 **Town Of Roseboom**

 Otsego County, New York

**HIGHWAY DEPARTMENT**

**EMPLOYEE HANDBOOK**

**Adopted: February 2022**

1. **INTRODUCTION**

This Handbook has been prepared to acquaint employees with the personnel policies and benefit programs of The Town of Roseboom. Familiarity with the contents of this Handbook will be helpful in many matters that relate to your employment. You should take the time to read the Handbook carefully and should be saved for reference. This Handbook is not a contract, and the language used in the Handbook is not intended to create or be construed as a contract. Instead, it is solely informational in nature. Moreover, the Town expressly reserves the right to modify or delete any of the policies contained without notice and that these policies are implemented with no regard for past practices or exceptions. This Handbook modifies any and all pre-existing rules, benefits and policies whether written or otherwise.

1. **EQUAL EMPLOYMENT OPPORTUNITY POLICY**

The Town of Roseboom is committed to the principles of equal employment opportunity. It is the Town’s policy to recruit, hire, train, pay, promote and discipline all employees without regard to race, color, sex, age, or creed, national origin/ ancestry, citizenship, marital status, sexual orientation, religion, physical or mental handicap, disability or relationship to such individual.

1. **Harassment Prohibited**

The Town makes every effort to maintain a cooperative and business-like working environment for all employees. For this reason, we will not condone or tolerate behavior by employees that may be construed as harassment of any employee based on the employee’s race, color, sex, age, or creed, national origin or ancestry, citizenship, marital status, sexual orientation, religion, physical or mental handicap or disability. Harassment includes, without limitation, verbal harassment (epithets, derogatory statements, slurs), physical harassment (assault, physical interference with normal work or movement), visual harassment (posters, cartoons, drawings), and sexual innuendo and sexual favors (unwanted sexual statements or advances). An employee is encouraged to discuss harassment complaints with the Highway Superintendent or members of the Town Board. The Town will conduct a thorough investigation of the facts, arrive at a resolution of the complaint, and take appropriate corrective action, if necessary. Information will be kept confidential to the fullest extent possible. No employee will suffer any adverse employment action for reporting a claim of harassment. Retaliation is strictly prohibited.

1. **YOU AND THE TOWN OF ROSEBOOM.**

 The town recognizes that in any business, problems may develop which require attention and understanding or that employees may have comments, questions or complaints concerning working conditions or policies, or misunderstandings with other employees or management. Employees are encouraged to speak with their immediate supervisor (Highway Supervisor). All employees should be aware of and follow the chain of command when they have a concern or issue to discuss. Your opinion counts and we encourage you to bring your concerns or suggestions to the Highway Superintendent’s attention immediately. Your immediate supervisor should be the first person you contact. If the Highway Superintendent is not available or you do not understand what the Highway Superintendent has told you, please contact a board member to discuss further. Our success at The Town of Roseboom is a direct result of the skills, hard work, and dedication of all of our employees. For our part, we enthusiastically accept our responsibility to provide you with good working conditions, wages and fringe benefits, fair treatment, and the personal respect that is rightfully yours.

1. **ORIENTATION PERIOD**

The orientation period is intended to give both the Town and the employee the opportunity to determine suitability for the job. Employees will have an initial three (3) month orientation period. Employees will need to complete any required orientation training during this period. A written performance evaluation will be given on or about an employee’s three-month anniversary. During the orientation period, employees will accrue, and can use sick time. Personal Days will be credited at the end of the orientation period.

1. **PERFORMANCE APPRAISAL**

 All employees will receive performance appraisals. Typically, an employee receives a performance appraisal at the end of the orientation period, and annually thereafter. The performance appraisal is designed to provide each employee with written feedback and also allow the employee to address any concerns they have or ask questions.

