

Town of Hudson, NH

Authorization for Background Investigation

I, _____, the undersigned, hereby acknowledge that, in processing my employment application, the Town may conduct a background investigation.

I understand that this investigation may include information as to my character, general reputation, and personal characteristics obtained through personal interviews with neighbors, friends and associates. In addition, I understand that information may be obtained from former employers and educational institutions which I have attended.

I understand that should such investigation reveal any false statements made by me or any derogatory or negative information, I may be disqualified from employment or subsequently dismissed.

I further acknowledge that I have read the foregoing and understand it. I authorize the Town to conduct whatever investigation it deems necessary. I also understand that by completing this form and giving my authorization, I am not entering into a contract for employment, nor am I guaranteed to be employed by the Town of Hudson.

Signature

Date

TOWN OF HUDSON
Request for Legal Services

General Subject Matter: _____

Submitted By: _____ Date: _____

Title: _____ Department: _____

Did you try to find the answer to your question in State Statute, by calling a State or Federal agency, or by contacting your counterpart in another community?

Yes No Not Applicable

Description of Request:

Include such information as "Request for Legal Opinion" or "Relates to pending litigation". Is this a request from a Board or Committee, or is it an Individual committee member's concern? Is the request of high or low priority and why? All relevant documentation should be attached.

Time Frame:

By what date is a response needed? Please explain.

Telephone? In Person? or Written Opinion? is Requested

Submit completed request form to the office of the Board of Selectmen for processing.

.....
 The above Request for Legal Services was forwarded to: _____

The above Request is being returned for the following reason(s): _____

On _____, 20____

_____ or _____
Chairman, Board of Selectmen Town Administrator

Town of Hudson, NH

Policies and Procedures



Section: Principles and Procedures
Subject: Purpose and Disclaimers

Policy Number: I	Revision Number:
Approved By: Board of Selectmen	Revision Dates:
Origination Date:	Review Frequency: As Needed

I. PRINCIPLES AND PROCEDURES

Purpose and Disclaimers

Purpose:

1. Purpose of Personnel Policies and Procedures
2. Disclaimers
3. Organization of Personnel Policies and Procedures

Statement of Policy: General Purpose. These policies are enacted by the Town of Hudson, New Hampshire in order to further the following goals:

1. To provide a uniform system of personnel administration throughout the Town service;
2. To ensure that recruitment, selection, placement, promotion, retention and separation of Town employees are based upon employees' qualifications and fitness, and are in compliance with Federal and State laws;
3. To assist managers in the development of sound management practices and procedures, and to make effective consistent use of human resources throughout the Town;
4. To promote communication among and between Selectmen, Administrator, department managers, supervisors and employees;
5. To ensure, protect and clarify the rights and responsibilities of employees.

Scope: Except for wages, benefits and conditions of employment, these Personnel Policies and Procedures shall apply to all Town employees except elected officials and independent contractors. In the event of conflict between these rules and any collective bargaining agreement, personnel services contract, Town ordinance, or State or Federal law, the terms and conditions of that contract, rule or law shall prevail. In all other cases, these policies and procedures shall apply.

In the event of the amendment of any ordinance, rule or law incorporated in this document or upon which these provisions rely, these rules shall be deemed amended in conformance with those changes.

The Town specifically reserves the right to repeal, modify or amend these policies at any time, with or without notice. None of these provisions shall be deemed to create a vested contractual right in any employee nor to limit the power of the Board of Selectmen to repeal or modify these rules. The policies are not to be interpreted as promises of specific treatment.

Town of Hudson, NH

Policies and Procedures



Section: General
Subject: Requests for Legal Work

Policy Number: II A	Revision Number:
Approved By: Board of Selectmen	Revision Dates:
Origination Date: 09/09/97	Review Frequency: As Needed

II. GENERAL

A. Requests for Legal Work

Purpose: To establish uniform guidelines for requesting legal opinions, assistance, contracts, resolutions, ordinances, etc., from the Town Attorney for the Town of Hudson.

Statement of Policy: It is the policy of the Town of Hudson that all requests for legal assistance from the Town Attorney (opinion, resolution, advice, etc.) shall be processed through the Town Administrator's office.

These policies and procedures shall also apply to legal matters that are to be addressed over the phone or in person that do not require a formal written response.

Exceptions: These policies and procedures shall not apply to requests made by members of the Board of Selectmen, who shall be governed by their own internal rules of procedure.

Procedures for Requests:

1. All requests shall be documented in writing on a standard Request for Legal Services form or other memo.
2. All requests should include:
 - a) Name of Town employee or representative who is initiating request;
 - b) Verification that other sources were explored, e.g. appropriate statutes, other agencies, etc;
 - c) Description of Request, in detail, with explanation of anticipated results;
 - d) Time Frame or date response is needed;

- e) Copies of any attachments, e.g. draft contract, pertinent correspondence, etc.
- 3. The requests must be approved by the Town Administrator or Chairman of the Board of Selectmen (initialed or verbally approved) before legal work is undertaken.
- 4. The Town Attorney will return all written responses to the Administrator's office. As soon as the response is noted, it will be disseminated to the staff person initiating the request.
- 5. The Town Administrator will review the status of pending items with the Town Attorney on a periodic basis as needed.
- 6. A copy of all Town Attorney opinions shall be maintained in the Office of the Board of Selectmen.
- 7. Claims for legal services, which are rendered without the approvals required herein, may be denied.

Procedures for Telephone Requests: Other attorneys associated with the Town Attorney's office can be reached by calling the firm and asking for the particular lawyer by name.

If you are dealing with a particular lawyer or know that a particular lawyer has been assigned a matter, you should call that person directly.

Town of Hudson, NH

Policies and Procedures



Section: General
Subject: Administration of Employee Personnel Records

Policy Number: II B	Revision Number:
Approved By: Board of Selectmen	Revision Dates:
Origination Date: 09/09/1997	Review Frequency: As Needed

II. GENERAL

B. Administration of Employee Personnel Records

Purpose: To establish procedures and responsibilities for the maintenance of employee Personnel Records.

