

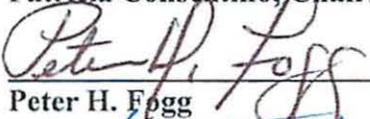


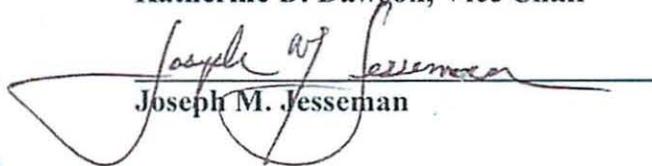
**TOWN OF TILTON, NH
PERSONNEL POLICIES AND EMPLOYEE MANUAL**

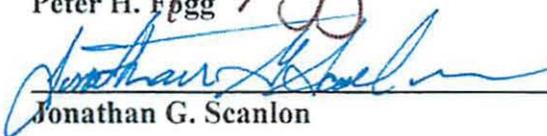
ADOPTED JULY 30, 2015


Patricia Consentino, Chairman

Katherine D. Dawson, Vice Chair


Peter H. Fogg


Joseph M. Jesseman


Jonathan G. Scanlon

Tilton Board of Selectmen

This document supersedes the January 1, 2008 Manual as Amended, whether written or practiced, as previously established or approved by the Town of Tilton.

WELCOME TO THE TOWN OF TILTON!

Starting a new job is exciting, but at times can be overwhelming. This Personnel Manual has been developed to help you get acquainted and answer many of your initial questions.

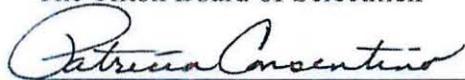
As an employee of the Town, the importance of your contribution cannot be overstated. Our goal is to provide residents with the finest and most efficient service possible. You are an important part of this process.

This Personnel Manual explains our personnel policies and benefits as well as the specific opportunities and responsibilities that exist for you within our Town. In an effort to be responsive to the needs of a changing organization, changes or additions to this handbook will be made when necessary. We will keep you informed when these changes are made.

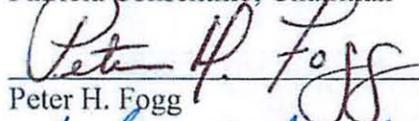
We are glad you have joined us, and we hope you will find your work to be both challenging and rewarding.

Sincerely,

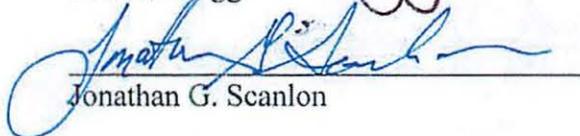
The Tilton Board of Selectmen



Patricia Consentino, Chairman

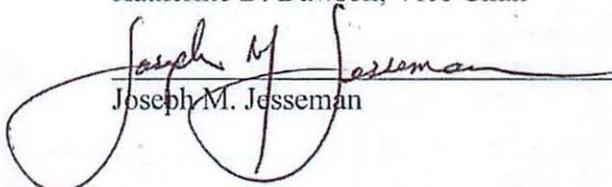


Peter H. Fogg



Jonathan G. Scanlon

Katherine D. Dawson, Vice Chair



Joseph M. Jesseman

ABOUT THIS MANUAL

The policies outlined in this Manual, adopted by the Board of Selectmen pursuant to its authority under RSA 41:8, should be regarded as guidelines only, which may require changing from time to time. The Board of Selectmen retain the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and the Town. The Board of Selectmen is the final hiring and firing authority for the Town and only the Board of Selectmen can enter into any employment agreements or contracts. The Board of Selectmen has final interpretation authority of this manual and all employee policies. This Manual supersedes and replaces any and all prior Manuals, policies, procedures, and practices of the Town.

This Employee Manual also summarizes the current benefit plans maintained by the Town for eligible employees. If any questions arise regarding the implementation or interpretation of any benefit plan, the terms and conditions of the actual plan documents and summary plan descriptions will control rather than the summaries contained in this Manual. The Employee Manual (and other plan documents) are not contractual in nature and do not guarantee any continuance of benefits, except those covered by federal regulations.

This Manual is not, and shall not be construed as, an explicit or implied contract, shall not modify any existing at-will status of any Town employee, and shall not create any due process requirements in excess of federal or state constitutional or statutory requirements. Employment at-will means that employees are free to resign from their employment at any time, with or without cause or notice, and the employer has similar rights and can terminate the employment relationship at any time, with or without cause or notice. Please understand that neither the policies contained in this Personnel Manual, nor any other written or verbal communication by any other employee, including management employees, are intended to create a contract of employment or a warranty of any of the benefits described in this Manual.

Please also be aware that the Town reserves the right to change, revise, or eliminate any of the policies, procedures, or benefits described in this Manual at any time, in its sole discretion. The Board of Selectmen may make exceptions to this policy on a case by case basis when there is a demonstrated need or special circumstance. Employees will be provided copies of any changes to the manual and will be required to sign an acknowledgement form.

DEFINITIONS AND TERMINOLOGY USED IN THIS DOCUMENT

Every effort has been made to make this manual readable and understandable for both those individuals who will use and reference this manual. There are terms and definitions which may be used throughout the manual which have certain and specific meaning in a municipality. The Townspeople are the Legislative Body of the town and ultimately responsible for the election of

the Board of Selectmen. The Board of Selectmen in turn is the Governing Body of the Town, and directly supervises, directs, advises and counsels Department Heads, Supervisors, and in some cases employees directly. The Director of Public Works, the Chief of Police and the Town Administrator are all considered Department Heads and are relied upon by the Board of Selectmen to supervise their departmental activities and personnel. The term Supervisor, when used in this manual is considered equivalent to a Department Head and assumes direct personnel responsibility, but in some cases may report to a Department Head or the Board of Selectmen. The Human Resources Officer for the Town of Tilton is the Town Administrator.

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APPENDIX A

**EMPLOYEE MEDICAL BENEFIT PLANS
EMPLOYEE DENTAL BENEFIT PLANS
EMPLOYEE LIFE/DISABILITY INSURANCE PLANS**

APPENDIX B

**TOWN OF TILTON SAFETY POLICY &
JOINT LOSS MANAGEMENT COMMITTEE**

I. GENERAL PROVISIONS

1.2 OUR WORKPLACE

As you review this Manual, you will notice that terms such as “workplace” and “premises” appear in many of Tilton’s policies. For most employers, such terms encompass the buildings and surrounding property that they own or lease. However, as you know, the nature of our work as a municipality requires that our use of these terms have a broader definition. Accordingly, whenever our “workplace” or “premises” is discussed in this Manual, you must understand that we are discussing not only Town buildings, facilities and properties, but also any remote job site to which you may be assigned to work and any vehicle in which you may be traveling for Town-related business.

1.3 EQUAL EMPLOYMENT OPPORTUNITY

The Town is committed to a policy of equal employment opportunity to all persons based on individual merit, competence and need. The Town will not discriminate against employees or applicants for employment on any legally-recognized basis including, but not limited to: veteran status, marital status, physical or mental disability, age, race, color, religion, sex, sexual orientation, pregnancy, or national origin. This policy applies to all terms and conditions of employment including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

The Town does not tolerate harassment in the workplace on the basis of marital status, physical or mental disability, age, race, color, religion, sex, sexual orientation, veteran status, pregnancy, or national origin.

In support of our commitment to equal employment opportunities, the Town prohibits harassment of one employee by another employee or supervisor on any of the bases discussed above. Any employee who harasses another employee or customer on any of the bases discussed above will be subject to discipline, up to and including discharge. The Town defines harassment as follows:

Harassment is verbal and/or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, sex, pregnancy, national origin, age, religion, disability, marital status, sexual orientation or veteran status, or that of his or her relatives, friends, or associates, and that: (1) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (2) has the purpose or effect of unreasonably interfering with an individual’s work performance; or (3) otherwise adversely affects an individual’s employment opportunities.

It is not possible to list all of the circumstances and behaviors that may constitute unlawful harassment in violation of Town policy. However, the following are some examples of conduct which, if unwelcome, may constitute harassment depending on the circumstances, including the severity of the conduct and its pervasiveness:

- epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, religion, gender, national origin, pregnancy, age, disability, sexual orientation, marital status, or veteran status; and
- written or graphic material that denigrates or shows hostility toward an individual or group because of race, color, gender, religion, marital status, pregnancy, national origin, age, disability, sexual orientation or veteran status that is placed on walls, bulletin boards, or elsewhere on Town premises, or in circulation in the workplace.

The Town prohibits all of the activities discussed above, whether engaged in by a supervisor, agent of our corporation, co-worker, or non-employee who is on our premises or who comes in contact with our employees.

If you believe that you have been subjected to harassment in violation of this policy, you should report the incident in accordance with the Reporting Procedure contained in this Manual. The matter will be promptly investigated and appropriate action will be taken, depending on the nature and severity of any proven incident.

Retaliation against an employee who complains in good faith about harassment in accordance with this policy is a violation of this policy. Retaliation is a form of unlawful harassment and will be handled in the same manner as other forms of harassment. If you believe that you have been subjected to retaliation, you should report the incident in accordance with the Reporting Procedure contained in this Manual.

1.4 SEXUAL HARASSMENT POLICY

It is the goal of the Town to promote a workplace that is free of sexual harassment. Sexual harassment of employees is unlawful and will not be tolerated. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, physical, and nonphysical conduct of a sexual nature when:

- submission to such conduct is made explicitly or implicitly a term or condition of employment;
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual, or for awarding or withholding a favorable employment opportunity, evaluation, or assistance; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's performance at work, or creates an intimidating, hostile, or offensive work environment.

Sexual harassment includes a wide range of behaviors from the actual coercion of sexual relations to unwelcome offensive comments, jokes, innuendos and other sexually-oriented statements and unwelcome emphasizing of sexual identity. Sexual harassment may be indirect and even unintentional. Employees are prohibited from bringing into the workplace or otherwise displaying any written materials or pictures that are sexually suggestive or offensive in nature.

Experience has shown that a clear statement to the person engaging in the offensive behavior is often all that is necessary to stop the conduct. If you believe you are being harassed, we encourage you to let the person engaging in the conduct know how you feel. However, if you do not feel comfortable taking this step, we certainly do not require that you do so. If you believe that you have been subjected to sexual harassment, you should report the incident in accordance with the Reporting Procedure contained in this Manual. The matter will be promptly investigated and where it is determined that such inappropriate conduct has occurred, action will be taken to eliminate and correct the conduct. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

Retaliation against an employee who complains in good faith about sexual harassment is a violation of this policy and is prohibited by law. If you believe that you have been subjected to retaliation, you should report the incident in accordance with the Reporting Procedure contained in this Manual.

1.5 REPORTING PROCEDURE FOR SEXUAL AND OTHER UNLAWFUL HARASSMENT AND DISCRIMINATION

If you feel that you are a victim of sexual or other unlawful harassment, you should immediately report such actions in accordance with the following procedure. All complaints will be promptly and appropriately investigated.

1. The Board shall establish and appoint a Town Human Rights Officer to receive reports or complaints regarding discrimination, sexual harassment and/or sexual violence. The Town shall conspicuously post the name of the Human Rights Officer, included a mailing address and telephone number, within its various workplaces.
2. The Town will promptly investigate every reported incident if appropriate. Any employee, supervisor, or agent of Tilton who has been found to have sexually or unlawfully harassed another employee may be subject to appropriate disciplinary action, up to and including immediate discharge. The complainant may be informed of the outcome of the investigation.
3. The Town will conduct all investigations in a discreet manner. Disclosure of complaints will be limited to those with a need to know.

1.6 THE AMERICANS WITH DISABILITIES ACT AND SECTION 504 OF THE REHABILITATION ACT OF 1973

The Town prohibits any form of discrimination in hiring as well as in all terms and conditions of employment, against individuals with disabilities. The Town will make every effort to make reasonable accommodations to insure equal opportunity in the application process, to enable employees to perform essential job functions, and to enable disabled employees to enjoy the same benefits and privileges of employment as are enjoyed by employees without disabilities. Please notify the Department Head if, because of a disability, you require an accommodation to perform the functions of your job. The Town will maintain all medical information in a confidential manner in accordance with the ADA. If you believe you may have been subjected to discrimination, you should report the incident in accordance with the Reporting Procedure contained in Section 1.5 of this Manual.

II. EMPLOYEE CLASSIFICATIONS

2.1 EMPLOYMENT AT WILL

Unless otherwise provided in a written contract signed by the Board of Selectmen, or unless set forth by statute, Town of Tilton employees are considered to be employees at will. Town employees who are at will, therefore, may resign from their employment at any time, for any reason. Likewise, the Town may terminate the employment relationship of such employees at any time, for any lawful reason. Neither the policies contained in this Manual, nor any other written or verbal communication by a supervisor, are intended to change the at-will relationship or create a contract of employment.

2.2 EMPLOYMENT CLASSIFICATIONS

At the time that you are hired, you are classified as full-time, part-time, or temporary and informed as to whether you qualify for overtime pay. Unless otherwise specified in writing or as required by law, the benefits described in this Manual apply only to full-time employees. All other policies described in this Manual apply to all employees, with the exception of certain wage, salary and time off limitations. If you are unsure of which job classification into which your position fits, please ask your Department Head.

FULL-TIME EMPLOYEES: Individuals who are regularly scheduled to work 35 or more hours per week.

PART-TIME EMPLOYEES: Individuals who are regularly scheduled to work less than 35 hours per week. Part-time employees are not eligible for benefits described in the Manual except where noted or to the extent required by state or federal law.

TEMPORARY EMPLOYEES: Individuals who are hired for specific periods of time or for the completion of a specific project. Seasonal employees, those hired to work for twenty-six (26) weeks or less, are considered to be temporary employees. Temporary employees are not eligible for benefits described in this Manual except to the extent required by state or federal law.