1. **ATTENDANCE**

 If you are absent or are going to be tardy it is your responsibility to notify the Highway Superintendent personally, each day. You should understand that excessive absenteeism and tardiness will result in disciplinary action, up to and including discharge. Excessive absenteeism is defined as any three (3) absences, within a 30-day period, for which staff do not work staff’s scheduled shift. (This does not included scheduled vacation time) Excessive tardiness is defined as any three (3) instances, within a 30-day period, for which staff arrive to work after the start of staff’s scheduled shift. In addition, patterns of repeated absences prior to or following weekends, holidays, or scheduled days off, will receive serious attention when the matter of excessive absenteeism is considered. Excessive absenteeism and/or tardiness may result in disciplinary action up to and including dismissal.

Employees are encouraged to use time off wisely. Employees will be required to provide a doctor’s return to work note for absences of 3 or more days. Misuse of time off will result in discipline up to and including termination. If you are absent without notifying the Highway Superintendent (no call no show), you will receive a final written warning and on the second incident of no call no show, you will be terminated for misconduct (this includes failure to report to work, failure to call in to your supervisor if unable to report to work). Calling in to a co-worker is not acceptable.

**7. TYPES OF EMPLOYMENT**

(A) Full-time: Full-time employees are those persons who typically work forty hours per week. Full time employees receive benefits.

(B) Part-time: Part-time employees are those persons who typically work less than thirty (30) hours per week. Part time employees do not receive benefits.

(C) Temporary Employees/On Call: Temporary/On Call employees are those persons who are hired for a limited, temporary period based on the job to be performed. This period is at the discretion and approval of the Town Board/Highway Superintendent. There are no benefits for Temporary employees. Temporary/On Call employees may work from zero (0) to forty (40) hours in any given week (or more if approved for overtime), and may or may not work consecutive weeks.

**8. PAY PERIOD/PAY DAY**

Time Sheets will reflect two (2) weeks or 14 days, with employees being paid every two weeks. A pay week is calculated from Monday through Sunday. Bi Weekly Payroll Timesheets are to be completed & signed by the Highway Superintendent and submitted to the Bookkeeper/Accountant on Mondays by 9am. Payday is usually the Friday following the end of a pay period. This day can be changed by one day earlier or later if a holiday occurs between the end of the pay period and payday. Employees have the option of being paid via direct deposit or check.

**8a. TIME CARDS**

Employees are required to punch in and out each day, using the timeclock. Each employee is responsible for completing this task daily. Employees who fail to punch in or out must notify the supervisor as soon as they realize they missed a punch. At that time, the employee and supervisor will hand write the time in or out on the timecard and both will initial. If the timecard does not contain a punch in or a hand written time, initialed by the supervisor, the employee will not be paid for the day. Employees who fail to punch in or notify their supervisor of a forgotten punch, will be subject to disciplinary action, up to and including termination. Patterns of staff forgetting to punch in will also lead to disciplinary action.

**9. OVERTIME**

Depending on Town work needs, highway employees will be required to work overtime when the need arises. Prior approval of the Highway Superintendent, however, is required before any highway employee works overtime. Employees working overtime without approval will be subject to disciplinary action.

Overtime pay for highway employees who work more than forty (40) hours in a work week is computed at a rate of time and one half. (i.e. actual hours worked (32) and Holiday hours earned (8) = 40 hours total) Holiday pay, sick pay, personal time, or vacation time used will not exclude an employee from earning Overtime.

**10. COMPENSATION TIME**

An employee may request to receive Compensation time instead of Overtime. All requests for Comp time in lieu of overtime pay must be approved by the Highway Superintendent. Compensation time is also calculated at a rate of time and one half.

 In order to qualify for Compensation time, any employee must have **40 actual work hours** for the week. The exception, would be a scheduled holiday. Employees who used sick pay, personal time, or vacation time during the 40 hour work week **would NOT QUALIFY** for Compensation time, instead any time worked beyond 40 hours would be paid as Overtime.