Statement of Policy:

1. Establishment of procedures and responsibilities for the maintenance of personnel records in the Town of Hudson.
 - a) The Town Administrator is responsible for establishing and maintaining an official personnel file for each employee of the Town.
 - b) Official Uniformed Officer files (not to be confused with official employee personnel files) will be maintained by the Chiefs of Fire and Police, which will include all material of a confidential nature to include, but not limited to:
 - Psychological Profiles
 - Polygraph Results
 - Background Checks
 - Oral Board Results, if applicable
 - c) Access to the Uniformed Officer files may be allowed if the Chief of Police or Fire Chief, as appropriate, feels access would be necessary or warranted for administrative purposes, with the approval of the Board of Selectmen.
 - d) Department heads are responsible for the forwarding of documents delineated in Section 2, as appropriate, for inclusion in the Personnel files of those employees assigned to their department, with notification to the Board of Selectmen.

- e) Each employee is responsible for the verification of information contained in the personnel file through periodic audit. An administration representative must be present when file is audited. During an audit, only the Town Administrator or Board of Selectmen may remove items from the respective files with notification to respective employee and department head. All audits or inspection of records by employees shall be scheduled by the department head at the request of the employee. All audit appointments should be with the Town Administrator. The purpose of the audit or inspection is to ensure accuracy and completeness of the file.
- f) Separate personnel files shall not be maintained by individual departments unless specifically authorized by the Town Administrator and Board of Selectmen.

2. Identification of information to be included in the employee's personnel file:

- a) Permanent Documents. Documents retained in the folder throughout the association of an employee with the Town:
 - 1) Employee application
 - 2) Job description and specification information
 - 3) Job performance ratings and evaluations
 - 4) Education/training information
 - 5) Personnel data forms
 - 6) Personnel action forms
- b) Temporary documents (Personnel). Documents that have limited retention of three calendar years or less unless otherwise provided pursuant to Union agreement. Examples include:
 - 1) Administrative correspondence relating to leave/vacation requests.
 - 2) All other administrative documents of limited informational life span.
 - 3) Letters of appreciation, commendation, or discipline.

3. Establishment of procedures for the release and accessibility of information and audit of the personnel files.

- a) The Town of Hudson treats as confidential all employee information except when requested to verify information relating to job title, department, base salary, and dates of employment.
- b) Information contained in the personnel file (other than items listed in 3a) will not be released to the public without the express written permission of the employee, provided, however, certain situations may arise where the Town, as current or past employer, has a duty to prospective employers concerning such employee's performance, in which cases, pertinent information may be released to the prospective employer

without the permission of the employee. Any such information shall only be released by the Town Administrator [and/or the Board of Selectmen]. Medical history shall be absolutely confidential.

- c) Access to information contained in the personnel file will be limited to the Board of Selectmen, Administrator, respective department head and the subject employee, except that files pertaining to employees who are bonafide candidates for interdepartmental transfer will be accessible by the prospective recruiting department head.
 - d) Each employee folder will contain an entry log for recording every person's access to the records. Such log shall record date, accessor, purpose, and any documents added or removed. Items not included in the Official Personnel records of the Town of Hudson may not be used for either promotional or disciplinary proceedings, unless the employee falsified time and information.
- 4. This policy will be periodically reviewed to ensure compatibility with current accepted personnel procedures and appropriate State and Federal laws and regulations.
 - 5. These records are maintained during the tenure of the employee and for at least three years after the employee leaves Town employment, unless otherwise provided by law. In the instance of Official Uniformed Officer files, such files should be purged and destroyed after a period of seven years from the date of separation from service.
 - 6. When there is a conflict between this policy and any approved personnel rule or regulation, collective bargaining agreement, or Town, State or Federal law, the provisions of the rule, regulation, agreement or law shall prevail.

Town of Hudson, NH

Policies and Procedures



Section: General
Subject: Americans with Disability Act (ADA)

Policy Number: II C	Revision Number:
Approved By: Board of Selectmen	Revision Dates:
Origination Date: 02/10/1998	Review Frequency: As Needed

II. GENERAL

C. Americans with Disabilities Act (ADA)

Purpose: To provide a reasonable policy and procedure that will ensure:

1. Equal opportunities for disabled persons to participate in and benefit from services, programs, or activities sponsored by the Town;
2. A bias free environment for disabled employees, or for disabled persons who seek employment with the Town;
3. Prompt and equitable resolution of complaints alleging discrimination on the basis of a disability.

Statement of Policy: The Town of Hudson does not discriminate on the basis of race, color, national origin, sex, religion, age, marital status, or disability in employment or the provision of services. It is the intent of the Town to guarantee disabled persons equal opportunity to participate in or enjoy the benefits of Town services, programs, or activities, and to allow disabled employees a bias free work environment, consistent with Federal and State law. The Town, upon request, will provide reasonable accommodation in compliance with the Americans With Disabilities Act (ADA).

The Town is committed to creating an environment in which facilities for public meetings and general public use are accessible. Furthermore, the Town will provide auxiliary aids and services (interpreters, readers, assisted listening devices, text telephones, large print materials, audio tape, help in filling out forms, and other similar services and actions) if necessary and if such reasonable accommodation can be provided without undue hardship to the Town. Disabled persons may request the auxiliary aids and services of their choice, which will be given primary consideration.

The Town has a commitment to ensure equal opportunities for disabled Town employees. Every reasonable effort will be made to provide an accessible work environment and additional accommodations as may be appropriate. Employment practices (e.g. hiring, training, testing, transfer, promotion, compensation, benefits, termination, etc.) will be administered in such manner as to not promote discrimination of disabled employees.

Recruitment and selection processes will grant equal opportunity for employment to qualified applicants and will not discriminate on the basis of disability. Reasonable accommodation will be provided upon request during an application/interview process.

The Town is also committed to ensure equal opportunity for disabled persons to participate on boards and committees. Board and committee meetings will be held in accessible locations, and accommodation provided during the selection process of board and committee members.

All future construction and renovation of Town-owned buildings and facilities will be carried out in accordance with ADA Accessibility Guidelines (ADAAG).

In the event citizens, employees, or other participants in the Town's programs, services, and activities feel the Town has violated their rights under the ADA, this policy provides a grievance procedure for handling such complaints.

Town staff will ensure that disabled persons may participate in and benefit from Town programs, services, and activities.

Grievance Procedure: The Town of Hudson adopts the following internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the Equal Employment Opportunity Commission (EEOC) regulations implementing Title I of the ADA and the US Department of Justice regulations implementing Title II of the ADA. Title I of the ADA states that "no covered entity shall discriminate against a qualified individual with a disability because of the disability of such individual in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, and other terms, conditions, and privileges of employment." Title II of the ADA states that "no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity."

