

1) REPORTING OF TIME WORKED – PAGE 20 – APPROVED - BOS Meeting 6/17/19

WORDING NOW:

It is important that your time be accurately reported so that you are compensated for the hours that you work. You will be required to enter the hours actually worked into the payroll software system on a daily basis. No one is authorized to enter hours on your behalf, and falsification of time records could lead to disciplinary action, up to and including termination from employment. You must submit your payroll hours for each week on the last work day of each week. Your supervisor will provide you with details concerning your obligation to report all of the time you have worked. All full, part time and temporary employees are required to correctly record their hours worked each day. Time sheets must accurately record the actual hours worked on any given day. Employees shall enter their hours worked to the closest quarter of an hour. If between quarter hours the latest quarter hour shall be recorded. This requirement also applies to exempt employees. Stipend employees are not required to complete time sheets.

PROPOSED WORDING:

Actual hours worked should be entered into the software daily so that reporting and compensation are accurate. No one is authorized to enter hours on your behalf, and falsification of time records could lead to disciplinary action. You must submit your payroll hours bi-weekly at the end of the pay period. Your supervisor will provide you with details concerning your obligation to report all of the time you have worked. Employees shall enter their hours worked to the closest quarter of an hour. If between quarter hours the latest quarter hour shall be recorded. This requirement also applies to exempt employees. Stipend employees are not required to complete time sheets.

PROPOSAL: To clean up the wording and allow for current practice of reporting time bi-weekly.

2) QUESTIONS REGARDING PAYCHECKS – Pg 22 APPROVED - BOS Meeting 6/17/19

WORDING NOW:

If you have any questions or concerns about your paycheck or any deductions from your pay, please contact your department head or the Town Administrator as soon as possible. If you do not receive a prompt response or are dissatisfied in any way with the response you receive, you should feel free to contact the Chair of the Select Board.

Questions and concerns regarding pay and deductions will be investigated and addressed promptly. If there has been an error, such as a deduction made in error, the employee will receive a corrected check or a check reimbursing the employee for the error, whichever is more practicable under the circumstances.

Employees should feel free to communicate any questions or concerns regarding pay or deductions. The Town will not tolerate retaliation against employees who have expressed concerns using this procedure.

PROPOSED WORDING:

If you have questions or concerns about your paycheck, please contact your department head or the Finance Director as soon as possible. If you do not receive a prompt response or are dissatisfied with the response you receive, you should contact the Chair of the Select Board.

Questions and concerns regarding pay and deductions will be investigated and addressed promptly. Errors will be corrected quickly while communicating with the employee.

PROPOSAL: To condense wording

3) REIMBURSABLE EXPENSES – PAGE 22: APPROVED - BOS Meeting 6/17/19

WORDING NOW:

With prior approval by your department head, legitimate expenses will be reimbursed by the Town to the employee. The employee must submit receipts in order to be reimbursed. Reimbursement may be in the form of petty cash, an addition to a paycheck, or a separate check. See your department head with any questions as to whether and what expenses may be reimbursed.

PROPOSED WORDING:

With prior approval by your department head, legitimate expenses will be reimbursed by the Town to the employee. The employee must submit receipts in order to be reimbursed. Reimbursement will be in the form of petty cash or a separate check. See your department head with questions as to whether expenses may be reimbursed.

PROPOSAL: To remove the paycheck reimbursement option.

4) OVERTIME – PAGE 23

WORDING NOW:

Sick days, holidays, vacation time, leaves of absences, personal days and other time off benefits are not counted as “time worked” for purposes of overtime

PROPOSED WORDING:

Sick days, leaves of absences, personal days are not counted as “time worked” for purposes of overtime. Vacation time off and Holiday time will be counted towards the calculation of overtime.

PROPOSAL: Vacation days may be used as time worked when calculating overtime, if needed by the department. This will allow for police officers and fire fighters to be properly compensated when called in for coverage after they had already taken vacation days. Current rules mean all we can offer an employee is straight time or their vacation day back.

5) OVERTIME – PAGE 23

WORDING NOW:

Town employees engaged in law enforcement activities will be paid overtime at the rate of one and one-half times their regular rates of pay for all time worked in excess of forty-three (43) hours worked in the seven (7) day work period. Town employees engaged in fire protection activities will be entitled to overtime pay at the rate of one and one-half times their regular rates of pay for all hours worked in excess of fifty-three (53) hours in the seven (7) day work period. The Select Board may approve alternate calculations of overtime for periods that are authorized in accordance with the Fair Labor Standards Act for law enforcement and fire personnel.