Accumulated Comp time cannot exceed 40 hours. Once 40 hours is reached, the Highway Superintendent will not approve any more until the employees balance is reduced below 40 hours. Unused accrued Comp time will be paid to any employee who resigns, or is terminated by the Town. Comp Time cannot be carried over from year to year, instead, it will be paid out at year end.

Use of Comp time must be pre-approved by the Highway Superintendent. Comp time is not intended to be used without prior planning and approval. **Comp time cannot be used to cover tardiness.**

**11. Call in Pay**

Full time employees will be entitled to 2 hours of call- in pay, per occurrence. The Policy states that an employee shall be paid the applicable straight time or over time rate for the actual hours worked, or a minimum of 2 hours regular straight time base pay, whichever is greater.

**12. SALARY AND INCREMENTS**

The Town believes in compensating staff in such a way as to attract, retain, and develop the highest level of employee. Funding for staff salaries comes from Town Taxes payed by town residents; therefore, increments are not automatic each year, but are based on merit and the financial ability of the Town to meet them. The town makes it a priority to give COLA increases, whenever fiscally possible.

**13. EXPENSE/CLOTHING ALLOWANCE**

If an employee needs to use their personal vehicle during the course of work, they will be reimbursed for mileage at a rate of $.585 per mile for the year 2022. This rate is based on the IRS standard mileage rate, our rate will change should the IRS rate change. Use of personal vehicle during work time must be pre-approved by the Highway Superintendent. Town vehicles should always be used when available, leaving use of personal vehicle as a last resort.

Should an employee be sent to an all-day training, the employee can submit a receipt for lunch reimbursement not to exceed $15.00.

Full time Highway employees, including the Highway Superintendent, are entitled to a clothing/work boot allowance benefit of $350 each year. Employees must submit a receipt to receive the reimbursement, receipt must be submitted within 30 days of purchase. Employees may utilize a town vendor to make a boot or clothing purchase. The Town will purchase/supply each employee with 5 safety shirts, 1 winter reflective work coat, 1 set of rain gear, annually or as needed.

**14.** **BEREAVEMENT**

In the case of a death in an employee’s immediate family, an employee may be absent without loss of salary for a period not to exceed 3 work days. Time may be used for bereavement, funeral preparation, and burial. Bereavement time can be used for spouse, children, parents, siblings, or grandparents, father and mother-in-law, aunt, uncle. All bereavement time must be approved by the Highway Superintendent.

**15. SICK TIME**

Absences charged to sick leave must be due to illness of the employee or an immediate family member. Immediate family is defined as spouse and children. Sick time cannot be used to cover tardiness. If an employee calls in sick for personal illness, the employee must use a full sick day, exceptions would be pre-approved sick time for a medical appointment or illness of spouse or child.

Employees will be required to provide a doctor’s return to work note for absences of 3 or more days. If an employee is absent due to personal sickness for more than seven consecutive days, the bookkeeper must be notified immediately so that New York State Disability Forms can be distributed. Failure to complete the disability forms may result in non-payment for sick leave. Following any illness requiring medical treatment or surgery, the employee must present medical certification stating physical fitness (without restrictions) before returning to work.

Full time Highway Employees accrue 1 sick day per month, for a total of 12 sick days per year. Sick days may be accumulated up to a maximum of 480 hours or 60 days, and may be carried over from one year to the next. Accumulated sick time can’t be bought out. Unused sick time will NOT be paid to employees who resign or are terminated. All sick time/days must be approved by The Highway Superintendent.

Misuse of sick time will result in discipline up to and including termination. Excessive used of sick time is defined as any three (3) absences, within a 30-day period.