Complaints should be addressed to: ADA Coordinator/Building Inspector, Town of Hudson, 12 School St., Hudson, NH 03051. The Building Inspector is designated to coordinate ADA compliance efforts. He or she shall maintain the files and records of the Town relating to the complaints filed and subsequent investigations.

1. A complaint may be filed either in writing or verbally. It shall consist of the name and address of the person filing it, or on whose behalf it is filed, and a brief description of the alleged violation of the ADA regulations. A complaint shall be filed within 20 calendar days after the complainant becomes aware of the alleged violation.
2. An investigation, as may be appropriate, shall follow a filing of complaint. The ADA Coordinator, or the designee of the ADA Coordinator, shall commence the

investigation within 10 calendar days following the filing of the complaint. The investigation will be informal but thorough, affording all interested persons and their representatives, if any, an opportunity to submit information relevant to such investigation.

3. The ADA Coordinator shall issue a written determination as to the validity of the complaint and a resolution of the complaint, and a written copy mailed to the complainant within 30 calendar days following the filing of the complaint.
4. The complainant may request a reconsideration of the determination of the ADA Coordinator in instances where he or she is dissatisfied with the resolution. The request for reconsideration shall be made within 10 calendar days following the date the complainant receives the determination of the ADA Coordinator. The request for reconsideration shall be made to the Town Administrator, Town of Hudson, 12 School St., Hudson, NH 03051. The Town Administrator shall review the records of said complaint and may conduct further investigation when necessary to obtain additional relevant information. The Town Administrator shall issue his or her decision on the request for reconsideration within 20 calendar days of the filing of the request for reconsideration. A copy of said decision shall be mailed to the complainant.
5. The complainant may request a reconsideration of the case determination of the Town Administrator in instances where he or she is dissatisfied with the decision of the Town Administrator. The request for reconsideration should be made within 10 calendar days following the date the complainant receives the determination of the Town Administrator. The request for reconsideration shall be made to the Board of Selectmen, Town of Hudson, 12 School St., Hudson, NH 03051. The Board of Selectmen shall review the records of said complaint and may conduct further investigation when necessary to obtain additional relevant information and shall issue its decision thereon within 30 calendar days of the filing of the request for reconsideration. A copy of said decision shall be mailed to the complainant. The decision of the Board is final.
6. The complainant's right to prompt and equitable resolution of the complaint must not be impaired by his or her pursuit of other remedies, such as the filing of a complaint with the US Department of Justice or any other appropriate Federal agency. Furthermore, the filing of a lawsuit in State or Federal district court can occur at any time. The use of this grievance procedure is not a prerequisite to the pursuit of other remedies.

These rules shall be construed to:

- a) Protect the substantive rights of interested persons;
- b) Meet appropriate due process standards;
- c) Comply with the ADA regulations.

Town of Hudson, NH

Policies and Procedures



Section: General
Subject: Employee Identification Cards

Policy Number: II D	Revision Number:
Approved By: Board of Selectmen	Revision Dates:
Origination Date: 02/10/1998	Review Frequency: As Needed

II. GENERAL

D. Employee Identification Cards

Purpose: To establish procedures for the issuance of identification cards to Town employees.

Statement of Policy: It is the policy of the Town of Hudson to issue employee identification cards to all regular full-time and regular part-time employees whose positions put them in regular contact with the public. Cards may also be issued to other employees who may require Town identification as deemed necessary. The card contains a recent photo and the following information: employee name, position, signature, date of birth, blood type, and expiration date.

The card should be carried at all times when an employee is acting in an official capacity. The card shall be used as identification, if requested by a member of the public or another appropriate person. It also provides immediate access to emergency information should an employee become injured or incapacitated on the job.

Unauthorized or inappropriate use of the employee identification card is prohibited and will result in disciplinary action.

The Hudson Police and Fire Departments may issue their own department identification card in lieu of the standard Town identification card, if preferred.

Procedure: The Finance Department, upon the approval of the Town Administrator, is responsible for the ordering of the identification card and will coordinate with the Hudson Police Department for the processing of the card. Each employee is responsible for possession of his or her identification card and to take care to protect it from loss, theft or misuse.

Should a card be lost, damaged or destroyed, it should be immediately reported to the Finance Department.

All identification cards remain the property of the Town and shall be returned to the Finance Department upon termination of employment or by special request by the employee's department head or the Finance Department.

It shall be the employee's responsibility to ensure accurate and timely updates of information contained on the employee identification card. The employee shall make all requests for re-issuance of employee identification cards to the Finance Department. All old ID cards shall be returned to the Finance Department before issuance of a new card.

Town of Hudson, NH

Policies and Procedures



Section: Employment
Subject: Nepotism

Policy Number: III A	Revision Number:
Approved By: Board of Selectmen	Revision Dates:
Origination Date: 09/09/1997	Review Frequency: As Needed

III. EMPLOYMENT

A. Nepotism

Purpose: To establish policy for the employment of immediate relatives in order to assure the reality and appearance of fairness in the best interest of the Town.

Statement of Policy: It is the Town's policy that immediate relatives will not be employed in regular full-time or regular part-time positions where:

1. One relative would have the authority to supervise, appoint, remove, discipline or evaluate the performance of the other;
2. One relative would be responsible for auditing the work of the other;
3. Other circumstances exist which would place the relatives in a situation of actual or reasonably foreseeable conflict between the Town's interest and their own.

Where business necessity requires the limitation of employment opportunity of spouses, the means chosen to meet the business necessity shall be those which have the least adverse impact on spouses or members of either sex. For example:

The exclusion should be limited to the job, work crew, or unit where the reason for exclusion exists, and should not bar the person from the whole work force, unless the reason applies to the whole work force. When it is necessary to exclude a person because of what his or her spouse does, then the employees will be asked to determine which spouse shall keep the job. The Town may require one spouse to quit 60 days after marriage if they become in violation of this policy and a mutually agreeable solution cannot be reached between the Town and the employees.

Definitions: Immediate Family includes spouse, child, parent, brother, sister, grandparents, parent-in-law, daughter-in-law, son-in-law, or grandchildren. This policy shall also apply to persons related by blood or marriage residing in an employee's home or the home of his or her spouse.