PROPOSED WORDING:

Town employees engaged in law enforcement activities will be paid overtime at the rate of one and one-half times their regular rates of pay for all time worked in excess of forty (40) hours in a seven (7) day work period. Town employees engaged in fire protection activities will be entitled to overtime pay at the rate of one and one-half times their regular rates of pay for all hours worked in excess of forty-five (45) hours in the seven (7) day work period.

PROPOSAL: Decrease hours required to trigger OT for Police & Fire. Current rules are within FLSA rules, but are not common in the industry. In addition, the firefighter rules are written for positions that sleep for significant parts of their shifts.

6) BREAKS AND MEAL PERIODS – PAGE 24 APPROVED - BOS Meeting 6/17/19

WORDING NOW:

Generally, all Town employees will be provided with a thirty (30) minute meal period/break after five consecutive hours of working, unless it is feasible to eat while working and the employee is willing and permitted to do so. Fire protection and law enforcement personnel will receive meal breaks as established by their respective Departments. One or two paid break periods of fifteen (15) minutes will be granted during the work day if possible, but these breaks are not guaranteed.

ADDED WORDING:

Sewer Department employees will be granted one paid break period of 15 minutes if possible, but this is not guaranteed.

7) HOLIDAYS – PAGE 24 APPROVED - BOS Meeting 6/17/19

WORDING NOW:

Full-time and part-time employees are entitled to the paid holidays listed below, 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.

PROPOSED WORDING:

Provided that the employee either works, OR schedules in advance, paid time off for their regularly scheduled day preceding and following the holiday.

PROPOSAL:

To allow an employee to get paid for a holiday where they use vacation or personal time to extend time off period.

8) HOLIDAYS – PAGE 24

WORDING NOW:

Some employees may be required to work on holidays. Police Officers paid on an hourly basis shall be paid an additional eight (8) hours of straight time for each holiday, which will be calculated for the actual day of the holiday.

The Road Agent may allow Highway Department employees who are required to work on a holiday to use the holiday on a different day in lieu of being paid holiday pay. If the employee requests to use the holiday on a different day and the Road Agent approves, the Road Agent will schedule the holiday day for that employee to be used within 90 days of the actual holiday. ~~The employee must utilize the holiday day within the 90 days or lose the holiday day and pay for that holiday.~~

PROPOSED WORDING:

Employees required to work on a holiday are entitled to be paid one and one-half (1-1/2) times their regular rate of pay in addition to their straight time holiday pay. Employees who are required to work on a holiday may take a floating holiday OR holiday pay in addition to their overtime work pay. The floating holiday must be scheduled at least one week in advance and approved by the department head.

9) VACATION TIME – PAGE 25 DENIED - BOS Meeting 6/17/19

WORDING NOW: No part of an employee's scheduled vacation may be converted to sick leave. If illness or injury occurs during a vacation, sick leave benefits will not begin until the employee is scheduled to return to work.

PROPOSED WORDING: Part of an employee's scheduled vacation may be converted to sick leave. If illness or injury occurs during a vacation, time off can be changed to sick time based on a Doctor's note and Department Head approval.

PROPOSAL:

Vacation time may be converted to sick time after it has been approved based on a doctor's note and department head approval. *Current policy does not allow this. It should be obvious to a department head what has happened and an employee should not lose vacation time that otherwise may have been sick time based on proper and provable circumstances.*

10) VACATION TIME – PAGE 26 APPROVED - BOS Meeting 6/17/19

WORDING NOW:

You are expected to take your vacation during the year in which it is earned. ~~Vacation time may be taken in full day or half day increments.~~ The Town will not pay employees for unused, accrued vacation time at the end of the year. Vacation time may be carried over and accumulated to a maximum of 300 hours in subsequent years. ~~Any accrued time over 300 hours (measured at December 31) will be lost and not compensated for.~~

PROPOSED WORDING:

You are expected to take your vacation during the year in which it is earned. The Town will not pay employees for unused, accrued vacation time at the end of the year. Vacation time may be carried over and accumulated to a maximum of 300 hours in subsequent years. No vacation time will be accrued that extends the available time over the 300-hour maximum.

PROPOSAL:

A) Don't need to take in pre-determined increments. B) Don't accrue over 300-hour maximum.

11) SICK TIME – PAGE 28 APPROVED - BOS Meeting 6/17/19

Should be 60 hours, not 6 days.

12) MEDICAL BENEFIT PLAN – PAGE 39 APPROVED - BOS Meeting 6/17/19

WORDING NOW:

Employees participating in the health, dental ~~or a Flexible Spending Account~~ are responsible for payment of all the employee's portion of the premiums ~~or Flexible Spending Account deficits~~. Those costs will be withdrawn from the employee's final paycheck. Employees who have costs which exceed the amount to be paid in the employee's final paycheck will be invoiced and required to pay those amounts.