**16. COVID SICK LEAVE**

It’s the goal of The Town of Roseboom to maintain a healthy workforce and healthy workplace. If an employee develops symptoms consistent with COVID 19, they should call the Highway Superintendent, BEFORE reporting to work. If symptoms develop at work, the employee should notify the Highway Superintendent. In most instances, the Highway Superintendent will advise the employee to seek testing and not come to work. Should an employee be quarantined due to testing positive, The Town will provide NY COVID 19 Paid Sick leave, in accordance with state law. COVID 19 Sick pay cannot exceed 14 days over the course of the year and only applies to the employee. Should an employee require more than 14 days due to mandatory quarantine requirements, the employee will need to use Sick, Personal, or Vacation time to cover the absence. Employees are required to show proof of required quarantine or positive test result to qualify. Home tests do not qualify unless administration of the test was observed.

**17. VACATION TIME**

The town believes that employees should have opportunities, throughout the year, to enjoy time away from work to help balance their lives. Full time employees earn the following vacation time:

* After 1 year of service- employee earns 1 week paid vacation time, 40 hours.
* After 3 years of service- employee earns 2 weeks paid vacation time, 80 hours.
* After 7 years of service- employee earns 3 weeks paid vacation time, 120 hours.
* After 15 years of service- employee earns 4 weeks paid vacation time, 160 hours.

Vacation accruals will be credited on January 1st annually. When an employee reaches the 1 year, 3 year, 7 year, or 15 year milestones, vacation earnings will be pro-rated. (i.e. someone hired on 4-1-19, 3 year anniversary date is 4-1-22. From Jan 1- March 31st employee earns 40 hours of vacation prorated to 3 months, or 10 hours. April 1-Dec 31 employee earns 80 hours, prorated for 9 months, or 60 hours. Totaling 70 hours for the year.

All vacation time must be pre-approved. Vacation time cannot go negative. Vacation time may be accumulated and carried over to the following year, with a cap of 5 days or 40 hours.

Scheduled vs. Unscheduled. When an employee is out of work unexpectedly the Highway Superintendent will designate the vacation time use as “unscheduled”. This designation will be used by the Highway Superintendent to track an employee’s unauthorized absences for attendance purposes.

If an employee resigns and provides a proper 2 week notice, unused accrued vacation time will be paid out, on a prorated bases. (Example: Employee is credited 40 hours of vacation time on Jan 1. Employee resigns effective April 1. The employee only completed 3 months of service for the calendar year, equating to 10 hours of vacation time. Employee will be paid vacation balance, less 30 hours.)

Employees who resign without proper notice, will not be paid out vacation time. Employees who are terminated will not be paid out vacation time.

**18. PERSONAL DAYS**

Full time highway employees are given 3 personal days per year. Personal time must be used by year end, unused time will not carry over to the next calendar year. Personal time will be credited at the beginning of the calendar year, or January 1. All personal time use must be approved by the Highway Superintendent. Unused personal time will not be paid out to an employee who resigns or is terminated.

**19. HOLIDAYS**

There are twelve (12) recognized Town holidays as listed: New Year’s Day, Martin Luther King Day, Presidents Day, Good Friday, Memorial Day, Independence Day (July 4th), Labor Day, Columbus Day, Election Day, Veterans Day, Thanksgiving, and Christmas Day.

Full time employees are required to work the day before and the day after scheduled holidays, with the exception of a pre-approved vacation or personal time. Full time employees will receive time and one half their rate of pay for actual hours worked on any holiday, in addition to the 8 hours standard holiday pay, paid at straight time. Employees can request that time worked on a holiday, be paid as Comp time in lieu of overtime. This request will need to be approved by the Highway Superintendent.

**20. RESIGNATIONS**

All employees shall give reasonable written notice of resignation, no less than two weeks. Failure to comply with the resignation policy will forfeit eligibility for payout of unused vacation time. It will also make you ineligible for rehire, should you wish to re-apply in the future. No Vacation, Personal or Sick time may be used during the resignation period.

**21. GOVERNMENT SERVICE/JURY DUTY**

If you are required to serve the government you will be paid your regular pay for a maximum of two (2) weeks, providing you relinquish any government service pay you receive to the Town. Government Service includes Jury Duty, National Guard Duty and Military Reserve Duty. In order to receive your pay from the Town under this policy, you must give your jury summons or subpoena to the Highway Superintendent immediately after receiving it. It is your responsibility to keep the Town informed of the dates and expected duration of your jury duty. You must present the Highway Superintendent with proof of service.