NON-EXEMPT AND EXEMPT EMPLOYEES: Exempt employees are those who, because of their job, are not entitled to overtime pay and minimum wage in accordance with the Fair Labor Standards Act ("FLSA"). Most non-exempt employees, with the exception of employees engaged in law enforcement, fire protection, or other public safety activities, are entitled to be paid one and one-half (1-1/2) times their regular hourly wage for any time worked over forty (40) hours per week. Time away from work due to a job-related injury, jury duty, bereavement leave, paid time off, and holidays are not counted as hours worked for the purpose of computing eligibility for overtime pay. You will be advised when you are hired if you are entitled to overtime pay. (See Section 3.6 - Overtime Policy.)

ELECTED/APPOINTED OFFICIALS: Elected officials are those who are elected at Town Meeting or are appointed by an authorized Town officer or by the Board of Selectmen. Position descriptions for the elected positions will be posted noting what the Board of Selectmen and Town's expectations are as to whether the position is full time, part time, salaried or hourly in addition to any benefits or other items specific to the elected office not otherwise covered by this manual or governing RSA.

III. COMPENSATION AND HOURS OF WORK

3.1 REPORTING OF TIME WORKED

It is important that your time be accurately reported so that you are compensated for the hours that you work. You will be expected to make use of town procedures and tools established to best collect the reporting of time worked in as efficient a manner as possible. No one is authorized to submit time on your behalf, and falsification of time records could lead to disciplinary action, up to and including separation from employment. Your supervisor will provide you with details concerning your obligation to report all time you have worked.

3.2 PAY/PAY PERIODS

Employees are informed as to their rates of pay and the pay period at the time that they are hired. Rates of pay are reviewed periodically and may be adjusted. If you have any questions regarding your rate of pay, please see your department head.

Employees are paid on a Weekly basis on Wednesdays for all hours worked during the prior calendar week. Please review your paycheck for errors. If you find a mistake, report it to the department head immediately. Paychecks will be distributed only to you, unless you provide the Town with written authorization for someone else to receive your paycheck.

The level of compensation and benefits that the Town provides is contingent upon annual appropriations at Town Meeting.

3.3 WORKWEEK/HOURS OF WORK

The Town's work week begins on Sunday at 12:00 a.m. (midnight). Because of the nature of our business, your work schedule may vary depending on your job and department. When hired, your Department Head will inform you of your hours of work. An employee whose shift requires them to work over midnight on Sunday (i.e. 11:00 p.m. to 7:00 a.m. Monday) will have those hours worked counted towards the day the shift started.

Employees who are called in to work when they have not been regularly scheduled to work shall be paid a minimum of two (2) hours. Responding to a call means leaving the residence and reporting to the designated work location. Handling the matter on the telephone or through the dispatch center does not constitute responding to a call. The employee shall be paid at his/her normal rate of pay unless the employee is an exempt employee or has worked over 40 hours in the work week, in which case the employee will be compensated at a rate of one and one-half times the regular hourly rate of pay.

3.4 PAYROLL DEDUCTIONS

There are two categories of payroll deductions: those required by state or federal law and those authorized by the employee. Payroll deductions required by state and federal law include federal withholding, income tax, social security tax, and wage garnishments as required by law (i.e., child support payments, court-ordered payments, IRS garnishments). Please contact your Department Head or Human Resources Office with any questions about payroll deductions.

3.5 REIMBURSABLE EXPENSES

With prior approval by your Department Head and the Board of Selectmen, the Town of Tilton will reimburse legitimate expenses to the employee. The employee must submit receipts in order to be reimbursed by the employer. Reimbursement may be in the form of petty cash, an addition to a paycheck, or a separate check as determined by the Board of Selectmen. See your Department Head with any questions as to whether and what expenses may be reimbursed the employee. Mileage reimbursement will be paid at the IRS rate. This policy does not apply to Elected Officials except in circumstances approved by the Board of Selectmen.

3.6 OVERTIME

From time to time, it may be necessary for you to perform overtime work. All overtime must be approved in advance by your Department Head. Except in the event of an emergency, the Town will attempt to provide you with advance notice of the necessity for overtime work. To the extent possible, the Town will attempt to equally distribute overtime among employees. Most

non-exempt employees are entitled to be paid one and one-half (1-1/2) times their regular rate of pay for all time worked in excess of forty (40) hours per week. Paid time off, holidays, leaves of absences, and other time off benefits are not counted as time worked for purposes of overtime.

The Town does not recognize or offer compensatory time. Salaried employees must manage their time to the best of their ability and cannot accrue time.

The uniqueness of service between town employees and residents and businesses is such that the town expects employees to provide high levels of service at a minimum of cost and overtime.

Only the Board of Selectmen will determine what constitutes overtime to be designated as Emergency Overtime, examples of which include natural disasters or terrorist attacks or any other unforeseen and traumatic events which broadly and adversely affects the Town of Tilton residents, townspeople and property.

3.7 BREAKS AND MEAL PERIODS

Employees working longer than a 5 hour day, must take a half-hour unpaid lunch break, away from their regular work area, during the day except in circumstances beyond their control, i.e. an emergency situation with their Supervisor's approval. This lunch break is not to be taken at the end or beginning of an employee's workday by coming in ½ hour late or leaving ½ hour early. All employees, both exempt and non-exempt are required to use the approved time management system when leaving their workstation and upon their return.

3.8 PERSONNEL RECORDS

The Town maintains certain records containing job-related information on all employees to ensure compliance with state and federal law and to keep a record of your progress as an employee. All employee personnel files are the property of the Town and shall be maintained in the Board of Selectmen's Office. Department Heads may keep copies. Your personnel file is our continuous record of information relative to your employment. You may inspect your own personnel file during regular office hours, upon reasonable request. However, you may not be permitted to review your personnel file if you are subject to an investigation at the time of your request and disclosure of such information would prejudice law enforcement. File inspection must be done on your own time, and must be arranged through your Department Head or the Human Resources Officer. You may read your personnel file, but you may not remove any portion of the file. Upon request, you will be provided with a copy of all or part of your personnel file.

If upon inspection of your personnel file, you disagree with any of the information contained in such file, you may submit a written statement explaining your version of the information together with evidence supporting such version. The Town will maintain such statement as part of your personnel file and will include the statement in any transmittal of the file to a third party.

It is important that your personnel file includes accurate information regarding who should be contacted in case of emergency. Please notify your Department Head or the Human Resources Officer as soon as possible of any changes in your name, address, telephone number, marital status, dependants and/or beneficiaries.

3.9 PERFORMANCE APPRAISALS

In order for employees to improve performance and better understand the Town's expectations, you will receive periodic performance appraisals from your Department Head. Job coaching is a continuing process throughout the course of employment, and you may meet with your Department Head to discuss performance more frequently.

You and your Department Head will discuss your performance review, giving you the opportunity to understand the expectations of your Department Head and to examine your strengths, as well as areas in which you need to improve. You and your Department Head will also discuss additional opportunities for professional growth at the Town. You will have the opportunity to comment on and sign the review. Your signature on the performance appraisal form indicates that you have seen the appraisal; it does not indicate agreement or disagreement with the content of the review.

An appraisal is not a contract or a commitment to provide a compensation adjustment, a bonus, or continued employment. Appraisals are only one of several factors that the Town uses in connection with compensation, promotion, and retention decisions.

3.10 PROMOTIONS, TRANSFERS & JOB POSTINGS

The Town strives to provide employees with the opportunity to make full use of their skills, interests and potential. To support employee growth and development, we will make every effort to promote qualified employees from within the Town, if possible, based upon the needs of the business and employee qualifications. Every effort is made to place employees in jobs that are best suited to their abilities. We may also recruit individuals from outside of the Town, depending upon the circumstances.

In an effort to inform employees of promotion and transfer opportunities, we list vacancies for non-exempt positions on the bulletin boards. Employees who have at least twelve (12) months of service in their present position and who meet the qualifications of the open position are eligible to apply. Generally, in order to maintain stability, employees who have been working in their current position for less than one year will not be considered for another position, unless the Town, in its discretion, decides otherwise. However, a transfer or promotion initiated by the Town may take place at any time regardless of the employee's length of service in their present position.

Employees may obtain additional information about open positions and request consideration for any opening by contacting the Human Resources officer. The Board of Selectmen will have final approval over all transfers and promotions.

If a transfer or promotion is granted, the employee's pay rate in the new position will be determined at the time of the transfer or promotion. The pay rate will be based upon the employee's qualifications, experience, job performance evaluations, and other considerations within the discretion of the Town.

IV. TIME AWAY FROM WORK AND OTHER BENEFITS:

4.1 HOLIDAYS

Employees are entitled to the following paid holidays, provided that the employee normally works on that day and provided that the employee works his or her assigned day preceding and following the holiday unless approved by your Department Head. Holiday pay will be paid at the straight time hourly rate and will be pro-rated for employees that regularly work fewer than eight (8) hours on that day. If a holiday occurs during an employee's paid time off, the employee is entitled to an additional day off.

Holidays:

New Year's Day (January 1)	Martin Luther King Day (3rd Monday of January)
President's Day (3rd Monday of February)	Memorial Day (Last Monday of May)
Independence Day (July 4)	Labor Day (1st Monday in September)
Columbus Day (2nd Monday of October)	Veterans' Day (November 11)
Thanksgiving Day (4th Thursday in November)	
Thanksgiving Friday	
Christmas Day	

All holidays will be observed on the day designated by the Federal Government.

4.2 PAID TIME OFF –

Full-time and part-time employees are eligible for paid time off. Temporary employees are not eligible for paid time off. Paid time off for part-time employees is based on the number of hours an employee is regularly scheduled to work in one week, and in order to qualify for this benefit, the part-time employee must earn over \$10,000 per year with the Town through their part-time job. Part-time employees will receive pro-rated hours based on their regularly scheduled work week. Part-time employees are eligible for not less than one week per year. In the event of confusion, the Board of Selectmen may elect at their sole discretion to use an average of worked hours over at least a six (6) month period of time if no reasonable work schedule exists for a part-time employee.

Paid time off is earned monthly and paid in lieu of separate vacation, personal and sick time. This enables the employee to manage their time off, and use it in a manner that best suits their needs. It can be used for vacation, sick time, doctor appointments, personal days, etc.

Paid time off is earned during the calendar year and is accrued for full-time employees according to the following schedule. Part-time employees accrue hours based upon 50% of the following schedule. Full time and part time employees do not accrue paid time off hours while on an unpaid leave of absence.

Transition to increased accrual of hours per month occurs upon an employee entering the year of service set forth in the column marked “Years of Continuous Service”.

<u>Years of Continuous Service</u>	<u>Paid Time Off</u>
1st year/1-12 months	8 hours per month
2nd year/13-60 months	12 hours per month
6th year/61-108 months	15 hours per month
10th year/109-168 months	17 hours per month
15th year/169-228 months	20 hours per month
20th year/229-288 months	23 hours per month
25th year/289+ months	26 hours per month

Newly hired employees commence accruing paid time off effective the first of the month following their date of hire. Accrued time is posted the first day of the month. When the employee transitions to the next increment of paid time off, the increase is posted the first of the month following the employee’s date of hire.

Full-time employees must take a minimum of forty (40) hours of paid time off per year. While full-time employees are encouraged to take their accrued time off on an annual basis, they may carry forward up to twenty percent (20%) or forty (40) hours (which ever is greater) of their total annual earned paid time off into the next calendar year, which must be used during that calendar year. In no circumstances should any portion of paid time off carried over into the following year be then carried into a subsequent year.

Any full-time employee who has worked for the Town in a full-time capacity for at least seven (7) consecutive years may, at his/her option receive payment for up to forty percent (40%) of his/her annual paid time off at his/her normal rate of pay. This option to exercise this benefit must be filed with the employee’s Department Head at least two weeks in advance of payment.

4.3 FAMILY AND MEDICAL LEAVES OF ABSENCE –

General Provisions

Under the provisions of the Family and Medical Leave Act of 1993 ("FMLA"), certain employees may be entitled to take an unpaid leave of absence of not more than twelve (12) work weeks in the event of:

- (A) The birth of a child, in order to care for the child (leave must be taken within twelve (12) months of the birth of said child);
- (B) An adoption or foster care placement of a child in order to care for the child (leave must be taken within twelve (12) months of the adoption or placement);
- (C) A serious health condition of the employee's parent, spouse, minor child, or adult child when the ill person is not capable of self care and the employee is needed for such care; or
- (D) A serious health condition of the employee which results in the employee's inability to perform his or her job.

In order to be eligible to take FMLA leave, the employee must have worked for the Town for at least 12 months and must have worked at least 1,250 hours in the preceding 12 month period.

As stated above, an eligible employee is entitled to a total of twelve (12) workweeks of leave during any twelve (12) month period. That twelve (12) month period is defined as a "rolling" twelve (12) month period measured backward from the date an employee begins an FMLA leave. In other words, the number of weeks which an employee has available upon the beginning of a FMLA leave shall be twelve (12) weeks less the number of FMLA leave weeks taken in the twelve (12) month period prior to the beginning of the current FMLA leave (the "Available Leave Weeks"). For example, if an employee has taken eight (8) weeks of FMLA leave during the past twelve (12) months, an additional four (4) weeks of leave could be taken when a second leave is requested. If an employee used four weeks beginning February 1, 1999, four weeks beginning June 1, 1999, and four weeks beginning December 1, 1999, the employee would not be entitled to any additional leave until February 1, 2000. Beginning on February 1, 2000, the employee would be entitled to four (4) weeks of leave, on June 1, 2000, the employee would be entitled to four (4) additional weeks.

FMLA leaves for the birth or placement for adoption or foster care of a child, as described in paragraphs A and B above, must be taken all at once unless otherwise agreed to by the Town. If medically necessary, FMLA leaves due to illness as described in paragraphs C and D above may be taken on an intermittent or reduced leave schedule. If FMLA leave is requested on this basis, however, the Town may require the employee to transfer temporarily to an alternative position which better accommodates periods of absence or a part time schedule, provided that the position has equivalent pay and benefits.

