concerns about staff performance should only be made to the Town Administrator through private communication.
- Insure that all requests for staff support go through the Town Administrator's office.

IV. DISTRIBUTION AND EDUCATION

- The Town Administrator shall provide a copy of this policy to all members as defined in the Applicability section upon its issuance.
- The Town Clerk shall provide a copy of this policy to all members as defined in the Applicability section upon the subsequent appointment or re-appointment of any member when they are sworn in.
- The Town Clerk shall distribute educational materials from the Attorney Generals Office on the Open Meeting Law to members of all boards and committees and record signed receipts.
- The Town Clerk shall distribute State educational materials to all board members and officials on the Conflict of Interest Law and record compliance with state mandated on-line training.
- Upon issuance of this policy The Town Administrator shall have each member sign a statement that they have read this policy and will comply with all requirements set forth in this policy; this form shall be available for public view. In the event that any member declines to sign the form, that fact shall be noted by the Town Administrator on the form.
- The Town Clerk upon the subsequent appointment or re-appointment of any member when they are sworn in shall have each member sign a statement that they have read this policy and will comply with all requirements set forth in this policy. In the event that any member declines to sign the form, that fact shall be noted by the Town Clerk on the form.

- This form shall be sent to the Town Administrator and be available for public view

V. ENFORCEMENT

A. Generally

In addition to any other remedies or enforcement options available under the law, the Board or other boards/committees subject to this policy may vote to censure any member who violates any provision of this Code of Conduct or remove them from that board in a case of a serious violation of law or Town Policies.

The appointing authority may also decline to reappoint any member appointed by the appointing authority if the member fails to adhere to the provisions of this Code of Conduct.

B. Violations by Members of the Select Board

If any member of the Board is accused of violating the Town's Anti-Discrimination and Anti-Harassment Policy, the Town Administrator shall have the right and duty to refer the matter for investigation to a disinterested outside firm or individual qualified to investigate the alleged conduct.

The Town Administrator shall not be obliged to obtain an authorizing vote from the Board for such action; this Code shall be sufficient authority. The firm or individual to whom the matter is referred shall promptly investigate the matter and report back findings of fact and recommendations to the Town Administrator. The Town Administrator shall share the reported findings and recommendations with the Board. The Board shall then take such action as is authorized by law and as it deems fit in response to the matter.

If any member of the Board is accused of violating any other provision of this Code of Conduct, the Board may take such action as is authorized by law and as it deems fit or the Board may vote upon request of the Town Administrator or on its own

to refer the matter to a disinterested outside firm or individual qualified to investigate the alleged conduct. This firm or individual shall promptly investigate the matter and report back findings of fact and recommendations to the Town Administrator. The Town Administrator shall share the reported findings and recommendations with the Board. The Board shall then take such action as is authorized by law and as it deems fit in response to the matter.

Any complaint against a Board member must be in writing to the Town Administrator. In all cases, the Town Administrator shall have the authority to choose the disinterested outside firm or individual qualified to investigate the alleged conduct.

These remedies shall be in addition to, and not in substitution for, any other remedies that may be available by law.

Policy Proposed 9/1/20

DRAFT-NEW POLICY

Employee Safety Policy

The Town will provide a safe place to work, the proper hazard control measures, and a work environment conducive to safe and healthful practices and policies. It is the Town's intent to create an environment in which employees are:

- safety conscious for themselves and their fellow workers
- trained and aware of the Town's safety and health program
- empowered to maintain an effective safety program

Each manager and supervisor in the Town has a responsibility for the safety and health of all employees assigned to them. In cases where employees are at a high risk the department manager may find it prudent to have a departmental safety committee. Each employee has a personal responsibility for accident and incident prevention; not only for themselves, but for co-workers as well. No operation, process, or activity is successful unless it is also safe. No employee is required to work at a job that is not safe. Our goal is to recognize, evaluate, and control hazards to prevent accidents from occurring

I. POLICY STATEMENT

The Town of Norfolk values the health and safety of every employee and intends to provide a safe and healthful workplace. The Town recognizes and commits to the following:

- That preventing accidents and protecting our employees from undue risk of harm are guiding principles.
- That our employees' safety and health are critical considerations in all operational decisions.
- That safe working conditions and methods are of prime importance in all Town departments and work settings.
- That we comply with all safety laws and regulations.
- That we welcome feedback from all Town employees on matters of occupational safety and health.
- That we require employees to follow all safety rules, take no unnecessary chances, use all safety guards and equipment, and make safety an integral part of their daily work lives.

DRAFT-NEW POLICY

A. Safety Committee

The town will form and utilize a Safety Committee which will include managers from departments where hazards are most likely to exist.

B. Seat Belts

All Town employees are required to wear seat belts while operating or riding in any vehicle while on Town business. This applies to Town and personally owned vehicles, as well as the vehicles owned by others. In addition, passengers in vehicles operated by Town employees while on Town business are required to wear seat belts. Employees found to be violating this policy may be subject to disciplinary action.

C. Safety Gear

Employees may be required to wear safety gear, i.e. vests while directing traffic, helmets, protective eye wear, chaps while using chainsaws, etc., in the regular performance of their duties.

D. Driver License Requirement

As part of the requirements for certain Town positions, employees may be required to hold a valid driver's license valid for the type(s) of vehicle(s) operated. If an employee's license is revoked, suspended or lost, or is in any other way not current, valid, and in the employee's possession, the employee shall promptly notify his/her Department Head and will be minimally immediately relieved of driving duties.

E. Unusual Weather Conditions

During times of inclement weather or natural disaster, it is essential that the Town continue to provide vital public services. Therefore, it is expected that employees make every reasonable effort to report to work without endangering their personal safety. Public Works, Public Safety, and other employees specifically tasked with providing essential municipal services during inclement weather or natural

disaster are normally expected to report to work as scheduled, except in the case of illness or a bona fide emergency.

Policy Proposed 9/1/20

DRAFT-NEW POLICY

Equal Employment Opportunity Policy

The Town of Norfolk is committed to the principles of Equal Employment Opportunity and shall comply with all federal and state laws that have been or shall be enacted for the purposes of eliminating discrimination in all phases of the employment process and the provision of services and programs.

The Equal Employment Opportunity policy of the Town is: It shall be the policy of the Town of Norfolk to guarantee equal opportunity to all qualified applicants and to all employees with respect to initial appointment, advancement, compensation, and general working conditions without regard to age, race, color, religious affiliation, gender, gender identity, ethnicity, military or veteran status, national origin, sexual orientation, disability, pregnancy, childbirth or related condition, or genetic information.

Under the laws enforced by EEOC, it is illegal to discriminate against someone (applicant or employee) because of that person's race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older), ethnicity, disability or genetic information. It is also illegal to retaliate against a person because he or she complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit. The law forbids discrimination in every aspect of employment.

The Town actively seeks ways to ensure equal opportunity for all individuals and is committed to respond promptly to any complaints of violations. The Human Resources Director is the Equal Employment Opportunity Representative of the Town. The Human Resources Director is responsible for compliance and shall inform department heads, boards, committee chairs and employees of actions they need to take in order to comply.

All department heads, chairpersons, and employees are expected to cooperate fully in complying with and implementing the Equal Employment Opportunity Policy. Any employee may meet with the

Human Resources Director to discuss an Equal Employment Opportunity Policy concern. Communication with the complainant's Department Head and an informal attempt to resolve the complaint is encouraged prior to filing a formal complaint, but the Department Head may not deny or delay the initiation of a complaint.

Formal Equal Employment Opportunity complaints are to be pursued in accordance with the following procedure and timeframes, unless the Town and complainant mutually agree to extend:

STEP 1 - An employee must file a complaint with the Human Resources Director within sixty (60) calendar days of the alleged discrimination.

STEP 2 - The Human Resources Director or an arbiter selected by the Human Resources Director will review and investigate a complaint and render a decision on it within ten (10) working days from the receipt of the complaint.

STEP 3 - If the complainant is not satisfied with the decision of the Human Resources Director or the arbiter, then within ten (10) working days the complaint should be forwarded to the Town Administrator.

STEP 4 – The Town Administrator will conduct an investigation, and will render a decision to the complainant on their findings within thirty (30) working days.

STEP 5 - If the complainant is not satisfied with the decision of the Town Administrator, the complainant may pursue the case with the:

<u>The United States Equal Employment Opportunity Commission ("EEOC")</u>
One Congress Street, 10th Floor, Boston, MA 02114
(617) 565-3200

DRAFT-NEW POLICY

The Massachusetts Commission Against Discrimination ("MCAD")

Boston Office:
One Ashburton Place, Room 601, Boston, MA 02108
(617) 727-3990

Springfield Office:
436 Dwight Street, Room 220, Springfield, MA 01103
(413) 739-2145

Worcester Office:
484 Main Street, Room 320, Worcester, MA 01641
(508) 799-6379

Policy Proposed 9/1/20

DRAFT-NEW POLICY

Fraud and Theft Prevention Policy

I. PURPOSE

To prevent and detect fraud and theft, assign responsibility for implementing appropriate controls to prevent and detect fraud and theft, establish the appropriate reporting mechanisms to be used for notification of known or suspected fraud and theft, and establish the consequences for fraud and theft by employees.

II. APPLIES TO

All Town of Norfolk employees.

III. POLICY STATEMENT

A. Scope of Policy

Town of Norfolk employees must comply with applicable state and federal law, and Town Policies.

As a municipality, the Town has a fiduciary responsibility to conserve, preserve, and efficiently use all Town resources.

This policy applies to any known or suspected fraud or theft involving employees.

B. Prevention and Detection of Fraud and Theft

Town employees shall not perpetrate, engage in, or otherwise facilitate the act of committing fraud and theft.

Managers are responsible for knowing the types of improprieties that might occur within their areas of responsibility and for identifying and assessing any irregularities. Town employees are responsible for the prevention and detection of fraud and theft that might occur within the scope of their work assignments and for reporting any known or suspected fraud and theft.

C. Reporting Known or Suspected Fraud and Theft

Employees are responsible for immediately reporting known or suspected incidents of fraud, including theft and misappropriation of Town assets, to either their manager of the Town Administrator.

Any employee who has knowledge of fraud or theft of Town assets by any person or organization, including another employee, and does not report it to may be subject to disciplinary action, up to and including termination of employment.

If the initial notification is to the manager, the manager will notify the Town Administrator. If the known or suspected fraud is by the Town Administrator, the manager will notify the Chairman of the Select Board.

D. Investigation of Reports of Known or Suspected Fraud and Theft

The Town Administrator or the Chairman of the Select Board will investigate the alleged fraud or theft. They will involve the Norfolk Police Department as appropriate.

Any employee who suspects fraudulent activity should not attempt to personally conduct an investigation related to the activity. If the employee elects to notify department management first, then department management must immediately notify the Town Administrator or the Chairman of the Select Board as appropriate before taking any other action.

Concerns about work performance and workplace behavior that are unrelated to fraudulent activity should be resolved by department management and Human Resources If there are any questions about what constitutes fraud and theft the Town Administrator or Chairman of the Select Board should be contacted as appropriate.

Reports and investigations of allegations of fraud and theft ordinarily will be kept confidential to the reasonable extent

possible under law and consistent with the need to conduct an adequate investigation and take corrective action.

IV. CONSEQUENCES:

If officials conclude that an employee has engaged in fraud or theft, appropriate disciplinary action will be pursued, up to and including termination of employment, in accordance with applicable personnel policies for employees. In addition, employees engaging in fraud or theft will be required to pay restitution.

Employees of the Town of Norfolk who engage in fraudulent activity or theft are not acting within the scope of their employment and should not expect protection for their acts.

The Town of Norfolk may pursue legal action based on the merits of the case in consultation with the Chief of Police.

Ordinarily, the submission of a resignation by an employee accused or suspected of fraud or theft will not preclude later disciplinary action, including restitution and legal action.

V. UNION RIGHTS

Nothing in the policy in any way circumvents any town union's documented grievance process rights in their contracts.

Policy Proposed 9/1/20

DRAFT-NEW POLICY

Video Monitoring Policy

I. PURPOSE

In order for public locations and facilities under the Town's jurisdiction to be safe and secure, the use of electronic systems for routine video monitoring may be necessary. The purpose of this policy is to ensure that their use is consistent with federal and state law, and reasonably balances privacy concerns with personal safety and responsible stewardship of publicly owned assets.

II. SCOPE

This policy applies to systems that enable continuous or periodic routine video monitoring on a sustained basis for the following purposes:

- To deter theft, vandalism, unauthorized entry, and assist in identifying individuals who damage Town facilities or property.
- To assist law enforcement agencies in investigating criminal activity.
- To promote a safer environment by deterring acts of violence or aggression.

This policy does not apply to monitoring used by the Police during the course of an investigation and authorized The Chief of Police or the courts where necessary. The Norfolk Schools and Public Library facilities are also excluded from this policy.

III. POLICIES AND PROCEDURES

A. Installation approval

Placement at Town facilities or buildings, public parks, open space areas or other public locations requires approval by the Town Administrator or The Chief of Police for The Police Facility. The facilities Department can update or replace current equipment as needed.

B. Approval criteria

When seeking Town Administrator's approval, department heads will address the following issues and concerns in supporting their request:

- Objectives for implementing the system.
    - Use of equipment, including:
        - Location of cameras.
        - Location of reception equipment.
        - Personnel authorized to operate the system.
        - Times when monitoring will be in effect (and staffed, if applicable).
        - Other deterrence or detection measures that were considered, and why video monitoring is the best solution.
        - Any specific, verifiable reports of incidents of crime or significant safety concerns that have occurred in the location to be placed under video monitoring.
        - Possible effects of the proposed video monitoring system on personal privacy, if any, and how they will be mitigated.
        - Appropriate consultation with stakeholders, including in some cases the public; or reasons why this is not necessary.
        - Signage strategy advising the public that video monitoring is occurring.
        - Approach to installing and maintaining the system.
        - Fiscal impact and availability of funding.
        - Location and direction of video monitoring equipment.

C. Other Criteria

- Cameras will not be placed in areas where a reasonable expectation of privacy is standard, such as inside changing rooms or restrooms.
- Cameras located internally will not be directed to look through windows to areas outside the building, unless necessary to protect external assets, provide for the personal safety of individuals or deter criminal activity from occurring.
- Cameras will not be directed to look into adjacent, non-Town-owned buildings.

- Placement of cameras will also take into consideration physical limitations such as availability of power, cell reception and reasonable mounting facilities.

D. Notification procedures

- The Select Board and affected Town employees will be notified in advance, in writing or via e-mail, of the placement of any video monitoring system in a Town-owned facility or building.
- Clearly written signs will be prominently displayed at the perimeter of video monitoring areas advising the public that video monitoring is occurring.
- On a case-by-case basis, as approved by the Town Administrator and/or The Chief of Police, a decision may be made to eliminate public signage or employee notification in order to support crime prevention or investigative activities.

E. Responsibility for oversight of video monitoring systems

The Town Administrator is responsible for overall oversight of all video monitoring systems and for implementation of this policy except for the Police Facility and police activities.

F. Intended use of video monitoring information.

Any information obtained from video monitoring systems will only be used for the purposes set forth in this policy.

G. Retention and destruction of routine video monitoring records

- Video recorded is not kept for permanent records and is over written periodically by new video.
- In the event that records are evidence in any investigation, claim filed or any pending litigation, they will be preserved until the investigation, claim or pending litigation is resolved as according to the Massachusetts Record Retention Guidelines. Destruction of these requires the written consent of the Town Administrator, in consultation with the Town Attorney.

H. Placement and viewing of video monitors and reception equipment

Authorized employees who are viewing the video should do so in a manner that is not visible to the public or other employees not authorized to view videos.

I. Access and use of recorded information

- Only those personnel authorized by the Town Administrator will have access to information acquired through routine video monitoring.
- Access to real time or recorded imagery is authorized to designated staff upon report of suspicious behavior, including but not limited to policy violations, criminal activity, damage, destruction or theft of Town of Norfolk property or assets, or other activity that may be disruptive to Town operations.
- Recorded imagery will not be distributed to anyone without the permission of the Town Administrator or the Police as part of an investigation.
- Recorded information will never be sold, and will not be publicly viewed or distributed in any other manner, except as provided for by this policy and applicable federal and state law.

J. Implementation

Once this policy has been approved, the Town Administrator will review and approve the list of authorized users. All employees will be notified of this policy and approved users will receive training on this policy and the proper use of video monitoring.

Policy Proposed 9/1/20

TOWN OF NORFOLK

Select Board Policies

July 27, 2020

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BUY RECYCLED POLICY

November 21, 1997

Purpose and Scope

The purpose of this policy is to encourage the use of recycled products and materials by Town of Norfolk departments.

Applicability

This policy applies to all municipal departments and employees. Employees under the supervision and control of the School Department are not covered by this policy.

Policy

A. It is the position of the Town of Norfolk that recycled products and materials be used to the extent they are: 1.) available, and 2.) cost effective.

B. Department heads must consult with the Chief Procurement Officer to determine whether recycled products are available for paper, office and computer supplies, and janitorial supplies.

C. The Chief Procurement Officer shall annually distribute a list of products and vendors offering recycled products.

D. The Chief Procurement Officer will be responsible for answering questions and resolving disputes concerning implementation of this policy.

E. This policy shall be effective on November 21, 1997.

EVENT SIGNAGE

The Select Board delegates their granting authority for temporary signs to the Town Administrator. This authority is limited to signs to be located at the following locations on the ground:

- Main Street at the intersection of Hanover Street
- Main Street at the intersection of Boardman Street
- Main Street at the island in from of the Cemetery
- Boardman Street at the intersection of Medway Branch
- Union Street at the intersection of King Street
- North Street at the intersection of Pond Street and Needham Street
- Main Street at the intersection of Independence Drive
- Liberty Lane at the intersection of Independence Drive
- Pond Street Recreational Facility
- In front of Town Hall

There shall be no free standing signs allowed at the intersection of Main and Rockwood Rds. Signs must be hand held and not propped up. Individuals with signs should not stop automobiles in the intersection or otherwise cause traffic to be slowed.

There are no overhead banners allowed.

FACILITIES

If the event requires the use of any utilities, the permit holder must make the appropriate arrangements.
Use of electricity will be a flat fee of a $10.00 minimum.
Toilet facilities, if required, are the responsibility of the permit holder.

Rules and Regulations

1. Security is the permit holder's responsibility, and if traffic control is required, these must be coordinated through the Norfolk Police Department.
2. All permits must be obtained by the permit holder. The issuance of a Usage Permit does not waive the requirement for any other permit, and does not indicate compliance with any regulation or law. If food is to be prepared and sold on site, the permit holder must check with the Board of Health and Select Board. If a temporary structure and/or equipment are to be used where a safety issue is involved, the permit holder must consult with the Building Inspector.
3. Parking is at a premium in the Town Center. When the Library is open, attendees of events on Town Hill should not use Library parking.
4. Nothing is to be attached or hung on the bandstand, any tree or town structure, except with lightweight white string. Stainless hooks are already in place for such use, both inside and outside the bandstand. Anything so hung must be completely removed.
5. No confetti or rice shall be used.
6. No crepe paper or streamers shall be used.
7. Trash collection and removal is the permit holder's responsibility. Permit holder should designate on the application if they wish to provide their own trash disposal, or if they wish to pay for this service through our Department of Public Works.

8. No structure may be placed on the Town Hill without the express approval of the Select Board.
9. There shall be no blockage of the level entry of the bandstand (on the plaza or in the interior of the bandstand) at any time.
10. Functions should take place within the stated hours of operation for Norfolk Town Hill (Monday through Saturday, 8:00 a.m.-10:00 p.m., and Sundays, 12:00 Noon-10:00 p.m.). Any variance from these times should be approved by the Select Board.
11. If, in the opinion of the Select Board or the Chief of Police, police details or other Town services are required, the permit holder will be expected to be responsible for the cost of these services.

NORFOLK TOWN HILL IS THE PRIDE OF OUR TOWN CENTER. WE TRUST THAT WHEN USING THIS AREA, YOU WILL GIVE IT THE SAME RESPECT THAT YOU WOULD GIVE YOUR OWN HOME.

FLAG POLICY

The Town has had a policy of lowering the flag to half-staff due to the occasion of death of certain individuals. To clarify the reasons for lowering the flag to half-staff, the following policy is hereby adopted by the Select Board.

For purposes of this policy, the Town will be considered to have eight (8) categories of flag locations: the Town Hill, the Town Hall, the Public Safety Building, the Elementary Schools, the Department of Public Works, Town Cemeteries, Pond Street Recreational Facility and the Senior Center.

1. All orders from the President and/or Governor to lower the flag at Federal or State buildings to half-staff, and Memorial Day as prescribed by law. Flags at all locations will be flown at half-staff.
2. State law mandates that the POW/MIA flag be flown on Patriots Day, Memorial Day, Flag Day, Independence Day, POW/MIA Recognition day (third Friday in September), and Veterans Day.
3. Death of a current or former elected Town Official or current Town employee - all locations for one week (7 days) starting at the day of death.
4. Death of a Town Veteran, appointed Board/Committee member (current or former), appointed Town Official (current or former), retired Town employee- all locations the day of the funeral.
5. For death of a Massachusetts Police Officer or Firefighter in the line of duty, all locations on the day of the funeral or memorial service.
6. At the discretion of the Select Board, the Town Administrator and DPW Director will be responsible for implementing this policy.

HACKNEY VEHICLE POLICY

SECTION 1. DEFINITION OF TERMS

Whenever in this Regulation the following terms are used, they shall have the meaning respectively ascribed to them in this section:

(a) Chief of Police - The Chief of Police of the Town of Norfolk or the person authorized by the said Chief to act for him and in his behalf pursuant to this Regulation.

(b) Hackney Board - The Select Board.

(c) Hackney Vehicle - A motor vehicle transporting passengers for hire, and including taxicabs, and public automobiles, but excluding school vehicles.

(d) Public Automobile - A vehicle for hire for livery purposes without a taximeter.

(e) Taximeter - A mechanical instrument or device by which charge for hire is mechanically calculated either for distance travelled or for waiting time or for both, and upon which such charges shall be clearly indicated by means of figures.

SECTION II. HACKNEY VEHICLE LICENSES

(a) The Hackney Board is authorized, in accordance with this policy, to grant hackney vehicle licenses to suitable persons, firms and corporations who are owners or lessees of such vehicles whose principal place of business is in Norfolk. All licenses shall be for a term of one year to expire at the end of the year. In addition to all other considerations mentioned in this Regulation, the Hackney Board is authorized to grant licenses when in its judgment the public convenience, needs and welfare will be substantially served by such grant. The Hackney Board may approve up to

4 licenses for the Town of Norfolk. They may increase this limit should the Town's population or business environment grow to such a level that it is in the best interest of the citizens.

(b)The fee for the first cab is $375 ; each additional cab is $100 and renewal shall be $100 for each cab.
(c) No license may be sold, transferred or assigned.
(d) Upon change in the Certificate of Registration of a Hackney Vehicle issued by the Registrar of Motor Vehicles of the Commonwealth of Massachusetts, the licensed owner shall within five days of such change present such certificate to the Chief of Police together with his Hackney Vehicle license for notation of such change.

(e) Changes of address of business and/or owner of Hackney Vehicle shall be reported to the Chief of Police and Hackney Board within five days of such a change.

(d) Applications for livery licenses (limousines) must be submitted upon proper form entitled APPLICATION FOR LICENSE, and applicant must fill out CORI application and submit it to the Select Board

(e) Dress Code for Taxi Drivers:
Every driver having charge of a licensed taxicab in a public place shall be hygienically clean, well groomed, and neat and clean in appearance, suitably dressed.