PROPOSED WORDING:

Employees participating in the health &/or dental plans are responsible for payment of the employee portion of the premiums through automatic payroll deductions each pay period. If the employee leaves the town, then a reconciliation of the premium owed vs premium paid as of the final check will either charge or refund the employee depending on the calculation.

13) INCLEMENT WEATHER – PAGE 49 APPROVED - BOS Meeting 6/17/19

WORDING NOW:

Employees generally are expected to report to work during inclement weather. However, there may be occasions when the Town will be closed due to severe inclement weather. You should contact your department head or watch WMUR, Channel 9 for information as to whether the Town will be open for business.

PROPOSED WORDING:

Employees are expected to report to report to work during inclement weather. If an employee decides ahead of time to stay home, due to the weather, they will be required to use accrued time or take time off without pay. However, there may be times when the Town Administrator will close or reduce hours of the town offices due to weather conditions. Contact your department head, check the Town website or watch WMUR for information. If the town is closed or delayed, any regularly scheduled non-essential or non-emergency employee will be paid at their hourly rate without using vacation, sick or personal time. If the Town offices are open and you do not report for work, then you will need to use accrued time or take a leave without pay.

14) SMOKING POLICY – PAGE 61 APPROVED - BOS Meeting 6/17/19

WORDING NOW:

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 buildings or in Town vehicles, except in a designated smoking area.

ADDITIONAL WORDING:

Smoking shall refer to any tobacco use, including e-cigarettes and vaping.

15) LONGEVITY INCREASE – PAGE 68

WORDING NOW:

- A. The Board of Selectmen may grant a longevity increase not to exceed five percent (5%) to a career service employee who has been paid at or above the range maximum for at least one (1) year, provided the employee has received a successful or outstanding performance rating and has been employed by Allenstown for at least eight (8) years.
- B. An employee whose salary exceeds the range maximum is eligible to receive a longevity adjustment no more frequently than every five (5) years after the initial longevity adjustment. Any subsequent longevity increase shall not exceed five percent (5%)
- C. An employee is eligible to receive a maximum of five (5) successive five percent (5%) adjustments beyond the range maximum. (Longevity scale maximum).

PROPOSED WORDING:

The Board of Selectmen may grant a longevity bonus to a career service employee who has been paid at or above the range maximum for at least one (1) year, provided the employee has received a successful or outstanding performance rating and has been employed by Allenstown for at least eight (8) years. The bonus would be awarded based on number of years of service

PROPOSAL:

To allow an incentive and reward for long tenured employees at the top of their pay grade.

BENEFITS TO BE CONSIDERED FOR ADDITION TO THE PERSONNEL POLICY

16) Sick Leave Bank: DENIED - BOS Meeting 6/17/19

Each employee of the Town of Allenstown desiring to be covered by the Sick Leave Bank agrees to donate two (2) days per year from his/her accumulated number of sick days. Sick Leave Donation will be deducted from the employees' accumulated leave the first pay period of the year. Donation to the Sick Leave Bank is final and does not count against the employee as time used when computing bonus leave and does not exclude employees the ability to donate additional days throughout the year.

The Sick Leave Bank shall be administered by appointment of one (1) member from each department and the Town Administrator.

17) Health Insurance Stipend:

The Town of Allenstown will pay a stipend of \$XXX.XX per pay period to any full-time employee who elects **not** to take part in employer health insurance coverage. The employee must provide evidence of valid health insurance coverage elsewhere.

18) Education: DENIED - BOS Meeting 6/17/19

The Town of Allenstown will pay a stipend annually to any full-time employee who has a degree in Business Management/Administration or Emergency Management per the following rates:

Associates Degree \$250

Bachelors Degree \$500

Masters Degree \$750

Stipend will be paid to the employee in the first pay period in the month of December.

19) Highway clothing, boot and safety glasses allowances

Full-Time highway employees receive an annual boot allowance of up to \$150.00 must have a receipt. They also receive a clothing stipend of \$250.00 bi-annually in lieu of uniforms. Reimbursement for Safety Glasses every other year with a receipt.

20) Overtime converted to Comp Time: APPROVED - BOS Meeting 6/17/19

New information, this cannot be tracked automatically within our current payroll system, it must be tracked manually.

At the discretion of the Department Head, overtime worked can be converted to comp time and used at a later time. For every hour of overtime worked, the employee earns 1.5 hours of regular time. If the comp time is not used within 90 days, it will be paid out in the next payroll. The maximum comp time accrual is 30 hours.