Employees may substitute their accrued, unused paid time off as part of the twelve (12) week leave requirement for types A, B, C, or D leaves listed above when the leave otherwise is unpaid.

If the employee on FMLA leave is an exempt employee and is among the highest paid ten percent of Town employees within a seventy-five mile radius, and keeping the job open for the employee would result in substantial economic injury to the Town, reinstatement can be denied at the end of the leave period.

When an employee requests any leave of absence that qualifies as leave under the FMLA, the Town may designate such leave as FMLA leave upon written notification to the employee.

Status of Employee Benefits

While on FMLA leave, employees may continue to participate in the Town's group health insurance in the same manner as employees not on FMLA leave. In the event of unpaid FMLA leave, an employee shall pay to the Town the employee's share of any medical insurance premiums once per month in advance on the first day of each month. In the event that the employee elects not to return to work upon completion of a FMLA leave of absence, the Town may recover from the employee the cost of any payments to maintain the employee's medical coverage, unless the employee's failure to return to work was for reasons beyond the employee's control. Benefit entitlements based on length of service will be calculated as of the last paid work day prior to the start of the leave of absence; for example, an employee on leave will not accrue paid time off. At the end of an authorized FMLA leave, an employee will be reinstated to his or her original or a comparable position.

Basic Regulations and Conditions of Leave

The Town may require medical certification to support a claim for FMLA leave for an employee's own serious health condition or to care for a seriously ill child, spouse or parent. For the employee's own medical leave, the certification must include a statement that the employee is unable to perform the functions of his or her position. For FMLA leave to care for a seriously ill child, spouse or parent, the certification must include an estimate of the amount of time the employee is needed to provide care. At its discretion, the Town may require a second medical opinion and periodic re-certifications at its own expense. If the first and second opinions differ, the Town, at its own expense, may require the binding opinion of a third health care provider, approved jointly by the Town and the employee.

Notification and Reporting Requirements

When the need for FMLA leave is foreseeable, such as the birth or adoption of a child, or planned medical treatment, the employee must provide reasonable prior notice, and make efforts to schedule leave so as not to disrupt Town operations. In cases of illness, the employee will be required to report periodically on his or her FMLA leave status and intention to return to work. At the expiration of any FMLA leave due to the employee's own illness, the employee must present a written authorization from his or her doctor stating that the employee is ready to return to work.

Procedures

- (A) A Request for FMLA leave should be submitted to your Department Head or the Human Resource officer. If possible, the form should be submitted thirty (30) days in advance of the effective date of the FMLA leave.
- (B) All requests for FMLA leaves of absence due to illness should include the following information to be supplied by the treating medical provider: 1) the date on which the serious health condition commenced; 2) the probable duration of the condition; and 3) the appropriate medical facts within the knowledge of the health care provider regarding the condition. In addition, for purposes of FMLA leave to care for a child, spouse, or parent, the request should give an estimate of the amount of time that the employee is needed to provide such care. For purposes of FMLA leave for an employee's illness, the request must state that the employee is unable to perform the functions of his or her position. In the case of certification for intermittent FMLA leave or FMLA leave on a reduced leave schedule for planned medical treatment, the dates on which such treatment is expected to be given and the duration of such treatment must be stated.

Coordination with Maternity Leave

The Town provides employees with a leave of absence for the period of temporary physical disability resulting from childbirth and related medical conditions. A maternity leave begins when an employee is medically determined to be disabled and ends when medically determined to be able to return to work.

Maternity disability will be treated in the same manner as a type D FMLA leave of absence. The employee is required to exhaust accrued, unused paid time off before taking any unpaid leave. However, maternity leaves are not limited by any measure other than the period of medical disability. If a maternity disability is for the number of available FMLA leave weeks or less, the employee will be reinstated in accordance with this policy. If a maternity disability exceeds the available FMLA leave, the employee will be reinstated unless business necessity makes reinstatement impossible or unreasonable.

An employee who uses less than the Available Leave Weeks for type D leave for maternity may take additional type A FMLA leave after the end of the disability period for a period not to exceed the Available Leave Weeks.

Coordination with Other Town Policies; Reference to FMLA

In the event of any conflicts between this policy and other Town policies, the provisions of this policy shall govern. The FMLA contains many limitations and qualifications for entitlement and governance of FMLA leave not stated herein. The terms of the FMLA are incorporated herein and will be applied in all instances of requested or designated FMLA leave.

4.4 MATERNITY LEAVE

All female employees may take an unpaid leave of absence for the period of temporary physical disability resulting from pregnancy, childbirth, or related medical conditions. A maternity leave begins when an employee is medically determined to be disabled and ends when medically determined to be able to return to work. Employees will be required to take FMLA leave as set forth above, if they are eligible for such leave. In addition, employees will be required to exhaust accrued, unused paid time off before taking any unpaid leave. When the employee is physically able to return to work, her original job or a comparable position will be made available to her unless business necessity makes this impossible or unreasonable. Employees who cannot be returned to their former or a comparable position remain eligible to apply for any available position with the Town. Employees on maternity leave should contact the Human Resources officer to make arrangements for payment of their health insurance premiums during their leaves.

An employee on maternity leave who states that she will not be returning to work, will be considered to have resigned as of the date that her leave commenced.

4.5 DISCRETIONARY LEAVE OF ABSENCE

Full-time and part-time employees may apply for an unpaid, discretionary leave of absence for up to six (6) months if they have exhausted their paid time off, and either have exhausted their Family and Medical Act Leave or are not eligible for Family and Medical Act Leave. (See Family and Medical Leave Act policy.) Requests for such unpaid leaves are granted at the sole discretion of the Board of Selectmen. Discretionary leaves of absence will not ordinarily be granted to employees with less than one (1) year of continuous employment. In determining whether to grant a discretionary leave of absence, the Board of Selectmen will consider, among other factors, the employee's length of service, the employee's work record, the reason(s) for leave, and staffing needs. Discretionary leaves will be unpaid, and the employee on discretionary leave is not entitled to accrue any benefits, including paid time off or holidays. In addition, participation in any medical, dental, disability or life insurance coverage must be paid entirely by the employee during the discretionary leave. The employee must make arrangements with the Human Resource officer to make the insurance premium payments.

If a vacancy exists at the time of the expiration of the approved discretionary leave, the employee will be reinstated to his or her prior position or a comparable position unless business necessity makes reinstatement impossible or unreasonable. If a vacancy does not exist, the employee will be considered for the next available position for which the employee qualifies. If the employee does not report to work on the work day following the expiration of the approved leave, the Board of Selectmen will assume that the employee has voluntarily resigned from his or her employment.

Requests for discretionary leave should be submitted to the Board of Selectmen at least thirty (30) days prior to the requested date of leave. The request must be made in writing, stating the length of leave and a brief description of the reason for the request. All considerations and approval for discretionary leave are handled on a case by case basis.

4.6 MILITARY LEAVE

It is the Town's policy to grant leaves of absence without pay to regular full-time or regular part-time employees who enlist, are drafted, or are recalled to active service in the armed forces of the United States. If you are in the military reserve, you will receive the required time off to complete your training and your drill obligations. You must present a copy of your official orders or instructions to the Board of Selectmen. This information shall be made a part of your permanent personnel record. If you enlist or are recalled to active Armed Forces duty, for a time period beyond normal annual training and drill obligations, you have certain re-employment rights prescribed by statutes with which the Town will comply.

You must notify the Board of Selectmen of your availability to return to work.

The Town reserves the right to place another employee in your position for the duration of the military leave of absence. Every effort will be made to place you in your previous position. If this is not possible, you will be placed in a position with comparable status, pay and responsibility.

4.7 BEREAVEMENT LEAVE –

Full-time and part-time employees bereaved by the death of a relative will be granted time off from work without loss of pay in accordance with the following policy.

In the event of the death of a member of a full-time or part-time employee's immediate family, the Town provides five (5) normally scheduled work days of paid time off at the regular rate of pay. Pay for part-time employees will be pro-rated based on the number of hours, if any, the employee regularly works on those days. "Immediate family" includes spouse, children, stepchildren, parents, brothers, sisters, step-parents, step-brothers, step-sisters, mother-in-law, father-in-law, grandparents, and grandchildren of the employee.

Additional unpaid time off due to bereavement may be granted for a specified and limited period of time with the approval of the Board of Selectmen. Employees seeking such additional unpaid time off must demonstrate the need for the time off.

In the event that you are on paid time off at the time of the death of the relative, the bereavement leave will not be charged against your paid time off credit. Additional days may be granted to compensate for those days used as bereavement leave.

4.8 JURY DUTY LEAVE

The Town considers it a civic duty to serve on a jury if summoned and will grant you leave in order to serve on a jury. Employees summoned for jury duty will be paid the difference between their regular rate of pay and the pay provided by the government for jury service. You must show your jury summons to the Administrative Assistant or Human Resources officer as soon as you receive the notice. In order to receive jury duty pay, you will be required to fill out a reimbursement request and submit copies of the checks you received for jury duty pay.

While serving on a jury, you are expected to call your Department Head daily to advise him or her of your status. In addition, you are expected to return to your job if you are excused from jury duty during your regular working hours.

4.9 EDUCATIONAL LEAVE

At the sole discretion of the Board of Selectmen, full-time and part-time employees may be granted paid time off or unpaid leave to attend workshops, institutes, or short-term courses. All considerations and approval for an educational leave are handled on a case by case basis.

4.10 MEDICAL BENEFIT PLAN

The Town provides all full-time employees who have met the eligibility requirements of the insurance plan with health insurance coverage for themselves and their dependents. The employee will be responsible for a percentage of the insurance premiums. The percentage will be determined on a periodic basis by the Board of Selectmen and announced to employees annually the details of which are attached to this Personnel Policies and Employee Manual as **Appendix “A” “Employee Medical Benefit Plan(s)”**.

From time to time other medical plans may be made available to employees as approved by the Board of Selectmen, at the employees expense and would be listed in **“Appendix A”**. Further details concerning health insurance plans may be obtained from the Human Resources officer. Part-time employees are eligible to purchase health insurance through the Town at the employee’s expense. Part-time employees are required to pay the full cost of the premium with the premium being paid one month in advance.

4.11 DENTAL PLAN

The Town provides all full-time employees who have met the eligibility requirements of the dental plan with dental insurance coverage. Coverage for dependents is also available at the employee’s expense. The details of which are attached to this Personnel Policies and Employee Manual as **Appendix “A” “Employee Dental Benefit Plan”**. Further details concerning the health insurance plan may be obtained from the Human Resources officer.

4.12 INSURANCE “BUY-BACK” OPTION

Full-time employees who do not participate in the Town's health insurance benefit plan shall be eligible to receive an annual payment. A full-time employee, who has insurance coverage under a plan not provided by the Town, and is not otherwise subsidized under the Affordable Care Act, has the option to sign a buy-back agreement, which entitles him/her to receive a monetary incentive for opting out of the Town's insurance program, provided that the employee submits satisfactory proof of alternative insurance coverage in accordance with this section. This is payable throughout the year. The employee will be responsible to pay taxes on these funds. The only time the employee can sign up for the Town's insurance is during renewal time or if circumstances beyond the employee's control makes it necessary for them to pick up the Town's insurance thus canceling the "Buy Back" contract.

Payments shall be as follows:

Single Person Plan	\$1,500
Two-Person Plan	\$3,000
Family Plan	\$5,000

Payments will be made on the same days as payments of the same type are made for other town employees.

Employees are prohibited from receiving both an insurance buy back payment from the Town and coverage under the Town's health insurance plan.

4.13 CONTINUATION OF GROUP HEALTH INSURANCE

The Consolidated Omnibus Budget Reconciliation Act of 1985 ("COBRA") requires that most employers sponsoring group health and dental plans offer employees and their families the opportunity for a temporary extension of health coverage at group rates in certain instances where coverage under the plan otherwise would end. Please see the Human Resources officer for more details regarding COBRA.

4.14 WORKERS' COMPENSATION

The Town pays a premium for Workers' Compensation insurance for all employees. This insurance coverage protects employees from a loss of income and pays medical expenses, resulting from a workplace accident or injury. You are required to report all work-related injuries to your Department Head and the Human Resources officer immediately.

Employees with work-related injuries may be entitled to temporary alternative duty in accordance with the New Hampshire Workers' Compensation law. Employees with non-work-

related injuries or other physical or mental impairments who require accommodations to perform their jobs should make any accommodation requests to the Human Resources officer. The Board of Selectmen will consider the request in accordance with its Americans With Disabilities Act policy.

4.15 UNEMPLOYMENT INSURANCE

The Town pays into the unemployment compensation fund established by the State of New Hampshire. Individuals laid off from employment by the Town may be eligible for unemployment compensation benefits through the New Hampshire Department of Employment Security.

4.16 SOCIAL SECURITY

Social Security is a payroll deduction representing your contribution to the federal government's Social Security Program. The Town also contributes money on your behalf to the Social Security Program.

4.17 LIFE INSURANCE

The Town shall provide each full-time employee with a group term life insurance policy. The details of which are attached to this Personnel Policies and Employee Manual as Appendix "A" "Employee Life Insurance Plan(s)". Further details concerning the life insurance plan may be obtained from the Human Resources officer.

4.18 RETIREMENT

Full-time employees required to join the NH Retirement System will receive the benefit of the Town's contribution required by that System. Eligibility for the coverage begins on the date of hire. Full-time employees not required to joining the NH Retirement System will receive the benefit from the Town at the level the Town is required to contribute to the NH Retirement System provided they are enrolled in an approved retirement program.

Full-time employees who have served the Town of Tilton for a minimum of twenty (20) consecutive and continuous years shall receive a retirement benefit equivalent to twenty (20) days of paid time off pay upon retirement under honorable conditions. For twenty-five (25) consecutive and continuous years of service, an employee shall receive the equivalent of thirty (30) paid time off days upon retirement. In each case, payment shall be awarded in a lump sum payment together with any other accrued benefits. This provision will be closed to enrollment effective 1/1/2008, and only those employees identified with a letter from the Board of Selectmen as qualifying for this benefit will receive it upon retirement. This benefit may not be combined with the following benefit.