Male drivers shall be clean shaven and hair shall be neatly trimmed. Or if a beard or moustache is worn, it shall be well groomed and neatly trimmed at all times in order not to present a ragged appearance.

The term "suitably dressed" shall be interpreted to mean the driver, if male, shall wear trousers, shoes and appropriate outer garments. In warm weather, the male driver may wear, as an outer garment, a shirt with collar, with or without a tie.

The term "suitably dressed" shall be interpreted to mean the driver, if female, shall wear trousers, slacks, shoes, and appropriate outer garments. In
warm weather, the female diver may wear, as an outer garment, a shirt with collar, a blouse or sweater.

The following articles of clothing are considered inappropriate and are NOT permitted, when the driver, male or female, is in charge of a licensed taxicab:
T-shirts, underwear, tank tops, body shirts, swimwear, jogging suits, or similar types of attire when work as outer garments. Shorts or trunks (bathing or jogging). Sandals, or any type of open-toed footwear.

Any driver who fails to comply with these Dress Regulations may be subject to disciplinary action by his employer or ineligible to lease a taxicab in the Town of Norfolk.

INSPECTION III. INSPECTION OF HACKNEY VEHICLES

(a) During the month of December on an annual basis and prior to filing application for Hackney Vehicle license, each owner shall cause his or its Hackney Vehicle to be thoroughly inspected by the Chief of Police, or a qualified person designated by him, in regard to mechanical condition, general appearance and safety.

(b) All Hackney Vehicles must be kept in good condition, suitable for occupancy and mechanically fit for the safety of passengers. The exterior and interior shall be clean and sanitary at all times.

(c) The Hackney Board shall revoke or suspend the license of any Hackney Vehicle found by it to be unfit or unsuited for public patronage.

SECTION IV. TAXIMETER

(a) Taximeters are mechanical instruments or devices by which the charge for hire is mechanically calculated, either for distance travelled or for waiting time or for both and upon which such charge shall be clearly indicated by means of figures.

(b) The size and design of every taximeter shall be approved by the Chief of Police for the Town of Norfolk or his duly authorized representative.

(c) Prior to the annual inspection of Hackney Vehicles or when vehicles are licensed for the first time, every taximeter shall be inspected and sealed by the Sealer of Weights and Measures of the Town of Norfolk or the State of Massachusetts. The fee of such inspection and sealing shall be twenty dollars ($20) if done by the Town or at the reimbursement cost if done by the State. All meters requiring repair and all new meters installed as replacement must be inspected and sealed prior to use. Taximeters shall also be subject to all Rules and Regulations prescribed by the Director of Standard of the Commonwealth of Massachusetts.

(d) After sundown, the face of every taximeter shall be illuminated so as to throw a continuous steady light thereon.

(e) Every driver of a licensed taxicab shall place the flag of the taximeter in a recording position as soon as he takes on a passenger, and shall keep the flag in a recording position so long as said taxicab is engaged.

SECTION V. HACKNEY VEHICLE DRIVER'S LICENSES

(a) No person, including owners, shall operate a Hackney Vehicle for hire without first obtaining a Hackney Vehicle Driver's License.

(b) The Massachusetts DMV may issue Hackney Vehicle driver's licenses to suitable persons. Each applicant shall submit a Criminal History (CORI) from Massachusetts and a signed release authorizing access by the Chief of Police to the applicant's criminal history from the Criminal History Systems Board.

(c) Applicants shall be deemed unsuitable and will not qualify for a Hackney license if any of the following disqualifying factors apply:

1. The applicant is not able to read and understand English.

2. The applicant is under eighteen years of age.

3. The applicant is addicted to or is a chronic abuser of intoxicating liquors or drugs.

4. The applicant has been convicted of a serious criminal sex offense.

5. The applicant has been convicted of violating the Controlled Substance Act within the last ten years.

6. The applicant has been convicted of an offense involving firearms within the last ten years.

7. The applicant has been convicted of Assault and Battery on a police officer or a serious felony involving violence within the last ten years.

8. The applicant has been adjudicated as a habitual traffic offender within the last ten years.

9. The applicant has been involved in five or more incidents involving motor vehicle violations and/or motor vehicle accidents within the last five years.

10. The applicant does not possess a current, valid Massachusetts driver's license.

(f) Applicants must present, at the time their applications are submitted, a valid driver's license issued by the Massachusetts Registrar of Motor Vehicles.

(g) When a licensed hackney driver changes his address or his employer, he shall notify the Chief of Police in writing within twenty-four hours of such change.

(h) If a license is lost, mislaid, or destroyed, the licensee shall report the same to the Chief of Police immediately, and may apply for a replacement license subject to the terms and conditions of this section.

(i) The Chief of Police may revoke or refuse to issue or renew a license if he is of the opinion that the licensee or prospective licensee is not a suitable person.

SECTION VII. RATE OF FARE FOR TAXICABS

(a) Said rate fare shall be uniform for all licensed taxicabs, namely: $3.40 for the first 4/5th of a mile; an additional sixty cents ($.60) for each additional fifth of a mile. No drops or extras

(b) All tolls (one way) for tunnels, bridges, roads, and turnpikes shall be assumed by the passenger or passengers.

(c) A flat rate may be charged for trips originating or terminating beyond the geographical limits of the Town of Norfolk. Proof of what shall appear to be an exorbitant charge for services will be regarded as reasonable grounds for believing that the owner or driver so charging is not a suitable person to be licensed

(d) Hand baggage may be carried by passengers without charge.

(e) When more than one passenger is picked up and not discharged at the same destination, the fare charged to the first passenger will be according to the taximeter at the destination of the first passenger. After

the departure of the first passenger the taximeter flag will be dropped again and the second passenger will then pay the fare according to the taximeter at the destination of the second passenger. The first passenger to be let off shall be the one whose destination is nearest to the point of departure. The same process is to be followed for each passenger in the taxicab.

(f) These rates are subject to change by the Hackney Board.

SECTION VIII. WAYBILLS

The driver of a licensed Hackney Vehicle must keep on a form approved by the Chief of Police and produce upon demand of the Chief of Police or any officer designated by him, a record of all trips made by said vehicle and containing all information requested on the said approved form for each calendar day, said forms to be kept by the licensed owner for a period of one hundred eighty (180) days.

SECTION IX. LOST PROPERTY

Hackney drivers shall immediately after delivering any passenger, search said vehicle for any property which may have been left therein, and any such property found therein shall be delivered by the finder within twenty-four hours to the Chief of Police.

SECTION X. DISPLAY OF RATE OF FARE, HACKNEY VEHICLE LICENSE, AND HACKNEY VEHICLE DRIVER'S LICENSE

The driver of a Hackney Vehicle shall display on the inside of the vehicle in a clear view of the passengers a card indicating the current rate of fare, his hackney driver's license, and a Hackney Vehicle license, except in the case of public automobiles where no rate card is to be displayed.

SECTION XI. CONDUCT OF HACKNEY VEHICLE DRIVERS

(a) No driver in charge of a licensed taxicab while awaiting the employment of passengers, shall stand the same in any public street or place other than at a stand, nor shall any driver of such taxicab seek employment by repeatedly and persistently driving his vehicle to and from in a short space before, or by otherwise interfering with the proper and orderly access to or egress from any theatre, hall, hotel, public railroad station or other places of public driving through assembly, but any licensed taxicab driver may accept employment while driving through any public street or place without stops other than those due to obstruction of traffic and at such speed as not to interfere with or impede traffic.

(b) No driver of any licensed taxicab shall solicit and pick up passengers within fifty feet of an established stand when there are Hackney Vehicles on the said stand.

(c) A driver of a licensed taxicab shall not refuse, unless previously under hire or unless the conditions are such as those described in this section, to carry any passenger lawfully entitled to be carried in a taxicab.

(d) Except as permitted by this Regulation, a taxicab shall not demand from any passenger more than the fare recorded on the taximeter, regardless of the number of passengers conveyed.

(e) No driver having charge of any licensed taxicab shall take up or carry any other passenger after the taxicab has been occupied or engaged by any prior passenger, until any such prior passenger shall have discharged said taxicab, without the consent of such prior passenger. Any such prior passenger shall not be obliged or requested to pay any extra fee or fare for refusing such consent.

SECTION XII. TAXICAB SERVICE

(a) All persons engaged in the taxicab business in the Town of Norfolk operating under the provisions of these Rules and Regulations shall render an over-all service to the public desiring to use taxicabs.

(b) Hackney licenses are issued to provide service to Norfolk residents. Calls received for services inside the limits of Norfolk shall be answered in a reasonable length of time as soon as possible and if service cannot be rendered within a reasonable time, the prospective passenger shall be notified how long it will be before the said call can be answered.

(c) Any licensed owner who shall refuse to accept a call anywhere in the corporate limits of Norfolk at any time when such owner has available taxicabs, or who shall fail or refuse to give over-all service, shall be deemed in violation of this policy and licenses granted to such owner may be revoked at the discretion of the Hackney Board.

SECTION XIII. OUT-OF-TOWN HACKNEY VEHICLES

No person, firm, or corporation not having a Hackney Vehicle driver's license issued by the Chief of Police of the Town of Norfolk shall drive or have charge of a Hackney Vehicle, nor shall any person, firm, or corporation set up and use a Hackney Vehicle in the Town of Norfolk without a Hackney Vehicle license, provided, however, that nothing herein contained shall be construed as prohibiting a driver of a Hackney Vehicle licensed outside the Town of Norfolk from driving through said town or from delivering in said town a passenger accepted outside said town or from accepting within the Town of Norfolk passengers for hire if summoned by or at the request of said passengers by radio or telephone to do so.

SECTION XIV. HACKNEY VEHICLE SPACES

(a) Hackney vehicle parking spaces may be assigned at the discretion of the Hackney Board. Prior to the award of such space, the Board shall receive a written report from the Safety Officer and anyone else deemed by the Board to be affected by the request.

(b) The grant of such space may be revoked at any time by the Board if it deemed it in the public interest to do so. Changes of business and/or

owner of Hackney Vehicles shall be sufficient to revoke any use of any parking space.

SECTION XV. VIOLATIONS AND PENALTIES

(a) All complaints and violations of this policy against Hackney Vehicle drivers and owners shall be brought before the Hackney Board who shall hear the facts, and render a decision within fourteen (14) days of said hearing. If the Hackney Vehicle driver or owner is found guilty of the complaint or violation, the Chief of Police may suspend or revoke the license of the offending owner or driver.

(b) Any person or corporation violating any of the provisions of the foregoing sections shall forfeit and pay a fine not exceeding twenty dollars for each offense.

SECTION XVI. APPEAL

(a) Any Hackney Vehicle driver or owner or any person or persons claiming to be aggrieved by a finding of the Chief of Police shall have the right to appeal to the Hackney Board, provided the appeal is filed in writing within five days of the date of the finding. Pending a final determination of said appeal, no decision of the Chief of Police shall be put into effect.

(b) Appeals shall be heard by the Hackney Board which shall hold a hearing within ten days of the filing of the appeal.

(c) The appellant shall have the right to be represented by counsel at said hearing, to introduce such evidence as he may desire, and to cross examine all witnesses. The Hackney Board shall file its report and findings with the Chief of Police within forty-eight hours of the termination of the hearing, said report and finding to be final and binding on all the parties. The Chief of Police shall act pursuant to such report and findings, and immediately notify all parties involved.

SECTION XVII. EFFECTIVE DATE

This Regulation shall become effective on 9/1/2012

SECTION XVIII. PROVISIONS SEVERABLE

If any part, section, or subdivision of these rules and regulations, or the application thereof, shall be held invalid, unconstitutional or inoperative as to any particular person, persons or conditions, such invalidity shall not affect other provisions or applications of these rules and regulations which can be given effect without the invalid provision or application, and to this end the provisions of these rules and regulations are declared to be severable.

These regulations are hereby adopted this first day of September, 2012.

SELECT BOARD

NORFOLK SELECT BOARD

Taxi License Application

1. Fill out attached application. All forms must be completed before application will be accepted.

2. You must contact the Select Board's Office. You must submit the following information to Select Board Office:

   a. A completed hackney application. Note that omitting information will be cause for denial.

   b. Notary public seal on personal criminal record request form.

   c. $375 check or money order made out to the Town of Norfolk (no cash)

   d. Photocopy of current driver's license-this should be placed inside the boxed area of the valid Mass. Driver's License form.

3. After the license is approved by the Hackney Board the Licensee will bring their taxi to the Police Department for inspection.

7. Final license will not be issued until the State Department of Measures and seals has approved the taxi meter.

We cannot process any applications until we have all the information. If you have any questions, please contact the Select Board's Office.

HANDLING CORRESPONDENCE POLICY

Rationale:
The purpose of this policy is to establish a procedure for written correspondence generated by the Select Board and its staff, and correspondence received from others.

Policy:
The Town Administrator shall be responsible for generating correspondence as requested by the Select Board. Said correspondence shall be under the signature of the Town Administrator, however, the Select Board may direct that certain documents be issued in its name.

- Any documents, including contracts, prepared for the signature of the Select Board, shall contain the appropriate signature lines for all members.
- Individual Select Board members shall not issue correspondence of a business nature under Town of Norfolk letterhead without the consent of a majority of its members.
- Individual members will be authorized to use letterhead and direct staff to prepare memoranda in response to questions or concerns expressed directly to a Selectman. Informal note stationary may also be used for this purpose.
- Any correspondence sent from the Town Administrator and department heads to individual Select Board will be copied and made available to all members as a matter of courtesy.
- The use of town resources including stationary, envelopes, postage or staff time for conducted or supporting political campaign activities or personal reasons is prohibited. This prohibition extends to any matter that will appear as a ballot referendum question, except as provided in guidelines published by the State Office of Campaign and Political Finance.

It is not the intent of this policy to have all outgoing and incoming correspondence copied and included as part of the regular meeting package. The Town Administrator shall use his discretion in determining

whether correspondence is of sufficient interest to the Select Board, and include copies in the meeting package. However, all correspondence will be left in an appropriate area such that each member may read it as desired for a period of four (4) weeks

The Town Administrator is designated as the keeper of the records for all documents within the custody of the Select Board. Requests for locating old correspondence, files, documents, contracts, etc. should be made through the Town Administrator.

HEALTH INSURANCE ELIGIBILITY POLICY FOR PAID ELECTED OFFICIALS

Rationale:
This policy is adopted to clarify the eligibility of paid elected officials for health insurance budgets.

Policy:
Elected officials are not eligible to receive health insurance benefits under the Town's group plan unless they work a minimum of twenty (20) hours per week on a regular basis.

LIQUOR LICENSE REFUND POLICY

If a liquor license is surrendered, revoked due to a sale or closing of the business or other applicable reason, no refund will be given except in hardship situations. The Select Board must vote to approve any hardship refund.

MEDIA RELATIONS POLICY

In order to best serve the residents of Norfolk and to provide its employees with the best tools possible, the Town of Norfolk has implemented the following policy.

It is important that all inquiries from the media be handled in the following manner:

- All media inquiries should be referred to the Town Administrator, the Chief of Police or the Fire Chief as is deemed appropriate depending on the nature of the inquiry.
- If the Chief of Police or Fire Chief is not available, the inquiry should be referred to the Town Administrator.
- If the Town Administrator is not available, the inquiry should be referred to the Chairperson of the Select Board.

This policy refers to all forms of communication including "off the record" or anonymous statements.

NORFOLK SELECT BOARD PUBLIC COMMENT POLICY

February 18, 2020

Purpose

To establish a policy of the Select Board (Board) with regard to those persons wishing to speak at meetings of the Board.

Policy

The Board welcomes information, concerns, and opinions from those attending Board meetings that are related to matters within the Board's jurisdiction. The Board hereby adopts this policy: to provide members of the public a fair opportunity to speak; to ensure compliance with the *Open Meeting Law* and other legal obligations; and to facilitate the orderly conduct of the Board's meetings.

Applicability

This policy applies to all persons wishing to speak at a Board meeting. The Board, at the chair's discretion, may provide the following opportunities to speak during the meeting: (i) at a "Citizen Speak" period generally scheduled at the beginning of a meeting; and (ii) at designated periods for comment (at the discretion of the Chair) on topics identified on the Board's agenda. The Board welcomes comments expressing any viewpoint related to the topics of any particular comment period upon matters within the Select Board scope of responsibility.

Procedures

a. The Board will typically schedule time for a "Citizen Speak" comment period at or near the beginning of its meetings. "Citizen Speak" is a limited forum to comment on topics not otherwise listed on the Board's agenda and within the Board's jurisdiction or scope of responsibility. To ensure compliance with the *Open Meeting Law,* privacy laws, and other legal obligations, Board members will rarely engage with a speaker or with each other during "Citizen Speak" periods.

b. The Board may also provide time for public comment on topics identified on the Board's agenda. Comments during such periods are limited to those related to the specific topic under deliberation.

c. Persons wishing to provide comments to the Board shall first sign the sign-in sheet provided by the Board and identify themselves by name and address prior to commenting. All speakers are encouraged to present their remarks in a respectful manner. Speakers must begin their remarks by stating their name, town or city of residence and affiliation.

d. All comments shall be addressed to or through the chair or acting chair of the Board.

e. Each comment period shall not exceed 15 minutes and each speaker shall not exceed three minutes, unless otherwise determined by the chair. Written comments longer than three (3) minutes may be presented to the Board before or after the meeting for the Board members' review and consideration at an appropriate time.

f. Speakers who require reasonable accommodations on the basis of a speech-related disability or who require language interpretation services may be allotted a total of five (5) minutes to present their material. Speakers must notify the Select Board by telephone or email at least 48 hours in advance of the meeting if they wish to request an extension of time for one of these reasons.

g. Public comment may concern items that are not on the Select Board's agenda but must fall within the scope of the Select Board's authority.

h. Speakers may offer such criticisms of the town operations and

policies as concern them, but in public session the Board will not hear personal complaints about town employees (or others) whose performance is outside the scope of the Board's authority. Under most circumstances, administrative channels are the proper means for disposition of legitimate complaints involving employees.

i. Disruptive comments and conduct are not allowed. Disruptive comments and conduct include, but are not limited to: the use of profanity; threats or incitement to lawless conduct or statements intended to be personally defaming or libelous; vulgarity; comments or conduct that violate the law; comments outside of the dedicated topics for comment or beyond the scope of the Select Board authority. The Chair reserves the right to terminate speech which he/she determines to be not constitutionally protected and to terminate other comments or conduct that interfere with the orderly conduct of Board meetings.

   The chair shall provide at least one verbal warning to a speaker if he or she makes a disruptive comment or engages in disruptive conduct. If, after at least one verbal warning, the speaker persists in making disruptive comments or engaging in disruptive conduct, the chair may end that person's privilege of address for that meeting.

Definition
None

Regulatory Statutory References

Massachusetts G.L. c.30A, §20

POLITICAL SOLICITATION ACTIVITIES TRANSFER STATION

PURPOSE:
The purpose of this policy is to ensure political solicitation activities at the Transfer Station are conducted in an orderly manner without interference with the public or facility operations. This policy is also intended to ensure the safety of persons conducting solicitations.

- Requests to solicit at the Transfer Station for the purpose of handing out fliers to residents, and/or campaigning for any political election must be received by the Select Board's Office no later than 4:00 p.m. on Thursday. Requests made after Thursday will not be permitted to campaign at the Transfer Station that subsequent weekend. Individuals or groups not requesting permission, or not receiving permission, will be asked to leave the Transfer Station facility/property by the Transfer Station operators.

- Solicitations must be conducted so as not to obstruct the flow of vehicle traffic within the Transfer Station. Additionally, political information, including signs and vehicles, shall be located in a manner to allow a free flow of traffic throughout the Transfer Station. The Highway Superintendent, or his designee, may designate an area within the Transfer Station to which all solicitations must be limited. Under no circumstances will solicitations be permitted in:
    - entrance to Transfer Station;
    - vehicle "back-up" zone to compactor units;
    - exit to Transfer Station.

- Children under the age of 14 assisting with the campaign ***must*** be supervised by an adult at all times. Failure to provide adequate supervision, as determined by the Transfer Station operators, will be grounds for suspension of activities. A maximum of four (4) people total – two (2) adults (21 years of age or older), and two (2) children will be allowed. The number of children shall not exceed the number of adults. No children under the age of 7 may participate. The Select

Board may limit the number of organizations and groups conducting solicitations at one time.

- The Select Board may establish special conditions, deemed in the Town's best interest, as part of any approval issued.

PURCHASE OR CONSUMPTION OF ALCOHOL BY MINORS

The Norfolk Select Board has adopted a Zero Tolerance Policy toward the purchase and/or consumption of alcoholic beverages by persons under age 21. The sale of alcoholic beverages in the Town of Norfolk to any person under age 21 will be reported to the Town or Norfolk Licensing Authority by the Norfolk Police Department. All reported violations will result in a hearing with the Select Board.

The penalties will be as follows:

First offense: $1,000 fine to be paid to Norfolk DARE. Proof that the donation was made to the Norfolk DARE Program or other local charity as selected by the Select Board, must be delivered to the Town Administrator within seven (7) days of payment to the charity. Once this proof is received and approved, the penalty will be deemed satisfied.

Second offence: $2,000 fine to be paid to Norfolk DARE. Proof that the donation was made to the Norfolk DARE Program or other local charity as selected by the Select Board, must be delivered to the Town Administrator within seven (7) days of payment to the charity. Once this proof is received and approved, the penalty will be deemed satisfied.

Third offense: A minimum of a $4,000 fine to be paid to Norfolk DARE plus a one (1) week suspension of the license. Proof that the donation was made to the Norfolk DARE Program or other local charity as selected by the Select Board, must be delivered to the Town Administrator within seven (7) days of payment to the charity. Once this proof is received and approved, the penalty will be deemed satisfied.

The Norfolk Police Department has adopted a Zero Tolerance Policy and will adhere to the above policy adopted by the Select Board when conducting their Alcoholic Beverage Compliance Checks within the Town of Norfolk.

QUARTERLY FINANCIAL REPORTS

Rationale:
This policy is adopted to provide the Select Board with current information relative to Norfolk's financial condition.

Policy:
The Director of Finance or their assignee will report to the Town Administrator on a quarterly basis on the Town's financial condition. The report shall address an accounting of all revenues and expenses for the periods ending in September, December, March, and June.

The reports shall include a detailed summary of all revenue sources including real estate, personal and motor vehicle excise taxes, local receipts and state aid for the current quarter, year to date and prior fiscal year. In general, the revenue sources will be listed in a manner consistent with the tax rate recapulation sheet. The Director of Finance or their assignee will also highlight significant deviations in revenues and expenses that may affect the Town's financial position.

A summary of Norfolk's cash flow position, investment portfolio, debt management plan, and changes in real estate valuation and growth rate will also be presented.

It is the responsibility of the Town Administrator to fully inform the Select Board of Norfolk's financial position at least quarterly.

RESERVE FUND TRANSFERS POLICY

Rationale: The intent of this policy is to ensure departments, boards, and committees follow established procedures for submission of reserve fund transfers.

Policy: Department heads, boards, and committees appointed by either the Select Board, Town Administrator, or Finance Director shall submit all reserve fund transfer requests to the appointing authority. Approval of the appointing authority and Select Board shall be required in advance of submitting a reserve fund transfer to the Advisory Board.

SNOWPLOW MAILBOX DAMAGE POLICY

On occasion during a snow storm or the subsequent storm clean up a mailbox may be damaged. This damage is usually the result of snow cast off the plow or during storm clean up when snow is further pushed back to the curb line. In rare circumstances a mailbox is damaged as a result of a direct hit by the plow.

If a mailbox is damaged as a result of a direct hit by the plow, the DPW will replace the post and mailbox with the same or similar one up to a maximum cost of $300.