Town of Hudson, NH

Policies and Procedures



Section: Employment
Subject: Hours of Work

Policy Number: III B	Revision Number:
Approved By: Board of Selectmen	Revision Dates:
Origination Date: 02/10/1998	Review Frequency: As Needed

III. EMPLOYMENT

B. Hours of Work

Purpose: To establish a policy setting uniform hours of work for employees.

Statement of Policy: Except as otherwise provided by collective bargaining agreement, and excluding personnel engaged in shift work, the normal working hours for employees are eight hours, from 8:00 a.m. to 4:30 p.m., with a 30-minute unpaid lunch period, Monday through Friday. Flex time schedules may be established by mutual agreement of the employee and the Town, insofar as the needs of the Town continue to be met. Employees are expected to be at their work location and ready to begin work at the beginning of their work schedule. Lunch period will be scheduled to allow for continuous staffing of all offices with at least one person.

The Town shall provide each employee with 30 minutes for a meal between the third and fifth hour of each shift. The employee at the discretion of his or her supervisor shall arrange all lunch breaks.

The standardization of working hours is necessary to provide:

1. Continuity in accesses by and service to the citizenry;
2. Facilitation of teamwork;
3. Facilitation of supervisory assistance.

Occasions may arise when the service to the citizen can be improved through the adjustment of an employee's work hours. The department head shall obtain approval of the Town Administrator for the adjustment in work hours, except for lunch period.

Individual requests for adjustment of working hours for personal reasons must be evaluated in light of the effect on the criteria enumerated in items 1-3 above.

Advance notice of anticipated tardiness is expected; notice of unavoidable tardiness is expected when possible. Failure to do so will be construed as an unexcused absence, and the day missed will not be paid. Tardiness must be made up during the pay period in which it occurs.

Notification by another employee, friend, or relative is not considered proper except in an emergency situation where the employee is physically unable to make the notification.

Each department, including dates and time absent and reason for absence, will maintain daily attendance records. Attendance shall be a consideration in determining promotions, transfers, satisfactory completion of probationary periods, and continued employment with the Town. Frequent tardiness or other attendance irregularities shall be cause for disciplinary action. This may take the form of progressive discipline.

Hours for part-time and certain employees may vary from the normal office hours noted above due to the nature of their duties and will be determined by the appropriate department head, with concurrence of the Town Administrator.

Town of Hudson, NH

Policies and Procedures



Section: Employment
Subject: Recruitment and Hiring Process

Policy Number: III C	Revision Number: 3
Approved By: Board of Selectmen	Revision Dates: 02/27/01, 04/10/01, 06/24/08
Origination Date: 06/06/2000	Review Frequency: As Needed

III. EMPLOYMENT

C. Recruitment and Hiring Process

Purpose: To establish a policy and procedure for all phases of the hiring process.

Statements of Policy: The department seeking to fill the position (hereinafter “hiring department”) will administer and coordinate the hiring process for all position vacancies, with the assistance of the Finance Department, to ensure compliance with contractual, legal, and equal opportunity requirements. The Town of Hudson is an Equal Opportunity Employer. In the case of recruitment and hiring of department heads and some specific professional positions, such administration and coordination will be the responsibility of the Town Administrator and Board of Selectmen.

All departments, in announcing position vacancies, will adhere to the following procedures. (In cases where these procedures contradict existing collective bargaining agreements, the applicable provisions of the collective bargaining agreements shall prevail.)

Recruitment:

1. The Board of Selectmen, Town Administrator and Finance Department will be notified immediately, *in writing*, of all position vacancies. (Amended 4/10/01)
2. Following approval by the ~~Board of Selectmen, Town Administrator~~ Board of Selectmen (Amended 2/27/01; Amended 6/24/08), *in writing*, (Amended 4/10/01) the hiring department is expected to formulate the job announcement, ads, and in determining special applicant sources.
3. A determination will be made by the ~~Board of Selectmen~~, *Town Administrator*, in cooperation with the department, whether to accept only in-house candidate applications. (Amended 2/27/01)
4. The hiring department will distribute copies of the job announcement for posting for a minimum of five working days. In those cases where outside candidates will be considered, job announcements should be distributed to area local governments, schools,

and other recruitment sources. The Town will use for job recruitment purposes only those recruitment sources that do not discriminate on the basis of race, color, religion, creed, age, sex, national origin, marital status, sexual preference, or disability in making referrals.

5. Ads for local newspapers, trade publications, professional journals, and appropriate Internet web sites will be developed and placed by the hiring department after review by the Town Administrator and Finance Director. Funding of all general advertisements will be accomplished through the departmental budget.

6. The hiring department will screen active application files for possible candidates. These candidates will be contacted to determine current interest in Town employment prior to the closing date listed on the employment notice.

7. The Town does not, under normal circumstances, use the services of any private recruitment or employment agency.

8. Applications shall be submitted to the hiring department using Town of Hudson Employment Application forms. When the position being recruited is of a professional nature, the hiring department may require a resume to substitute for the Town application form, provided all information required on the application form is obtained from those who are interviewed for the position. The application will be kept on file for at least six months and may be used to consider an applicant for all positions for which he or she might be qualified.

9. No applications for a position are accepted after the published closing and/or receipt date. If there are not sufficient qualified candidates at the closing date, the position may be re-opened and re-advertised.

10. The hiring department will screen all applications received to determine qualification for the position to be filled. Applications of top candidates will be forwarded to the screening panel, if appropriate, for final review and comment prior to scheduling candidates for interviews.

11. Applicants may be disqualified for consideration for employment when any of the following facts exist:

- a) They do not possess the qualifications for the job.
- b) They have demonstrated an unsatisfactory employment record or personal record as evidenced by information contained on the application form or by the results of a reference or background check.
- c) They have made false statements of any material facts or practiced deception in their application.
- d) They are physically, mentally or otherwise unable to perform the required duties of the position.
- e) The applicant is not within the legal age limits required by the position.

- f) They have failed to satisfactorily pass polygraph or psychological testing, where such testing is required of candidates for the position.