**22. Paid Leave for Volunteer Fire Fighters & EMS**

Full-Time Employees are entitled to paid leave for volunteer fire fighter and EMS services. The Volunteer Fire Fighters & EMS Policy states that a full-time employee who is called out for volunteer fire fighter and/or EMS services during regular working hours must obtain permission from the Highway Superintendent to leave work and then will be entitled to paid leave***.*** (in the absence of the Highway Superintendent-employee is to contact Town Supervisor, or Deputy Town Supervisor). Employees will not be required to use any accrued leave time (i.e. vacation, sick, personal, comp). The Town of Roseboom will pay for the hours that the employee is called out for the services by submitting a written notice of attendance.

At the discretion of the Highway Superintendent, an employee may be required to obtain a written notice signed by the Fire Department Chief or Deputy Chief indicating that the employee did attend and provide fire fighter services and/or EMS services. The notice will be attached to the bi-weekly payroll sheet for auditing purposes.

If a signed note is required and not submitted by an employee, the hours will be deducted from their pay for that payroll period.

**23. USE OF THE TELEPHONE/USE OF PERSONAL CELL PHONES**

Our telephones are for business use and generally should not be used for personal calls. We recognize, however, that certain emergency situations may arise when you will have to receive a personal telephone call or will need to make a personal call. We ask that you try to keep such calls to a minimum and take care of them during break periods whenever possible.

Use of personal cell phones is prohibited during scheduled work hours, unless during break time. Employees found using personal cell phones will be disciplined, up to and including termination. Use of a mobile device while operating a town vehicle is illegal and a serious safety violation and will be grounds for immediate termination from employment.

**24. INSURANCE/BUYOUT**

Health Insurance- Full time employees, including the Highway Superintendent, are entitled to Health Insurance Coverage or Health Insurance Buyout. Health Insurance coverage has no waiting period, its effective on the date of hire. The Town Supervisor and Town Board will review the Health Insurance Plan annually to select the plan that best fits the needs of the town employees, recognizing budget constraints for this benefit. The town provides individual coverage for employees, with no cost or contribution from employees. For 2022, health insurance costs the town $10,010 annually per employee.

Health Insurance Buyout- Full time employees who choose to decline Town Health Insurance Coverage may opt for the buyout option. To be eligible, the employee must provide proof of coverage under another plan, proof will be kept in employees personnel file. The buyout is $2400 annually, paid out monthly in the amount of $200 each month.

Dental Insurance- Full time employees, including the Highway Superintendent, are entitled to Dental Insurance. Dental Insurance coverage has no waiting period, its effective on date of hire. The Town Supervisor and Town Board will review the Dental Insurance Plan annually to select the plan that best fits the needs of the town employees, recognizing budget constraints for this benefit. The town provides individual coverage for employees, with no cost or contribution from employees. For 2022, dental insurance costs the town $321 annually per employee. There is no Dental Insurance Buyout.

**25. FAMILY AND MEDICAL LEAVE (FMLA)**

Family and medical leave (FMLA) applies to employees who have completed at least twelve (12) months of employment and have worked 1,250 hours during the twelve (12) months preceding the commencement of leave. Eligible employees will be entitled to twelve weeks unpaid leave measured from the first day leave is used. FMLA Leave is available for:

▪ the birth or adoption of a child;

▪ the placement of a child in foster care;

▪ to care of a spouse, parent or child with a serious health condition; and/or employee’s own serious health condition.

The Town may require employees who request leave for a family member’s serious health condition or his/her own serious health condition to provide medical certification of the employee’s or family member’s serious health condition. An employee returning from leave due to his/her own serious health condition, must provide certification of his/her ability to perform his/her job duties. Failure to meet these requirements may result in the denial or revocation of family leave.