If a mailbox is damaged by snow cast off the plow or during storm clean up when snow is further pushed back to the curb line the DPW will supply the homeowner with a standard mailbox and post for the homeowner to install. If the homeowner would like to install a mailbox of their choice they may be reimbursed for the replacement up to a maximum of $60.

In order to receive reimbursement the homeowner must present to the DPW a receipt for the materials purchased. A homeowner may receive only one replacement mailbox and post or reimbursement per year.

Hardship cases may be given special consideration by the DPW Director.

STREET, PARK, AND TOWN FACILITY NAMING POLICY

Rationale:
The purpose of this policy is to assure streets, parks and town facilities are named in a way that is consistent, appropriate, and supports public safety.

Policy:
The naming of new streets is, statutorily (pursuant to M.G.L. Chapter 85), the sole responsibility of the Select Board. The Select Board will review any new subdivision at the time of a preliminary plan submittal to the Planning Board. The developer or the Planning Board may submit street, facility or park names for consideration. The Select Board may consider the names submitted or assign another name. The assignment of a street name will be made by the Select Board, and notification will be made, in writing, to the Planning Board and the specific developer/owner.

The Select Board will select street, park and facility names in accordance with the following criteria:

1. The name may honor the Town of Norfolk's rich history.
2. A name may be selected of an individual of local historical significance, place or event.
3. The name may be in honor of a local Norfolk veteran who has served in defense of our country.
4. The name may honor an individual who has demonstrated excellence, courage or exceptional service to the citizens of the Town of Norfolk.
5. The name may be in honor of a national historic figure or event.

While a name using the criteria above is preferred, the Select Board may ultimately select any name that supports the public safety and purpose.

SUBMISSION OF WARRANT ARTICLES TO SELECT BOARD BY DEPARTMENTS AND COMMITTEES POLICY

Rationale:
The purpose of this policy is to ensure the submission of warrant articles by town departments and multiple member bodies are both accurate and timely. This policy applies to departments, boards and committees under the aegis of the Select Board.

Policy:
Department heads and multiple member bodies shall submit warrant articles, electronically, by a deadline established by the Select Board prior to any regularly scheduled or special town meeting.. For multiple member bodies, article requests must be approved by a majority of its membership, as authorized by a board or committee vote.

The article, as submitted, should be in the proper legal format. The proponent may contact Town Counsel with any questions before submitting an article request; however in order to control costs, prior approval of the Town Administrator must be obtained.

A cost estimate and summary in support of the proposed warrant article should also be provided. All article requests will be reviewed by the Select Board, Town Administrator, and Town Counsel (as needed) for completeness. Articles may be revised in certain instances for content and legal form. The Select Board may seek additional information from the respective department head or multiple member body before placing the article on the warrant. In general, the Board will arrange a meeting with the article proponent before approving the warrant. This requirement may be waived if the intent of the article is obvious. The Select Board will decide which warrants submitted by departments, boards and committees will be brought to Town Meeting

The Select Board may, under special circumstances, accept warrant articles after the close of the warrant. Any request submitted after the close of the warrant will be accepted only upon an affirmative vote of the majority of the Select Board.

TOWN HALL FACILITIES POLICY

The purpose of this policy is to define the usage of all common areas in the Town Hall, including, but not limited to, meeting, conference, and multi-purpose rooms.

The Town Administrator shall be responsible for maintaining a master user list of all areas covered under his policy which will be placed on the intranet. Town departments, boards, committees, and commissions may reserve space by entering the meeting location and time on the intranet schedule. Non-municipal entities may reserve space by contacting the Town Administrator's Office. Requests for space should be made as far in advance as possible to avoid possible conflicts.

In the event of a conflict, the following priority order will govern:

A. First priority will be town agencies in conducting ***public meetings***.
B. Second priority will be town departments conducting ***municipal functions or programs*** in space adjacent to, or part of, their offices.
C. Third priority will be town departments conducting ***municipal functions or programs*** not proximate to their offices.
D. Fourth priority will be other governmental agencies and organizations affiliated with the Town of Norfolk.
E. Fifth priority will be ***non-municipal entities*** and other users not specifically defined herein.

Except for emergencies, meetings should not take place in Town Hall during Town Meeting.

TOWN HILL USAGE POLICY

The Town, through the Select Board, will issue permits for the usage of Town Hill. Permits may be granted to anyone as long as the following conditions are met:

1. Does not conflict with any Town sponsored event.
2. Conditions of the Hill and Bandstand are conducive to the event contemplated.
3. Applicant has not forfeited their privilege to use the facility due to past failure to comply with regulations (See regulations below).
4.

PRIORITY

Permits will be granted in the following order of priority:

1. Town Sponsored/Co-Sponsored
2. Town Charitable Organization
3. Town Resident
4. Charitable Organization
5. Other Individual or Organization
6.

SECURITY DEPOSIT

Town sponsored events will not require a security deposit.
<u>All others will provide a minimum $100 deposit check with application, payable to the "Town of Norfolk"</u>. The check will be returned, if upon determination the area is clean of any refuse; there is no damage to the bandstand or property, other than normal wear; and there were no violation of rules.
If it is determined that damage has been done that is above security deposit amount, appropriate repairs will be arranged by the Town and payment for those repairs will be the responsibility of the permit holder.

FEES

Application and other town permit fees will be assessed accordingly.
All users are encouraged to make a donation to the Town Hill Endowment Fund.

SOCIAL MEDIA POLICY
Updated: March 5, 2019

PURPOSE:

The purpose of this policy is to provide a framework for employees of the Town of Norfolk (the "Town") when using social media to: reach, engage, inform, or include the greater public. These guidelines and best practices are intended to create the best possible relationship between the Town, its employees, and the public. This policy is not intended to be a line by line breakdown of how and when to use social media in every possible situation. Instead it is intended to be a roadmap of how to best handle situations that may arise.

GENERAL:

- The Town has created social media accounts for various departments as a customer service tool for the dissemination of factual information to residents, the general public and other community stakeholders.

- All Town social media sites must be approved by the Select Board or their designee.

- Only the Departments and individuals specified in this policy are authorized to post to the Town's social media sites: other Departments and staff members may be authorized as needed with prior approval by the Select Board or their designee.

- The Town's social media sites will be used by the Town and its agencies for communicating information with the purpose of informing the public of the work, news and updates of various Town departments. The Town is not obligated to respond to any comments, questions or concerns posted on social media.

    - Citizen Questions or Concerns: If any citizen has a question, concern, wants to bring attention to an issue, or would like direction, the Town highly encourages any resident to contact, via

phone or email, the respective Town Department or the Select Board's Office at 508-440-2855.
  - If you have an emergency, please call 911.

- The Town and its agencies are not obligated to follow or friend any organization or individual. The Town and its agencies may follow other public town, state, quasi-state agencies and federal agencies for the coordination and dissemination of information of interest to the public.

- The Town reserves the right to restrict or remove any content on all of its social media sites and to edit or remove any messages, postings or members that it deems, in its sole discretion, to be abusive, defamatory, in violation of copyright, trademark right or other intellectual property right of any third party, or anything deemed inappropriate or in violation of this policy.

- No comments will be accepted through the Town's social media accounts for *any* public hearing; either adjudicatory public hearings or any other notified public hearing. Residents must attend public hearings and directly communicate with the deliberative body.

- The Town expressly reserves right to remove any post, comment or remark that contains the following content from the social media site:

  - is off-subject, out of context, or inaccurate
  - contains obscene or vulgar material
  - contains personal identifying information or sensitive personal information
  - contains offensive terms or language
  - is threatening, harassing or discriminatory
  - incites or promotes violence or illegal activities
  - contains information that reasonably could compromise individual or public safety
  - advertises or promotes a commercial product or service, or any entity or individual
  - promotes or endorses political campaigns or candidates

- There is **NO EXPECTATION OF PRIVACY** when communicating or posting to the Town's webpage or social media sites. All posts, comments, messages, or any other communication sent to the Town is subject to all applicable Federal, State, and local laws and policies. These include including the Public Records Law, Records Retention Schedules, Conflict of Interest Law and Open Meeting Law.

Internal Policy:

- The Town will support the use of certain social media sites by Town Departments. All Department-sponsored social media sites or pages shall be approved by the Select Board or their designee, and shall be maintained in compliance with the Town's policies and procedures. All Town-sponsored social media sites should display the Town seal and note prominently that it is maintained by the Town as an official Social Media site.

- Employees representing any Town Department via a Town-sponsored social media site shall, at all times, conduct themselves as representatives of the Department and adhere to all Town and Department standards of conduct. When acting in this capacity, employees should identify themselves as a member of their respective Department.

- It is important to remember that whether on or off duty, all public employees must be aware that anything they post, comment, or link to via social media can reflect upon the Town. Care must be taken to not post or link to anything that will reflect poorly upon the Town.

- No employee, staff member, elected or appointed official shall make any post to Social Media as a representative of the Town, or portray themselves as speaking on behalf of the Town, without prior authorization by the Select Board or their designee.

- **NO EXPECTATION OF PRIVACY:** In accessing the Internet, including social media sites, either on Town equipment or using Town wireless Internet, employees should assume that all connections and sites visited

will be monitored and recorded. Use of the Town's electronic communication devices, including but not limited to Town-issued email accounts, Internet services, cell phone services, smart phones, Town-owned computers, laptops and tablets, and computer software constitutes acceptance of such monitoring. There is no guarantee and there should be no expectation of privacy in any such communications. The Town reserves the right to review and/or monitor all electronic records and communications at any time with or without notice, including individual user folders and other information stored on the Town's electronic communications systems. Such monitoring is necessary not only for support reasons, but also to ensure compliance with Town policies and by-laws, and state and federal law.

- Employees must act with fundamental honesty and integrity in all Town dealings; comply with all laws/regulations that govern the Town, maintain an ethical and professional work environment and comply with all Town policies. Town employees are required to treat fellow employees, customers, vendors, and visitors with respect, dignity, honesty, fairness, and integrity.

- One of the purposes behind utilizing Social Media is to receive feedback from the public, both positive and negative. When dealing with negative feedback employees should take care to not engage in a debate, argument, or other non-constructive dialogue. At all times employees must act with honesty, integrity and in an ethical and professional manner.

- Employees are expressly prohibited from using social media to engage in any activity or conduct that violates federal, state, or local law (e.g., software or data piracy, child pornography, etc.).

- All Town social media sites shall adhere to applicable State, Federal and local laws, regulations and policies including the Public Records Law, Records Retention Schedules, Conflict of Interest Law, Open Meeting Law, Copyright Law and other applicable Federal, State, And Town policies.

- Nothing in this policy limits or replaces rules of conduct described in Massachusetts General Laws regarding the conduct of a public employee.

- Nothing in this policy limits or replaces other Town policies that address employee conduct, such as the Select Board Policies, the Town's Human Resources Policies, or any other policies applicable to employee conduct.

Authorized social media accounts as of March 5, 2019

Authorized users are individuals who are responsible for the content and monitoring of their social media pages; any department can request posting content through these individuals.

Council on Aging
Council of Aging Facebook page – COA Director

Fire
Fire Department Facebook Page – Peter Petruchik

Library
Norfolk Public Library Facebook page – Library Director

General Municipal Government
Town of Norfolk Facebook page – Anthony Turi

Police
Police Facebook page – Michelle Palladini
Animal Control Officer's Facebook page – Animal Control Officer

Recreation
Recreation Departments Facebook page – Recreation Director

TOWN OF NORFOLK

Employee Handbook

July 27, 2020

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ADA COMPLIANCE POLICY

Rationale:
This policy is adopted to facilitate and ensure timely and cost effective compliance with the Americans with Disabilities Act (ADA) for the Town of Norfolk facilities and employees.

Policy:
Town Owned Facilities:
It is the onus of all town boards, committees, and departments that are planning new construction or acquisitions through purchase, rental, or lease of facilities, or remodeling and/or additions to existing facilities, to adhere to the following procedure:

1. Contact the Town Administrator in writing at the inception of your planning process, prior to securing the services of an architect/designer/engineer. The Town Administrator will brief your group on the essential elements of ADA.

Town Employees:

The Town of Norfolk is committed to the fair and equal employment of people with disabilities. Reasonable accommodation is the key to this non-discrimination policy. While many individuals with disabilities can work without accommodation, other qualified applicants and employees face barriers to employment without the accommodation process. It is the policy of the Town of Norfolk to reasonably accommodate qualified individuals with disabilities unless the accommodation would impose an undue hardship. In accordance with the Massachusetts law and the Americans with Disabilities Act, accommodations will be provided to qualified individuals with disabilities when such accommodations are directly related to performing the essential functions of a job, competing for a job, or to enjoy equal benefits and privileges of employment. This policy applies to all applicants, employees, and employees seeking promotional opportunities.

Definition
Disability: For purposes of determining eligibility for a reasonable accommodation, a person with a disability is one who has a physical or mental impairment that materially or substantially limits one or more major life activities.

Reasonable accommodation

Reasonable accommodation" means necessary and appropriate modification and adjustments not imposing a disproportionate or undue burden, where needed in a particular case, to ensure to persons with disabilities the enjoyment or exercise on an equal basis with others of all human rights and fundamental freedoms.

Examples of accommodations may include acquiring or modifying equipment or devices; modifying training materials; making facilities readily accessible; modifying work schedules; and reassignment to a vacant position.

Reasonable accommodation applies to three aspects of employment:

1. To assure equal opportunity in the employment process;
2. To enable a qualified individual with a disability to perform the essential functions of a job; and
3. To enable an employee with a disability to enjoy equal benefits and privileges of employment.

Procedure - Current employees and employees seeking promotion

1. The employee shall inform their supervisor or the ADA Coordinator designee of the need for an accommodation.
2. The ADA Coordinator/designee may request documentation of the individual's functional limitations to support the request. Any medical documentation must be collected and maintained on separate forms and in separate, locked files. No one will be told or

have access to medical information unless the disability might require emergency treatment.

3. When a qualified individual with a disability has requested an accommodation, the employer shall, in consultation with the individual:

- Discuss the purpose and essential functions of the particular job involved. Completion of a step-by-step job analysis may be necessary.
- Determine the precise job-related limitation.
- Identify the potential accommodations and assess the effectiveness each would have in allowing the individual to perform the essential functions of the job.
- Select and implement the accommodation that is the most appropriate for both the individual and the employer. While an individual's preference will be given consideration, the Town of Norfolk is free to choose among equally effective accommodations and may choose the one that is less expensive or easier to provide.
- The ADA Coordinator or designee will work with the employee to obtain technical assistance, as needed.
- The ADA Coordinator or designee will provide a decision to the employee within a reasonable amount of time.
- If an accommodation cannot overcome the existing barriers or if the accommodation would cause an undue hardship on the operation of the business, the employee and the ADA Coordinator or designee shall work together to determine whether reassignment is possible/available or may be an appropriate accommodation.

Procedure - Job applicants

1. The job applicant shall inform the hiring manager of the need for an accommodation. The hiring manager will discuss with the ADA Coordinator or designee the needed accommodation and possible alternatives for the applicant.

2. The ADA Coordinator or designee will make a decision regarding the request for accommodation and, if approved, take the necessary steps to see that the accommodation is provided.

Definition

Undue hardship. An undue hardship is an action that is unduly costly, extensive, substantial, or disruptive, or that would fundamentally alter the nature or operation of the Town of Norfolk.

Procedure for determining undue hardship

1. The employee will meet with the ADA Coordinator or designee to discuss the requested accommodation.

2. The ADA Coordinator or designee will review undue hardships by considering: The nature and cost of the accommodation in relation to the size, the financial resources, and the nature and structure of the operation; and

3. The impact of the accommodation on the nature or operation of the Town of Norfolk.

4. The ADA Coordinator designee will provide a decision to the employee.

Appeals

Employees or applicants who are dissatisfied with the decision(s) pertaining to their accommodation request may file an appeal with the Select Board within a reasonable period of time, for a final decision.

ALCOHOL AWARENESS POLICY

A. Any licensee holding an all alcohol or beer and wine license shall participate in a program designed to train employees who engage in either package sales or pouring in methods of observations and detection to avoid selling or serving to intoxicated persons and/or minors. This program will be based on the type of license issued.

B. Listed below are programs that are currently available which meet the requirements of this policy:

(1) Techniques of Alcohol Management (TAM) offered by the Massachusetts Package Store Association.
(2) Training for Intervention Procedures by Servers of Alcohol (TIPS).
(3) Servsafe and/or Bar Code alcohol training offered by the Massachusetts Restaurant Association.
(4) Any insurance industry approved and qualified program offered by a certified trainer and approved by the Select Board.

C. All personnel shall be required to participate in a training program based on the type of license issued. New applicants for all alcohol or beer & wine licenses will have thirty (30) days from the date that the application is approved by the Select Board to complete one (1) of the training programs listed above. New employees of any establishment will have thirty (30) days from the date of employment to complete one (1) of the training programs listed above.

D. All establishments must have available for inspection copies of all employee certification certificates, and maintain during operating hours, in an accessible place, a roster or certificate of trained personnel. The roster shall include:

(1) Employee name.
(2) Name of training program.
(3) Date of training.
(4) Date valid.

(5) Date of expiration.
(6) Date of hire.

E. All personnel shall be required to be recertified once every three (3) years by an approved program as noted above.

A. Failure to comply with this policy may result in revocation of the license. Fines may also be levied against the license holder should any violation of this policy occur.

ANTI-BULLYING POLICY

July 7, 2014

The Town of Norfolk is committed to providing all employees a healthy and safe work environment. The Town of Norfolk ensures that employees may file complaints of Bullying in good faith without fear of retribution. The Town of Norfolk is committed to the elimination of all forms of bullying.

This policy applies to all employees of the Town of Norfolk. It applies during normal working hours, at work related or sponsored functions, and while traveling on work related business. There will be no recriminations for anyone who in good faith alleges bullying.

Definitions

Bullying is unwelcome or unreasonable behavior that demeans, intimidates or humiliates people either as individuals or as a group. Bullying behavior is often persistent and part of a pattern, but it can also occur as a single incident. It is usually carried out by an individual but can also be an aspect of group behavior. Some examples of bullying behavior are:

Verbal Communication

- Abusive and offensive language
- Insults
- Teasing
- Spreading rumor and innuendo
- Unreasonable criticism
- Trivializing of work and achievements

Manipulating the Work Environment

- Isolating people from normal work interaction
- Excessive demands
- Setting impossible deadlines

Psychological Manipulation

- Unfairly blaming for mistakes

- Setting people up for failure
- Deliberate exclusion
- Excessive supervision
- Practical jokes
- Belittling or disregarding opinions or suggestions
- Criticizing in public

Context is important in understanding bullying, particularly verbal communication. There is a difference between friendly insults exchanged by long-time work colleagues and comments that are meant to be, or are taken as, demeaning. While care should be exercised, particularly if a person is reporting alleged bullying as a witness, it is better to be genuinely mistaken than to let actual bullying go unreported.

Mobbing

Mobbing is a particular type of bullying behavior carried out by a group rather than by an individual. Mobbing is the bullying or social isolation of a person through collective unjustified accusations, humiliation, general harassment or emotional abuse. Although it is group behavior, specific incidents such as an insult or a practical joke may be carried out by an individual as part of mobbing behavior.

Consequences of Bullying

Bullying is unacceptable behavior because it breaches principles of equality and fairness, and it may represent an abuse of power and authority. It also has potential consequences for everyone involved.

For Those Being Bullied

People who have been bullied often suffer from a range of stress-related illness. They can lose confidence and withdraw from contact with people outside the workplace as well as at work. Their work performance can suffer, and they are at increased risk of workplace injury.

For the Employer

Besides potential legal liabilities, the employer can also suffer because bullying can lead to:

- Deterioration in the quality of work
- Increased absenteeism
- Lack of communication and teamwork
- Lack of confidence in the employer leading to lack of commitment to the job

For Others at the Workplace

People who witness bullying behaviors can also have their attitudes and work performance affected. They can suffer from feelings of guilt that they did nothing to stop the bullying, and they can become intimidated and perform less efficiently fearing that they may be the next to be bullied.

Responsibilities

Managers and supervisors

- Ensure that all employees are aware of the anti-bullying policy and procedures
- Ensure that any incident of bullying is dealt with regardless of whether a complaint of bullying has been received
- Provide leadership and role-modeling in appropriate professional behavior
- Respond promptly, sensitively and confidentially to all situations where bullying behavior is observed or alleged to have occurred

Employees

- Be familiar with and behave according to this policy
- If you are a witness to bullying, report incidents to your manager, the Town Administrator or the Human Resources Director as appropriate
- Where appropriate, speak to the alleged bully(ies) to object to the behavior

If You Think You Have Been Bullied

- Any employee who feels he or she has been victimized by bullying is encouraged to report the matter to their supervisor, or with Human Resources.
- Where appropriate, an investigation will be undertaken and disciplinary measures will be taken as necessary.

AUTOMOBILE USE POLICY
January 2015

I. PURPOSE AND SCOPE

The purpose of this policy is to set forth the guidelines for reimbursement or compensation for employee use of personal vehicles; the guidelines under which Town vehicles will be assigned to Town personnel and the guidelines under which Town vehicles may be used.

II. APPLICABILITY

This policy applies to all Town of Norfolk employees. Employees that are given access to an automobile as part of their employment contract, and employees whose employment is regulated by collective bargaining agreement, are subject only to those provisions of this policy not specifically regulated by contract or agreement.

III. DEFINITIONS

As used in this policy, the following definitions apply:

A. "Authorized driver" means a Town of Norfolk employee who holds a current, valid license to operate a motor vehicle in Massachusetts and who has complied with all provisions of Section IV. of this policy.

B. "Authorized passenger" means a Town of Norfolk employee or any other person accompanying a Town of Norfolk employee in a Town vehicle in furtherance of official Town business, not to include children, family members and other non-business passengers.

C. “Personal vehicle” means a vehicle owned and insured by the employee which has been authorized to be used for Town of Norfolk business.

D. “Automobile allowance” is the dollar amount approved by the Select Board or Town Administrator to compensate an employee for regular and routine use of a personal

vehicle. The allowance is considered to be a salary item and, as such, is subject to taxation.

E. "Designee" means the Town Administrator or a department manager.

F. "Employee" means any person who is in the employ of the Town of Norfolk.

G. "Expense reimbursement" means payment for approved expenses relating to personal automobile use upon receipt of written documentation. Expense reimbursement is not considered to be a salary item.

H. "Intermittent use" is when an employee uses their personal vehicle for town-related business, and the employee is not receiving a personal automobile allowance.

"Municipal vehicle" means those automobiles, trucks, vans, or other self-propelled equipment owned, rented, or leased by the Town of Norfolk and licensed for travel on a public way. Municipal vehicles will be assigned municipal plates and will exhibit the Town seal or logo and the department name identifying the vehicle as a Town of Norfolk vehicle. These logos must be stenciled or painted on and may not be removable. Vehicles that may be used for undercover assignments will be exempted from this requirement.

I.

IV. POLICY

Employees whose duties require transportation continuously and regularly may be provided with a municipal vehicle or receive a stated automobile allowance in lieu of reimbursement for the use of their personal vehicle. Intermittent use of personal vehicles shall be reimbursed for actual, reasonable and necessary expenses incurred by and for themselves as a result of approved travel in connection with their duties or office per IRS regulations. The Town Administrator may authorize exceptions to this policy under mitigating circumstances.

A. Municipal Vehicles

Certain positions require employee access to municipal vehicles, either during the work shift or on a 24 hour on-call basis. The Town Administrator shall approve in writing which positions are assigned 24 hour access to municipal vehicles. Said authorization shall be reviewed by the Town Administrator whenever the position has been vacated. Nothing in this policy shall preclude the Town Administrator from revoking the assignment of a municipal vehicle to an employee.