Testing:

1. Examinations may be developed for certain positions based on the position's responsibilities, the qualifications required, and resources available.
2. The examination may consist of oral interview/application review, a structured questionnaire, practical tests, written tests, in-basket exercise or assessment center, etc. In all cases, the testing will be job related and designed to determine the candidate's knowledge, skills and abilities for the position.
3. The hiring department develops the examination contents. Examination contents are to be kept confidential and unauthorized disclosure to any candidate is grounds for disciplinary action. In certain situations, outside consultants may be contracted to assist with test development.
4. The hiring department will administer the testing process.
5. The hiring department shall ensure that all testing is based on bonafide occupational qualifications.
6. The hiring department shall ensure that reasonable accommodations are made in test procedures to assure that persons with disabilities can be tested in an appropriate manner. By way of example, the hiring department may accommodate an applicant with a disability by replacing written tests with on-the-job tests or verbal testing, enlarging print in exams, or providing amplification devices or interpreters.
7. The hiring department shall inquire in scheduling testing whether the applicant requires an accommodation.

Interview Process: The employment interview is a supplement to and part of the selection process. The primary function of the interview is to obtain data or certain knowledge, skills and abilities of a candidate, not available through review of resumes or other testing mechanisms. Certain guidelines will be observed to maximize the validity and reliability of the interview process as well as ensure compliance with applicable State and Federal law.

1. The hiring department shall coordinate the interview process, including selection of interview panel members, scheduling candidates, development of interview questions, etc.
2. The interview panel selected by the hiring department will be confirmed by the Town Administrator or Board of Selectmen. Generally, no more than three individuals will serve on the interview panel. The composition of the interview panel shall generally consist of personnel who have expertise with the technical elements of the position and familiarity with the duties required by the position. Careful selection will be made of panel members to ensure objectivity and job knowledge. Relatives or personal friends of the applicants will be excluded from serving on the panel.

Reasonable accommodations shall be made for disabled applicants to allow participation in the interview process.

3. The department head of the department in which the position vacancy exists (the Town Administrator in vacancies involving department head openings) shall be responsible for the development of interview questions and standards for measurement of candidate responses. Consistency will be maintained in the questions asked of all candidates. The questions must be job related and based on the analysis described in paragraph 1. Questions will be designed to measure job knowledge, experience, education, or to solicit responses which reflect those personal traits which are job related. Questions which pertain to race, sex, religion or marital status, health history, or other inquiries which tend to directly or indirectly disclose such information are prohibited. Any questions that would indirectly divulge an applicant's age, national origin, or other discriminatory factor shall be made in strict accordance with applicable law.

4. Inquiries as to date of birth and proof of age are only permitted when there is an explicit relationship to the job requirements.

5. Inquiries as to an applicant's ability to read, write or speak foreign languages are permitted when such inquiries are based on job requirements.

6. Inquiries about whether an applicant has certain specified sensory, mental, or physical disabilities which relate specifically to fitness to perform the particular job, or whether an applicant has any disabilities or health problems which may affect work performance or which the employer should understand and take into account in determining job placement are permitted. Other general inquiries that would tend to divulge disabilities or health conditions that do not reasonably relate to fitness to perform the job are not permitted.

7. The hiring department will inform the interview panel of the responsibilities and requirements of the position to be staffed. Copies of the applications of final candidates will be provided to the interview panel members prior to the interview, along with proposed interview questions.

8. Each interviewer on the panel will rate the candidates independently.

9. Following the interview, the interview panel shall attempt to reach consensus on the ranking of the interviewed candidates. If consensus cannot be reached, the final candidates, unranked, but including their individual strengths and weaknesses, will be reported to the Board of Selectmen.

Reference and Background Check:

1. Before any recommendation of employment is made to the Board of Selectmen, the hiring department will conduct a reference check on the final candidate(s). The check includes verification of academics, employment duties, dates of employment, work record, attendance record, strengths, weaknesses, and other pertinent information.

2. No reference check or background investigation will be conducted without first notifying the applicant of such investigation.

3. Certain positions may be designated by the Town of Hudson to undergo a thorough background check by the Hudson Police Department or other designated individual/agency.
4. Results of the reference check and/or background check will help determine the applicant's fitness for the position.
5. The applications or resumes and test results for the top three candidates, together with a recommendation for hire, will be forwarded to the Board of Selectmen for final approval to hire.

Applicant Notification:

1. After approval by the Board of Selectmen, the hiring department notifies the candidate of his or her selection, makes an employment offer, and requests that the offer be accepted or rejected within a set number of days.
2. If the first offer is rejected, the hiring department will determine whether to recommend that the Board of Selectmen hire another candidate or to re-advertise the position.
3. Once a candidate accepts the employment offer, all other candidates are to be notified in writing by the hiring department that they were not selected for the position.

Appointment:

1. An employment confirmation letter should be sent by the hiring department to the final accepting candidate outlining the terms of employment.
2. Personnel Change Notice forms will be prepared for the new employee by the hiring department and circulated for the appropriate approvals.

Applicant Expenses:

1. Unless approved by the Board of Selectmen, the Town does not reimburse any applicant for travel costs in conjunction with the hiring process.
2. The employee pays relocation costs in full, unless otherwise approved by the Board of Selectmen.
3. The applicant should be advised of Items 1 and 2 before reporting for the interview.

Town of Hudson, NH

Policies and Procedures



Section: Employment
Subject: Employee In-Processing and Orientation

Policy Number: III D	Revision Number:
Approved By: Board of Selectmen	Revision Dates:
Origination Date: 06/06/2000	Review Frequency: As Needed

III. EMPLOYMENT

D. Employee In-Processing and Orientation

Purpose: To establish a policy and procedure for processing new Town of Hudson employees.

Statements of Policy: All new regular full-time and regular part-time employees of the Town will be scheduled to meet with the Finance Department during his or her first week of work for general in-processing.

The Finance Department will distribute and explain the various enrollment forms, etc. that must be filled out.

Each new employee will be provided at that time with information on employee benefits, Town policies and operations.

The hiring department is to provide all additional orientation and necessary information to the new employee, including:

1. Work standards and regulations;
2. Hours of work, time cards or reports, leave requests;
3. Duties of the position;
4. Safety rules and procedures, location of safety or protective equipment;
5. Explanation of operations and procedures particular to the department;
6. Tour of the work area, including location of equipment, supplies, etc.;
7. Schedule for lunch and breaks;
8. When and whom to report absence from work;

9. Who is responsible for performance planning and review;
10. Introduction to co-workers.

Town of Hudson, NH
Policies and Procedures



Section: Employment
Subject: Types of Employment and Eligibility for Benefits

Policy Number: III E	Revision Number:
Approved By: Board of Selectmen	Revision Dates:
Origination Date: 06/06/2000	Review Frequency: As Needed

III. EMPLOYMENT

E. Types of Employment and Eligibility for Benefits

Purpose: To establish guidelines and definitions for types of employment and for entitlement to benefits.