Where the necessity of leave is foreseeable, the employee must give the Town 30 days written notice before the beginning of the leave. If such notice is not foreseeable, the employee should give as much notice as is practical under the circumstances. Notice must be in writing and must specify the date the leave will begin and the reason the leave is necessary.

Worker’s Compensation Leave or Disability Leave shall run concurrently with FMLA Leave. While the employee is on FMLA, the employee will be required to use all unused vacation, personal, comp and sick time. The Town will continue to provide the employee with health insurance coverage.

As long as an employee returns to work within 12 weeks from his or her scheduled FMLA leave the Town will restore the employee to the same or an equivalent position, as determined by the Board, with equivalent pay, benefits and other terms and conditions of employment. The Town will consider any employee who does not return to work at the conclusion of an approved leave to have voluntarily resigned.

**26. WORKERS COMPENSATION**

Town of Roseboom highway employees are covered under Otsego County’s worker Compensation Plan. If you are injured while working, you must fill out an accident report form and submit it to the Highway Superintendent before the end of your shift or as soon thereafter if receiving immediate medical treatment. Employees who fail to submit a timely accident report will face disciplinary action up to and including termination. The Highway Superintendent is responsible for completing accident reports, notifying and forwarding the reports to the Town Superintendent and the Workers Comp. insurance company (Benetech Inc).

If an employee is out 1-4 days, there is not reimbursement from Benetech Inc. As such, the Town will pay the employee the 8 hours per day and will not require the employee to use their accrued leave time. The timesheet sheet will reflect W/C-8hrs for the days 1 – 4.

If out for 5-10 days, the Town will receive 2/3 reimbursement of the employees average weekly wages. If out 11+ days, the reimbursement is the same –the Town will only receive 2/3 reimbursement. The employee will use their accrued sick leave, then comp or vacation time as needed to make up the difference. When the Town receives the reimbursement check, the employee will be credited back his used leave time on a ratio basis (i.e. Using 5 days of sick leave: w/ wages of $800/week the 2/3 reimbursement is $ 534 =3.34 days) (employee will be credited back the 3.34 days; using 1.66 days of his accrued leave time).

The highway employee mustprovide a Doctor’s note and an Accident Report Form must be filed with Benetech Inc by the Highway Superintendent. This policy will only be applicable to an employee for two (2) incidents per year. If more than two (2) injury incidents occur, the employee will use their accrued leave time.

**27. SMOKING/VAPING**

 In the interest of providing a safe and healthy environment for employees, vendors, town residents and other visitors, and in accordance with Article 13-E of the Public Health Law, the following smoking rules have been adopted:

Smoking/ Vaping is prohibited in all indoor locations and town vehicles. Smoking is permitted in outdoor areas, away from building entrances. Employees found smoking in Town facilities/vehicles will be subject to disciplinary action.

**28. DRUGS/ALCOHOL**

The Town’s goal is to maintain a substance free environment for the benefit of its employees and town residents. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, drug-related products, narcotics or alcohol on the job or at the workplace is prohibited. An employee may be subject to civil, criminal and disciplinary penalties, including dismissal from employment, for failure to observe this policy. All terms in this policy shall have the meaning and definition as set forth in the Drug Free Workplace Act. An employee who is suspected of possessing or transferring drugs or alcohol on Town premises at any time, who is suspected of using drugs or alcohol during working hours, or who reports to work under the influence of drugs or alcohol is subject to appropriate disciplinary action up to and including dismissal. Only those prescriptions which are in an approved container indicating the name of the prescribing physician, the patient’s name and the dispensing pharmacy, and which do not impair an employee’s ability to perform his/her job are permitted on Town premises. When the Town has reasonable cause to believe that an employee may be under the influence of alcohol or drugs which affects job performance, that employee may be required to undergo a drug or alcohol screening test. Such reasonable cause will be determined at the Town’s discretion and may include, but will not be limited to, a work-related accident or injury or unusual work behavior. In addition, the Town may conduct random drug testing of employees. All test results will be confidential and given to the Town for review and discussion with the employee. If testing confirms the presence of illegal substances or alcohol, the employees will be subject to discipline up to and including discharge.