Municipal vehicles are not personal vehicles and are not for personal use unless automobile use is specified in the employee's employment contract. Vehicle use is limited to travel to and from the residence and place of work. Municipal vehicles should always be viewed as belonging to the citizens of Norfolk and are assigned solely for purposes consistent with providing services to those citizens.

B. Automobile Allowance

In the event that an employee is required to use their personal automobile extensively on a year-round basis, and that employee has not been assigned a municipal vehicle, the Town Administrator may authorize the payment of an automobile allowance. Such allowance may be rescinded with 30 days' notice, and will not be paid in combination with personal automobile expense reimbursement.

C. Expense Reimbursement

The Town of Norfolk will reimburse employees for reasonable and validated expenses, such as mileage, tolls, and parking costs which they incur as a result of personal automobile use on behalf of the Town. Employees must complete a travel reimbursement form and submit it with corresponding receipts to the Department Manager for approval. If the employee uses a town owned car the employee will be reimbursed for Tolls and Parking.

V. PROCEDURES

A. Expense Reimbursement

1. Expense Reimbursement is intended for work-related travel above and beyond an employee's commuting needs. Travel to and from

work or other regular work locations are not considered a reimbursable expense.

2. When an employee is authorized to use a personal automobile for intermittent use for work-related travel, he or she shall be reimbursed at a rate established by the IRS. The mileage rate is intended to include the costs of gasoline, repairs, insurance, and general wear and tear on the automobile.
3. The Town will also reimburse employees authorized for work related travel, driving personal or municipal vehicles, for tolls and reasonable parking expenses, when receipts are provided. Employees will not be reimbursed for tolls which would normally be paid by the employee during thier normal commute to work.
4. The Town Administrator retains the right to require employees who are reimbursed for work-related travel, or who receive an automobile allowance, to show proof of the following minimum levels of insurance coverage:
    a. Bodily Injury: $100,000/$300,000
    b. Property Damage $100,000

5. Automobile Accidents - In the event that an employee's personal vehicle is damaged during an approved, work-related trip, and the damage is not due to the gross negligence of the employee or the employee was deemed not to be at fault, the Town will reimburse the employee, upon receipt of verification of payment of a deductible (comprehensive or collision) to cover part of the cost of repair, up to a maximum of $500 or the amount of the deductible, whichever is less, per occurrence.

B. Assignment of Municipal Vehicles for 24 Hour Use (Vehicle Use Approved for Commuting Purposes).

1. The assignment of vehicles for 24 hour use will be made in writing by the Town Administrator, and will only be considered for employees who require a vehicle for the ordinary and necessary discharge of their job functions. Criteria which will be used in the determination of eligibility for 24-hour vehicle use include:
    -Officially designated on-call status;
    -Requirement for frequent emergency availability;

-Issuance of a pager or other communication device;
-Emergency or other equipment contained in the vehicle; and/or
-Vehicle use is limited to travel to and from the residence and place of work. The vehicle should be driven over the most direct route taking into account road and traffic conditions. The vehicle should not be utilized for travel outside a direct commuting route for personal reasons.

2. Whenever a position becomes vacant, the authorization for 24 hour use shall be re-evaluated. Employees assigned vehicles for 24 hour use involving a commute of more than 25 miles one way may be required to reimburse the Town for the additional fuel cost as determined by the Town Administrator. All approval for vehicles covered under this policy must be assessed and reapproved by the Town Administrator once this policy is in affect according to the new criteria listed above.
3. There will be no out of state use of the vehicle without the prior approval of the Town Administrator or designee.
4. Whenever a position becomes vacant, the authorization for 24-hour use for commuting shall be reevaluated.

C. Imputed Income Taxation

1. Employees who are assigned marked and unmarked police vehicles, and/or vehicles designated as "qualified non-personal use vehicle" will not be subject to imputed income taxation as a result of the vehicle assignment.
2. Other employees authorized to commute in a Town vehicle may be subject to imputed income regulations as set forth by the Internal Revenue Service, which considers a certain portion of the vehicle use (namely the commute) to be income for the purposes of income taxation. The Finance Department shall be responsible for determining any tax liability and will be provided with the names of all employees authorized to use Town vehicles for commuting purposes, and the normal, one-way commuting distance, each December 1st.

VI. LICENSE REQUIREMENTS

Verification of License. Employees must provide proof they hold a current, valid license to operate a motor vehicle in Massachusetts prior to being assigned as an authorized driver of a municipal vehicle. Employees may be required to provide proof of valid motor vehicle license once every six (6) months.

Loss of License. Town of Norfolk municipal vehicle operator privileges or personal automobile allowance are invalid upon revocation, suspension or expiration of the employee's license to operate a motor vehicle in Massachusetts and/or by the state of their current residence. An authorized driver must report the suspension or revocation of their license by the State of Massachusetts or state of current residence to the Town Administrator or designee immediately when practicable, but in no case later than 24 hours. If notice of revocation, suspension or expiration is given to the designee, the designee must report the revocation, suspension or expiration to the Town Administrator.

VII. OCCUPANCY OF VEHICLES

Authorized Use. Town of Norfolk vehicles may be occupied only by authorized drivers and authorized passengers. Town of Norfolk employees are authorized to use municipal vehicles only in the furtherance of official Town business.

Unauthorized Use. An authorized Town of Norfolk employee who permits a Town vehicle to be driven by an unauthorized driver or who transports or permits the transportation of an unauthorized passenger shall have their Town vehicle operator privileges suspended or revoked and may be held personally liable to the extent permitted by law for any liability for any personal injury, death or property damage arising out of the unauthorized use or occupancy of the Town of Norfolk vehicle.

Special Need. In cases of special need, the Town Administrator or designee may authorize a person who would not qualify as an authorized driver to drive a municipal vehicle or a person who would not qualify as an authorized passenger to occupy a municipal vehicle. The authorization must be in writing and must be obtained before such person drives or occupies a Town vehicle.

Emergency Need. In cases of emergency need, the Town Administrator or designee may verbally authorize a person who would not qualify as an authorized driver to drive a municipal vehicle or a person who would not qualify as an authorized passenger to occupy a municipal vehicle. In the case the authorization is given by the designee, a timely written explanation for making the exemption must be forwarded to the Town Administrator.

Emergency Aid. Nothing in this section shall be construed to prohibit the use or occupancy of a Town of Norfolk vehicle to render emergency aid or assistance to any person.

VIII. SMOKING

Smoking is prohibited in Town of Norfolk vehicles.

IX. INTOXICATING LIQUOR AND DRUGS

Use of Liquor, Illegal Drugs and Prescription Drugs or Medication which may interfere with the employee's ability to operate a vehicle safely are prohibited. Transport of alcohol in municipal vehicles is prohibited.

Penalty for Traffic Citation. A Town of Norfolk employee who receives a traffic citation for driving a Town vehicle while under the influence of intoxicating liquor or drugs will have their vehicle operator privileges suspended or revoked by the Town Administrator or designee, and may be subject to disciplinary procedures up to and including termination from employment. Any passengers who are authorized drivers may also have their Town vehicle operator privileges suspended or revoked.

Penalty for DWI Conviction. A Town of Norfolk employee who is convicted of driving a municipal vehicle while under the influence of intoxicating liquor or drugs may be terminated from employment with the Town. Any Town of Norfolk employees who were passengers in the vehicle also may be terminated from employment where it is shown that such employees knew or should have known that the driver was under the influence of intoxicating liquor or drugs and did not take reasonable action to prevent the driver from driving the vehicle.

X. TRAFFIC LAWS AND SEAT BELTS.

Traffic Laws. The failure to obey any applicable traffic law while driving or occupying a municipal vehicle may result in suspension or revocation of vehicle operator privileges.

Seat Belts Required. All occupants of municipal vehicles must wear seat belts. The failure of any person to wear a seat belt while driving or occupying a municipal vehicle may result in the suspension or revocation of the vehicle operator privileges or other disciplinary action.

Responsibility for Traffic Citations. A Town of Norfolk employee who receives a traffic citation or parking ticket while using a municipal vehicle or their personal vehicle for town-related business will be personally responsible for the citation or ticket.

XI. CARE OF VEHICLES - ACCIDENTS - LIABILITY

Care of Vehicle. Prior to being assigned a municipal vehicle, a qualified automotive mechanic shall determine that the vehicle is functioning properly and passes inspection standards. If unsafe or hazardous conditions are noted, the vehicle must not be driven until a qualified automotive mechanic can make any necessary repairs. The employee assigned the use of the vehicle shall be responsible assuring the vehicle is properly maintained through the DPW and shall report any problems or unsafe conditions immediately to Their Department Manager. The employee shall also ensure the vehicle contains the all necessary equipment and documentation such as, an inflated spare tire, first aid kit, vehicle registration, vehicle owner's manual, etc. In no case will a Town of Norfolk employee continue to operate a municipal vehicle if continued operation could endanger any person or property. Fuel for Town vehicles shall be supplied by the Town's fuel tanks located at the Public Works garage. The expense for maintenance and safety of municipal vehicles falls within departmental budgets.

Leaving the Vehicle. A Town of Norfolk employee will turn off the ignition, close all windows, and lock the doors and trunk of a Town vehicle whenever the vehicle is left unattended except when it is deemed prudent

or necessary for Public Safety or DPW vehicles. Vehicles should be cleaned of items not belonging in the vehicle (trash, personal items, etc). Vehicles operating under emergency conditions may be exempt from this provision.

Cell Phones. Operators should refrain from using hand held communication devices while driving an assigned vehicle. Operators should park the vehicle in a safe location prior to using hand held communication devices unless a bona fide emergency exists prohibiting the operator from coming to a full stop prior to use of a hand held communication device.

Accidents. If a municipal vehicle is involved in an accident the employee shall notify their manager and the Town Administrator and submit a complete accident report available from the Norfolk Police Department including whether the accident resulted in bodily injury or property damage, immediately when practicable, but in no case later than 24 hours. Failure to comply with this subsection may result in suspension or revocation of the municipal vehicle operator privileges.

Driver Training. Any employee involved in 3 accidents must attend a safe driving program approved by the Town Administrator. Any acceptations to this must be approved by the Town Administrator.

Reporting Loss, Theft or Damage. Employees shall notify the Town Administrator or designee of any loss, theft or damage to the vehicle immediately when practicable, but in no case later than 24 hours after the event.

Liability for Loss or Damage. A Town of Norfolk employee will not abuse or misuse a Town vehicle. Authorized employees may be assessed for the loss or damage of a Town vehicle if the loss or damage was caused by:

1. driving while under the influence of intoxicating liquor or drugs;
2. reckless driving;
3. inappropriate transport of materials; or

4. unauthorized use of the vehicle.

Penalty for Negligence. The vehicle operator privileges of a Town of Norfolk employee may be suspended or revoked by the Town Administrator or designee if a Town vehicle is damaged or destroyed due to the negligence of the employee. Other disciplinary action may be taken at the discretion of the Town Administrator or designee.

XII. POLICY COMPLIANCE

The Town Administrator or designee may suspend or revoke an authorized driver's Town of Norfolk vehicle operator privileges or personal automobile allowance for failure to comply with any provision of this policy. The Town Administrator or designee will notify an authorized driver when their Town of Norfolk vehicle operator privileges or personal automobile allowance has been revoked. This policy is meant to address most situations regarding Town vehicle use. The Town Administrator retains the discretion to address any circumstances not addressed by this policy or to waive any certain requirements if there are mitigating circumstances.

CORI POLICY
July 25, 2017

This policy is applicable to the criminal history screening of prospective and current employees, subcontractors, volunteers and interns, professional licensing applicants, and applicants for the rental or leasing of housing.

Where Criminal Offender Record Information (CORI) and other criminal history checks may be part of a general background check for employment, volunteer work, licensing purposes, or the rental or leasing of housing, the following practices and procedures will be followed.

I. CONDUCTING CORI SCREENING CORI checks will only be conducted as authorized by the DCJIS and MGL c. 6, §. 172, and only after a CORI Acknowledgement Form has been completed.

With the exception of screening for the rental or leasing of housing, if a new CORI check is to be made on a subject within a year of their signing of the CORI Acknowledgement Form, the subject shall be given seventy two (72) hours notice that a new CORI check will be conducted.

If a requestor is screening for the rental or leasing of housing, a CORI Acknowledgement Form shall be completed for each and every subsequent CORI check.

II. ACCESS TO CORI All CORI obtained from the DCJIS is confidential, and access to the information must be limited to those individuals who have a "need to know".

This may include, but not be limited to, hiring managers, staff submitting the CORI requests, and staff charged with processing job applications the Town of Norfolk must maintain and keep a current list of each individual authorized to have access to, or view, CORI. This list must be updated

every six (6) months and is subject to inspection upon request by the DCJIS at any time.

III. CORI TRAINING An informed review of a criminal record requires training. Accordingly, all personnel authorized to review or access CORI at the Town of Norfolk will review, and will be thoroughly familiar with, the educational and relevant training materials regarding CORI laws and regulations made available by the DCJIS. Additionally, if the Town of Norfolk is an agency required by MGL c. 6, s. 171A, to maintain a CORI Policy, all personnel authorized to conduct criminal history background checks and/or to review CORI information will review, and will be thoroughly familiar with, the educational and relevant training materials regarding CORI laws and regulations made available by the DCJIS.

IV.USE OF CRIMINAL HISTORY IN BACKGROUND SCREENING CORI used for employment purposes shall only be accessed for applicants who are otherwise qualified for the position for which they have applied. Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determinations of suitability based on background checks will be made consistent with this policy and any applicable law or regulations.

V. VERIFYING A SUBJECT'S IDENTITY If a criminal record is received from the DCJIS, the information is to be closely compared with the information on the CORI Acknowledgement Form and any other identifying information provided by the applicant to ensure the record belongs to the applicant. If the information in the CORI record provided does not exactly match the identification information provided by the applicant, a determination is to be made by an individual authorized to make such determinations based on a comparison of the CORI record and documents provided by the applicant.

VI. INQUIRING ABOUT CRIMINAL HISTORY In connection with any decision regarding employment, volunteer opportunities, housing, or professional licensing, the subject shall be provided with a copy of the criminal history record, whether obtained from the DCJIS or from any other source, prior to questioning the subject about their criminal history.

The source(s) of the criminal history record is also to be disclosed to the subject.

VII. DETERMINING SUITABILITY If a determination is made, based on the information as provided in section V of this policy that the criminal record belongs to the subject, and the subject does not dispute the record's accuracy, then the determination of suitability for the position or license will be made. Unless otherwise provided by law, factors considered in determining suitability may include, but not be limited to, the following: (a) Relevance of the record to the position sought; (b) The nature of the work to be performed; (c) Time since the conviction; (d) Age of the candidate at the time of the offense; (e) Seriousness and specific circumstances of the offense; (f) The number of offenses; (g) Whether the applicant has pending charges; (h) Any relevant evidence of rehabilitation or lack thereof; and (i) Any other relevant information, including information submitted by the candidate or requested by the organization. The applicant is to be notified of the decision and the basis for it in a timely manner.

VIII. ADVERSE DECISIONS BASED ON CORI If an authorized official is inclined to make an adverse decision based on the results of a criminal history background check, the applicant will be notified immediately. The subject shall be provided with a copy of the organization's CORI policy and a copy of the criminal history. The source(s) of the criminal history will also be revealed.

The subject will then be provided with an opportunity to dispute the accuracy of the CORI record. Subjects shall also be provided a copy of DCJIS' Information Concerning the Process for Correcting a Criminal Record.

IX. SECONDARY DISSEMINATION LOGS All CORI obtained from the DCJIS is confidential and can only be disseminated as authorized by law and regulation. A central secondary dissemination log shall be used to record any dissemination of CORI outside this organization, including dissemination at the request of the subject.

DOMESTIC VIOLENCE LEAVE POLICY
December 2014

I. PURPOSE

This Policy describes the eligibility and procedural requirements relating to the administration of leave taken pursuant to the Massachusetts Domestic Violence Leave Act, G.L. c. 149, §52E ("DVLA" or "the Act").

II. APPLICATION

This Policy applies to all employees of the Town of Norfolk, excluding those employees under the supervision and control of the School Committee (if applicable). Employees whose employment is governed by a collective bargaining agreement are subject only to those provisions of this Policy not specifically regulated by law or agreement.

III. POLICY

The Town/City is committed to complying with the DVLA, as it may be amended from time to time. In the event of any conflict between the Town's/City's DVLA policy and the state law and any applicable regulations, the state law/regulations applicable to the Town/City and its employees shall prevail.

IV. PROCEDURES

A. Eligibility

To qualify for domestic violence leave under the DVLA, an employee or a covered family member must be the victim of "*abusive behavior*." "Abusive behavior" includes any of the following behaviors: domestic violence, stalking, sexual assault or kidnapping.

Domestic violence is abuse against an employee or a covered family member by a current or former spouse, a person with whom the victim shares a

child, a person cohabitating with or who has cohabitated with the victim in the past, a relative by blood or marriage, or a person with whom the employee or family member has or had a dating or engagement relationship.

A Covered family member includes a spouse, parent, step-parent, child, step-child, sibling, grandparent, grandchild, persons in a substantive dating relationship or who reside together, persons having a child in common, or persons in a guardian relationship. In the case of abuse of a family member, the employee is not entitled to leave if he or she is the alleged perpetrator.

B. Duration of Leave

If an employee or a covered family member of the employee is a victim of abusive behavior, he/she may take up to fifteen (15) days of unpaid leave in any 12-month period.

Employees are required to exhaust all vacation days or personal days leave before taking leave under the DVLA.

C. Reasons for Requesting Leave

Employees may request leave to address issues directly related to the abusive behavior. This includes seeking medical attention, counseling or victim services. Leave may also be taken to obtain legal assistance, to attend or appear in court proceedings, or to meet with a district attorney or law enforcement personnel. It is not a requirement of the Act that the employee maintain contact with the alleged abuser before being eligible for leave.

D. Notice

Employees must provide sufficient advance notice of the decision to use domestic violence leave, unless there is a threat of imminent danger to the health or safety of the employee or a member of the employee's family. An employee who does not give advance notice must notify the employer within three (3) work days that leave is being taken pursuant to the DVLA.

The notice may be provided by certain specified individuals other than the employee.

If an unscheduled absence occurs, the employee has 30 calendar days to produce documentation of the need for leave, in accordance with paragraph E, below.

E. Documentation

Employees taking leave pursuant to the DVLA may be required to provide documentation evidencing that the employee or employee's family member has been a victim of abusive behavior. If requested, an employee is required to provide such documentation within a reasonable period after the request is made. An employee can satisfy this requirement by providing any one of the following documents:

- A protective order issued by a court as a result of abusive behavior against the employee or employee's family member;
- A document under the letterhead of the court, provider or public agency which the employee attended for the purposes of acquiring assistance as it relates to the abusive behavior;
- A police report or statement of a victim or witness provided to police, including a police incident report, documenting the abusive behavior;
- Documentation that the perpetrator of the abusive behavior against the employee or family member of the employee has admitted to sufficient facts in court, or has been convicted of any offense constituting abusive behavior;
- Medical documentation of treatment as a result of the abusive behavior;
- A sworn statement provided by a counselor, social worker, or health care worker who has assisted the employee or the employee's family member; or
- A sworn statement from the employee attesting that the employee has been the victim of abusive behavior.

F. Return to Work

Employees who take leave pursuant to the DVLA will be restored to their original or equivalent position upon return from leave unless circumstances unrelated to the employee's use of leave would have caused a change in employment status. The City/Town shall not retaliate against an employee for exercising their rights under the DVLA.

G. Confidentiality

With limited exceptions set forth by law, information related to the employee's leave shall remain confidential.

DRUG AND ALCOHOL POLICY

The Town of Norfolk strives to maintain a workplace free of drugs and alcohol and to discourage drug and alcohol abuse by its employees. Misuse of alcohol or drugs by employees can impair the ability of employees to perform their duties, create a dangerous situation, as well as adversely affect our customers' and customers' confidence in the Town of Norfolk.

Alcohol
Employees are prohibited from using or being under the influence of alcohol while performing company business for the Town of Norfolk, while operating a motor vehicle in the course of business or for any job-related purpose, or while on company premises or a worksite.

Drugs
Town of Norfolk employees are prohibited from using or being under the influence of illegal drugs or marijuana while performing company business or while on a company facility or worksite. You may not use, manufacture, distribute, purchase, transfer or possess an illegal drug or marijuana while in Town of Norfolk facilities, while operating a motor vehicle for any job-related purpose or while on the job, or while performing company business. This policy does not prohibit the proper use of medication under the direction of a physician; however, misuse of such medications is prohibited.

Disciplinary Action
Employees who violate this policy may be disciplined or terminated, even for a first offense. Violations include refusal to consent to and comply with testing and search procedures as described.

Searches
Town of Norfolk may conduct searches for illegal drugs or marijuana or alcohol on company facilities or worksites without prior notice to

employees. Such searches may be conducted at any time. Employees are expected to cooperate fully.

Searches of employees and their personal property may be conducted when there is reasonable suspicion to believe that the employee has violated this policy or when circumstances or workplace conditions justify such a search. Personal property may include, but is not limited to, purses, boxes, briefcases, as well as any Town of Norfolk property that is provided for employees' personal use, such as desks, lockers, and files.

An employee's consent to a search is required as a condition of employment and the employee's refusal to consent may result in disciplinary action, including termination.

Drug Testing

Town of Norfolk may require a blood test, urinalysis, hair test or other drug or alcohol screening of employees suspected of using or being under the influence of drugs or alcohol or where other circumstances or workplace conditions justify such testing. The refusal to consent to testing may result in disciplinary action, including termination.

Additional Points:

1. No employee shall report for duty or remain on duty while having a blood alcohol concentration of 0.02 or greater.
2. No covered employee who performs a safety sensitive function shall engage in safety sensitive functions within four hours after using alcohol.
3. No covered employee who performs a safety sensitive function and who is required to take a post-accident alcohol test pursuant to the policy shall use alcohol for eight hours following the accident or until they undergo a post-accident alcohol test, whichever occurs first.
4. No covered employee who performs a safety sensitive function shall report for duty or remain on duty when the employee is using any prescription drug except when the use is pursuant to the instructions of a physician who has advised the employee that the prescription drugs do not adversely affect the employee's ability to safely operate a commercial motor vehicle.

DRUG AND ALCOHOL TESTING PROCEDURES

I. DEFINITIONS

1. "Accident"

   A collision or non-collision incident involving a Commercial Motor Vehicle operated by a Covered Employee resulting in property damage, personal injury or the issuance of a civil motor vehicle infraction notice, a criminal complaint or criminal complaint application.
2. "Alcohol"

   The intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols including methyl or isopropyl alcohol.
3. "Alcohol Use"

   The consumption of any beverage, mixture, or preparation including any medication containing Alcohol.
4. "Blind Sample"

   A urine Specimen submitted to a laboratory for quality control testing purposes, with a fictitious identifier, so that the laboratory cannot distinguish it from Employee Specimens, and is spiked with known quantities or specific Drugs or is blank containing no Drugs.
5. "Blood Alcohol Concentration- (BAC)"

   Grams alcohol per 210 liters of breath as indicated by an Evidential Breath Test (EBT) in accordance with the Uniform Vehicle Code, Section II-903 (a)(5).
6. "Breath Alcohol Technician (BAT)"

   An individual who instructs and assists individuals in the Alcohol testing process and who operates an Evidential Breath Testing Device (EBT).
7. "Certified Laboratory"

   Laboratories certified under the DHHS "Mandatory Guidelines for Federal Workplace Drug Testing Programs", 53 CFR 11970, April 11, 1988 and subsequent amendments thereto.
8. "Chain of Custody"

   Those procedures employed to account for the integrity of each urine Specimen by tracking its handling and storage from point of

Specimen collection to final disposition. These procedures require that an appropriate Drug testing chain of custody form from a DHHS/NIDA Certified Laboratory be used from the time of collection to receipt by the testing laboratory.