Full-time employees shall have the option of enrolling in a private retirement plan, entitled PLAN 457, which is administered by a third party organization. The Town of Tilton will, on behalf of the employee, transfer up to twenty (20%) percent of paid time off days at the employee's current rate of regular pay into this private retirement account. Employees enrolled in this PLAN 457 may change the percentage of their paid time off contributed to this account twice per year by notifying the human resources officer two (2) weeks prior to the desired change. The periodic frequency of contributions will be determined by the Board of Selectmen and administered by the Human Resources officer. The frequency of contributions may vary from once per year to 52 times per year depending upon the most efficient and desirable timetable for the Town.

4.19 DISABILITY INSURANCE

The Town provides to eligible full-time employees both short-term and long-term disability income protection for personal illness or accidents which preclude an employee from coming to work. The details of which are attached to this Personnel Policies and Employee Manual as **Appendix "A" "Employee Disability Insurance Plan(s)"**. Further details concerning the life insurance plan may be obtained from the Human Resources officer.

4.20 TERMS OF INSURANCE POLICIES TO GOVERN

The extent of coverage under the insurance policies (including HMO and self-insured plans) referred to herein shall be governed by the terms and conditions set forth in said policies or plans. Benefits there under shall be resolved in accordance with the terms and conditions set forth in said policies or plans. The failure of any insurance carrier(s) or plan administrator(s) to provide any benefit for which it has contracted or is obligated shall result in no liability to the Town.

V. ON THE JOB

5.1 ATTENDANCE

Every employee is a valuable and contributing member of the Town. Your regular attendance is important to our success and efficiency. We must be able to depend on our employees to report to work regularly and on time.

Every employee is expected (1) to work all scheduled hours; (2) to report for work on time; and (3) to work until the end of the work period.

Excessive absence, being late, and quitting early, are grounds for disciplinary action, including separation from employment. If you are absent or late for work, you must contact your Department Head or Human Resources officer either verbally or in writing, within one hour before or no later than one-half hour after starting time. You must explain why you will be absent or late and how long you expect to remain absent. An employee who fails to call in on

the day of an absence, or does not have an excuse for calling in late, may be subject to discipline, up to and including dismissal. If you are absent from work for more than one day, you are required to call in on each day of your absence, unless you have submitted a doctor's note indicating that you will be absent from work on that day.

Unless there are extenuating circumstances, an employee will be considered to have resigned from the Town if no notification is received within three (3) consecutive working days from the beginning of the absence. Before returning to work, an employee who is absent three (3) or more consecutive workdays due to illness must obtain and submit to the Human Resources officer a doctor's release to work slip.

5.2 CONFIDENTIALITY

Employees are expected to respect the confidentiality of information received during the course of employment with the Town.

5.3 TOWN EQUIPMENT, COMPUTERS, COPIERS, PRINTERS, TELEPHONES, FACSIMILE, E-MAIL, AND INTERNET USE

All electronic and telephonic communication systems and all communications and information transmitted by, received from, or stored in Town equipment and systems are the property of the Town and as such are to be used solely for job-related purposes. Town telephones may not be used for personal calls except in an emergency situation with the express authorization of your Department Head. Moreover, the use of any electronic communications systems and software and business equipment, including, but not limited to facsimiles, copiers, computers and printers, internet access and e-mail, for private purposes is strictly prohibited.

Employees are not permitted to use a code, access a file, or retrieve any stored communication unless authorized to do so or unless they have received prior clearance from their Department Head. All pass codes are the property of the Town. No employee may use a pass code that has not been issued to that employee or that is unknown to the Town. Moreover, improper use of the e-mail system (e.g., spreading offensive jokes or remarks) will not be tolerated. Employees who violate this policy are subject to disciplinary action, up to and including separation from employment.

To ensure that the use of electronic and telephonic communications systems and business equipment is consistent with the Town's legitimate business interests, and to ensure quality service to our customers, authorized representatives of the Town may monitor the use of such equipment from time to time.

5.4 COMMUNICATIONS

Good communications are vital for efficient and effective operations. Bulletin boards are maintained within Town Hall, Police Station & the Highway Garage buildings to bring to the

attention of employees any matters relating to federal and state regulations, safety and health, Town policies and announcements. No notices, posters or other material may be displayed on these boards without the approval of the Department Head. All employees are urged to check these boards daily. Failure to read bulletins will not serve as an excuse for violations of posted policies.

5.5 PERSONAL DRESS

Discretion in style of dress and behavior is extremely important to the Town. Employees are therefore required to dress in attire safe and appropriate for their positions. Work clothing worn by employees must not be torn, must meet safety requirements, and must not contain inappropriate language or graphics. (Examples of inappropriate office clothing are sweat pants, wind pants, spandex, sweat shirts, bare feet, and graphic t-shirts.) Please use good judgment in your choice of work clothes and hygiene and remember to conduct yourself at all times in a way that best represents you and the Town. Any questions regarding appropriate dress for your department should be addressed to your Department Head.

5.6 SOLICITATIONS

No solicitation of any kind is permitted during working time, unless first approved by your Department Head. "Solicitation" is defined as requests for contributions, donations, raffles, lotteries, membership in organizations, attendance at events, or other similar conduct. "Working time" is defined as time during which the employee is scheduled to be working, exclusive of established break periods, meal times, or time before or after work hours. This rule applies to solicitation for both charitable and non-charitable causes.

No distribution of any non-work-related written materials is permitted in any work area at any time, unless first approved by your Department Head. "Work areas" are defined as any Town office or facility, other than designated break areas. Absent prior approval by your Department Head, employees may solicit or distribute materials only during break time or outside of scheduled work hours. Persons not employed by the Town are likewise prohibited from distributing materials or soliciting employees on Town premises at any time.

Any employee who violates these rules will be subject to disciplinary action.

5.7 PARKING FACILITIES

The Town assumes no liability to any person or employee for any damage to or by any motor vehicle owned or operated by any person or employee upon Town property.

5.8 MOTOR VEHICLE VIOLATIONS

All employees who operate Town vehicles are required within 72 hours to notify their Department Heads if they have been convicted of or plead no contest to any and all motor

vehicle violations. If the license of any employee who operates Town vehicles is suspended, revoked, or otherwise restricted, the employee must notify his or her Department Head within one working day of learning of the suspension, revocation, or restriction. Employees who are required but unable to drive and/or who fail to comply with this policy may be subject to discipline, administrative leave, or up to and including termination of employment.

5.9 TOWN PROPERTY

Town property of any type or value shall not be used or removed from Town premises without written authorization of your Department Head. All Town equipment, memorandum, records, communications, computer data, disks, or other documents made or compiled by you or made available to you in connection with the business of the Town shall be delivered to your Department Head promptly upon your termination or administrative leave or at any other time upon request of the Board of Selectmen.

5.10 TOWN SECURITY

It is each employee's responsibility to help ensure that proper security measures are exercised at all times. You should be familiar with emergency exits and with alarm systems and the proper steps to take upon hearing them. Any suspicious person or events should be called to the immediate attention of your Department Head.

5.11 CONFLICT OF INTEREST

The Town expects its employees to conform to the highest ethical and legal standards. Employees are required to refrain from engaging in any activities that create a conflict or the appearance of a conflict of interest. Examples of conduct and behavior that would violate this policy include, but are not limited to, the following:

- Investing in any of the Town's vendors or suppliers (unless the securities are publicly traded and the investments are on the same terms available to the general public, and not based on any inside information), or having any financial interest in a vendor or supplier that could cause divided loyalty or even the appearance of divided loyalty.
- Receiving any gifts or favors from, any members of the public, vendors, or suppliers.
- Using directly or indirectly, Town funds, assets, or other resources for any unlawful goal or purpose.

Employees with any questions regarding these guidelines are required to discuss them with their Department Head or the Board of Selectmen, prior to engaging in any

activity or conduct that may violate this policy, as violations may lead to disciplinary action, up to and including termination.

5.12 SUGGESTIONS AND IDEAS

We are always interested in your constructive ideas and suggestions for improving our operations. You will be notified whether or not it is feasible to put it into practice.

We believe that constructive suggestions indicate initiative on the part of an employee, and we encourage employees to submit them. A constructive suggestion notes an issue and offers a reasonable suggestion for improvement.

5.13 PROGRESSIVE DISCIPLINE

Employees of the Town are employed to SERVE to the best of their ability the residents and townspeople of the Town of Tilton. This is the primary reason for your employment and understanding the importance your service may have in the life of a resident should never be underestimated or taken for granted.

The Town is justifiably proud of our employees and the manner in which they conduct themselves. We rely on individual good judgment and sense of responsibility. Each employee is expected to conduct himself or herself in an appropriate manner. However, for the protection of its property and other employees, the Town has established certain rules of conduct, which must be followed.

It is the policy of the Town to discipline an employee whenever he or she violates a rule, regulation, endangers the safety of others, or performs unsatisfactorily. Generally, there are four types of discipline used by the Town: verbal warning, written warning, suspension, and dismissal. Depending upon the severity of the infraction, the town may or may not graduate through the four types of discipline.

When an employee's work performance or personal conduct is unacceptable, certain guidelines will be followed to ensure fair and consistent treatment for all employees. Where a problem exists, the supervisor will discuss the problem with the employee, identify causes, outline corrective action steps, and establish a time in which to correct the problem. The employee will be made aware of the consequences of repeated infractions or continued deficient performance. A notation of the incident may be made by the supervisor and filed in the employee's personnel file.

A written complaint received in the office goes to your Department Head. There will be a verbal warning unless your Department Head determines otherwise.

The progressive discipline system will be used except in those cases where the Board of Selectmen, at its discretion, determines that immediate termination is necessary. Furthermore, if circumstances warrant, the Town, at its discretion, may skip or repeat steps in the progressive discipline system. The progressive discipline steps are as follows:

First Violation of Rule or Policy – Documented verbal warning

This is an oral warning to an employee that his/her conduct is unacceptable, and that further infractions will lead to more severe penalties.

Second Violation of Rule or Policy – Written warning, Suspension, and/or Dismissal

This reprimand will describe the unacceptable conduct or performance, and specify the improvement needed. An impartial supervisory witness can be present, if possible, during the reprimand and the employee will be asked to acknowledge the reprimand by signing it. If they refuse, the witness should sign in their stead. A copy of this warning will be retained in the employee's file.

This progressive discipline system does not prevent the Board of Selectmen from acting on behalf of the best interest of the Townspeople, by taking immediate action placing any employee on administrative leave, paid or unpaid on a temporary basis, up to and including immediate termination.

5.14 STANDARDS OF CONDUCT

Any group of people who have come together for a common purpose must have rules that promote consistency, harmony, and support the objectives and missions of the Town.

There are certain standards of common honesty and decent behavior that all employees are expected to follow whether dealing with inter-office personnel or town residents or vendors of the town. We believe that the following rules, which are not set out in any particular order, are necessary and reasonable to the proper and professional conduct of our business that our townspeople demand.

We all know that no list of rules can be all-inclusive. The following areas, however, are expressly described to guide you in the recognition of certain behaviors which are clearly prohibited and which can result in disciplinary action, up to and including discharge. Particular disciplinary action to be taken in any specific instance will depend on the review of all factors involved and the employee's past records.

1. **Absence and Lateness:** Absence and lateness without good reason, failure to report when absent, overstaying allotted break time, excessive or unexcused absences.
2. **Employment/Town Records:** Making a false statement on the application form; falsifying Town and employment records.

3. **Attitude:** Abusive language, creating any type of disturbance, complaining in front of visitors, being willfully uncooperative, abuse or neglect of visitors or residents, and abuse, neglect, or malicious or intentional destruction of Town property.
4. **Safety:** Safety regulation violations or endangering the health or safety of other persons.
5. **Employee Relations:** Abusive or profane language to another employee, intentional destruction of another employee's personal possessions, threatening bodily harm, intent to strike, and/or striking another employee, creating a disturbance, causing dissension among employees.
6. **Crime:** Conviction of a crime that adversely impacts the employee's position.
7. **Dishonesty:** Dishonesty to a coworker, resident, visitor or to the Town.
8. **Incompetence:** Repetition of avoidable mistakes to a point that the mistakes demonstrate a willful disregard for the Town's interest.
9. **Intoxicants:** Bringing, possessing, or using alcoholic beverages or illegal drugs on Town property or while on the job; being under the influence of or testing positive for these substances during working hours will result in immediate discharge.
10. **Neglect of Duty:** Negligence in the performance of duties which seriously conflict with the Town's interest.
11. **Unsatisfactory Job Performance:** Failing to demonstrate the requisite skill or abilities to satisfactorily discharge the employee's duties.
12. **Weapons:** Possession of any kind of weapons on Town property, except law enforcement personnel.
13. **Telephone, Facsimile, Computer, E-Mail, Copier, or other Town Provided Technology:** Use of a Town telephone, facsimile, computer, e-mail, and copier for a non-Town purpose.
14. **Theft or Destruction of Property:** The theft or negligent or intentional destruction of any Town property or the personal property of a coworker, customer or visitor.
15. **Sexual or Other Unlawful Harassment:** Discrimination, sexual or other unlawful harassment, and inappropriate conduct in violation of Town policies.
16. **Insubordination:** Acting in an insubordinate manner toward any supervisor or any other directive of the Town.

5.15 DISPUTE RESOLUTION PROCEDURE

We encourage you to bring your questions, suggestions and complaints to our attention. Careful consideration will be given to each of these in our continuing effort to improve operations.