Statements of Policy:

1. The types of Town employment are:
 - a) **Probationary Employee:** An employee on a trial status during the initial period of employment. All newly hired Town employees are on a probationary status which, unless provided otherwise by a collective bargaining agreement or other document, extends for six months from the date of hire. Probationary periods may be extended under special circumstances, upon recommendation by the appropriate department head, concurrence by the Town Administrator and approval of the Board of Selectmen.
 - b) **Regular Full-Time Employee:** An employee who has successfully completed the probationary period, is assigned to a position which is expected to continue for an indefinite duration, and works a schedule which will total no less than 2,080 hours per year.
 - c) **Regular Part-Time Employee:** An employee who has successfully completed the probationary period, is assigned to a position which is expected to continue for an indefinite duration, and works a schedule of 20 hours or more, but less than 40 hours, per week.
 - d) **Temporary Full-Time Employee:** An employee whose work assignment is limited in duration to six months or less, and works a schedule which on an annual basis would total no less than 2,080 hours.

e) Temporary Part-Time Employee: An employee whose work assignment is limited in duration to six months or less, and works a schedule which on an annual basis would total less than 2,080 hours.

f) Regular Special Shift Employee: An employee who has successfully completed the probationary period, is assigned to a position which is expected to continue for an indefinite duration, and works a shift schedule which is regularly less than 20 hours per week, or which varies from week to week.

g) Intermittent or Floating Employee: An employee qualified to work in one or more job assignments who is on call to work at irregular intervals in one or more Town departments.

h) Student Intern Employee: An employee who is regularly enrolled as a student in a recognized educational institution and is assigned to a full or part-time position which, in the case of post-secondary students, is related to the student's course of study, and which will continue for no longer than the then current semester or term at the student's school; provided, however, that subsequent work assignments may be made for the same student for periods which correspond to the student's subsequent semester or term.

i) Contract Employee: An employee who is hired, either through an agency specializing in the provision of temporary employees or independently, at an agreed-upon flat rate, whose work assignment is expected to be limited in duration, and who works a schedule as determined by the hiring department. Contract employees are not entitled to benefits or subject to usual withholding.

2. Employee compensation shall be stated in terms of monthly salary or hourly wage.

3. Entitlement to employee benefits shall be as provided in the appropriate collective bargaining agreement, or otherwise as follows:

a) Employees classified as regular full-time employees shall receive all employee benefits provided by the Town provided, however, that employees represented by a collective bargaining unit shall receive only those benefits provided for by the collective bargaining agreement. Probationary employees who, upon successful completion of their probationary periods will be regular full-time employees, shall be entitled to the same benefits as regular full-time employees, subject to applicable eligibility provisions and time periods.

b) Regular part-time employees may be entitled to pro rata vacation, holiday, sick leave and bereavement leave benefits; provided, however, that employees represented by a collective bargaining unit shall receive only those benefits provided by the collective bargaining agreement. Probationary part-time employees who, upon successful completion of their probationary periods, will be regular part-time employees, shall be entitled to the same benefits as regular part-time employees, subject to applicable eligibility provisions and time periods.
(Adopted by BOS 06/06/00)

Town of Hudson, NH

Policies and Procedures



Section: Employment
Subject: Probation Period

Policy Number: III F	Revision Number:
Approved By: Board of Selectmen	Revision Dates:
Origination Date: 06/06/2000	Review Frequency: As Needed

III. EMPLOYMENT

F. Probation Period

Purpose: To establish policy and procedure for the probation period for new Town of Hudson employees and current employees who transfer to a new position.

Statements of Policy: All employees, except exempt department heads, placed in new full-time and part-time positions must serve a period of probation. Exempt management and confidential employees who are "at will" employees serve no probation period as they are continually "on probation." All employees serve a six-month probation unless otherwise defined by the appropriate collective bargaining agreement or the Board of Selectmen.

The probation period is designed to give the employee time to learn the position and to give the supervisor time to evaluate the employee's potential and performance. During the established probationary period, the Town reserves the right to terminate the probationary employee's service on the basis of unsatisfactory performance or on the basis of other reasons deemed sufficient by the Town provided, however, the employer shall not discharge or otherwise discipline an employee for protected union activity.

If an employee is unable to perform the work, the person must be terminated as early as possible. Early termination saves the Town an investment in both time and money, and saves the employee possible embarrassment and frustration. Rejected probationers shall be notified of such action in writing by the department head at any time during the probationary period and a copy of said notification shall be retained in the personnel files.

At the end of the probation period, the employee is formally evaluated and provided written documentation of progress. It is expected that informal evaluations will be conducted during the course of the probation period to assess performance and to advise employees of expectations regarding performance. Significant job deficiency(ies) shall be documented in the employee's personnel file. These evaluations provide the necessary justification for retention of the person as a regular employee.

Under unusual circumstances, the probation period may be extended. This is only after an evaluation of the situation, the employee's abilities, and demonstrated potential. Probation extension is accomplished only upon recommendation of the supervising department head, concurrence by the Town Administrator, and approval by the Board of Selectmen

If the employee successfully completes the probation period, he or she shall be informed that he or she is now a regular employee. This will be accomplished by the recommendation of the supervising department head, with the approval of the Town Administrator and Board of Selectmen, via the Town's Payroll Change Notice form.

When an employee first becomes a regular staff member, he or she becomes eligible for vacation and other appropriate leave, retroactive to the person's beginning date of employment.

If an individual has been transferred or promoted, he or she remains eligible for all fringe benefits included with the previous position during the probation period for the transfer or promotion. If the position to which an employee has been transferred or promoted carries benefits different from those of the previous position, the person becomes eligible for the benefits of the new position, upon the satisfactory completion of the probation period, retroactive to the date of the transfer or promotion.

If a transferred or promoted employee fails to achieve satisfactory performance in the new position, he or she may be given priority for the first position opening similar to the one previously held, if the employee's performance in the previous position was satisfactory. If an employee had not performed satisfactorily in the previous position, termination from Town employment will be considered.

If a bona fide emergency arises during an employee's probationary period which requires a leave of absence, such time off, if granted, will not be considered as time worked for the purposes of fulfilling the required probationary period.