9. "Collection Site"

   A clinic or other location (including a mobile unit) designated by the Employer where the applicant or the Employee may present them self for the purpose of providing a Specimen of his or her urine to be analyzed for the presence of Drugs, or for providing a breath sample to be analyzed for the presence of Alcohol.

10. "Collection Site Person or Collector"

    A person who instructs and assists applicants and Employees at a Collection Site and who receives and performs a Screening Test or the urine Specimen provided by the applicants and Employees.

11. "Commercial Motor Vehicle"

    Any self-propelled or towed vehicle used on public highways to transport passengers or property when:

    a. The vehicle has a gross vehicle weight rating or gross combination weight rating of 26001 or more pounds; or
    b. The vehicle is designed to transport more than sixteen passengers including the driver; or
    c. The vehicle is used in the transportation of hazardous materials in a quantity requiring placarding under regulations issued by the Department of Transportation pursuant to the Hazardous Materials Transportation Act.

12. "Confirmation Test"

    A second analytical procedure used to identify the presence of a Drug and/or a specific Drug Metabolite which is independent of the Initial Test and which uses a different technique and chemical principal from that of the Initial Test in order to insure reliability and accuracy. Gas Chromatography/Mass Spectrometry (GC/MS) is the only authorized confirmation method for cocaine, marijuana, amphetamines, opiates, and phencyclidine. In the case of Alcohol testing, a second test (following a Screening Test with a result of 0.02

or greater) that provides quantitative data of actual concentration and which meets the requirements of 4 CFR 40.53 (b) (1)-(5).

13. "Covered Employee"

    Any person employed by the municipality on a part-time or full-time basis who:

    a. Performs a Safety Sensitive Function, or
    b. Otherwise is subject to Drug and Alcohol testing under the terms of any applicable collective bargaining agreement or other personnel rules of the municipality. For the purpose of pre-employment testing only, the term "covered employee" includes a person applying for Covered Employment.

14. "Covered Employment"

    Any employment activity that requires or involves the performance of a Safety Sensitive Function; or any employment activity which is subject to reasonable suspicion or reasonable cause Alcohol or Drug testing.

15. "Detected"

    Indicative of the presence of a Drug or Metabolite in the Specimen when tested or the presence of a BAC of 0.02 or greater in a Specimen when tested.

16. "DHHS"

    The Department of Health and Human Services or any designee of the Secretary of the Department of Health and Human Services.

17. "DOT Agency"

    An agency (or operating administration) of the United States Department of Transportation administering regulations requiring Alcohol and/or Drug testing.

18. "Drugs"

    Any of the following substances specified in Schedule I or Schedule II of the Controlled Substances Act (21 U.S.C. 802(6)): marijuana, cocaine, opiates, amphetamines and phencyclidine (PCP).

19. "Evidential Breath Testing Device" (EBT)

    An EBT approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath and

placed on the NHTSA's Conforming Products List of Evidential Breath Measurement Devices.

20. "Employee"

    Any person working full or part-time for the municipality for pay and who is subject to the Personnel By-laws of the Town.

21. "Employer"

    The municipality and any of its departments or divisions.

22. "Fail a Drug or Alcohol Test" or "Test Positive"

    In connection with Drug testing, the Confirmation Test result providing evidence of the presence of a Drug in the Employee's or applicant's system; or in connection with Alcohol testing, a quantitative Confirmation Test result showing a BAC of 0.02 or greater.

23. "Initial Test"

    An immunoassay screen to eliminate "negative" urine Specimens from further considerations or an EBT test used for Screening Tests.

24. "Medical Review Officer" (MRO)

    A licensed physician responsible for receiving laboratory results generated by this Policy who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an Employee's or applicant's confirmed Test Positive result together with their medical history and any other relevant biomedical information.

25. "Metabolite"

    Compounds resulting from the breakdown of drugs by the body metabolism.

26. "NIDA Certified Laboratory"

    The National Institute on Drug Abuse (NIDA) was established by the DHHS in 1986 to regulate laboratories performing analytical tests (Drug tests) on human body fluids for employment purposes in the public sector.

27. "Non-Detected"

    Indicative of the absence of any Drug or Metabolite in the Specimen when tested or absence of Alcohol as shown by a BAC of less than 0.02 in the Specimen when tested.

28. "Pass a Drug or Alcohol Test" or "Test Negative"

In connection with Drug testing, the Initial Testing does not show evidence of the presence of a drug in the Employee's or applicant's system; or in connection with Alcohol testing, an Initial Test which shows a BAC below 0.02.

29. "Performing a Safety Sensitive Function"

    An Employee is considered to be Performing a Safety Sensitive Function during any period in which they are actually performing, ready to perform, or immediately available to Perform any Safety Sensitive Functions.

30. "Prescription Drug"

    A Drug prescribed to an individual by a licensed physician. The medicine must be in the original container with the label identifying the individual's name, the Drug and the licensed physician's name.

31. "Refusal to Submit a Specimen"

    An Employee or applicant will be deemed to have Refused to Submit a Specimen when:

    a. They fail to provide adequate breath for testing without providing a written opinion of a licensed physician that a medical condition has, or with a high degree or probability, could have precluded the employee from providing an adequate amount of breath, or
    b. They fail to provide at least 45 milliliters or urine for Drug testing without providing a valid medical explanation after they have received notice of the requirement for urine testing in accordance with the provisions of this Policy or
    c. They engage in conduct that clearly obstructs the testing process, or
    d. They attempt to tamper with or adulterate a Specimen, or
    e. They fail to provide a photo I.D. at the time of the testing, or
    f. They refuse to sign the certification block on the Breath Alcohol Testing Form that reads: "I certify that I am about to submit to breath alcohol testing required by U.S. Department of Transportation regulations and that the identifying information provided on this form is true and accurate", or

g. They refuse to sign without good cause the certification on the Drug Testing Custody and Control Form that reads as follows: "I certify that I provided my urine specimen to the Collector, that the specimen bottle was sealed with a tamper-proof seal in my presence, and that the information provided on the form and on the label affixed to the specimen bottle is correct, or

h. They refuse to sign a consent or release form authorizing the collection of the Specimen, analysis of the Specimen for Drugs and release of the results to the Employer.

32. "Rejected Specimen or Broken Chain of Custody"

A Specimen that has been received by the laboratory and rejected because it has failed the Chain of Custody protocol has incurred tampering, adulteration, breakage or some other reason that would put integrity or identity of the Specimen in jeopardy.

33. "Safety Sensitive Function"

Operating for any period of time, in any place, a Commercial Motor Vehicle, or employment activity preparatory to operating a Commercial Motor Vehicle.

34. "Screening Test"

In Alcohol testing, an EBT test to determine whether an Employee or applicant has Alcohol in their system. In Drug testing, an immunoassay screen to eliminate "negative" urine Specimens from further consideration.

35. "Specimen"

A urine specimen, in the case of Drug testing; or a breath sample, in the case of Alcohol testing. A photo I.D. is required incident to both a urine sample and a breath sample.

36. "Substance Abuse Professional"

A licensed physician (Medical Doctor or Doctor of Osteopathy) or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substance-related disorders.

II. TESTING OF COVERED EMPLOYEES

E. DRUG TESTING

All Covered Employees are required to be testing for five drugs: Marijuana, cocaine, opiates, amphetamines, and phencyclidine. Testing procedures will comply with the Department of Transportation (DOT) regulations concerning Drug testing of Commercial Motor Vehicle drivers (49 CFR 40) which are incorporated into and distributed with this Policy.

All testing will be done at the Collection Site designated by the Employer. Unless otherwise specifically noted in this Policy, all testing will be paid for by the Employer. Notice of testing will be given during Covered Employment.

A Medical Review Officer shall review all confirmed Test Positive results prior to the transmission of the results to the Employer. Prior to making a final decision to verify a Test Positive result for an Employee or applicant, the MRO shall give the Employee or applicant an opportunity to discuss the test result with them. The Employee or applicant may request a re-test of the split sample if they do so within 72 hours of the Employee or applicant's having been informed of a verified Positive Test by the MRO.

This re-test of the split sample shall be paid for by the Employee or applicant. The Employee or applicant may select another DHHS certified laboratory to re-test the Specimen. The results of the re-test shall be conclusive.

Once the MRO has verified a Test Positive and communicated that fact to the Employer, the Employer will immediately suspend the employee without pay or notify the applicant that the hiring process is terminated, commence appropriate disciplinary proceedings, and refer the Employee to a Substance Abuse Professional for evaluation.

Should the Substance Abuse Professional recommend a program of treatment and rehabilitation, the Employee upon written request and consent of the Employer may be permitted a leave of absence, in order to under-go treatment and rehabilitation. The Employee will be required to exhaust all accumulated sick leave and vacation days and apply for leave under the provisions of the Family and Medical Leave Act of 1993 before additional unpaid administrative leave will be granted. In no event will a leave of absence longer than permitted under the Family and Medical Leave Act of 1993 be granted to the Employee.

Employees who refuse to enter a treatment program when so advised by the Substance Abuse Professional will be subject to immediate dismissal in accordance with Article XXIII(B) of the town's personnel policy. Employees who fail to re-apply for re-instatement or fail to test negatively on the Return-to-Duty drug test will be subject to immediate dismissal. Employees that are re-instated and fail one of the Drug tests during the post rehabilitation period will also be subject to immediate dismissal.

Employees or applicants will be required to be tested for drugs under the following circumstances:

1. Pre-Employment Testing

Applicants for Covered Employment will be informed during the application process that no person shall be hired for a Covered Employment position unless they have been tested pursuant to the Drug Testing section of this Policy and have received a Negative Test result.

Pre-Employment testing also applies to any Covered Employee returning from a leave of absence who was not last actively employed when the Policy became effective and to any Employee transferring from a non-Covered Employee position to a Covered Employee position. Applicants, returning or transferring Employees will be required to pay for the pre-employment test.

Persons tested under the pre-employment testing provisions of this Policy shall be informed that their Specimen will be tested for the presence of drugs. Refusal to Provide the Specimen will result in termination of the application and hiring process. Applicants tested under the pre-employment testing provisions of this Policy who Test Positively will not be hired.

A Covered Employee who is returning from a leave of absence that commenced prior to the effective date of this Policy or a non-Covered Employee who is transferring from a non-Covered Employee position to a Covered Employee position who Refuses to Provide a Specimen or who is tested and Test Positively will not be allowed to resume or to transfer to a Covered Employment or continue other employment with the Employer, shall be immediately suspended without pay, and will be subject to discipline consistent with any applicable law and the rules, policies and procedures of the Employer.

2. Random Testing

Each year a percentage of all Covered Employees Performing Safety Sensitive Functions will be randomly selected for Drug Testing pursuant to the procedures set forth in this Policy. Initially this percentage will be 50%. The minimum annual percentage rate for random Drug testing will be established each year by the Federal Highway Administrator and published in the Federal Register. The Employer's annual testing rate will be identical with the rate set each year by the FHWA Administrator.

A computer program determines the random selection process. The program is run monthly and confidential lists are sent from the Employer's Drug and Alcohol Program Administrator to authorized personnel at the appropriate department. Once the Employee selected for the random Drug test receives notice, that Employee must proceed at once to the Collection Site where they must provide a urine Specimen.

Employees selected for Drug testing pursuant to this Policy's random selection provision who refuse to provide a Specimen or who Test Positively shall be immediately suspended without pay and subject to

discipline consistent with any applicable law, and the rules, policies, and procedures of the Employer.

3. Post-Accident Testing

A Covered Employee who Performs Safety Sensitive Functions who is involved in an Accident shall provide a Specimen for Drug testing pursuant to this Policy's procedures as soon as possible after the time of the Accident but in no event later than thirty-two hours after the time of the subject Accident.

If the Employee is hospitalized and unable to provide a Specimen as required by this section, the Employee or their legal representative shall provide all necessary authorization for the Employer to obtain medical records and reports, including hospital and laboratory re cords and reports, to determine whether there were any Drugs in their system at the time of the Accident.

Employees required to be tested pursuant to this section who refuse to submit a Specimen or who Test Positively will be immediately suspended without pay and subject to discipline consistent with any applicable law, and the rules, policies, and procedures of the Employer.

4. Reasonable Suspicion or Reasonable Cause Testing

A Covered Employee shall be required to submit to the Drug testing procedures provided for in this Policy when there is a reasonable suspicion or reasonable cause to believe that the Covered Employee is using or is under the influence of a Drug. Reasonable suspicion or cause shall be based upon specific behavioral or performance indicators of probable Drug use.

Upon determination by the appropriate supervisor, manager, or department head that a reasonable suspicion exists that a Covered Employee is using or under the influence of a Drug, the Covered Employee shall be ordered to immediately submit a Specimen at a

Collection Site specified by the Employer. If the Collection Site is offsite, the Employee will be transported to and from the Collection Site. The Employee shall be placed on sick leave until the test result is received by the Employer. If it is a Test Negative, the sick leave will be restored to the Employee and the Employee will immediately return to Covered Employment.

If the Test is Positive or if the Employee Refuses to Submit a Specimen, the Employee will be immediately suspended without pay and subject to discipline consistent with any applicable law, and the rules, policies, and procedures of the Employer.

5. Return to Duty Testing

Any Covered Employee returning to Covered Employment after engaging in conduct prohibited by this Policy shall undergo Drug testing, pursuant to the procedures set forth in this Policy prior to actually engaging in Covered Employment.

A Covered Employee required to be tested pursuant to this section that Tests Positively or who refuses to submit a Specimen will be subject to immediate dismissal.

6. Post Rehabilitation Period Testing

Any Covered Employee who has Test Positively on a Drug test and who is subsequently re-instated will be subject to Drug testing during the post rehabilitation period. No less than six tests will be administered in the first twelve months following the return to duty. More tests may be ordered by the Substance Abuse Professional for a period of time not to exceed 60 months from the return to duty. A Covered Employee, who fails to complete a rehabilitation program as determined by the Substance Abuse Professional, Refuses to Submit a Specimen during the post rehabilitation period or who Tests Positively during the post rehabilitation period will be subject to immediate dismissal.

7. Biennial-Periodic Testing

A Covered Employee who Performs Safety Sensitive Functions shall be tested at least once every two years commencing from the start of Covered Employment or the effective date of the Omnibus Transportation Employee Testing Act of 1994 in this municipality. This requirement shall not apply to a Covered Employee who has been tested for Drug use under any other section of this Policy within the prior twenty-four months.

Employees who Test Positively or who Refuse to Submit a Specimen will be immediately suspended without pay and subject to discipline consistent with any applicable law, and the rules, policies, and procedures of the Employer.

F. ALCOHOL TESTING

Covered Employees who Perform Safety Sensitive Functions will be required to under-go testing for the misuse of Alcohol. This testing shall consist of breath analysis performed at a Collection Site. A test result of 0.02 BAC or greater but less than 0.04 will result in the Employee being placed on sick leave. Before returning to duty the Employee must under-go another Alcohol test which they must pay for. If the second test result is a BAC of less than 0.02, the Employee shall return to duty at the start of the next normal shift. If the second test result is a BAC of 0.02 or greater but less than 0.04, the Employee shall remain on sick leave until that time when the Employee can provide at their own expense a test result of less than 0.02 BAC. If the Employee's accumulated sick leave has been exhausted without the Employee producing an Alcohol test result whose BAC is less than 0.02, the Employee may apply for a leave of absence in order to under-go treatment and rehabilitation. If the Employee exhausts their accumulated sick leave without having produced an Alcohol test result whose BAC is less than 0.02 and has not requested a leave of absence in order to under-go treatment and rehabilitation, the Employee will be subject to immediate dismissal in accordance with Article XXIII (B) of the Town's Personnel Bylaw.

If any Alcohol test result is 0.04 BAC or greater, the Employee will be suspended without pay and subject to discipline consistent with any applicable law, and the rules, policies, and procedures of the Employer.

Any Employee whose Alcohol test result is 0.04 BAC or greater will be referred to a Substance Abuse Professional for evaluation. Should the Substance Abuse Professional recommend a program of treatment and rehabilitation, the Employee upon written request and consent of the Employer may be permitted a leave of absence in order to under-go treatment and rehabilitation. The Employee will be required to exhaust all accumulated sick leave and vacation days and apply for unpaid leave under the Family and Medical Leave Act of 1993 before additional unpaid administrative leave will be granted. In no event will a leave of absence longer than permitted under the Family and Medical Leave Act of 1993 be granted to the Employee.

Employees who refuse to enter a treatment program after being so advised by the Substance Abuse Professional will be subject to immediate dismissal.

Employees that fail to re-apply for re-instatement or whose test result is a BAC of 0.04 or greater on the Return-To-Duty Alcohol test will be immediately terminated. Employees that are re-instated and have a test result of 0.04 BAC on any test administered during the post rehabilitation period will also be subject to immediate dismissal.

Covered Employees or applicants who Perform Safety Sensitive Functions will be subject to Alcohol testing under the following circumstances:

1. Pre-Employment Testing

Prospective Covered Employees will be informed during the application process that no person shall be hired for a Covered Employment position involving the Performance of Safety Sensitive Functions unless they have tested pursuant to this Policy and have received a Test

Negative result. Pre-employment testing also applies to any Covered Employee returning from a leave of absence who was not last actively employed when the policy became effective and to any municipal Employee transferring from a non-Covered Employee position to a Covered Employment position requiring the Performance of Safety Sensitive Functions. The cost of this test will be paid for by the applicant, returning or transferring Employee.

Persons tested under the pre-employment provisions of this Policy shall be informed that their Specimen will be tested for the presence of Alcohol. Refusal to Submit a Specimen or a Positive Test will result in the termination of the application and hiring process. Applicants tested under the pre-employment testing provisions of this Policy who Test Positively will not be hired. A Covered Employee who is returning from a leave of absence or a non-Covered Employee who is seeking to transfer who Refuses to Submit a Specimen or who tests at0.04 BAC or greater will not be allowed to resume or transfer to Covered Employment or continue other employment with the Employer, shall be immediately suspended without pay and subject to discipline consistent with any applicable law and the rules, policies, and procedures of the Employer.

A Covered Employee who is returning from a leave of absence or a non-Covered Employee who is seeking to transfer to Covered Employment who has BAC of 0.02 or greater but less than 0.04 will not have their request for return or transfer acted upon until that time that the Employee can provide at their expense an Alcohol test result of less than 0.02 BAC.

2. Random Testing

Each year a percentage of all Covered Employees Performing Safety Sensitive Functions will be randomly selected for Alcohol testing pursuant to the procedures set forth in this Policy. Initially this percentage will be 25%. The minimum annual percentage rate for random Alcohol testing will be established each year by the FHWA Administrator and published in the Federal Register. The Employer's

annual testing rate will be identical with the rate set each year by the FHWA Administrator.

A computer program determines the random selection process. The program is run monthly and confidential lists are sent from the Employer's Drug and Alcohol Program Administrator to authorized personnel at the appropriate department. Once the Employee selected for the random Alcohol test receives notice of selection that Employee must proceed at once to the Collection Site and provide a breath sample.

Employees selected for Alcohol testing pursuant to this Policy's random selection provisions who refuse to submit a Specimen or who test at or over 0.04 BAC shall be immediately suspended without pay and subject to discipline consistent with any applicable law, and the rules, policies and procedures of the Employer.

Employees whose test result is a BAC of 0.02 or greater but less than 0.04 will be placed on sick leave until that time that the Employee can provide at their own expense a test result of less than 0.02 BAC. If the Employee exhausts their accumulated sick leave without having produced an Alcohol test result whose BAC is less than 0.02, they may apply for administrative leave in order to under-go treatment and rehabilitation. If the Employee exhausts their accumulated sick leave without having produced an Alcohol test with a BAC of less than 0.02 and has not applied for administrative leave to under-go treatment and rehabilitation, the Employee will be subject to immediate dismissal.

3. Post-Accident Testing

A Covered Employee who Performs Safety Sensitive Functions who is involved in an Accident shall provide a Specimen for Alcohol testing pursuant to this Policy's procedures as soon as possible after the time of the Accident but in no event later than either hours after the time of the subject Accident.

If the Employee is hospitalized and unable to provide a Specimen as required by this section, the Employee or their legal representative shall

provide all necessary authorization for the Employer to obtain medical record and reports, including hospital and laboratory records and reports, to determine whether there was Alcohol in their system at the time of the Accident.

Employees required to be tested pursuant to this section who Refuse to Submit a Specimen or whose test result is 0.04 BAC or greater will be immediately suspended without pay and subject to discipline consistent with any applicable law, and the rules, policies, and procedures of the Employer.

Employees whose test results are 0.02 BAC or greater but less than 0.04 will be placed on sick leave and will not be permitted to return to duty until that time the Employee can provide at their own expense an Alcohol test whose result is a BAC of less than 0.02. If an Employee exhausts their accumulated sick leave without having produced an Alcohol test whose BAC is less than 0.02, the Employee may request administrative leave in order to under-go treatment and rehabilitation.

If the Employee exhausts their accumulated sick leave, has not produced an Alcohol test result whose BAC is less than 0.02 and has not applied for administrative leave in order to under-go treatment and rehabilitation, the Employee will be subject to immediate dismissal.

4. Reasonable Suspicion or Reasonable Cause Testing

A Covered Employee shall be required to submit to the Alcohol testing procedures provided for in this Policy when there is a reasonable suspicion or reasonable cause to believe that the Covered Employee is using, or is under the influence of Alcohol. Reasonable suspicion or cause shall be based upon specific behavioral or performance indicators of probable Alcohol use.

Upon a determination by the appropriate supervisor, manager, or department head that a reasonable suspicion exists that a Covered Employee is using or under the influence of Alcohol, the Covered Employee shall be ordered to immediately submit a Specimen at a

Collection Site specified by the Employer. If the Collection Site is off-site, the Employee will be transported and from the Collection Site. The Employee shall be placed on sick leave until the test result is received by the Employer. If it is a Test Negative, the sick leave will be restored to the Employee and the Employee will immediately return to Covered Employment.

If the Test is Positive or if the Employee Refuses to Submit a Specimen, the Employee will be immediately suspended without pay and subject to discipline consistent with any applicable law, and the rules, policies, and procedures of the Employer.

5. Return to Duty Testing

Any Covered Employee returning to Covered Employment which involves Performing Safety Sensitive Functions after engaging in conduct prohibited by this Policy shall under-go Alcohol testing pursuant to the procedures set forth in this Policy prior to actually engaging in Covered Employment.

A Covered Employee required to be tested pursuant to this section whose test result is 0.04 BAC or greater or who Refuses to Submit a Specimen will be subject to immediate dismissal.

A Covered Employee required to be tested pursuant to this section whose test result is 0.02 BAC or greater will not be permitted to return to duty until they have taken another Alcohol test the result of which are less than 0.02 BAC. This additional test shall be paid for by the Covered Employee and shall be performed within 30 days of the first return to duty Alcohol test. If this test result is greater than 0.02 BAC, the Employee will be subject to immediate dismissal.

6. Post Rehabilitation Period Testing

Any Covered Employee who has Tested Positively to an Alcohol test and who is subsequently re-instated will be subject to Alcohol testing during any post rehabilitative period. No less than six tests will be administered in the first twelve months following the return to duty. More tests may be ordered by the Substance Abuse Professional for a period of time not to exceed 60 months from the return to duty.