If you feel you have a problem, you should present the situation to your supervisor so that the problem can be settled by examination and discussion of the facts. We hope that the supervisor will be able to satisfactorily resolve most matters. An employee who is not satisfied with the supervisor's response is urged to go to the Department Head and again try to resolve the issue. If the matter is not resolved by the Department Head within fifteen (15) business days, the Board of Selectmen is available to hear the issue. We urge every employee to follow through rather than be dissatisfied. Any complaint will be investigated and the findings and determination reported back to the employee. Your suggestions and comments on any subject are important to us so we encourage you to take every opportunity to discuss them with us. Your job will not be adversely affected in any way because you choose to use this procedure. The Board of Selectmen shall have final interpretation authority of this manual and all employee policies.

VI. EMPLOYEE SAFETY AND HEALTH

6.1 HEALTH & SAFETY PROGRAM

The Town is committed to providing a safe and healthy working environment for all of our employees. With your assistance, we can use our resources to identify and control work-related hazards. All employees are required to bring known and potential hazards and safety issues to the attention of their supervisor or Department Head and the Town of Tilton Joint Loss Management Safety Committee. Failure to do so may result in an injury to you or others that could otherwise have been avoided. **Attached as Appendix "B" is the Town's Safety Policy.**

The cooperative effort of each employee, and supervisor and manager in the awareness, acceptance, participation, and preservation of a functional Health and Safety Program is essential and welcomed. Please bring any suggestions you may have to improve safety to The Board of Selectmen.

6.2 WORKPLACE VIOLENCE

Unfortunately, violence in the workplace has become a reality for many employers. We hope that we never have to face this growing problem. The Town, therefore, prohibits employees from bringing weapons on our premises, including our parking lots. Moreover, violence and verbal and physical threats of violence of any kind in the workplace or on Town property will not be tolerated, and employees engaging in such conduct will be subject to discipline, up to and including separation from employment. If you become aware of any violence or threat of violence, you must immediately report the matter to The Board of Selectmen.

6.3 ALCOHOL AND DRUG POLICY

It is the Town's intent and obligation to provide a safe and efficient work environment for all employees. The Town recognizes alcohol and drug abuse as potential health, safety and security problems. All employees are expected to assist in maintaining a work environment that is free from the effects of alcohol, drugs and other intoxicating substances. Compliance with the Town's substance abuse policy is made a condition of employment. This policy is subject to the Town's ADA policy.

- (1) The use, possession, dispensing, distribution, or manufacturing of any alcoholic beverage or controlled substance by a Town employee on Town premises, work sites, town vehicles or equipment is prohibited.
- (2) An employee shall not perform work duties while in an impaired condition stemming from the use of alcohol or controlled substances.
- (3) An employee who is found in violation of this policy is subject to disciplinary action up to and including termination and/or may be required to participate satisfactorily in an approved substance abuse rehabilitation program as a condition of continued employment.
- (4) Exceptions to this policy are (a) In the case of public safety personnel when this is required in the performance of their official duties or (b) in the case of employees who must possess and use a controlled substance as legally prescribed by a licensed medical practitioner.

6.4 SMOKING POLICY

The Town is committed to providing a safe, healthy, and smoke-free work environment for our employees, visitors, and vendors. Consistent with our commitment and state law, we have declared a no smoking policy within our building and in Town vehicles.

Employee's are prohibited from smoking on any Town property the employee's work day, including any lunch or break time. The Town expects that our employees will comply with the no-smoking policy. If an employee fails to comply with these rules, the employee will be subject to disciplinary action.

6.5 WORKPLACE SEARCHES

To safeguard the safety and property of our employees, residents, and the Town and to help prevent the possession, and use of weapons and illegal drugs on Town premises, upon reasonable suspicion it may become necessary to question employees entering and leaving our premises. The Town reserves the right to inspect any packages, parcels, purses, handbags, briefcases, lunch boxes, or any other possessions or articles carried to and from Town property. In addition, all employees should have no expectation of privacy and that the employer reserves the right to

search any employee's office, computer, desk, files, locker, or any other area or article on our premises in pursuit of our concern to safeguard the safety and property of employees and the Town. Employees should understand that all offices, computers, desks, files, lockers, and so forth, are the property of the Town and are issued for the use of employees only during their employment with the Town. Inspections may be conducted at any time at the discretion of the Town.

Employees working on or entering or leaving the premises who refuse to cooperate in an inspection, as well as employees who after the inspection are believed to be in possession of stolen property, weapons, or illegal drugs, will be required to wait until the Police can arrive. Employees will be subject to disciplinary action up to and including discharge if after investigation, they are found to be in violation of the Town's rules and regulations.

VII. SEPARATION FROM EMPLOYMENT

7.1 REQUESTED NOTICE OF DECISION TO TERMINATE EMPLOYMENT

Should you decide to resign from your employment with the Town, we ask that you notify your Department Head of your decision at least two weeks in advance of your planned departure date. Your thoughtfulness will be appreciated, and will allow the Town to maintain work schedules and provide important services to the public.

7.2 EXIT INTERVIEWS

All employees who terminate their employment will be asked to participate in an exit interview with The Human Resources officer or the Board of Selectmen. The purpose of the exit interview is to discuss any relevant separation benefits and benefit continuation, and to receive feedback from you on ways in which our Town can improve our operations and retention of employee

7.3 RETURN OF TOWN PROPERTY

Town property of any type or value may not be used or removed from Town premises without authorization from the Board of Selectmen. All Town tools, equipment, documents, or records made or compiled by you or made available to you in connection with the business of the Town must be delivered to the Town promptly upon the termination of your employment or at any other time upon request.

7.4 E-MAIL, COMPUTER, TECHNOLOGY AND TELEPHONIC COMMUNICATIONS

Employees using town computer equipment for Town business purposes shall obtain the written authorization of the Board of Selectmen to allow remote access of the Town's computer equipment.

All electronic and telephonic communication systems and all communications and information transmitted by, received from, or stored in these systems are the property of the Town and as such are to be used solely for job-related purposes. The use of any software and business equipment, including, but not limited to facsimiles, telecopiers, computers, and copy machines for private purposes is strictly prohibited.

Employees using this equipment for personal purposes do so at their own risk. Further, employees are not permitted to use a code, access a file, or retrieve any stored communication unless authorized to do so or unless they have received prior clearance from an authorized Town representative. All pass codes are the property of the Town. No employee may use a pass code or voice-mail access code that has not been issued to that employee or that is unknown to the Town. Moreover, unacceptable use of the e-mail system will not be tolerated. Employees who violate this policy are subject to disciplinary action, up to and including discharge.

Unacceptable use of the Town's e-mail and voice mail services is based on common sense, common decency, and civility applied to the electronic communications environment. It is anticipated that the Town e-mail and voice mail services will be utilized primarily to facilitate the delivery of services to our customers and Town residents, and to assist in the day-to-day operation of the Town. Unacceptable uses of the Town's e-mail system include, but are not necessarily limited to, the following:

- Using e-mail or voice mail for unauthorized transmission of highly confidential or sensitive customer or proprietary material outside of the office
- Using e-mail for any business or commercial purposes other than the Town's delivery of services to its customers
- Misrepresenting your identity or affiliation in any e-mail or voice mail communication
- Sending harassing, intimidating, abusive or offensive material to, or about, others
- Intercepting, disrupting or altering electronic communications messages or data packets
- Using someone else's identity and/or password to send or receive e-mail or voice mail without the express permission of that user.
- Receiving or transmitting sexually explicit material of any type
- Posting unauthorized newsgroup or bulletin board messages on behalf of the Town
- Causing, directly or indirectly, excessive strain on any computing facilities or resources, or unwarranted or unsolicited interference with others' use of e-mail, e-mail systems, or voice mail systems. Such activities include, but are not limited to, the use of e-mail services:
 - (i) to send or forward e-mail chain letters;
 - (ii) to "spam", that is, to exploit list servers or similar broadcast systems for purposes beyond their intended scope to amplify the widespread distribution of unsolicited e-mail; and

- (iii) to "letter-bomb", that is, to resend the same e-mail repeatedly to one or more recipients in order to purposely interfere with the recipient's use of e-mail.

- Using e-mail for any purpose which violates federal or state laws

To ensure that the use of electronic and telephonic communications systems and business equipment is consistent with the Town's legitimate business interests, authorized representatives of the Town may monitor the use of such equipment from time to time. This may include listening to stored voice-mail messages and reviewing e-mail messages.

VIII. SEPARABILITY

In the event that any provision of this Personnel Policy and Employee Manual should be held to be invalid by any court of competent jurisdiction, or abrogated by law, such decision or law shall not invalidate the entire Personnel Policy and Employee Manual.

TOWN OF TILTON
RECEIPT AND ACKNOWLEDGMENT
PERSONNEL POLICIES AND EMPLOYEE MANUAL

This Personnel Manual is an important document intended to help you become acquainted with Town policies. This Manual will serve as a guide; it is not the final word in all cases. Individual circumstances may call for individual attention. The Board of Selectmen has final interpretation authority of this manual and all employee policies. Please read the following statements and sign below to indicate your receipt and acknowledgment of the Personnel Manual.

1. I understand that all electronic communication systems and all information transmitted by, received from, or stored in these systems are the property of the Town. I also understand that I should have no expectation of privacy in connection with the use of this equipment or with the transmission, receipt, or storage of information in this equipment and that the Town will, but is not obligated to, monitor my use of the Town's computer and e-mail systems. Such monitoring may include printing and reading all e-mail entering, leaving, or stored in these systems, reviewing of phone and internet use records, and listening to voice mail messages in the ordinary course of business.
2. I have read and understand my responsibilities regarding Town Property, and use of E-Mail, Computer, and other Town provided Technologies.
3. I acknowledge that I have the right to terminate my employment with the Town at any time without notice. In turn, I acknowledge that Town has the right to terminate my employment in its sole discretion, subject to any statutory or federal or state constitutional requirements, or collective bargaining agreement, if applicable.
4. I have received and have read the attached APPENDIX "A" which details specific medical, dental and other benefits referenced in the Personnel Policies and Employee Manual. I am aware that these benefits may change over time based upon availability, the legislative body's desires, and other needs of the Town not currently known, but to be prescribed by the then current Board of Selectmen.
5. I have received and have read the attached APPENDIX "B" which details the Town's Safety Policy.
6. I am aware that during the course of my employment, confidential information may be made available to me. I understand that this confidential information must not be given out, by any means or used outside of Town premises or with non-Town employees, except as required by law. If I take part in a non-public session I will uphold my duties of confidentiality until such time the matter is officially released to the public or resolved, under RSA 91:A

**TOWN OF TILTON
RECEIPT AND ACKNOWLEDGMENT
PERSONNEL POLICIES AND
EMPLOYEE MANUAL**

PAGE 2.

7. I have received a copy and understand it is my obligation to read this Personnel Manual. I understand that the policies described in the Manual are subject to change at the Town's sole discretion at any time. I understand that my signature below indicates that I have read and understand the above statements and have received a copy of the Personnel Manual.

Employee Printed Name

Signature

Date

**Department Head
Printed Name**

Signature

Date

**Distribution: Employee
Department Head
Personnel File**

PERSONNEL POLICIES AND EMPLOYEE MANUAL

APPENDIX "A"

2015 BENEFITS

Employee Medical Benefits Plan(s): See Attachment.

Employee Dental Benefits Plan(s): See Attachment

Employee Life and Disability Insurance Plan(s): See Attachment

Insurance Buy Back Option:

Amount of Buy Back:

Single Plan	\$1,500.00
Two Person Plan	\$3,000.00
Family Plan	\$5,000.00

Pay Frequency: Employees can elect the payments weekly, monthly or a twice a year on July 1 and December 1.

APPENDIX A - 2015
EMPLOYEE MEDICAL & DENTAL BENEFIT PLAN
Effective 1/1/2015

2015 Medical RX Plan	BC3T10 Plan No Longer Offered	MTB5 HMO Plan \$5 office visit Copay RX10/25/40 M10/40/70			MTBSOS Plan \$20/\$40 \$1KDED RX10/25/40 M10/40/70	Northeast Delta Dental Option 1S
Coverage		Monthly			Monthly	Monthly
Single		\$ 835.48			\$ 630.54	\$ 44.35
2 Person		\$ 1,670.95			\$ 1,261.07	\$ 85.68
Family		\$ 2,255.78			\$ 1,702.45	\$ 153.26
		Annual	Town 88%	Employee 12%	Town Pays 100%	Annual
Single		\$ 10,025.76	\$ 8,822.67	\$ 1,203.09	\$ 7,566.48	\$ 532.20
2 Person		\$ 20,051.40	\$ 17,645.23	\$ 2,406.17	\$ 15,132.84	\$ 1,028.16
Family		\$ 27,069.36	\$ 23,821.04	\$ 3,248.32	\$ 20,429.40	\$ 1,839.12
Employee Pre-Tax		Annual 12.0%			Employee Copay 0%	Employee Annual Copay
Single		\$ 1,203.09			\$ -	No Cost to Employee
2 Person		\$ 2,406.17			\$ -	\$ 495.96
Family		\$ 3,248.32			\$ -	\$ 1,306.92
Employee Pre-Tax		Weekly Copay over 50 weeks			Weekly Copay 0%	Weekly Copay over 50 weeks
Single		\$ 24.06			\$ -	No Cost to Employee
2 Person		\$ 48.12			\$ -	\$ 9.92
Family		\$ 64.97			\$ -	\$ 26.14

Notes:

- Policy effective 1/1/2008, the Town Pays 90% of the Matthew Thornton Blue 5 Plan medical premiums. If the employee elects to upgrade their plan to JY or BC3T, Town would pay 90% of the Matthew Thornton Blue 5 Plan premium. Employee is responsible for the difference.
- Prescription benefit changed to RX 10/20/45 effective 1/1/2010
- Effective 1/1/2009, pre tax premium copayments are deducted over the first 50 pay periods of the year.
- Effective 1/1/2012, NHLGC-Health Insurance no longer offers the JY Indemnity plan for Active Employees.
- Effective 1/1/2012 - 12/31/2012, employees not covered by the Collective Bargaining Agreement will not see an increase in their weekly copayment. The weekly copayment is the same as 2011.
- Effective 2/1/2012 SOS plan available for active employees and retirees.
- Effective 7/1/2012, copayment increases to 12.0% for employees covered by the Collective Bargaining Agreement. Effective 7/1/2013, copayment increases to 14.5% for employees covered by the Collective Bargaining Agreement. For employees covered by the Collective Bargaining Agreement, if the employee elects to upgrade their plan to BC3T, Town would pay 88% of the Matthew Thornton Blue 5 Plan Premium effective 7/1/2012 and 85.5% effective 7/1/2013
- Effective 1/1/2013 employees not covered by the Collective Bargaining Agreement pay 10% MTB5 premium.
- Effective 1/1/2013 prescription plan changed to RX10/25/40 M10/40/70 for all medical plans.
- Effective 1/1/2013 Town pays 100% of the MTBSOS premium and 25% of the annual deductible (Single Plan \$250; 2 Person Plan \$500, Family Plan \$750).
- Effective 1/1/2014, copayment increases to 12.0% for employees not covered by the Collective Bargaining Agreement.
- Effective 1/1/2015, BC3T plan no longer offered as a plan..