Town of Hudson, NH



Policies and Procedures

Section: Employment
Subject: Employee Separation

Policy Number: III G	Revision Number: 1
Approved By: Board of Selectmen	Revision Dates: 4/12/2016
Origination Date: 10/26/1999	Review Frequency: As Needed

III. EMPLOYMENT

G. Employee Separation

Purpose: The purpose of this policy is to establish a procedure for employee separation with the Town by service or disability retirement, resignation, discharge, probation period termination, or layoff.

Statement of Policy: The employee's supervisor shall offer to schedule an exit interview for the employee prior to the employee's last day of employment. The employee can either accept or decline the exit interview. Temporary, seasonal, probationary, or discharged employees do not participate in the Exit Interview process. The Town Administrator, Department Head and/or the Board of Selectmen department liaison will conduct the Exit Interview. Employees will be given an opportunity for an Exit Interview with the Board of Selectmen upon their request.

The below questions will be provided to the separating employee prior to the interview. The employee will complete the questions prior to and bring them to the Exit Interview. (Please see Exit Interview Questionnaire.)

1. Why are you leaving the Town's employment?
2. What did you like best/least about working for the Town?
3. What did you like best/least about your position?
4. Were you given sufficient learning/educational opportunities?
5. Were you satisfied with the working relationship you had with your supervisor?
6. How would you rate your immediate supervisor on the following points?
(Good, Fair, or Poor)
 - a) Demonstrates fair and equal treatment.

- b) Provides recognition on the job.
 - c) Follows consistent policies and practices.
 - d) Encourages feedback and welcomes suggestions.
 - e) Ability to handle complaints.
 - f) Expresses instructions clearly.
 - g) Informs employees on matters directly relating to their job
7. How would you improve department or Town procedures to make this a better place to work?
 8. Would you recommend the Town to friends and/or relatives as a place to work?
 9. Do you have any other comments or suggestions?

Special questions may also be developed by the department head or the employee's supervisor for the Exit Interview. The Exit Interview Questionnaire shall be signed and dated by all those in attendance. Copies of the completed Exit Interview Questionnaire will be distributed to the appropriate department head and/or immediate supervisor. The department head and/or employee's supervisor may respond to statements made in the Exit Interview via written memo. The response will be reviewed by the Town Administrator and Board of Selectmen department liaison and filed, together with the Exit Interview Questionnaire - in the employees personnel file.

Benefits: The Finance Department shall be notified of the employee's separation date at the time of first notification from the employee and a Payroll Change Notice form must be completed. The employee or the employee's supervisor will also schedule a benefit interview for the employee with the Finance Department, prior to the employee's last day of employment, in order to explain the provisions of the Federal *Continuation of Benefits Reassurance Act* (COBRA). Qualified beneficiaries will submit their COBRA continuation coverage election request and payments directly to the insurance carrier. (See section VI)

Employees shall receive pay through the end of shift on the last day worked and for unused benefits as stipulated by collective bargaining agreements, policy and laws governing such payments.

Separation pay shall be reduced by any authorized legal deductions, authorized pension plan, tax deferred plan, union dues, and any other amounts specifically agreed upon orally or in writing by the employee and the Town.

Town Property: Before the final paycheck is issued to the employee, the employee shall be required to turn in all Town identification cards, keys, tools, books, computer equipment, and all other property owned by the Town in the possession of the employee. Failure by the separating employee to do so may result in delay of receipt of the final paycheck. The IT Director shall be notified by the Department Head or Supervisor at the first notification from the employee so that access privileges to the Town's technology systems will be revoked on or before the employee's last day of employment.

**TOWN OF HUDSON
EXIT INTERVIEW**

Employee: _____ Date: _____

Position: _____ Interviewed by: _____

I decline an Exit Interview: Signature _____ Date _____

1. Why are you leaving the Town's employment?

2. What did you like best/least about your position?

3. Were you given sufficient learning/educational opportunities?

4. Were you satisfied with the working relationship you had with your supervisor?

5. How would you rate your immediate supervisor on the following points (Good, Fair, or Poor):

- a. Demonstrates fair and equal treatment. _____
- b. Provides recognition on the job. _____
- c. Follows consistent policies and practices. _____
- d. Encourages feedback and welcomes suggestions. _____
- e. Ability to handle complaints. _____
- f. Expresses instructions clearly. _____
- g. Informs employees on matters directly relating to their job. _____

6. How would you improve department or Town procedures to make this a better place to work?

7. Would you recommend the Town to friends and/or relatives as a place to work?

8. What did you like best/least about working for the Town?

9. Do you have any other comments or suggestions?

Employee Signature _____ Date: _____

Town Administrator's Signature _____ Date: _____

Board of Selectmen Member Signature _____ Date: _____

Town of Hudson, NH

Policies and Procedures



Section: Conduct
Subject: Employee Ethics

Policy Number: IV A	Revision Number:
Approved By: Board of Selectmen	Revision Dates:
Origination Date: 09/09/1997	Review Frequency: As Needed

IV. CONDUCT

A. Employee Ethics

Purpose: The purpose of this policy is to establish guidelines for ethical standards of conduct which shall govern Town employees in the performance of Town business and the duties of their respective jobs. This policy is intended to provide positive direction to Town employees in order to prevent potential conflicts of interest.

This policy is not all-encompassing in its definition of conflict of interest. The "prudent man" theory can and will be applied: action deemed inappropriate by a reasonable person, whether specifically cited in this policy or not, will be subject to inquiry.

Statements of Policy:

1. Conflicts of Interest. No Town employee shall engage in any act that is in conflict, or creates an appearance of unfairness or conflict with the performance of official duties. An employee shall be deemed to have a conflict if the employee:
 - a) Has any financial interest in any sale to the Town of any goods or services when such financial interest was received with prior knowledge that the Town intended to purchase the property, goods, or services.
 - b) Solicits, accepts, or seeks a gift, gratuity, or favor from any person, firm, or corporation involved in a contract or transaction which is or may be the subject of official action by the Town.

(Recognizing that personal friendships often precede and can evolve from official contact between employees and persons engaged in business with the Town, reasonable exceptions to this section are permitted for those occasions which are social in nature and are not predicated on the employee's ability to influence, directly or indirectly, any matter before the Town.)

The employee will be guided in interpretation of this section by the distinction between a gift, gratuity, or favor given or received which has significant monetary value and is offered or accepted in expectation of preferential treatment, and an expression of courtesy. Examples of acceptable courtesies include: a meal or social event; exchanges of floral offerings or gifts of food to commemorate events such as illness, death, birth, holidays, promotions; a sample or promotional gift of nominal value (\$25 or less).