A Covered Employee who fails to complete a rehabilitation program as required by the Substance Abuse Professional, Refuses to Submit a Specimen during the post rehabilitation period or who Tests Positively during the post rehabilitation period will be subject to immediate dismissal.

7. Biennial-Periodic Testing

A Covered Employee who Performs Safety Sensitive Functions shall be tested for misuse of Alcohol at least once every two years commencing from the start of Covered Employment or the effective date of the Omnibus Transportation Employee Testing Act of 194 in this municipality. This requirement shall not apply to a Covered Employee who has been tested for misuse of Alcohol under any other section of this Policy within the prior twenty-four months.
Employees whose test results is 0.04 BAC or greater or who refuse to submit a specimen will be immediately suspended without pay and subject to discipline consistent with any applicable law, and the rules, policies, and procedures of the Employer.

Employees whose test result is 0.02 BAC or greater but less than 0.04 will be placed on sick leave until that time that the Employee can produce an Alcohol test result with a BAC of less than 0.02. If the Employee exhausts their accumulated sick leave without having produced an Alcohol test result with a BAC of less than 0.02, the Employee may apply for administrative leave in order to under-go treatment and rehabilitation. If the Employee exhausts their

accumulated sick leave without having produced an Alcohol test result with a BAC of less than 0.02 and without having applied for administrative leave in order to under-go treatment and rehabilitation, the Employee will be subject to immediate dismissal.

III. TESTING PROCEDURES

All testing shall be conducted in conformance with the standards set forth in 49 CFR 40 which are incorporated hereby into this Policy.

Drug testing shall consist of urine testing and Alcohol testing shall consist of breath analysis. Urine Specimens shall be subjected to the Chain of Custody requirements contained in the DOT regulations in order to preserve the integrity of the testing procedure. Urine Specimens will be split with one portion retained for the purpose of a re-test.

Negative Drug Test results will be reported to Employees confidentially by the Employer. If an Employee has Positive Drug Test result, they will be contacted by the Medical Review Officer (MRO). If the MRO is unable to contact the Employee, the MRO will contact the Employer and ask the Employer to contact the Employee and tell the Employee to call the MRO. The MRO will try to discuss the results of the Positive Drug Test with the Employee and ask if there are any factors that could have influenced the test results prior to confirming the result. If the MRO cannot contact the Employee, the MRO will report the Positive Drug Test to the Employer without having discussed the results first with the Employee.

Results of the EBT will be available to the Employee at the time of the testing.

All test dates and results, Positive or Negative, will be noted in the Employee's personnel file and will be kept confidential.

IV. PENALTIES FOR MANUFACTURING, DISTRIBUTING, DISPENSING, USING OR POSESSING ALCOHOL OR DRUGS WHILE ON TOWN PROPERTY.

Employees, who manufacture, distribute, dispense, use or possess Alcohol or Drugs while on Town property will be suspended without pay and be subject to discipline consistent with any applicable law.

IIV. EMPLOYEE ASSISTANCE PROGRAM

The municipality has established an Employee Assistance Program (EAP). This program is an evaluation and referral service which assists Employees in obtaining treatment for a wide range of problems including substance abuse.

There is no cost for this service to Employees and all services provided are kept confidential between the EAP provider and the Employee. All Employees may request assistance in dealing with Drug or Alcohol problems from the EAP provider. However, the testing provisions for Covered Employees will not be stayed due to an Employee's participation in an EAP program.

The EAP provider will:

1. Educate and train Employees concerning the effects of Drug use and the misuse of Alcohol on the health, work, and personal life of Employees, and
2. Educate and train supervisory personnel in recognizing symptoms of Drug use and the misuse of Alcohol which give rise to reasonable suspicion or reasonable cause, and
3. Advise Employees about available methods of intervening when an Alcohol or Drug problem is suspected, including confrontation, referral to the EAP provider, and referral to management, and
4. Evaluate Employees who have failed a Drug or Alcohol test and who are referred by the Employer, and

5. Determine whether an Employee has satisfactorily completed a program of treatment and rehabilitation.

V. RECORD RETENTION AND ACCESS

All records which relate to this Policy shall be kept in limited access files in accordance with the provisions of 49 CFR 382.401-382.413. Except as required by law or expressly authorized in 49 CFR 382.405, no records relating to this Policy will be released by the Employer.

Employees may make written requests to obtain copies of any records pertaining to their misuse of Alcohol or Drugs including test results. The records will be provided promptly.

Records relating to this Policy will be released to a subsequent employer upon receipt of a written request from the Employee. The Employee can also authorize the release of these records to an identified person by filing a written consent and request with the Employer.

VI. QUESTIONS ABOUT THIS POLICY

Questions about this Policy, the DOT regulations, or the Omnibus Transportation Employee Testing Act of 1994 should be directed to the Town Administrator at 508-440-2855

ELECTRONIC COMMUNICATIONS POLICY

Purpose:

To clearly define the Town of Norfolk's policy regarding the standards for use of The Town of Norfolk's Electronic Communications Systems (email)

Policy:

The Town of Norfolk is pleased to make e-mail access available to authorized employees. Created as a business tool to help the Town of Norfolk's employees serve town residents, communicate with suppliers, streamline internal communications, and reduce unnecessary paperwork, the e-mail system is intended for business purposes. Personal use of the Town of Norfolk's e-mail system is restricted to the terms outlined below. The e-mail system is the property of the Town of Norfolk. Employees accessing the Town of Norfolk's e-mail system are required to adhere to the following policy and procedures. Violation of the Town of Norfolk's e-mail policy may result in disciplinary action, up to and including termination.

1. All communications and information transmitted, received, or archived in the Town of Norfolk's computer system belong to the Town of Norfolk. The federal Electronic Communications Privacy Act (ECPA) gives management the right to access and disclose all employee e-mail messages transmitted or received via the organization's computer system. The Town of Norfolk intends to exercise its legal right to monitor employees' e-mail activity. When it comes to e-mail, employees should have no expectation of privacy. Be aware that the Town of Norfolk's management may access and monitor e-mail at any time for any reason without notice.

2. The e-mail system is reserved primarily for business use. Only under the following circumstances may employees use the Town of Norfolk's e-mail system for personal reasons:

    a. Communication with children, spouses, and immediate family is permitted but must be limited that that cannot wait until the employee is not working.

3. The use of the Town of Norfolk's e-mail system to solicit for any purpose, campaign for a political candidate, espouse political views, promote a religious cause, conduct union business, send or respond to chain email, assess social networking sites or advertise the sale of merchandise is strictly prohibited without the prior approval of the Town Administrator.

4. E-mail passwords are the property of the Town of Norfolk. Only personnel authorized by the Town Administrator are permitted to use passwords to access another employee's e-mail without consent. Misuse of passwords, the sharing of passwords with non-employees, and/or the unauthorized use of another employee's password will result in disciplinary action, up to and including termination.

5. Privacy does not exist when using the Town of Norfolk's computer system including desktop computers, laptops, and handhelds.

6. Confidential or personal information never should be sent via e-mail without the understanding that it can be intercepted. This includes the transmission of the Town of Norfolk's intellectual property, resident or business financial information, Social Security numbers, employee health records, proprietary data and trade secrets, and/or other confidential material. When sending confidential material (or any messages for that matter), employees should use extreme caution to ensure the intended recipient's e-mail address is correct. All files should be password protected prior to transmission. All messages should be carefully guarded and protected, like any other written materials. You must also abide by copyright laws, ethics rules, and other applicable laws. Exercise caution when sending blind carbon copies to ensure you don't violate addressees' privacy by inadvertently sending carbon copies.

7. E-mail usage must conform to the Town of Norfolk's harassment and discrimination policies. Messages containing defamatory, obscene, menacing, threatening, offensive, harassing, or otherwise objectionable and/or inappropriate statements--and/or messages that disclose personal information without authorization--are prohibited. If you receive this type of prohibited, unsolicited

message, do not forward it. Notify your supervisor and/or the Town Administrator about the message. Delete the message as instructed by management.

8. Employees are prohibited from sending jokes via e-mail. Jokes, which often contain objectionable material, are easily misconstrued when communicated electronically.

9. Employees are prohibited from sending organization-wide e-mail messages to all employees without approval from the Town Administrator. In addition, employees are prohibited from requesting e-mail replies to organization-wide e-mail without the permission of the Town Administrator.

10. Employees may not waste the Town of Norfolk's computer resources or colleagues' time. Send e-mail messages and copies only to those with a legitimate need to read your message. Chain messages and executable graphics should be deleted, not forwarded, as they can overload the system.

11. Only the Town Administrator approves public e-mail distribution lists.

12. Employees are responsible for knowing and adhering to the Town of Norfolk's e-mail retention and deletion policies.

13. Misuse and/or abuse of the Town of Norfolk's electronic assets (wasting productive time online, copying or downloading copyrighted materials, visiting inappropriate sites, sending inappropriate/abusive e-mail messages, etc.) will result in disciplinary action, up to and including termination.

Employee Acknowledgment

Note: If you have questions or concerns about the Town of Norfolk's Electronic Communications Policy, contact the Town Administrator.

EMPLOYMENT OF CLOSE RELATIVES POLICY

Purpose:

To clearly define the Town of Norfolk's policy regarding the standards for close relatives working for the Town in the same or different departments.

Policy:

The Town of Norfolk permits the employment of qualified relatives of employees as long as such employment does not, in the opinion of the Town Administrator or the Select Board, create actual conflicts of interest. For purposes of this policy, "immediate family" is defined as a spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, corresponding in-law, "step" relation or any member of the employee's household. The Town managers will use sound judgment in the placement of related employees in accordance with the following guidelines:

- While generally discouraged, individuals who are related by blood, marriage, or reside in the same household are permitted to work in the same Town department, provided no direct or in-direct reporting or supervisor to subordinate relationship exists. That is, no employee is permitted to work within " the chain of command" when one relative's work responsibilities, salary, hours, career progress, benefits or other terms and conditions of employment could be influenced by the other relative.
- Related employees may have no influence over the wages, hours, benefits, career progress and other terms and conditions of the other related staff members.
- Employees who marry while employed, or become part of the same household are treated in accordance with these guidelines. That is, if in the opinion of the Town Administrator or the Select Board, a conflict arises as a result of the relationship, one of the employees may be transferred at the earliest practicable time.
- Any exceptions to this policy must be recommended by the Town Administrator and approved by the Select Board.

GAMBLING

Gambling is not permitted on town property during work hours, during breaks, during lunch periods on town property, while traveling on town business, at town functions, or while entertaining clients.

The use of town vehicles for the purpose of gambling or obtaining gambling materials is prohibited.

Town facilities may not be used to gamble. Gambling paraphernalia is not permitted on town facilities or in town vehicles. Gambling includes, but is not limited to, poker, horse betting, fantasy football bets, Keno, scratch cards, etc.

Any drawings, contests, or similar advertising promotions are to be approved by the Human Resources Director to ensure the promotion is not an illegal lottery and is held in a manner consistent with State Law.

Employees desks, lockers, vehicles, internet usage, email may be inspected to ensure compliance with this policy. Employees are expected to cooperate with any investigation and employees who violate this policy are subject to discipline, up to and including termination.

HUMAN RESOURCES POLICY

October 2, 2019

Under the direction of the Town Administrator the Human Resource Director may issue, amend, or repeal administrative orders, procedural rules, and regulations for the purpose of implementing powers and duties vested in it by this except as limited by collective bargaining agreements.

The Human Resource Director shall monitor the administration of all aspects of personnel policies and shall make such recommendations to the Town Administrator as deemed necessary, proper and prudent, to maintain the integrity of the operation and policies.

The Human Resource Director shall review and investigate the work and standard rates of compensation of all positions under its jurisdiction, said reviews and investigations to cover all such positions annually. The Human Resource Director may make such other investigations of the conditions of employment of town employees, as it deems necessary and proper, and may investigate any complaint relative to such conditions, as may be filed by any department head, town employee or town board or committee member. All employees and elected officers shall comply with and assist in furnishing records, reports and other information requested by the Human Resource Director.

Requests by department heads, individuals or groups of individuals for changes in the classification of personnel, for changes in the compensation of personnel will be reviewed by the Human Resource Director for appropriateness and consistency. Final recommendations will be approved by the Town Administrator.

Application

All Town departments and positions shall be subject to the provisions of this policy except positions under the supervision of the School Committee, positions covered by a collective bargaining agreement, and positions which are filled by direct election unless otherwise noted. Nothing in this policy shall be construed to limit any rights of employees pursuant to M.G.L. Chapter 150E. This policy is intended to be in accordance with all applicable state and federal laws.

All employees' employment with The Town of Norfolk is "at will." "At will" is defined as allowing either Employee or Employer to terminate their employment at any time, for any reason permitted by law, with or without cause and with or without notice except as may be limited by law or contract.

Definitions

As used in this policy, the following words and phrases shall have the following meanings unless a different construction is clearly required by the context or by the laws of the Commonwealth of Massachusetts

Appointment – The placement of a person in a position in the service of the Town.

Classification Plan – The classification plan established by Section 6 of this Policy and by votes of the Town Meeting in relation thereto, under authority of M.G.L. Chapter 41, Section 108A and 108C, as amended.

Classify - To establish the compensation grade level of a specific position by a detailed job description of the job functions, skills, education and experience requirements.

Compensation Schedule – The compensation schedule established by this Policy and by votes of the Town Meeting in relation thereto, under authority of M.G.L. Chapter 41, section 108A and 108C, as amended.

Compensatory Time ***– Paid authorized absence from work during normally scheduled working hours administered to employees in lieu of payment for hours previously worked but unpaid.***

Continuous Employment – Uninterrupted employment in one or more consecutive permanent full-time or permanent part-time positions in Town service, from the first date of hire until the date of separation, subject to adjustment due to unpaid leaves of absence.

Employee – An appointee to the Town of Norfolk occupying a position in the classification plan and designated as one of the following:

> Regular Full-Time – Work at least 35 hours per week throughout the year
> Regular Part-Time – Work at least 20 hours per week, but less than 35 hours per week, throughout the year.
> Part-time - Work less than 20 hours per week
> Temporary - May work either Full-Time or Part-Time, but are employed for a limited time period.

Exempt Employee – An employee who is exempt from the overtime provisions of the Federal Fair Labor Standards Act and applicable State Laws.

Fair Labor Standards Act – The United States Act first adopted in 1938,enforced by the U. S. Department of Labor, that sets minimum wage, overtime pay, equal pay, recordkeeping, and child labor standards for employees who are covered by the Act and not exempt from specific provisions.

Job Title - The title of each position as listed in the classification plan shall be the official title of the position and shall be used to the exclusion of all others on payrolls, budgets, and other official records and reports pertaining to the position.

Longevity – The length of an employee's continuous employment.

Pay Grade – The designated pay range for each position as listed on the Compensation Schedule.

Probationary Period – The first 90 days of employment is a probationary period.

Promotion - *The* advancement of an employee from a position of a lower classification grade into a position of a higher classification grade.

Re-classify - To review and establish the compensation grade level of a position previously classified, by updating the existing job description to include the functions, skills, education and experience requirements currently being performed.

Re-evaluate - To review and establish the compensation grade level of a position previously classified, by updating the existing job description to include *new* functions, skills, education and experience requirements not currently being performed.

Classification Plan

The official Classification Plan, or list of positions in the service of the Town, shall consist of the titles listed in Schedule A.. Every job title is assigned to a particular grade, based on a description of the job's content, and a survey of pay levels for equivalent jobs in other Towns or in private sector. In particular, the job description identifies the duties and responsibilities of the position, the skills and abilities, the variety and complexity of the problems to be solved, the authority to make decisions, the working conditions and the importance of the work performed. The Human Resource Director will maintain the Salary Classification Plan for all positions under the jurisdiction of this policy, and have responsibility for the review and approval of new or revised job descriptions, and the assignment of each job title to a pay grade in the salary structure.

Compensation Plan

The official Compensation Plan, as provided in Schedule B which is incorporated as a part hereof, shall consist of the pay grades showing the minimum and maximum hourly rates and/or salaries, with step rate increases therefore, to be paid to employees in positions allocated to the Classification Schedule. The Human Resource Director is responsible for conducting periodic surveys to determine whether a particular job is assigned to the correct pay grade, and/or whether an adjustment in the whole salary structure is appropriate. The Human Resource Director shall furnish an annual recommendation for a wage adjustment based on information obtained from the U. S. Department of Labor, Bureau of Labor Statistics or other appropriate source. The Human Resource Director may consult with the Advisory Board before submitting a recommendation to the Select Board.

Amendments to Classification and Compensation Plans

The Human Resource Director and Town Administrator shall recommend such amendments to the Classification and Compensation Plan as it may deem appropriate. The pay grades shall be effective on the date so recommended by the Human Resource Direct and approved by the Town Administrator.

Pay Period

Employees are paid by check on a weekly or bi-weekly basis, according to the payment plan for each specific department.

Annual Step Increases

Each employee's performance shall be evaluated annually in accordance with the Performance Appraisal Program established by the Human Resource Director. If an employee's overall rating is "Meets Expectations" or better, the employee shall advance on their Salary Anniversary Date to

the next appropriate step annually until they reach the maximum step in grade.

Once an employee reaches the maximum step in the position's designated Pay Grade, the employee will subsequently receive the applicable rate in effect for such step on their salary anniversary date.

Call Fire Fighters Salaries

Salaries for Call Fire Fighters shall be reviewed and set periodically by the Fire Chief and the Human Resource Director or Town Administrator based on market conditions and the Fire Department budget. Call Fire Fighters do not automatically receive cost of living raises or step increases.

Recruitment, Selection and Employment

The Town of Norfolk is an equal opportunity employer and seeks to employ, promote, and retain the most qualified individuals. New or vacated positions to be filled must be posted "in-house" for a period of 10 business days. If the position is not filled in-house then candidates may be sourced by word of mouth or through advertising. In-house posting does not guarantee placement for an existing employee, but strives to ensure all employees are given the opportunity to apply.

The appointing authority will make the final decision in filling any position that is subject to the Personnel Policy.

A new employee must complete a job application, W-4 forms, Form I-9 (Employment Eligibility Verification), and any other forms deemed necessary. A copy of the completed job application is to be forwarded to the Human Resource Director.

All new employees are to be hired at Step 1. If the applicant is found to possess an experience level, education level or other job related certification

that warrants a higher compensation level, the hiring supervisor may hire at Step 2 or Step 3 based on the following:

- New employees who possess an education level of 2 or more years above the minimum required for the job may be placed at step 2; and/or
- New employees who possess related experience in excess of the maximum required for the job may be placed at Step 2 (for 2 additional years of related experience) or Step 3 (for 4 or more additional years of related experience).
- Other exceptions may be made on rare occasions as recommended by the Human Resource Director and approved by the Town Administrator.

The first ninety (90) calendar days of consecutive employment will be considered a probationary period. A performance evaluation should be conducted prior to the 90th consecutive day of employment. If the employee's performance is satisfactory, a regular appointment will be made. During the probationary period the grievance procedure may not be invoked by the employee.

Promotions

The Town of Norfolk is an equal opportunity employer and seeks to promote and retain the most qualified individuals. Employees who are promoted shall be recognized with an appropriate salary increase. The increase will be determined in accordance with the following promotion formula adopted by the Human Resource Director.

The promotion formula establishes the minimum compensation for an employee who is promoted to a new position (or whose job has been re-evaluated to a higher grade). Such employees will be placed at step 2 of the new grade. If the employee's current compensation exceeds the new grade Step 2, then the employee will be placed at the next step just above the employees' current compensation level.

The effective date of the employee's promotion shall become an adjusted anniversary date for the purpose of computing future step increases. The Department Head shall review each position and respective employee on a case-by-case basis and may make recommendations for approving compensation above the promotion formula to the Human Resource Director.

Performance Appraisal Program

This program is intended to accomplish a number of goals:

a. Provide a basis for evaluating an employee's performance for completion of probation; annual increase; promotion; and general performance.
b. Provide a method of improving the effectiveness and the efficiency of the employees and the organization.
c. Serve as a conduit for communications and feedback between employees and their supervisors outside of routine daily interactions.
d. Provide a basis for formal personnel decision making.
e. Serve as a basis for recognizing employee accomplishments, need for guidance, professional development, training and support.
f. Provide a process of establishing performance goals and objectives.

Performance reviews shall be conducted annually and not later than March 1st. Employees' performance shall also be evaluated prior to the end of any probationary period, and may be evaluated at any other time at the discretion of the supervisor. An employee may request a performance review at any time.

The Human Resource Director shall designate performance appraisal forms to be used by all personnel. Upon completion of the review, the forms shall be signed by the immediate supervisor, the employee, and the second evaluator. A copy of the completed form will be given to the employee

and the department head for filing, the Human Resource Director receives the original form for their files.

Employee Benefits

The following benefits apply to Regular Full-Time and Regular Part-Time employees. Employees, who work less than 20 hours per week, or work on a temporary basis regardless of the number of hours, do not receive benefits with the exception of longevity.

All benefits are pro-rated based on the number of hours worked per week in relation to the established work week for the department.

Sick Leave/Short Term Disability

Sick leave is earned at the rate of 25% of the employees' scheduled weekly hours for each month of service, credit to begin the last working day of the month in which employed. Each employee must work at least seventy-five percent of their normal work schedule each month in order to receive sick leave. Employees may accrue sick leave up to a maximum of 150 days. Sick Leave is considered insurance for the benefit of the employees should a long term illness arise. In no event will unused sick leave be compensated for, monetarily or otherwise. Sick leave is the absence from work without loss of pay for the following reasons, subject to the approval of the supervisor.

- A bona fide personal and non-service connected illness or injury for which no compensation is received under workman's compensation or MGL C41, S111f or other insurance coverage paid for by the Town.
- Caring for a spouse, child, parent, sibling, grandparent or grandchild of either the employee or their spouse, or a person for whom the employee is a legal guardian, who is seriously ill.
- Exposure to contagious disease that may jeopardize the health of others.
- Medical and Dental appointments that cannot be reasonably scheduled outside of working hours.

Immediate notice of any absence must be given to department heads or immediate supervisor. Failure to do so may result in loss of pay.

An employee who is incapacitated, by reason of injuries in the course of and arising out of employment by the Town, may elect to receive, from accumulated sick leave, the difference between their normal work week compensation and the weekly benefits of the Workmen's Compensation Act. Beginning the first day of incapacity the employee may be paid their normal week of compensation from their accumulated sick leave until Workmen's Compensation is approved and received. When it is received, deductions will be made from the employee's subsequent paycheck(s) for the difference paid and the appropriate amount of sick time shall be credited back to the employee's accumulated sick leave.

Injury, illness or disability self-imposed, or resulting from the abuse of chemical substances should not be considered a proper claim for a leave under this section.

A doctor's certificate may be required for an absence of three (3) consecutive work days or longer or may be required at any time at the discretion of the Town; the Town may designate a physician to conduct physical examinations at the Town's expense.

Generally the use of 6 or more sick day per calendar year is considered excessive. In the event of apparent abuse of any regulation pertaining to sick leave, the Town through its Human Resource Director or other responsible Board/Commission may disallow sick leave and may take disciplinary action against the employee up to and including termination.

Vacation Leave

Vacation Leave

The established vacation year is the fiscal year, July 1 through June 30. Employees with less than one (1) year of service shall receive one half day vacation for each month of employment not to exceed five (5) days vacation for the first twelve (12) months. Vacation time is calculated beginning their first day of work but is not credited until after 90 days.

Employees are not allowed to use time accrued until the probationary period of ninety (90) days have passed unless otherwise approved by the Town Administrator. Vacation time is earned based on the employee's length of service and is credited monthly for the first ten months of the fiscal year up to the maximum vacation eligibility for three years of service.