Effective 1/1/2008 Town pays 100% of the single dental premium for the employee only. Employee pays 100% of dependent coverage less the single plan.

Effective 1/1/2013 Town upgraded to Option 1-S increase annual benefit from \$1000 to \$2000 per subscriber.

Effective 1/1/2014 No increase in premium.

Effective 1/1/2015 No increase in premium.

**APPENDIX A - 2015
EMPLOYEE MEDICAL & DENTAL BENEFIT PLAN
1/1/2015 Employee Medical Copayment 15.75%**

**2015
CBA**

2015 Medical RX Plan	BC3T10 Plan No Longer Offered			MTB5 HMO Plan \$5 office visit Copay RX10/25/40 M10/40/70			MTBSOS Plan \$20/\$40 \$1KDED RX10/25/40 M10/40/70	Northeast Delta Dental Option 1S
	Monthly	Town	Employee	Monthly	Town	Employee	Monthly	Monthly
Single				\$ 835.48			\$ 630.54	\$ 44.35
2 Person				\$ 1,670.95			\$ 1,261.07	\$ 85.68
Family	\$ 2,429.50			\$ 2,255.78			\$ 1,702.45	\$ 153.26
				Annual	84.25%	15.75%	Town Pays 100%	Annual
Single				\$ 10,025.76	\$ 8,446.70	\$ 1,579.06	\$ 7,566.48	\$ 532.20
2 Person				\$ 20,051.40	\$ 16,893.30	\$ 3,158.10	\$ 15,132.84	\$ 1,028.16
Family	\$ 29,154.00	\$ 22,805.94	\$ 6,348.06	\$ 27,069.36	\$ 22,805.94	\$ 4,263.42	\$ 20,429.40	\$ 1,839.12
Employee Pre-Tax							Employee Copay 0%	Employee Annual Copay
Single							No Copay	No Cost to Employee
2 Person								\$ 495.96
Family								\$ 1,306.92
Employee Pre-Tax				Weekly Copay Over 50 weeks		Total Annual Copay	Weekly Copay 0%	Weekly Copay over 50 weeks
Single				\$ 31.58		\$ 1,579.06		\$ -
2 Person				\$ 63.16		\$ 3,158.10	No Copay	\$ 9.92
Family			\$ 126.96	\$ 85.27		\$ 4,263.42		\$ 26.14

Notes:

- Policy effective 1/1/2008, the Town Pays 90% of the Matthew Thornton Blue 5 Plan medical premiums. If the employee elects to upgrade their plan to JY or BC3T, Town would pay 90% of the Matthew Thornton Blue 5 Plan premium. Employee is responsible for the difference.
- Prescription benefit changed to RX 10/20/45 effective 1/1/2010
- Effective 1/1/2009, pre tax premium copayments are deducted over the first 50 pay periods of the year.
- Effective 1/1/2012, NHLGC-Health Insurance no longer offers the JY Indemnity plan for Active Employees.
- Effective 1/1/2012 - 12/31/2012, employees not covered by the Collective Bargaining Agreement will not see an increase in their weekly copayment. The weekly copayment is the same as 2011.
- Effective 2/1/2012 SOS plan available for active employees and retirees.
- Effective 7/1/2012, copayment increases to 12.0% for employees covered by the Collective Bargaining Agreement. Effective 7/1/2013, copayment increases to 14.5% for employees covered by the Collective Bargaining Agreement. For employees covered by the Collective Bargaining Agreement, if the employee elects to upgrade their plan to BC3T, Town would pay 88% of the Matthew Thornton Blue 5 Plan Premium effective 7/1/2012 and 85.5% effective 7/1/2013
- Effective 1/1/2013 employees not covered by the Collective Bargaining Agreement pay 10% MTB5 premium.
- Effective 1/1/2013 prescription plan changed to RX10/25/40 M10/40/70 for all medical plans.
- Effective 1/1/2013 Town pays 100% of the MTBSOS premium and 25% of the annual deductible (Single Plan \$250; 2 Person Plan \$500, Family Plan \$750).
- Effective 1/1/2014, copayment increases to 12.0% for employees not covered by the Collective Bargaining Agreement.
- Effective 7/1/2014, copayment 14.5%; 1/1/2015 increases to 15.75%; 2016 7/1/2016 increases to 16.5% for employees covered by CBA.
- Effective 7/1/2014, BC3T plan no longer offered. One employee is grandfathered under the current contract.

Effective 1/1/2008 Town pays 100% of the single dental premium for the employee only. Employee pays 100% of dependent coverage less the single plan.

Effective 1/1/2013 Town upgraded to Option 1-S increase annual benefit from \$1000 to \$2000 per subscriber.

Effective 1/1/2014 No increase in premium.

Effective 1/1/2015 No increase in premium.

This Appendix is subject to revision in the event of errors.

CBA Effective Date: 7/1/2014 through 6/30/2017

1/1/2015

APPENDIX A

2015

**LIFE/DISABILITY INSURANCE
PROVIDED THROUGH
HEALTH INSURANCE TRUST**

Premiums are 100% Employer Paid while employed full time by the Town of Tilton

Group Life Insurance Benefit is equal to 1.5 times annual salary.

Short Term and Long Term Disability Insurance

Group Disability (includes both short term and long term).

Benefit Amount = 66 2/3 % gross wages

Benefit Period = according to the policy

Elimination (Waiting) Period = 3 days

Max Benefit Amount = \$5,000/month

The benefit amount paid to the employee is taxable and subject to NHRS deductions.

The benefit amount may be reduced by employee earnings, workers compensation payments or social security disability benefits.

The employee is responsible for reimbursing the Town for medical/dental or other insurance benefit deductions.

Contact the Town Administrator for further information or to file a claim.

APPENDIX B
TOWN OF TILTON SAFETY PLAN &
JOINT LOSS MANAGEMENT PROGRAM

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APPENDIX B
TOWN OF TILTON SAFETY PLAN &
JOINT LOSS MANAGEMENT PROGRAM

SECTION I. PURPOSE:

Every employee of the Town of Tilton has the right to a workplace free from occupational safety and health hazards. A “Joint Loss Management” program is designed to prevent accidents and illnesses, and is established jointly between the employees and the management of the Town. Unsafe acts, unsafe conditions and accidents all demonstrate a weakness in the management system. This program provides the framework or structure for safety concerns to be managed like any other function of government through planning, organization, leadership, control and communication. It is an established fact that a well-trained, well-disciplined and well-supervised employee operating in a safe and healthful environment is less likely to have an accident.

SECTION II. RESPONSIBILITIES:

Employees shall be fully responsible for implementing the provisions of this program as they pertain to operations under their jurisdiction. The responsibilities included in the following list are to be considered minimal and shall not be construed to limit individual initiative to implement more comprehensive procedures to promote a safe working environment and to control losses.

2.1 Tilton Board of Selectmen.

The responsibilities of the Board of Selectmen shall include, as a minimum, the following functions:

1. To provide overall support, direction and commitment;
2. To ensure that personnel responsible for implementing the provisions of this program understand it, have a copy of it, and are held accountable for their action/inactions in accordance with established personnel policies and procedures;
3. To provide required resources including funding for safety equipment, personal protective equipment and training materials;
4. When needed, provide all town personnel with access to outside experts, loss prevention consultants and to insure the exchange of information between departments;
5. To provide time as part of the normal operations of a department for inspections, the completion (when warranted) of investigation reports and to permit and encourage employees to participate in training programs;
6. To provide other necessary support and programs as needed.

APPENDIX B
TOWN OF TILTON SAFETY PLAN &
JOINT LOSS MANAGEMENT PROGRAM

2.2 Supervisory Personnel:

Employees with supervisory duties, whether they are first line supervisors or Department Heads, have the authority and responsibility to maintain safe and healthful work places and work practices. As a minimum, they will perform the following specific functions:

1. Supervisors shall comply with all aspects of this program and applicable work rules.
2. Supervisors will ensure that all employees under their direction comply with the program and follow all work rules. By the nature of their position, supervisors are expected to set proper examples.
3. Supervisors will comply with all established personnel policies and procedures as they relate to this program and to their job functions. Added emphasis is given to the need to comply with disciplinary procedures for violations of any safety or work rules.
4. Supervisors shall educate employees under their direction in the accepted way of performing each task, the nature of the risk or hazards involved, the necessity of taking proper precautions, and the use of protective and emergency equipment required.
5. As necessary, but with a minimum of twice a year, supervisory personnel shall meet with staff to review accidents which have occurred and to discuss plans and ideas to produce additional loss prevention measures. Written reports of such meetings shall be filed with the Office of the Board of Selectmen within seven (7) working days of the meeting.
6. Supervisory personnel shall complete additional inspections, investigations and administrative duties to insure compliance with the loss prevention program.
7. All supervisory personnel shall be accountable for accidents, incidents, and near-misses involving their staff, especially if it is determined that additional preventive measures could or should have been taken which would have reduced the risk exposure of the Town. A Supervisor's capability to supervise is measured by the efficiency of his/her operation.
8. Supervisory personnel will be expected to evaluate an employee's safety record as part of the annual review of job performance. This review may highlight specific performance deficiencies or weaknesses that must be recognized and corrected.

2.3 Employees:

APPENDIX B
TOWN OF TILTON SAFETY PLAN &
JOINT LOSS MANAGEMENT PROGRAM

Employees are required, as a condition of employment, to exercise due care in the course of their work to prevent injuries to themselves and to their fellow workers. It is the responsibility of all employees to cooperate in making this safety program work. As a minimum, employees shall conform to the following standards:

1. Understand and follow all work rules;
2. Be informed of and observe established safety practices;
3. Wear and use required personal protective equipment, as required by Department policies and/or procedures issued by the Board of Selectmen. Failure to comply with the safety policies and procedures established by the Town is just cause for dismissal;
4. Report all unsafe acts and conditions to the Supervisor;
5. Operate only machines and equipment in which they have been trained and have authorization from their Supervisor or Department Head to operate;
6. Shall not remove guards or other protective devices from machinery and equipment;
7. Report all accidents following the proper reporting procedures;
8. Assist and cooperate with Supervisors and other Town personnel in their investigation of any accident of which they have knowledge. Accident investigation is fact finding, not **fault** finding.

SECTION III. HANDLING INJURIES; ACCIDENT REPORTING AND INVESTIGATION

A workers' compensation injury is defined as an accidental injury or death arising out of and in the course of employment and all occupational diseases arising out of and in the course of employment. There are definitive State requirements for reporting these injuries which are summarized in this section and to which conformance by all employees is mandatory.

Naturally, the first thing to do when an accident occurs is to ensure that proper medical treatment is proved.

3.1 Handling Emergencies:

Judgment is a key factor in handling any emergency. Employees are expected to exercise their best judgment based upon the circumstances. However, if there is any question whatsoever about the seriousness of an injury, call for help and take every due precaution to preserve life. The following is a list of guidelines to

APPENDIX B
TOWN OF TILTON SAFETY PLAN &
JOINT LOSS MANAGEMENT PROGRAM

follow:

1. The employee/supervisor/management personnel shall call the appropriate emergency service (medical, fire, police or rescue). **Call 911.**
2. The employee shall notify his/her Supervisor.
3. The employee will follow reporting and investigation requirements.

3.2 Accident/Incident Investigations:

The immediate Supervisor, or other designated individual, will investigate all accidents and incidents that occur within their jurisdiction or authority. The purpose of the investigation shall be to determine what happened, why it happened, and what steps should be taken to prevent a reoccurrence of the accident. An accident investigation report shall be filed in writing with the Board of Selectmen.

Explicit guidelines for conducting investigations shall include, as a minimum, the following:

1. The scene of the accident shall be investigated as soon as possible after the accident/incident. Conditions, location of equipment, physical objects and witnesses shall be noted. Additional notes and sketches shall be prepared as warranted.
2. Witnesses shall be interviewed promptly so that facts will be fresh in their minds. This is not a blame pointing activity - rather it is to be conducted to gather facts to prevent a reoccurrence of the incident.
3. The employee injured by the accident should be interviewed as his/her physical and emotional condition permits but an effort should be made to interview the individual while the incident is paramount in their mind.
4. Recommendations should be made to prevent reoccurrence of similar incidents. The report and resulting recommendations must be factual in nature.

SECTION IV. INSPECTIONS:

Department Heads and Supervisors are responsible for conducting necessary safety inspections and recording their findings. Any unsatisfactory condition shall be addressed and dealt with in an appropriate manner. The Selectmen shall be informed in writing of any unsatisfactory conditions.

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As part of their regular duties, Department Heads and Supervisors are expected to constantly be on the alert for unsafe acts and conditions and to take necessary corrective action.

4.1 Frequency:

Inspections of the work area and equipment shall be conducted regularly. Additional inspections of specific pieces of equipment or job sites may be required by the applicable work rules.