**29. PROFESSIONAL CONDUCT**

The Town of Roseboom is represented by its employees in a variety of ways. The employees are a reflection of the Town’s image and the services it provides. All employees are expected to conduct themselves in a responsible and appropriate manner. Although it is impractical to spell out all types of appropriate or inappropriate conduct, The Town expects employees to exercise good judgment and common sense.

Employees are expected to:

▪ Report to work at the designated starting time ready and prepared to work.

▪ Notify the Highway Superintendent prior to the scheduled reporting time when late or absent.

▪ Perform his/her job duties in a professional, timely, orderly and safe manner.

▪ Adhere to all federal and state laws and support the policies and procedures of the Town.

▪ Respect the privacy and rights of fellow employees.

▪ Treat fellow employees and visitors in a courteous manner.

▪ Attend all required training and maintain all required licenses and certifications

▪ Dress appropriately for the work activity being performed.

▪ Refrain from smoking/vaping in areas where smoking is prohibited.

The following are some additional examples of action which may lead to disciplinary action up to and including discharge. This list is simply representative and not all-inclusive.

 ▪ Acts of violence

 ▪ Insubordination

▪ Sleeping on the job

▪ Dishonesty/ Theft of Town property

▪ Excessive absenteeism or tardiness

▪ Possession of firearms on Town premises

 ▪ Falsification of records, including timesheets

**Upon hiring, The Town will request a copy of a New York State driver’s license. All employees must notify the Highway Superintendent within 24 hours if they receive any traffic violations or suspensions (whether during working hours or not).**

**30. SAFETY AND HEALTH**

It is the intention of The Town of Roseboom to provide a place of employment free of recognized safety and health hazards. The Town is committed to comply with Federal, State and local safety and health laws and regulations. The Town offers training programs on a periodic basis covering a variety of safety and health issues. Employees are required to take part in all in-service training as directed by the Highway Superintendent. Employees are encouraged and should report all observed safety and health violations to the Highway Superintendent who will then convey that information to the Town Board. Any incidents or accidents resulting in injuries to oneself, other employees, or damage to Town property must be reported within 24 hours. An accident report or incident form must be filled out and submitted to the Highway Superintendent.

PPE- Employees will be provided all necessary safety equipment and PPE as needed for a safe work environment. The Town will supply COVID related PPE as well. Should an employee feel a certain type of safety equipment or PPE is needed, it should be requested by discussing with the Highway Superintendent.

 Responsibilities of Drivers- All employee drivers are responsible for the following activities:

• Providing for safe travel in a safe and legal manner.

• Presenting a positive image. Drivers are “public relations” staff, and as such, are responsible for friendly, respectful and courteous behavior at all times.

• Perform a routine maintenance check on the vehicle prior to your first trip.

 • Use seatbelts and ensure that all passengers are wearing seatbelts.

• No use of electronic devices (cell phones, ipod, text messaging etc.) while driving.

 • No smoking in Town Vehicles.

 • Complete and submit Vehicle Accident and Accident Injury Reports according to policy.

 Employees who fail to follow all safety protocols and/or laws will be subject to discipline, up to and including termination.

**31. PERSONNEL POLICIES**

These Personnel Policies provide guidelines to employees. Changes and/or additions will be necessary as the need arises. Final interpretation of these policies can be made by The Highway Superintendent and Town Board.

 I have reviewed and understand The Town of Roseboom’s Highway Employee Handbook. I also understand that the handbook does not constitute a contract between me and The Town of Roseboom. The Town reserves the right to deviate from, modify, or abolish all or any part of the policies, procedures and benefits described in the handbook at any time, without prior notice.

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Employees Printed Name and Signature Date