Service Period	Paid Vacation
First Fiscal Year	1/2 day per month worked*
Fiscal years 2 through 4	1 day per month worked* (2 weeks)
Fiscal years 5 through 9	1.5 days per month worked* (3 weeks)
Fiscal years 10 through 19	2.0 days per month worked* (4 weeks)
Fiscal years 20 and over	2.5 days per month worked* (5 weeks)

*Based on a 5 day work week. Other schedules with be calculated based on the number of days worked per week.

This vacation policy is effective 7/1/2013.

Employees that are retirement eligible will be given their full unused vacation allotment upon termination. Other exceptions to this policy may be made by the Human Resource Director or the Town Administrator.

If a paid holiday should fall during vacation leave, an additional day of vacation shall be taken by mutual consent between the employee and the department head.

Vacation leave shall be utilized no later than June 30th in the fiscal year in which it is granted and shall not be accumulated. Under unusual circumstances the immediate supervisor may grant to an employee a carryover of up to 1 week of vacation time from one fiscal year to the next fiscal year. Each time a carryover is granted the Human Resource Director shall be notified in writing. Carryover of vacation time in excess of 1 week must be approved by the Human Resource Director.

If an employee has expended all earned sick days, but has a medical reason to extend their absence, the Town of Norfolk's policy is to assist the employee and retain benefits as required by The Family Medical Leave Act. If the person is eligible to receive vacation benefits, such leave may be

deducted proportionally from the amount of vacation leave earned and due for the year in which the absence occurred. If the employee has already used all earned vacation benefits during a fiscal year, the absence may then be chargeable against the next succeeding vacation leave allowance for a maximum of not more than thirty (30)days.

Upon approval of the department head and the Human Resource Director, an applicant may be granted early vacation entitlement.

Hiring Supervisors may start new hires with paid vacation benefits based on years of service from other job related experience with other industries and/or municipalities as if the new hire had Norfolk years of service, with written approval from the Human Resource Director or the Town Administrator.

Upon separation from employment for any reasons, cash payment for accrued vacation shall be made in accordance with State/Federal requirements.

Under no circumstances will an individual be compensated for more than one pay category for the same period of time.

Paid Holidays

Town offices are closed on the following holidays.

New Year's Day	Martin Luther King Day
President's Day	Patriot's Day
Memorial Day	Independence Day
Labor Day	Columbus Day
Veteran's Day	Thanksgiving Day
Christmas Day	

Close at 1:00 pm Christmas Eve*

Close at 1:00 pm Thanksgiving Eve

* Provided that such a day is normally scheduled workday.

Employees shall receive the holiday off with pay when said holiday falls on their regular workday. Except for the early closings on Christmas Eve and Thanksgiving Eve if any of the above holidays should fall on an employee's normal day off, or during a vacation period, an alternate day off shall be given, subject to the approval of the department head. Holidays must be taken and no compensation will be allowed for failure to do so.

Employees required to work on a scheduled Holiday due to an emergency will be given another day off with pay. Public Safety Communications Specialists required to work on a scheduled holiday will be given another day off with pay or receive their holiday pay in addition to their regular pay.

Personal Days

Three (3) personal days per fiscal year may be taken for such purposes as personal business, medical appointments, and family obligations pursuant to Massachusetts General Laws Chapter 149, Section 52D. A minimum notice of forty-eight (48) hours should be given to, and approval must be received from, the supervisor prior to taking a Personal Day. Personal Days not utilized by June 30th of the fiscal year in which it was granted will be forfeited.

Funeral or Bereavement Leave

For death or memorial services in the immediate family of a permanent employee or of their spouse, 1 work week with pay shall be granted. Cases involving special circumstances including travel for extensive periods of time must be approved by the Department Head. Definitions of immediate family include: mother, father, mother-in-law, father-in-law, sister, brother, wife, husband, son, daughter, grandparents, grandchildren, brother-in-law and sister-in-law of the employee, son-in-law, and daughter-in-law. For the deaths of relatives other than immediate family, an absence of up to one

full day with pay shall be allowed to attend funeral or memorial services.

Family and Medical Leave Act

The Family and Medical Leave Act (FMLA) of 1993 provides an entitlement of up to twelve (12) weeks of job-protected, unpaid leave during any 12-months for the following reasons:

1) The birth of a child
2) The placement of an adopted or foster child
3) To care for a child, spouse, or parent with a serious health condition
4) For the employee's own serious health condition

If the employee has accumulated sick leave, vacation leave or other personal leave, the employee may use such paid leave to offset a portion of this unpaid leave.

The FMLA also requires the employer provide health coverage under any "group health plan" for the duration of such leave at the level and under the conditions coverage would have been provided if the employee had continued in employment continuously for the duration of such leave. After completion of the leave, the employee must be restored to the same or equivalent position.

Personal Leave of Absence

Leaves of absence for personal reasons not covered under any other section of this Policy, if approved by the immediate supervisor and the Human Resource Director will be unpaid. The employee must utilize vacation time earned first. Such absences, however, may not be charged to vacation leave beyond that which the employee has earned at the time of such application. A leave of absence under this section shall be without compensation (unless the employee has the required time available) and shall be for a maximum of thirty (30) days. After the thirty (30) day period, employees will be required to obtain the written approval of the Department Head

and the Human Resource Director if an extension is requested. In the absence of written approval beyond the thirty (30) day period, the Department Head may consider the position vacant and begin the hiring process.

Jury Duty

An employee called for jury duty shall be paid the difference between regular pay and the compensation received as a juror, exclusive of travel allowances. Employees summoned as a witness on behalf of the Town shall be granted leave and paid the difference of their regular pay and the witness fee, exclusive of travel allowance.

Military Leave

Military leave shall be granted to employees in accordance with the requirements of State and Federal Law.

Broken Service

A rehired employee will be eligible to receive an adjusted date of hire after returning to work within thirty-six (36) months of the date of separation. The employee will be credited with the same number of years or months as the original length of service. This adjusted date of hire will be used for Employee Benefit calculations regarding vacation leave and longevity.

Call Back Pay

Any Town employee called back to their position by management for the specific purpose of emergency service to the Town shall receive a minimum of three hours compensation.

Work at Home

Employees will perform their work at their designated Town Work Site. If an employee cannot perform their duties at their designated Town Work Site due to extraordinary circumstances, written authorization is required in advance by the employee's supervisor and the Human Resource Director. Once approved, at-home work must be separately noted on an employee's time sheet, including days and hours worked. A copy of the authorization will be on file in the Finance Department and a copy forwarded to the Human Resource Director immediately.

Compensatory Time

Compensatory time is paid time off from work in exchange for unpaid time previously worked in excess of an employee's regular scheduled work hours.
Exempt Employees are not entitled to compensatory time and will not receive additional payment, or time off for excess work hours under any circumstances.

At times it may be deemed advisable for a non-exempt employee to work beyond the regular scheduled number of hours and be granted compensatory time in lieu of compensation. Such compensatory time will be granted in lieu of compensation at the discretion of the employee. The immediate supervisor must approve, in advance, in writing, requests for accrual of compensatory time. Use of compensatory time must be approved by the immediate supervisor in advance.

Non-exempt employees may accrue compensatory time up to an amount equal to their regular week's scheduled work hours. No employee shall lose any accrued compensatory time.

Compensatory time will accrue at straight time for eligible hours which otherwise would be compensated at straight time, and will accrue at a rate of 1.5 for eligible hours which otherwise would be compensated at that rate.

Longevity Program

ELIGIBILITY – Paid annually in July; employees having completed thirty-six (36) months or more of service on June 30 of the previous fiscal year will be qualified to receive a longevity payment provided the employee was employed by the Town on June 30th of the previous fiscal year. The lump sum payment is based on the number of hours worked in the previous fiscal year, up to Two Thousand Eighty (2080) hours per year (for a 52-week year), according to the schedule below. Should an employee retire or die during the previous year, that employee or their estate will receive a pro-rated portion of longevity pay based on the number of hours worked for that fiscal year. Said funds are to be distributed by the Finance Department with approval of the Town Administrator and Human Resource Director.

Months of Service Completed as of June 30th	Per Hour Rate
0 - 35	0
36 - 59	.10
60 - 83	.20
84 - 107	.30
108 - 131	.40
132 - 143	.50
144 - 155	.60
156 - 167	.70
168 - over	.80

Insurance

LIFE INSURANCE in the amount of $10,000.00 will be available to all qualified employees. Retirees of the Town will be eligible to receive $5,000.00 in life insurance. The Town will contribute a portion of the

premium each year as specified by the Select Board and submitted to the voters of the Town of Norfolk annually via the Omnibus Budget.

HEALTH INSURANCE is provided by the Town with the Town contributing a portion of the premium of said health insurance. Increases in the Town's share of the premium payment are approved by the Select Board and submitted to the voters of the Town of Norfolk annually via the Omnibus Budget.

Retirement

Qualifying employees must participate in the Norfolk County Retirement System.
All other employees must be covered by the State mandated 457 (OBRA) Plan.

Issue Resolution Process

Employees covered by the Town Personnel Policy have recourse if they feel that their rights or conditions of employment have been violated. The employee must first discuss the matter with their supervisor. If this does not result in a satisfactory solution, the employee should state their case in writing to their supervisor's supervisor with a copy to the Human Resource Director; the supervisor has seven days to provide a written reply. Employees still dissatisfied have seven days to submit a written statement to the Human Resource Director. The Human Resource Director will hold a hearing on the matter within fourteen days of receipt of the grievance and render a final decision within fourteen days of the hearing.

Disciplinary Action

If it is determined that inappropriate conduct has been committed by an employee, the Town will take such action as is appropriate under the circumstances. Such action may range from training to termination from employment, and may include such other forms of disciplinary action as

deemed appropriate under the circumstances. All disciplinary action that results in an employee's termination of employment must be reviewed by the Human Resource Director or Town Administrator prior to notifying the employee. If the manager feels that they must remove the employee from the work site immediately and the Human Resource Director or Town Administrator are not available, the manager may send the employee home with pay until the termination is reviewed. An employee involuntarily terminated or laid off from their position must be paid in full on the day of discharge.

Resignations

Employees shall provide notice of their intent to resign in writing to their supervisor at least two (2) weeks in advance of their resignation date.

Responsibilities when Separating from Employment

Upon an employee's separation from employment, at the time of leaving, it is the employee's responsibility to return all Town property, such as equipment used on the job, keys, uniforms, etc. If not returned, the employee will be expected to reimburse the Town for such property. The final paycheck may be picked up at the Town Treasurer's office after checkout is completed, or arrangements may be made for mailing. Employees who are separated from employment will receive all accrued and unpaid salary and vacation pay in accordance with the Fair Labor Standards Act. An employee that resigns their employment must be paid in full on the following pay day, or in the absence of a regular pay day no later than the following Saturday. An employee involuntarily terminated or laid off from their position must be paid in full on the day of discharge.

Calendar

Anytime	Requests for Classification of New Positions
March	Performance Appraisals completed and original sent to the Human Resource Director no later than March 1st.
April	Public Hearing by Human Resource Director for all changes proposed on the Annual Town Meeting Warrant.
April	Response to Performance Appraisals (when appropriate)
July	Longevity paid
September	Public Hearing by Human Resource Director for all changes proposed on the Fall Town Meeting Warrant.
December/June	Requests for re-classification and/or re-evaluation of positions, approved by the Department Head and the Town Administrator, must be received at least four (4) months prior to a Town Meeting.

Schedule A

Classification Schedule

Grade 1	Library Page
Grade 2	Clerk (Fire Dept., ConComm, ZBA, Planning Board, CPC) Records Assistant (Town Clerk's Office) Payroll Clerk
Grade 3	Library Associate (Public or School) Custodian
Grade 4	Department Assistant (Recreation)
Grade 5	Department Assistant (Advisory, Municipal Affordable Housing, etc.) Animal Inspector
Grade 6	Outreach Worker Veterans' Agent (stipend)
Grade 7	Assistant Wiring Inspector Gas Inspector/Assistant Plumbing Inspector(stipend) Plumbing Inspector/Assistant Gas Inspector(stipend) Wiring Inspector Public Safety Communications Supervisor Affordable Housing Coordinator Assistant Town Clerk
Grade 8	Assistant Town Accountant Executive Assistant (Town Administrator) I Assistant Town Treasurer/Collector II Assistant Town Treasurer/Collector I

Grade 8A	HVAC Technician / Building Maintenance Specialist
Grade 9	Executive Assistant (Town Administrator) II Associate Director of Libraries Town Treasurer/Collector Council on Aging Executive Director Information Technology Coordinator Chief Assessor Fire Lieutenant DPW Superintendent
Grade 10	Deputy Fire Chief Public Works Director
Grade 11	Director of Libraries Recreation Director
Grade 12	Director of Municipal Finance Fire Chief Human Resource Director
Grade 13	Town Administrator Building Commissioner

Appendix B

TOWN OF NORFOLK

1.50% **COMPENSATION SCHEDULE NON UNION** **Official** rate x1.025 x 1.015

FY 2020

Effective July 1, 2019

Grade	1	2	Step 3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
1	9.15	9.38	9.61	9.85	10.10	10.35	10.61	10.88	11.15	11.43	11.72	12.01	12.31	12.62	12.94	13.26	13.59	13.93	14.28	14.64
2	15.94	16.34	16.75	17.17	17.60	18.04	18.49	18.95	19.42	19.91	20.41	20.92	21.44	21.98	22.53	23.09	23.67	24.26	24.87	25.49
3	16.06	16.46	16.87	17.29	17.72	18.16	18.61	19.08	19.56	20.05	20.55	21.06	21.59	22.13	22.68	23.25	23.83	24.43	25.04	25.67
4	16.48	16.89	17.31	17.74	18.18	18.63	19.10	19.58	20.07	20.57	21.08	21.61	22.15	22.70	23.27	23.85	24.45	25.06	25.69	26.33
5	17.46	17.90	18.35	18.81	19.28	19.76	20.25	20.76	21.28	21.81	22.36	22.92	23.49	24.08	24.68	25.30	25.93	26.58	27.24	27.92
6	18.45	18.91	19.38	19.86	20.36	20.87	21.39	21.92	22.47	23.03	23.61	24.20	24.81	25.43	26.07	26.72	27.39	28.07	28.77	29.49
7	20.08	20.58	21.09	21.62	22.16	22.71	23.28	23.86	24.46	25.07	25.70	26.34	27.00	27.68	28.37	29.08	29.81	30.56	31.32	32.10
8	26.32	26.98	27.65	28.34	29.05	29.78	30.52	31.28	32.06	32.86	33.68	34.52	35.38	36.26	37.17	38.10	39.05	40.03	41.03	42.06
8A	29.48	30.22	30.98	31.75	32.54	33.35	34.18	35.03	35.91	36.81	37.73	38.67	39.64	40.63	41.65	42.69	43.76	44.85	45.97	47.12
9	27.10	27.78	28.47	29.18	29.91	30.66	31.43	32.22	33.03	33.86	34.71	35.58	36.47	37.38	38.31	39.27	40.25	41.26	42.29	43.35
9A	30.35	31.11	31.89	32.69	33.51	34.35	35.21	36.09	36.99	37.91	38.86	39.83	40.83	41.85	42.90	43.97	45.07	46.20	47.36	48.54
10	27.91	28.61	29.33	30.06	30.81	31.58	32.37	33.18	34.01	34.86	35.73	36.62	37.54	38.48	39.44	40.43	41.44	42.48	43.54	44.63
11	30.31	31.07	31.85	32.65	33.47	34.31	35.17	36.05	36.95	37.87	38.82	39.79	40.78	41.80	42.85	43.92	45.02	46.15	47.30	48.48
12	34.88	35.75	36.64	37.56	38.50	39.46	40.45	41.46	42.50	43.56	44.65	45.77	46.91	48.08	49.28	50.51	51.77	53.06	54.39	55.75
13	44.10	45.20	46.33	47.49	48.68	49.90	51.15	52.43	53.74	55.08	56.46	57.87	59.32	60.80	62.32	63.88	65.48	67.12	68.80	70.52

1	19,032.00	19,510.40	19,988.80	20,488.00	21,008.00	21,528.00	22,068.80	22,630.40	23,192.00	23,774.40	24,377.60	24,980.80	25,604.80	26,249.60	26,915.20	27,580.80	28,267.20	28,974.40	29,702.40	30,451.20
2	33,155.20	33,987.20	34,840.00	35,713.60	36,608.00	37,523.20	38,459.20	39,416.00	40,393.60	41,412.80	42,452.80	43,513.60	44,595.20	45,718.40	46,862.40	48,027.20	49,233.60	50,460.80	51,729.60	53,019.20
3	33,404.80	34,236.80	35,089.60	35,963.20	36,857.60	37,772.80	38,708.80	39,686.40	40,684.80	41,704.00	42,744.00	43,804.80	44,907.20	46,030.40	47,174.40	48,360.00	49,566.40	50,814.40	52,083.20	53,393.60
4	34,278.40	35,131.20	36,004.80	36,899.20	37,814.40	38,750.40	39,728.00	40,726.40	41,745.60	42,785.60	43,846.40	44,948.80	46,072.00	47,216.00	48,401.60	49,608.00	50,856.00	52,124.80	53,435.20	54,766.40
5	36,316.80	37,232.00	38,168.00	39,124.80	40,102.40	41,100.80	42,120.00	43,180.80	44,262.40	45,364.80	46,508.80	47,673.60	48,859.20	50,086.40	51,334.40	52,624.00	53,934.40	55,286.40	56,659.20	58,073.60
6	38,376.00	39,332.80	40,310.40	41,308.80	42,348.80	43,409.60	44,491.20	45,593.60	46,737.60	47,902.40	49,108.80	50,336.00	51,604.80	52,894.40	54,225.60	55,577.60	56,971.20	58,385.60	59,841.60	61,339.20
7	41,766.40	42,806.40	43,867.20	44,969.60	46,092.80	47,236.80	48,422.40	49,628.80	50,876.80	52,145.60	53,456.00	54,787.20	56,160.00	57,574.40	59,009.60	60,486.40	62,004.80	63,564.80	65,145.60	66,768.00
8	54,745.60	56,118.40	57,512.00	58,947.20	60,424.00	61,942.40	63,481.60	65,062.40	66,684.80	68,348.80	70,054.40	71,801.60	73,590.40	75,420.80	77,313.60	79,248.00	81,224.00	83,262.40	85,342.40	87,484.80
8A	61,318.40	62,857.60	64,438.40	66,040.00	67,683.20	69,368.00	71,094.40	72,862.40	74,692.80	76,564.80	78,478.40	80,433.60	82,451.20	84,510.40	86,632.00	88,795.20	91,020.80	93,288.00	95,617.60	98,009.60
9	56,368.00	57,782.40	59,217.60	60,694.40	62,212.80	63,772.80	65,374.40	67,017.60	68,702.40	70,428.80	72,196.80	74,006.40	75,857.60	77,750.40	79,684.80	81,681.60	83,720.00	85,820.80	87,963.20	90,168.00
9A	63,128.00	64,708.80	66,331.20	67,995.20	69,700.80	71,448.00	73,236.80	75,067.20	76,939.20	78,852.80	80,828.80	82,846.40	84,926.40	87,048.00	89,232.00	91,457.60	93,745.60	96,096.00	98,508.80	100,963.20
10	58,052.80	59,508.80	61,006.40	62,524.80	64,084.80	65,686.40	67,329.60	69,014.40	70,740.80	72,508.80	74,318.40	76,169.60	78,083.20	80,038.40	82,035.20	84,094.40	86,195.20	88,358.40	90,563.20	92,830.40
11	63,044.80	64,625.60	66,248.00	67,912.00	69,617.60	71,364.80	73,153.60	74,984.00	76,856.00	78,769.60	80,745.60	82,763.20	84,822.40	86,944.00	89,128.00	91,353.60	93,641.60	95,992.00	98,384.00	100,838.40
12	72,550.40	74,360.00	76,211.20	78,124.80	80,080.00	82,076.80	84,136.00	86,236.80	88,400.00	90,604.80	92,872.00	95,201.60	97,572.80	100,006.40	102,502.40	105,060.80	107,681.60	110,364.80	113,131.20	115,960.00
13	91,728.00	94,016.00	96,366.40	98,779.20	101,254.40	103,792.00	106,392.00	109,054.40	111,779.20	114,566.40	117,436.80	120,369.60	123,385.60	126,464.00	129,625.60	132,870.40	136,198.40	139,609.60	143,104.00	146,681.60

Compensation Schedule

MANAGING WORKER'S COMPENSATION POLICIES AND PROCEDURES

POLICY STATEMENT

Town of Norfolk is committed to providing a work environment that is safe for all employees. If a work related injury occurs, the procedures and guidelines contained within must be followed to insure compliance. It is the Town's desire to assist all employees in receiving compensation and medical treatment for any injury that occurs during work hours.
This policy applies to all Town employees excluding public safety employees (police officers and firefighters). Employees whose employment is regulated by bargaining agreement are subject only to those portions of this policy which are not specifically governed by law or agreement.

References

Massachusetts General Law, Chapter 152.

IF AN INJURY DOES OCCUR

The first priority after an accident or injury is to assure that the employee involved receives first aid that is necessary. If medically appropriate, 9-1-1 should be called immediately. Employees with life threatening work related injuries should be taken to the nearest Emergency Room at the hospital. Otherwise, injured employees who are ambulatory should seek treatment from their Medical Provider.

REPORTING THE ACCIDENT

An employee injured on the job must report the injury to their supervisor and fill out an accident report. The accident report begins the claims process and should be done immediately. Supervisors must complete all sections of the accident report. The accident reports must be submitted immediately or no later than 24 hours to the School Department's Human Resource Department, the Police Administrative Office or Select Board's Office depending on where the employee works.

If the employee is unable to fill out the accident report due to the injury the supervisor is responsible for filling out the accident report. The Insurer will

not process medical bills or lost wages without an accident report. It is the responsibility of the supervisor to report all work related injuries. Failure to report injuries may result in disciplinary action.

LOST TIME FROM WORK

Worker' Compensation starts the day after the day the injury took place. An employee who is incapacitated, by reason of injuries in the course of and arising out of employment by the Town, may elect to receive, from accumulated sick leave, the difference between normal work week compensation and the weekly benefits of the Workmen's Compensation Act. Beginning the day of incapacity employees shall be paid their normal week of compensation from their accumulated sick leave until Worker's Compensation is received. When it is received, an amount equal to that which shall be deducted from the employee's pay and the equivalent amount of time shall be credited to the employee's accumulated sick leave.

Once placed on Workers' Compensation benefits, the employee will receive 60% of their average weekly wage. In accordance with MGL Chapter 152 the employee may supplement 40% of their regular weekly wage with benefit leave (e.g., sick, vacation or personal leave) if they have it available.

If the employee is out for 21 days or more they will be paid for their first five days out by the insurance company. This will result in a double payment for these days. As a result the employee must repay the town for these days and then the five sick days will be reinstated to the employees account.

FAMILY AND MEDICAL ACT OF 1993

In accordance with the Family Medical Leave Act of 1993 (FMLA), your Workers' Compensation and FMLA entitlement of 12 weeks will run concurrently.

HEALTH AND LIFE INSURANCE DEDUCTIONS

If the employee is expected to be on workers' compensation for less than a month, the employee must make payment for the insurance premiums on the date of the deduction would have been made, had the employee been

paid wages (e. g. each Friday). If the employee is on workers' compensation for more than one month, the employee must make payment for insurance premiums at least one month in advance of coverage. Payment should be made by check payable to the Town of Norfolk and mailed to the Finance Department, One Liberty Lane Norfolk MA. 02056. Payment must be received regularly and in the manner described or your coverage may be cancelled.