4.2 Guidelines for Correcting Unsatisfactory Conditions:

1. First, take the necessary action to prevent any injury (remove the tool or post a warning sign, etc).
2. If within your authority, take steps to permanently correct the hazard. Report all action taken to your Department Head or Supervisor.
3. If your authority is insufficient to correct the problem, take steps to prevent an injury and report the problem immediately, in writing to your supervisor, including your recommended solution to the problem.

4.3 Record keeping: As a minimum, the following steps should be taken:

1. Document the inspection. Record the inspection date, record the location and the piece of equipment involved, record the inspector's name and list unsatisfactory conditions noted, actions taken and the list of recommendations.
2. Send a copy of the inspection report to your Department Head/Supervisor and to the Board of Selectmen. Also keep a copy of the report in your file.

SECTION V. EDUCATION AND TRAINING:

Safety education and training raises the employee's level of safety awareness and also provides management with an opportunity to demonstrate their concern for the welfare of their employees.

5.1 Types of Training:

1. Introductory training shall be provided to all new or transferred employees at the beginning of their employment. As part of the orientation, the employees shall be informed of their responsibilities under the Town of Tilton Joint Loss Management Program and shall be given a copy of the work rules.

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2. Upon completion of the training, the employee and Supervisor will complete and sign the **Safety Orientation Checklist Form** and **Employee Safety Responsibilities Form** which shall be included in the employee's personnel file.
3. Specific training will be provided to the employee focused on the job to be performed by the employee. Such training shall include the proper method of performing each job, the hazards associated with it, the required personal protective equipment, and any necessary emergency procedures. This training will be done as required by the work rules, when changes in the job occur, or whenever deemed necessary by the Supervisor.
4. Follow up training will occur when the Supervisor identifies the need. At a minimum, this training will be provided to all employees after an accident or near miss.

5.2 Record Keeping Requirements:

1. For the introductory training, documents will be included in the employee's personnel file.
2. Documentation concerning specific job training will include a description of the training, the date given, and the instructor's name. A copy of the training report will be included in the employee's personnel file.

SECTION VI: SAFETY EQUIPMENT AND POLICIES:

Central to the success of the loss management program is the need to require all employees of the Town to always use personal protective equipment when performing certain hazardous tasks or when in an unsafe environment.

6.1 Seat Belts:

The use of seat belts in a Town owned or operated vehicle is mandatory for driver and passengers. Town employees shall always buckle the seat belt prior to moving any vehicle owned or operated by the Town of Tilton. This policy is mandatory. Failure to comply with this policy shall mean disciplinary action including termination;

6.2 Hard Hats:

It is the policy of the Town of Tilton to require employees to wear hard hats at all

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times when in the field around construction and maintenance projects. As a minimum, however, the following standards are set:

1. Hard hats shall be worn during the operation of all equipment, including backhoe, loader and mower, street sweeper and ladder truck. Both driver and ground worker(s) shall wear a hard hat.
2. Hard hats shall be worn when working below ground level, such as in lift stations, ditches, etc.
3. Supervisory personnel may order the use of hard hats in other situations when warranted by conditions.
4. All personnel shall wear hard hats when inspecting construction sites.

6.3 Additional Safety Policies:

1. Steel-toed boots will be worn at all times by Highway Department personnel (except for office staff).
2. Safety vests shall be worn when an employee is assigned a flagging position and/or when an employee is working in a traveled right-of-way.
3. Safety goggles shall be worn when grinding, chipping, using air tools, brush/wood cutting or other conditions which warrant the Supervisor to require their use.
4. Safety leggings shall be worn when operating a chain saw.
5. All possible precautions must be taken by employees to avoid exposure to injury and/or communicable diseases to themselves or others.
6. Additional safety policies will be added to the Appendix.

6.4 Penalty:

Failure to comply with these mandatory requirements or these conditions of employment for wearing safety apparel and/or using safety equipment shall result in disciplinary action including termination.

SECTION VII JOINT LOSS MANAGEMENT COMMITTEE:

The purpose of the Joint Loss Management Committee (JLMC) is to bring workers and management together in a cooperative effort to promote workplace safety. The Committee shall be meet regularly to develop and implement workplace safety programs, alternative work programs, and allow and encourage injured employees to return to work, and programs for continuing the education of employees on the subject of work place safety. The Committee shall update this written safety program for filing with the New Hampshire Department of Labor.

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7.1 Membership and Structure:

The Committee shall consist of four (4) members. The Town Administrator and a member of the Board of Selectmen shall be permanent members of the Committee and shall represent the Town. Two (2) non-supervisory employees shall be appointed by the Board of Selectmen to the Committee. Those individuals shall serve for one year. However, the Board of Selectmen reserves the right to re-appoint non-supervisory personnel for up to three (3) consecutive one year appointments. From its members, the Committee will annually elect a Chairperson, however, the position will rotate between employee and management representatives on an annual basis.

7.2 Meetings:

The Committee shall meet at least once in each quarter of the calendar year. The committee shall schedule its own meetings and affix the time and date thereof. Committee meetings shall be held during normal working hours.

7.3 Duties:

1. The accidents and subsequent recommendations for prevention will be reviewed and approved or returned for clarification. Any recommendations made will be followed through completion, and the information shall be provided to all departments of the municipality.
2. The Committee may choose to conduct an inspection or an investigation of a particular location or job site or piece of machinery. Recommendations generated by such an investigation shall be communicated to the Board of Selectmen.
3. The meetings of JLMC shall comply with the "Right to Know" law. All minutes from the meeting shall be distributed to employees and members of management and shall be posted for public inspection.
4. Pertinent literature to the safety goals shall be made available to both employees and to management. A safety bulletin board shall be maintained at each town facility for the display of the JLMC's minutes, pertinent literature, safety posters and other educational material.
5. Members of the JLMC shall listen to employees and present safety suggestions from co-workers to the Committee.

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Adopted by the Board of Selectmen February 1, 1996

Victoria T. Virgin, Chairman

Heber J. Feener

Kenneth F. Money

Amended by the Board of Selectmen

Date: _____

Sel. Katherine Dawson, Chairperson

Sel. Thomas Cavanaugh, Vice Chairman

Sel. Timothy Pearson

Sel. Albert LaPlante

Sel. David Wadleigh, Sr.

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VIII. SAFETY AND HEALTH REQUIREMENT POLICY

8.1 Purpose: To ensure that both employees and employers take all necessary steps to ensure safe work practices and a safe workplace. To ensure compliance with New Hampshire Department of Labor Standard 1403.01, Safety and Health Requirements.

8.2 Employer Responsibilities:

1. Evaluation the workplace and work practices to identify any hazardous conditions causing or likely to cause death or serious physical harm to employees.
2. Take all necessary measure to eliminate those conditions causing or likely to cause death or serious physical harm to employees.
3. Train employees to recognize and avoid unsafe conditions and in the rules applicable to their work environment to control or eliminate any hazard or other exposure to illness or injury.
4. Investigate any unsafe conditions in the workplace reported by employees within a reasonable amount of time.

8.3 Employee Responsibilities:

1. Follow all State of New Hampshire Department of Labor Administrative Rules for Safety and Health applicable to their own work practices.
2. Do not use any machinery, tool, material or equipment that does not comply with State of New Hampshire Department of Labor Administrative Rules for Safety and Health.
3. Inform the employer of any unsafe conditions or work practices in the workplace.

8.4 Procedural Overview - Hazard Assessment

1. Observe an employee performing a specific job and break it down step by step.
2. Review each step with the employee to confirm the accuracy of the analysis.
3. Examine each step in the job sequence to determine the hazards involved or those that might occur.
4. Review each step with the employee performing the job to determine whether the job could be performed in a different manner to eliminate

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hazards.

5. Add or eliminate steps to the job, including adding of safety equipment, to reduce or eliminate the hazards involved with the job.
6. Record the results of the hazard assessment and the procedures involved with each job for employee reference.

SECTION IX HAZARDOUS AND TOXIC SUBSTANCE POLICY

9.1 Purpose: To protect employees from hazards associated with storage and handling of hazardous and toxic substances. To ensure compliance with New Hampshire Department of Labor Standard 1403.36, and NH RSA 277-A “Worker’s Right to Know Act.”

9.2 Employer Responsibilities:

1. Train employees who handle, use or are otherwise exposed to hazardous and toxic substances in accordance with NH RSA 277-A “Worker’s Right to Know Act.”
2. Keep a running inventory of all hazardous and toxic substances in the workplace.
3. Determine the level of chemical hazards within the workplace.
4. Replace chemicals with less harmful alternative when applicable.
5. Make Material Safety Data Sheets for all hazardous and toxic substances in the workplace available to employees, upon request, for examination and reproduction.
6. Ensure proper labeling of all hazardous and toxic substances, including those that are transferred out of their original containers.
7. Post appropriate signs and notices as required by NH RSA 277-A “Worker’s Right to Know Act.”
8. Provide and require the use of appropriate personal protective equipment at no cost to employees.

9.3 Employee Responsibilities:

1. Handle, store and dispose of hazardous and toxic substances according to manufacturer’s guidelines.
2. Never mix chemicals unless authorized by employer.
3. Never remove labels from containers of hazardous or toxic substances.
4. Use appropriate personal protective equipment when the employer and/or the Material Safety Data Sheet indicate that it is necessary.

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9.4 Material Safety Data Sheets

1. Material Safety Data Sheets shall be supplied for each hazardous and toxic substance in the workplace.
2. The Material Safety Data Sheets shall be kept on file in a convenient office location and made available, upon request, for examination and reproduction.
3. Each Material Safety Data Sheet must contain the following information about the substance for which it is supplied:
 - a) Identity of the substance as it is listed on the label;
 - b) The chemical's common name;
 - c) If the chemical is a mixture, the identity of the ingredients;
 - d) Physical and chemical characteristics;
 - e) Physical and health hazards including the primary routes of entry in the body;
 - f) Safe handling, use and disposal procedures;
 - g) Spill and leak precautions and procedures;
 - h) Emergency and first aid procedures; and
 - l) Name, address and phone number of the chemical manufacturer.

9.5 Labeling Requirements:

1. All hazardous and toxic substances must have a label containing the following information:
 - a) Identity of the substance
 - b) Name and address of the chemical manufacturer, importer, etc.
 - c) Hazard warnings including acute and chronic health hazards as well as physical hazards.
2. Labels must be substantial.
3. Labels must not be removed under any circumstances.
4. Containers without labels must be removed from use even if the contents are supposedly known.
5. Signs, placards, process sheets, batch tickets, operating procedures or other written materials may be used in place of individual container labels as long as the above labeling requirements are met.

9.6 Training Requirements:

1. Employees will receive training on hazardous and toxic substances in their

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- work area upon initial assignment and whenever a new hazard becomes present.
2. Employees will receive the following information:
 - a) Any operations in their work area where hazardous chemicals are present;
 - b) Location and availability of Material Safety Data Sheets and lists of chemicals.
 3. Employees will be trained in the following areas:
 - a) Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area;
 - b) Physical and health hazards of the chemicals in their work area;
 - c) Methods employees can use to protect themselves from hazards in their work area;
 - d) Labeling systems;
 - e) How to use Material Safety Data Sheets.

9.7 Personal Protective Equipment:

Personal Protective Equipment required for handling hazardous and toxic substances will be listed on each Material Safety Data Sheet. Equipment most commonly required includes: Goggles, Face Shields, and Rubber Gloves.

SECTION X HAZARD COMMUNICATIONS POLICY

10.1 Purpose: In order to comply with OSHA 1910.1200, Hazard Communication Standard, the following written Hazard Communication Program has been established for the Town of Tilton. All Town Departments are included in this policy.

10.2 Container Labeling:

The Department Supervisor will verify that all containers received for use are clearly labeled to indicate:

1. The identity of the contents. (The identity must match the corresponding MSDS).
2. Appropriate hazard warnings. (Including routes of entry and target organs if known).
3. The name and address of the manufacturer, importer or responsible party.

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The Department Supervisor will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with the "central stores" generic labels which have a block for identity and blocks for the hazard warning. For help with labeling, see the Department Head. If alternatives to labeling of in-plant containers are used, add a description of the system used.

The Department Head will review the labeling system at least annually and update as required.

10.3 Material Safety Data Sheets (MSDS):

The Department Supervisor will be responsible for obtaining and maintaining the data sheet system for the company. When toxic or hazardous substances are received without an MSDS, a letter, with a copy to file, will be sent to the supplier requesting the MSDS.

The Department Supervisor will review incoming data sheets for new and significant health/safety information. He/she will see that any new information is passed on to the affected employees. (If alternatives to actual data sheets are used, provide a description of the system).

Copies of MSDS's for all toxic and hazardous substances to which employees of the Town may be exposed will be kept in the MSDS binders located in each department.

MSDS's will be available to all employees in their department for review during each work shift. If MSDS's are not available or new chemicals in use do not have MSDS's, immediately contact the Department Supervisor.

10.4 Employee Training and Information:

The Department Head is responsible for the employee training program. He/She will ensure that all elements specified below are carried out. Prior to starting work, each new employee of the Town of Tilton will receive a health and safety orientation and information and training on the following:

1. An overview of the requirements contained in the OSHA Hazard Communication Standard, 1910.1200.
2. Chemicals present in their workplace operations,
3. Location and availability of our written hazard communication program,
4. Physical and health effects of the toxic or hazardous substances,

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5. Methods and observations techniques used to determine the presence or release of toxic and hazardous substances in the work area,
6. How to use toxic and hazardous substances in the safest possible manner, including safe work practices and personal protective equipment requirements,
7. Steps the company has taken to lessen or prevent exposure to toxic and hazardous substances,
8. Emergency procedures to follow if they are exposed to these toxic and hazardous substances,
9. How to read labels and review MSDS's to obtain appropriate hazard information,
10. Location of MSDS file and location of toxic and hazardous substances list.

The Department Supervisor is responsible for ensuring that MSDS's on the new chemical(s) are available.