RETURN TO WORK

Once the employee has medical clearance to return to work, the employee must provide a copy of that medical documentation to the Worker's Compensation Agent, and their manager. No employee should report to work without written authorization from their doctor. If the employee is out of work for 21 days or more they may also be required to see a doctor of the Town's choice to confirm the return to work.

NO SMOKING POLICY

Smoking is prohibited in all areas of all Town Facilities and in all Town vehicles. The Board appreciates the continued efforts of all employees in complying with this directive and state law that prohibits smoking in public buildings. The definition of smoking includes the use of e-cigarettes.

Employees that smoke outside the Town's facilities are asked to stand away from public entrances so as to not block the egress or make those passing through uncomfortable.

PREGNANT WORKERS FAIRNESS ACT POLICY
April 1, 2018

On April 1, 2018, The Pregnant Workers Fairness Act (Chapter 54 of the Acts of 2017) goes into effect in Massachusetts.

The Act prohibits discrimination against current and prospective employees on the basis of the individual's pregnancy or condition related to a pregnancy (e.g., lactation or the need to express breast milk). The Town of Norfolk does not discriminate in employment opportunities or practices on the basis of an individual's pregnancy and/or condition related to a pregnancy.

The Town of Norfolk will provide reasonable accommodations to qualified individuals who are pregnant and/or have a condition related to a pregnancy, as required by law.

Any employee with questions or concerns about discrimination in the workplace is encouraged to bring these issues to the attention of the Human Resources Director. Employees can raise concerns and make reports without fear of reprisal or retaliation. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

In addition to the above, if you believe you have been subjected discriminatory treatment, you may file a formal complaint with either or both of the government agencies set forth below. Using our complaint process does not prohibit you from filing a complaint with these agencies.

The United States Equal Employment Opportunity Commission
John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203
800-669-4000

The Massachusetts Commission Against Discrimination
Boston Headquarters
One Ashburton Place – Suite 601
Boston, MA 02108
617-994-6000

RETIREE AND TERMINATED EMPLOYEE HEALTH INSURANCE BENEFITS

Updated January 1, 2017

Retirees are eligible to continue with town sponsored group health insurance and the Town of Norfolk will continue to contribute 65%*. Surviving spouses of retirees are allowed to stay on the group health insurance plan and said surviving spouse shall pay the entire cost of such premiums without any contribution by the town per Chap. 32B, Section 9B. If a retiree is not enrolled in the Town of Norfolk Health Insurance plan at the time of his/her retirement, there is no restriction at this time that would not allow them to enroll in the Town of Norfolk's Health Insurance plan. The health insurance contract policies regarding loss of insurance and opt-in at open enrollment would apply.

When a retiree reaches 65 years of age, the retiree must register with Social Security for a Part A and Part B card if eligible. The retiree will be eligible to join the town sponsored MEDEX plan with the town contributing 65%* of the premium. Spouse of retiree who reaches 65 must also register with social security for a Part A and Part B card. Same applies to above surviving spouse who reaches 65 years of age.

Retiree may elect to have life insurance and health insurance premiums taken for their monthly retirement check.

Firefighters while active employees have basic life insurance in the amount of $25,000 and no cost for the premium. Once a firefighter retires the insurance drops to $5,000 and the retired firefighter pays the monthly premium in the amount equal to the percentage of all retirees 42% and with the town contributing 58%*.

Active employees are eligible to enroll in group basic life insurance in the amount of $10,000 and pay 42% with the town contributing 58%*. Once an employee retires the amount of group life insurance reduces to $5000 with the town contributing 58%*.

*At any time in the future the town contribution rate for health insurance and/or life insurance may change by vote of the Board of Selectmen. The Board of Selectmen at some time in the future may limit whether a retiree not enrolled in health at the time of retirement may at some future date enroll in the Town of Norfolk's health insurance plan.

SEVERE WEATHER POLICY

This is a reminder of the office closing procedure in the event of a snowstorm, or severe weather conditions:

1. Town Hall will be open to the public, and employees shall report for work. In the event that local conditions in Norfolk require that Town Hall be closed, you will be notified by telephone at approximately 7:00 a.m. concerning the opening of Town Hall.

2. The Town Administrator, or their designee, may close Town Hall during work hours, if severe conditions exist.

3. If offices are closed as noted above (1-2), no loss of pay will result. However, if an employee voluntarily elects not to report for work, then vacation, personal, or compensatory time must be used. Non-pay status may also be used in lieu of accrued time off.

SEXUAL HARASSMENT POLICY

I. Introduction

It is the goal of The Town of Norfolk is to promote a workplace that is free of sexual harassment. Sexual harassment of employees occurring in the workplace or in other settings in which employees may find themselves in connection with their employment is unlawful and will not be tolerated by this organization. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated. To achieve our goal of providing a workplace free from sexual harassment, the conduct that is described in this policy will not be tolerated and we have provided a procedure by which inappropriate conduct will be dealt with, if encountered by employees.

Because The Town of Norfolk takes allegations of sexual harassment seriously, we will respond promptly to complaints of sexual harassment and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of promoting a workplace that is free of sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

II. Definition of Sexual Harassment

In Massachusetts, the legal definition for sexual harassment is this: "sexual harassment" means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

(a) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or,

(b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a work place environment that is hostile, offensive, intimidating, or humiliating to male or female workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances -- whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;

- Inquiries into one's sexual experiences; and,
- Discussion of one's sexual activities.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is unlawful and will not be tolerated by this organization.

III. Complaints of Sexual Harassment

If any of our employees believes that they have been subjected to sexual harassment, the employee has the right to file a complaint with our organization. This may be done in writing or orally.

If you would like to file a complaint you may do so by contacting Scott Bragdon at 508 440 2826 who is the appropriate individual to whom complaints should be addressed. Such individuals may include human resources director, manager, legal counsel to organization or other appropriate supervisory person. This person is also available to discuss any concerns you may have and to provide information to you about our policy on sexual harassment and our complaint process.

IV. Sexual Harassment Investigation

When we receive the complaint we will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. Our investigation will include a private interview with the person filing the complaint and with witnesses. We will also interview the person alleged to have committed sexual harassment. When we have completed our investigation, we will, to the extent appropriate inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation.

If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct, and where it is appropriate we will also impose disciplinary action.

V. Disciplinary Action

If it is determined that inappropriate conduct has been committed by one of our employees, we will take such action as is appropriate under the circumstances. Such action may range from counseling to termination from employment, and may include such other forms of disciplinary action as we deem appropriate under the circumstances.

VI. State and Federal Remedies

In addition to the above, if you believe you have been subjected to sexual harassment, you may file a formal complaint with either or both of the government agencies set forth below. Using our complaint process does not prohibit you from filing a complaint with these agencies. Each of the agencies has a short time period for filing a claim (EEOC - 300 days; MCAD - 300 days).

USE OF INTERNET POLICY

Purpose:

To clearly define the Town of Norfolk's policy regarding the standards for use of The Town of Norfolk's Internet System

Policy:

The Town of Norfolk supports the appropriate use of the Internet by its employees. Access to various categories/topics of information will not be tolerated. Employees should have no expectation of privacy for any Internet communications. The following are examples of Internet sites that employees are prohibited from accessing:

- Sites containing material related to the promotion of criminal activity
- Gambling sites
- Sites containing hate speech
- Material that may be construed as offensive or harassment
- Sites containing material of a sexual nature
- Twitter (except for official reasons), dating sites

Social media sites like Facebook are becoming a significant part of the communications processes used by individuals, businesses and municipal organizations. Facebook or similar sites should only be used for town or work purposes. Accessing personal pages is prohibited on town time or equipment. If you would like to start a social media site for a town department purpose you must contact the Town Administrator for approval.

Internet users should be very careful when subscribing to public mail or news groups. These forms can generate hundreds or thousands of messages a day which could jeopardize the Town of Norfolk's information systems

VOLUNTARY WAIVER OF HEALTH INSURANCE
For Enrollment in Health Insurance Opt-Out Program

In return for the agreement to waive Town health insurance coverage, the Town agrees to pay an eligible employee one of the following amounts:

(1) $1,500.00 for waiving individual health insurance plan coverage

(2) $2,500 for waiving two person health insurance plan coverage

(2) $3,000.00 for waiving family health insurance plan coverage

The Town will make the above payment at a rate of $125.00/month (individual plan) , $208.33/month (two person), $250.00/month (family plan) on or about the last pay period in each month that the employee deferred coverage from the Town. The opt-out payments will be subject Federal, State, and Medicare taxes.

To be eligible an employee must not have an outstanding court order or agreement requiring the employee to provide health insurance coverage for the employee's spouse, ex-spouse, or dependent children, if any.

To be eligible, an employee must completely remove themselves as either a subscriber or dependent on the Town's health plan. A Town employee is not eligible for the opt-out payment where the employee opts-out of their individual health plan and becomes a dependent on their spouse's plan, when their spouse is also a subscriber on the Town's plan.

To be eligible, an employee must have been a subscriber to the Town's health plan in the immediate twelve (12) month period of the fiscal year prior to agreeing to opt-out of the Town's health plan.

Retirees on the Town's health plan are not eligible for this Opt-Out Program.

If an employee is eligible and elects to opt-out of the Town's health insurance plan, the Town is not responsible for medical coverage effective

on July 1, 2020 (except for medical coverage for injuries and illnesses covered by G.L. c. 41, Sec. 111F or G.L. c. 152) and for each fiscal year thereafter that the employee voluntarily agrees to waive health insurance coverage through the Town.

An employee is only eligible to re-enroll in the Town's health insurance plan during the Annual Open Enrollment Period or due to a loss of coverage from the source other than the Town, i.e. a qualifying event under COBRA, such as:

(1) the death of a covered employee;
(2) the termination (other than by reason of the employee's gross misconduct), or reduction of hours, of a covered employee's employment;
(3) the divorce or legal separation of a covered employee from the employee's spouse;
(4) a covered employee becoming entitled to Medicare benefits under Title XVIII of the Social Security Act; or
(5) a dependent child ceasing to be a dependent child of the covered employee under the generally applicable requirements of the plan and a loss of coverage occurs.

To re-enroll, the employee must complete the required paperwork during the Open Enrollment Period or, for a loss of coverage, notify the Human Resource Director's Office and complete the re-enrollment process within thirty (30) days of the date of loss of coverage.

If an employee re-enrolls in the Town's insurance program, they will not be eligible to qualify for an opt-out incentive for 24 months effective the next July enrollment date.

If an employee does re-enroll in the Town's group health insurance or the employee's employment with the Town ends (termination, resignation, retirement, reduction of hours, layoff, or death) during the fiscal year, the employee will only be eligible for a pro-rated payment.

Each employee agreeing to opt-out of the Town's health insurance plan must acknowledge that they have read and agree to comply with the terms and conditions of the Town's Opt-Out Program on the attached Acknowledgement Form, a copy of which will be placed in the employee's personnel file.

ACKNOWLEDGEMENT

I, _____, hereby acknowledge that I have read and understand the terms of the Town's Health Insurance Opt-Out Program, which I have had the opportunity to ask questions to the Town regarding the Opt-Out Program and inquire of attorneys of my own choosing, and that I am agreeing to waive my right to health insurance coverage through the Town effective July 1, 2020. I understand that I will only be allowed to re-enroll in the Town's health insurance plan during the Annual Open Enrollment Period or if a qualifying event occurs.

I also attest to the fact that I will be receiving health insurance coverage from another health insurance provider.

_____ _____

Employee Name Date

_____

Employee Signature

Anne Marie
Karen

Fire Holiday			012201 511000			
Fire Monthly			012201 511000			
Fire/Details			7421 511000			
Fire-SAFE Grant			2451 511000			
Fire-Uniform Cln			012202 578110			
Fire-EMT Training			012201 511000			
Fire Preven Gift			2260 511000			
Fire Assistance			2459 578000			
FIRE FEMA			2460 578000			
FIRE-NIMS Grant			2465 578000			
Building			012411 511000			
Chapt 43D Grant			2435 578000			
Facilities Salary			011921 511000			
Police Construction			3117 511000			
Fire Station Remodel			3117 511300			
Animal Con			012921 511000			
Animal Inspector			012961 511000			
Dispatch			012251 511000			
Dispatch OT			012251 511000			
Dispatch Training			012251 511000			
Dispatch FLSA			012251 511000			
Dis Clean Allow			012252 578110			
Dis 911 Grant			2466 511000			
DPW/Highway			014201 511000			
DPW/ TS			014331 511000			
DPW/Grounds			014221 511000			
DPW/Cemetary			014911 511000			
DPW Snow & Ice			014232 511000			
Water			60002 511000			
DPW Admin			014101 511000			
DPW/Vehicle Maint			014251 511000			
Waste Water Treatment			50002 511000			
Cust Vet Grav			014921 511000			
COA			015411 511000			
COA Part Time(MW)			015411 511500			
COA/Elder			015412 578002			
Sr. Tax -Overlay Acct			0100 123016			
COA/Edler Grant			2422 511000			
Vet Agent			015431 511000			
Library			016101 511000			
Lib Grant ECRC			2411 511000			
Lib/Mother Goose			2405 511000			
Rec			016301 511000			
REC/Rev			2151 511000			
Rec-Field Maint			2102 511000			
Wetland Protec			2074 5781000			
CPA			2150 511000			
Affordable Housing			7120 511000			
CPA Enc			21506 578000			
Town Total						
Café Longevity			82203400 515000			
School Payroll			91210100 511340	20,714.70	REFUNDED	
School Payroll rerun						
94-142						
Early Childhood						
SACC Longevity			82603520 511495			
Use of Facilities						
Other Dept. Longevity			019122 515003			
			Total			
Lib/Mother G						
Town Medicare - Town			019122-515006			
Town Medicare - School			019122-515006	293.63		
health			0100-215005	-18,449.01		
life			0100-215001	-117.18		
colonial life			0100-215011	-224.51		
vision			0100-215012	-156.35		
dental			0100-215006	-1,473.02		
Aflac			0100-215004	-206.88		
voluntary life			0100-215002	-87.75		
			Grand Total	-20,421.07		

Payroll Warrant

293.63

TO THE TREASURER: LUMP20A 6/12/2020

PAY TO EACH OF THE PERSONS NAMES IN THE ABOVE WARRANT, ACCOMPANYING

$ (20,421.07)

AND CHARGE THE SAME TO THE APPROPRIATIONS OR ACCOUNT INDICATED.

APPROVED

6/16/20

so sig required
3rd payroll of
Lump sum was to
have deductions
blocked. It did
NOT. This is a
refund of ded.

finance

Fire Holiday			012201 511000			
Fire Monthly			012201 511000		-	
Fire/Details			7421 511000			
Fire-SAFE Grant			2451 511000			
Fire-Uniform Cln			012202 578110			
Fire-EMT Training			012201 511000			
Fire Preven Gift			2260 511000			
Fire Assistance			2459 578000			
FIRE FEMA			2460 578000			
FIRE-NIMS Grant			2465 578000			
Building			012411 511000			
Chapt 43D Grant			2435 578000			
Facilities Salary			011921 511000		-	
Police Construction			3117 511000			
Fire Station Remodel			3117 511300			
Animal Con			012921 511000			
Animal Inspector			012961 511000			
Dispatch			012251 511000			
Dispatch OT			012251 511000			
Dispatch Training			012251 511000			
Dispatch FLSA			012251 511000		-	
Dis Clean Allow			012252 578110			
Dis 911 Grant			2466 511000			
DPW/Highway			014201 511000			
DPW/ TS			014331 511000			
DPW/Grounds			014221 511000			
DPW/Cemetary			014911 511000			
DPW Snow & Ice			014232 511000			
Water			60002 511000			
DPW Admin			014101 511000			
DPW/Vehicle Maint			014251 511000			
Waste Water Treatment			50002 511000		-	
Cust Vet Grav			014921 511000			
COA			015411 511000			
COA Part Time(MW)			015411 511500		-	
COA/Elder			015412 578002			
Sr. Tax -Overlay Acct			0100 123016			
COA/Edler Grant			2422 511000			
Vet Agent			015431 511000			
Library			016101 511000			
Lib Grant ECRC			2411 511000			
Lib. Mother Goose			2405 511000			
Rec			016301 511000			
REC/Rev			2151 511000		-	
Wetland Protec			2074 5781000			
CPA			2150 511000			
Affordable Housing			7120 511000			
CPA Enc			21506 578000			
Town Total						
Café Longevity			82203400 515000			
School Payroll			91210100 511340			
94-142						
Early Childhood						
SACC Longevity			82603520 511495			
Use of Facilities						
Other Dept. Longevity			019122 515003	-275.60		
adj Emily Fox						
Water Longevity			60002 578950			
			Total	(275.60)		
Town Medicare - Town			019122-515006			
Town Medicare - School			019122-515006			
			Grand Total	**-275.60**		

Payroll Warrant

TO THE TREASURER: 02LNG21 7/31/2020
adjusment

PAY TO EACH OF THE PERSONS NAMES IN THE ABOVE WARRANT, ACCOMPANYING

$ (275.60)

AND CHARGE THE SAME TO THE APPROPRIATIONS OR ACCOUNT INDICATED.

APPROVED

TC

Fire Holiday			012201 511000			
Fire Monthly			012201 511000	1,104.00	78,853.89	
Fire/Details			7421 511000	0.00		
Fire-SAFE Grant			2451 511000	0.00		
Fire-Uniform Cln			012202 578110			
Fire-EMT Training			012201 511000			
Fire Preven Gift			2260 511000			
Fire Assistance			2459 578000			
FIRE FEMA			2460 578000			
FIRE-NIMS Grant			2465 578000			
Building			012411 511000	12,689.36		
Chapt 43D Grant			2435 578000			
Facilities Salary			011921 511000	5,017.04	5,017.04	
Police Construction			3117 511000			
Fire Station Remodel			3117 511300	0.00		
Animal Con			012921 511000	2,670.00		
Animal Inspector			012961 511000			
Dispatch			012251 511000			
Dispatch OT			012251 511000			
Dispatch Training			012251 511000			
Dispatch FLSA			012251 511000		-	
Dis Clean Allow			012252 578110	0.00		
Dis 911 Grant			2466 511000			
DPW/Highway			014201 511000	9,333.88		
DPW/ TS			014331 511000	6,704.77		
DPW/Grounds			014221 511000	8,898.12		
DPW/Cemetary			014911 511000	572.84		
DPW Snow & Ice			014232 511000	0.00		
Water			60002 511000	15,021.90		
DPW Admin			014101 511000	5,351.16		
DPW/Vehicle Maint			014251 511000	4,824.14		
Waste Water Treatment			50002 511000	411.56	51,118.37	
Cust Vet Grav			014921 511000			
COA			015411 511000	6,270.82		
COA Part Time(MW)			015411 511500		6,270.82	
COA/Elder			015412 578002	0.00		
Sr. Tax -Overlay Acct			0100 123016			
COA/Edler Grant			2422 511000			
Vet Agent			015431 511000			
Library			016101 511000	17,111.59		
Lib Grant ECRC			2411 511000			
Lib. Mother Goose			2405 511000			
Rec			016301 511000	4,951.92		
REC/Rev			2151 511000	8,218.89	13,170.81	
Wetland Protec			2074 5781000			
CPA			2150 511000	294.75		
Affordable Housing			7120 511000	2,152.80		
CPA Enc			21506 578000			
Town Total					384,968.16	
Café Longevity			82203400 515000			
School Payroll			91210100 511340	103,472.71		
94-142						
Early Childhood						
SACC Longevity			82603520 511495			
Use of Facilities						
Other Dept. Longevity			019122 515003			
			Total	488,440.87		
Town Medicare - Town			019122-515006	4537.16		
Town Medicare - School			019122-515006	1,413.07		
			Grand Total	494,391.10		

Payroll Warrant

TO THE TREASURER: 03P21 8/14/2020
03PS21

PAY TO EACH OF THE PERSONS NAMES IN THE ABOVE WARRANT, ACCOMPANYING

$ 494,391.10

AND CHARGE THE SAME TO THE APPROPRIATIONS OR ACCOUNT INDICATED.

APPROVED

DATE: 08/18/2020 WARRANT: 07V21 AMOUNT: $ 2,548,609.09

$	4,252.39
$	13,494.13
$	19,758.97
$	13,950.76
$	2,372,503.61
$	106,297.22
$	4,637.94
$	102.97
$	5,211.10
$	8,400.00
$	2,548,609.09

TO THE TREASURER:

PAY TO EACH OF THE PERSONS NAMED IN THE ABOVE WARRANT, ACCOMPANYING SCHEDULES OF BILLS PAYABLE THE SUMS SET AGAINST THEIR RESPECTIVE NAMES, AMOUNTING IN THE AGGREGATE SHOWN ABOVE, AND CHARGE THE SAME TO THE APPROPRIATIONS OR ACCOUNT INDICATED.

APPROVED

FINANCE DIR TODD LINDMARK

SELECTBOARD KEVIN KALKUT

SELECTBOARD ANITA MECKLENBURG

SELECTBOARD CAROLYN C. VAN TINE

****

SCHOOL BILLS

SCHOOL COMMITTEE
THOMAS DOYLE

SCHOOL COMMITTEE
SARA WARD

SCHOOL COMMITTEE
JENNIFER WYNN

SCHOOL COMMITTEE
MEDORA CHAMPAGNE

SCHOOL COMMITTEE
SHANNON MENESES

DATE: 08/25/2020 WARRANT: 08VS21 AMOUNT: $ 45,257.48

TO THE TREASURER:

PAY TO EACH OF THE PERSONS NAMED IN THE ABOVE WARRANT, ACCOMPANYING SCHEDULES OF BILLS PAYABLE THE SUMS SET AGAINST THEIR RESPECTIVE NAMES, AMOUNTING IN THE AGGREGATE SHOWN ABOVE, AND CHARGE THE SAME TO THE APPROPRIATIONS OR ACCOUNT INDICATED.

APPROVED

FINANCE DIR TODD LINDMARK

SELECTBOARD KEVIN KALKUT

SELECTBOARD ANITA MECKLENBURG

SELECTBOARD CAROLYN C. VAN TINE

****
SCHOOL BILLS
****

SCHOOL COMMITTEE
THOMAS DOYLE

SCHOOL COMMITTEE
SARA WARD

SCHOOL COMMITTEE
JENNIFER WYNN

SCHOOL COMMITTEE
MEDORA CHAMPAGNE

SCHOOL COMMITTEE
SHANNON MENESES

DATE: 08/25/2020 WARRANT: 08V21 AMOUNT: $ 179,381.37

$	40,430.07
$	2,936.33
$	3,474.99
$	3,063.67
$	27,787.20
$	2,574.95
$	4,555.86
$	89,222.62
$	3,936.18
$	1,399.50
$	**179,381.37**

TO THE TREASURER:

PAY TO EACH OF THE PERSONS NAMED IN THE ABOVE WARRANT, ACCOMPANYING SCHEDULES OF BILLS PAYABLE THE SUMS SET AGAINST THEIR RESPECTIVE NAMES, AMOUNTING IN THE AGGREGATE SHOWN ABOVE, AND CHARGE THE SAME TO THE APPROPRIATIONS OR ACCOUNT INDICATED.

APPROVED

FINANCE DIR TODD LINDMARK

SELECTBOARD KEVIN KALKUT

SELECTBOARD ANITA MECKLENBURG

SELECTBOARD CAROLYN C. VAN TINE

****
SCHOOL BILLS

SCHOOL COMMITTEE
THOMAS DOYLE

SCHOOL COMMITTEE
SARA WARD

SCHOOL COMMITTEE
JENNIFER WYNN

SCHOOL COMMITTEE
MEDORA CHAMPAGNE

SCHOOL COMMITTEE
SHANNON MENESES