10.5 List of Hazardous Chemicals:

The list of all known toxic and hazardous substances used by employees of the Town of Tilton Highway Department can be obtained by reviewing the Material Safety Data Sheets located in each department.

10.6 Hazardous Non-Routine Tasks:

Periodically, employees are required to perform hazardous non-routine tasks. Prior to starting work on such projects each affected employee will be given information by the Department Supervisor about hazardous chemicals to which they may be exposed during such activity. This specific information will include:

1. Specific hazards,
2. Protective/safety measures the employee can take,
3. Measures the company has taken to lessen the hazards, including ventilation, respirators, presence of another employee, and emergency procedures.

10.7 Informing Contractors:

It is the responsibility of the Department Supervisor to provide contractors (with employees) the following information:

1. Toxic and hazardous substances to which they may be exposed

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- while on the job site,
2. Precautions the employees may take to lessen the possibility of exposure by usage of appropriate protective measures.

The Department Supervisor will be responsible for contacting each contractor before work is started in the company to gather and disseminate any information concerning chemical hazards that the contractor is bringing to our workplace.

SECTION XI EXCAVATING AND TRENCHING POLICY

11.1 Purpose: To protect employees from hazards associated with excavating and trenching. To ensure compliance with New Hampshire Department of Labor Standards 1403.23.

11.2 Employer Responsibilities:

1. Contact DIGSAFE to determine if there are underground utility installations in that area.
2. Ensure that underground utilities are identified and marked prior to excavation.
3. Supply employees with trench protective systems when necessary.

11.3 Competent Employee Responsibilities:

1. Inspect and evaluate the condition of all trenches and excavations prior to permitting employees to enter.
2. Perform inspections at the beginning of each day and at least 3 to 4 times during the operation thereafter.
3. Cease operation when weather or other conditions may affect the integrity of trench or excavation.
4. Continue trenching or excavation operations once the conditions have been made safe according to the guidelines identified in section 3 of this policy.

11.4 Procedural Overview - Before Excavation or Trenching Operation:

1. Contact DIGSAFE companies to determine if there are any underground utility installations in that area.
2. Identify and mark underground utility installations prior to operations.
3. Neutralize all sources of energy prior to conducting operations (i.e. lockout/tag out).

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4. A Competent employee must inspect and evaluate the condition of trench or excavation prior to permitting employees to enter.

11.5 During Excavation or Trenching Operation:

1. A Competent employee must inspect and evaluate the trench or excavation 3 to 4 times during the work day.
2. Use a trench protective system (i.e. trench box) or sloping of the ground to the appropriate angle of repose when walls and faces of trenches and excavations are 5 feet or more deep, or when, regardless of depth, there is a danger of cave in or moving ground.
3. Trenches 4 feet deep or more must have adequate means of exit such as ladders or steps, located so as to require no more than 25 feet of lateral travel.
4. When employees are required to enter a trench or excavation, excavated or other material shall be stored and retained at least 2 feet or more from the edge of the excavation.
5. Wear/use appropriate personnel protective equipment.

11.6 Personal Protective Equipment:

Personal protective equipment typically required for this operation: Hard hat and Safety Footwear.

SECTION XII CONFINED SPACE ENTRY PROGRAM

12.1 Definition: Existing ventilation is insufficient to remove dangerous air contamination and/or oxygen deficiency which may exist or develop and ready access or egress (getting out) for removal of a suddenly disabled employee is difficult due to the location and/or size of the opening(s).

12.2 Ruling: New Hampshire Department of Labor, Administrative Rules for Public Employee Safety and Health; Chapter 277 Lab 1403.14 Confined Space Entry:

1. Prior to permitting any employee to enter a confined space, an onsite evaluation of the required work activity shall be done by a competent person. Technical equipment utilized by a component person shall be used to evaluate and monitor potential exposures.
2. All employees required to enter into confined or enclosed spaces shall be instructed as to the nature of the hazards involved, the necessary

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precautions to be taken, and in the use of protective and emergency equipment required.

3. A minimum of two employees shall be assigned to work activity involving confined space entry. One employee shall act as an observer and remain outside the confined space.
4. LIST AND LOCATION OF CONFINED SPACES:
5. INVENTORY OF SAFETY EQUIPMENT:

12.3 Employee Training:

The Town will require that employees that are required to enter confined space will be properly trained by specific seminars or programs designed for Confined Space Entry. It is recommended that refresher courses to be taken by these employees when time and courses permit.

The Town shall require and pay for any employee to have a Hepatitis B vaccination that is exposed to wastewater while performing their work.

For the purpose of this section the following personnel are required to be trained in Confined Space Entry: Positions of: Sewer Commission Employees. No other personnel shall enter confined spaces without this proper training.

12.4 Confined Space Entry Safety Procedures for all Manholes.

1. Confined Space Entry form must be filled out and review all necessary precautions and conditions prior to entry.
2. All traffic control measures shall be taken.
3. An initial test of the atmosphere must be performed to assure that oxygen content, toxic gases and explosive vapors are at acceptable levels.
4. Ventilation equipment shall be used prior and during entry.
5. All persons entering a manhole shall wear a five (5) minute escape capsule.
6. All persons entering a manhole shall wear a rescue harness with attached and secured lifeline.
7. No smoking shall be permitted inside or within ten (10) feet of the manhole.
8. The minimum crew required to be present for an operator to enter a manhole is three (3) one person shall remain outside the manhole while it is occupied. This person's task shall be to watch and maintain communications with employee inside the manhole. The third person

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must be within calling distance to assist the topside individual with rescue efforts.

9. Atmospheric testing shall continue while the manhole is occupied.
10. Person in the manhole shall vacate immediately if warning alarm on any instrument is activated.
11. All required personal protection equipment shall be worn.

SECTION XIII EMERGENCY ACTION PLAN

13.1 General: This is the Emergency Action Plan for the Town of Tilton Highway Department Recycling Area. It provides a framework for use in hazardous substance incidents, fire, medical emergencies and other incidents/emergencies which require rapid and correct decisions.

13.2 Purpose: The purpose of this Emergency Plan is to provide guidance to effectively handle an emergency. It includes three phases of emergency management: prevention - those activities which eliminate or reduce the probability of an incident; preparedness - those activities developed to save lives and minimize damage; and response - immediate activities which prevent loss of lives and property and provide emergency assistance.

13.3 Responsibility: All Town Employees who may have involvement with the plan shall be instructed in its significance. Additionally, each new or transferred affected employee shall be instructed in the significance of the plan.

13.4 Prevention/Preparedness:

All Employees shall continually monitor the facility and its surroundings in an attempt to identify hazards that may contribute to a hazardous materials incident, fire, medical, or other emergency. Employees who identify a potential problem shall take immediate action to correct the hazard, and will apprise their supervisor of actions taken.

The facility supervisor shall: maintain Material Safety Data Sheets (MSDS) on all hazardous materials used at the facility; keep readily available and accessible at all times; ensure that all emergency phone numbers, and other emergency number noted herein, are accurately maintained and posted by all phones.

Employees shall: periodically review and practice the components of the plan; be familiarized with products and operations of the facility in order to assist

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emergency responders with mitigating an incident i.e. locations of fuel (gas, oil) shut offs, chemicals and the like.

An accurate facility diagram should be maintained to help responders locate various items and locations that may be important mitigating an incident, all employees should be knowledgeable regarding evacuating themselves and members of the general public from the facility in the event of an emergency (spill, leak, fire, and explosion). Further, it shall be the job of the facility supervisor to develop both primary and alternate evacuation routes/procedures in conjunction with the local fire department.

The Town will ensure that adequate communications are available on site to summon help in the event of an emergency.

13.5 Response - Fire Emergency:

1. Immediately evacuate all individuals from the fire area/building of origin to a safe location.
2. Attempt to extinguish small fires if trained in the use of portable fire extinguishers.
3. Notify the Tilton-Tilton Fire Department: Be specific, giving the dispatcher the following:
 - Your name
 - Location (address)
 - Nature of fire (i.e. chemicals involved, what's burning, extent of fire, etc.)
4. Meet arriving fire companies at main entrance (if safe) and be prepared to brief them of the situation.
5. Notify the supervisor of the situation.

13.6 Response - Medical Emergency:

1. Immediately ensure that the injured person(s) are removed from further possibility of injury. If none exists, then DO NOT MOVE THEM!
2. Notify the Tilton-Tilton Fire Department. Be specific giving the dispatcher the following:
 - Your name
 - Location (address)
 - Telephone Number
 - Nature of emergency (i.e. #of injured, type and extent of injuries, etc.)

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3. Render emergency first aid on formal training and capabilities.
4. Ensure that someone meets arriving emergency personnel to direct them.
5. Notify the supervisor of the situation.

13.7 Response - Hazardous Materials Emergency:

1. Immediately evacuate all individuals from the area. If fumes and/or smoke are evident, evacuate up wind to avoid contact with fumes or smoke.
2. Notify the Tilton-Tilton Fire Department. Be specific giving the dispatcher the following:
 - Your name
 - Location (address)
 - Telephone number
 - Nature of emergency (i.e. type of problem, chemicals involved (if known), amount leaking or spilled, any injuries or fire, etc.)
3. Meet arriving emergency personnel and brief them. Be prepared to give site specific information. If possible, have MSDS's available for their use.
4. Notify the supervisor of the situation.

13.8 Response - Confrontational Situation:

1. DO NOT FIGHT OR ARGUE! Remain alert.
2. Don't take action that will escalate the situation. For example, this may mean that you will allow an individual to dump without a permit, and turn information over to police personnel.
3. Note (mentally) the individual's description, license plate number, car description, direction of travel, and other applicable information.
4. Immediately call the Tilton Police Department. Be specific and give the following information:
 - Your name
 - Location (address)
 - Telephone Number
 - Nature of emergency (i.e. theft, illegal dumping, etc)
 - Description of perpetrator and vehicle.
5. Notify the supervisor of the situation.

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SECTION XIV. BLOOD BORNE PATHOGENS SAFETY POLICY

14.1 General: It is the policy of the Town of Tilton to approach to infection control in which all human blood and certain human body fluids are treated as if known to be infectious and shall be observed in all situations where there is a potential for contact with blood or other potentially infectious material. The following requirements shall be met:

1. All human blood and body fluids shall be treated as if known to be infectious for HIV, HBV and other blood borne pathogens.
2. Employees responding to emergencies or other situations where blood or body fluids are present shall wear disposable gloves, such as surgical or examination gloves, wash hands after removal of gloves, and wear eye protection when blood or other potentially infectious materials might be splashed.
3. Work procedures shall include safe handling and disposal of needles and sharps, used bandages and gauze, linens, and all other items that come in contact with blood or other potentially infectious materials.

SECTION XV. LOCK OUT/TAG OUT POLICY

- 15.1** All stored energy hazards including but not limited to the following shall be released, locked-out, or otherwise rendered non-hazardous prior to commencement of any work which could subject the employee to potential injury: hydraulic pressure, pneumatic pressure, steam pressure, vacuum, electricity, mechanical and gravity.
- 15.2** Padlocks shall be made available to employees for the purpose of locking –out equipment when required.
- 15.3** Only the individual who is working on the equipment shall be allowed to remove the lock-out device.

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TOWN OF TILTON SAFETY POLICY

EMPLOYEE SAFETY RESPONSIBILITIES

As an employee of the Town of Tilton, I am responsible to:

1. Observe all town safety rules and apply the principles of accident prevention in my day to day duties.
2. Report any job-related injury, illness or property damage to my Supervisor and seek treatment promptly.
3. Report hazardous conditions promptly (unsafe equipment, floors, material and unsafe acts) to my Supervisor or to my JLMC representative.
4. Observe all hazard warning and no smoking signs.
5. Keep aisles, walkways and working area clear of slipping/tripping hazards.
6. Know the location of fire/safety exits and evacuation procedures.
7. Keep all emergency equipment such as fire extinguishers, fire alarms, fire hoses, exit doors and stairways clear of obstacles.
8. Not report to work under the influence of alcoholic beverages or drugs nor to consume them while on Town property.
9. Refrain from fighting, horseplay or distracting my fellow workers.
10. Observe safe operating procedures for all equipment I am authorized to operate.
11. Follow proper lifting procedures at all times.
12. Be alert to see that all guards and other protective devises are in their proper places prior to operating equipment.
13. Not wear frayed, torn or loose clothing, jewelry or long unrestrained hair near moving machinery or other sources of entanglement or around electrical equipment.
14. Actively participate in the Town's efforts to provide and implement a Joint Loss Management Program.

**I HEREBY ACKNOWLEDGE THAT I HAVE RECEIVED A COPY OF THE
EMPLOYEE SAFETY RESPONSIBILITIES FORM, AND THAT MY
RESPONSIBILITIES WERE EXPLAINED TO ME:**

Employee's Signature

Date

Town of Tilton
SAFETY ORIENTATION CHECKLIST

Employee's Name: _____

Position _____ Date of Hire: _____

Circle one: New Employee Transfer Rehire Part Time

1. Purpose of Orientation.
2. Reporting accidents/incidents to Supervisor immediately.
3. Tour of Facilities and Equipment.
4. First Aid Kit:
 Obtaining Treatment Location Emergency Phone Numbers
5. Potential Job Hazards:
 What they are How to properly use equipment
 Care/use of protective apparel/equipment
6. What to do in the event of emergencies: Exit locations and evacuation routes
 Use of fire fighting equipment
 Specific procedures (medical, chemical)
 Emergency Phone Numbers
7. The Total Safety Program: Function of the JLMC
 Introduction to JLMC Representative Safety Policies and Procedures
8. Personal Work Habits: Proper lifting procedures
 Good Housekeeping No smoking policy Safe work procedures
 Proper use of Equipment
9. Vehicle Safety: Seat Belt policy

We have discussed the items above. I will consciously try to perform my assigned duties safely.

Supervisor's Signature _____ Date
Employee's Signature _____ Date

Forms shall be placed in the Employee's personnel file.