- c) Participates in his or her capacity as a Town employee in the issuing of a purchase order or contract in which he/she has a private pecuniary interest, direct or indirect, or performs in regard to such contract some function requiring the exercise of discretion on behalf of the Town.
- d) Engages in, accepts employment from, or renders services for private interests for any compensation or consideration having monetary value when such employment or service is incompatible with the proper discharge of official duties or would tend to impair independence of judgment or action in performance of official duties, or give the appearance of the above.

An employee should not make a unilateral decision, if there is any doubt about his or her private employment. The Town Administrator's office should be consulted.

Except for courtesies as provided in item "b" above, no employee shall, directly or indirectly, give or receive, or agree to receive any compensation, gift, reward, commission or gratuity from any source except the Town for any matter directly connected with or related to his official services as such employee with this Town.

- e) Discloses or uses without authorization confidential information concerning property or affairs of the Town to advance a private interest with respect to any contract or transaction which is or may be the subject of official action of the Town.
- f) Has a financial interest or personal interest in any legislation coming before the Board of Selectmen and participates in discussion with or gives an official opinion to the Board of Selectmen unless the employee discloses on the record of the Board of Selectmen the nature and extent of such interest.

2. Use of Public Property. No employee of the Town shall request, use, or permit the use of Town-owned vehicles, clothing, equipment, materials, or other property for unauthorized personal convenience, for profit, for private use, or as part of secondary employment. Use of such Town property is to be restricted to such services as are available to the Town generally and for the conduct of official Town business.

Authorized personal uses include taking an assigned Town vehicle to lunch on workdays as needed, use of a Town copy machine at cost, stopping to run personal errands when the destination point is in conjunction with official or authorized business, and other nominal personal uses as permitted by the Town Administrator on a case-by-case basis.

3. Political Activities.
 - a) No Town employee may use Town time or property in any manner to promote any political issue or candidate, or to solicit funds for any political purpose or to influence the outcome of any election.

With the approval of the Board of Selectmen, an exception shall be allowed when the subject of an election has received the endorsement and support of the Board of Selectmen (e.g. bond issue).
 - b) No Town employee shall be eligible for appointment or elections to any public office when the holding of such office would be incompatible or would substantially interfere with the discharge of official duties.
4. Discipline. Any employee who is found to be in violation of this policy may be subject to disciplinary action up to and including termination from employment. Depending upon the seriousness of the action, other appropriate civil or criminal sanctions may also be pursued.

Definitions:

1. Employee. An employee is defined as any person holding a regularly compensated position for the Town of Hudson, including regular full time, part-time, temporary, seasonal or any other classification which is regularly compensated. Exclusions include Selectmen and members of Town boards and committees.
2. Interest. Interest is any direct or indirect monetary or material benefit accruing to a Town employee as a result of a contract or transaction which is or may be the subject of an official act or action by or with the Town (except for such transactions which would confer similar benefits to all other persons and/or property similarly situated).

Interests include:

- a) Interests in an employee's family.

- b) Any business entity in which stock or legal beneficial ownership is in excess of one 1% of the total stock, or legal ownership is controlled or owned directly or indirectly by the employee.
 - c) Interest in any business entity in which the Town employee is an officer, director, or employee.
 - d) Interest in any person or business entity with whom a contractual relationship exists with the employee, provided that a contractual obligation of less than \$500 or a commercially reasonable loan or purchase made in the course of ordinary business shall not be deemed to create a conflict of interest.
3. Immediate Family. Family includes spouse, child, parent, parent-in-law, brother, sister, grandparent, son-in-law, daughter-in-law, and grandchildren. A family also includes other persons residing in the employee's residence or is financially dependent upon the employee.
4. Contract. Contract shall include any contract or agreement, sale, lease, purchase, or purchase order.

Procedures:

- 1. Interpretation. Interpretations of this policy shall be referred to the Town Administrator.
- 2. Investigation. The Town Administrator or Town Attorney, at the direction of the Board of Selectmen, shall investigate, or cause to be investigated, all suspicions, allegations, and written complaints of unethical conduct.
 - a) Complaints, which are considered by the Administrator to be serious, may be referred to the Code of Ethics Committee.
 - b) The Code of Ethics Committee shall investigate and hear the complaint, and recommend to the Board of Selectmen any action that they deem appropriate.
 - c) Complaints or allegations, which may be criminal in nature, may be referred to an appropriate outside agency for investigation.

Town of Hudson, NH

Policies and Procedures



Section: Conduct
Subject: Outside and Dual Employment

Policy Number: IV B	Revision Number:
Approved By: Board of Selectmen	Revision Dates:
Origination Date: 09/09/1997	Review Frequency: As Needed

IV. CONDUCT

B. Outside and Dual Employment

Purpose: To establish procedures and responsibilities for employment other than regular Town employment.

Statements of Policy:

1. Upon proper notification to and at the discretion of the Board of Selectmen and Town Administrator, an employee may engage in employment in addition to, and outside of Town employment. In determining the acceptability of such outside employment, the appropriate department head or Town Administrator will consider scheduling, potential for conflict of interest, and other factors that may affect the employee's ability and/or willingness to perform his or her duties as a Town employee.
2. Subject to the conditions of his or her job description, an employee who engages in employment outside of Town employment shall give preference to calls to perform his or her regular Town duties above the responsibilities of any position held outside of Town employment.
3. No employee holding a regular position with the Town will be eligible for employment in any additional position in the Town except upon written approval of the Board of Selectmen or Town Administrator.
4. Town employees may engage in activities of civic organizations insofar as these activities do not conflict with or interfere with work schedules or other aspects of his or her employment.

Town of Hudson, NH

Policies and Procedures



Section: Conduct
Subject: Personal Telephone Calls

Policy Number: IV C	Revision Number:
Approved By: Board of Selectmen	Revision Dates:
Origination Date: 09/09/1997	Review Frequency: As Needed

IV. CONDUCT

C. Personal Telephone Calls

Purpose: To provide for control of incoming and outgoing personal telephone calls.

Statement of Policy: Town phones are to be used for Town business and may be used for personal business on a limited basis only.

Procedure:

1. Telephone calls received during business hours must be held to a minimum number and time limit and must not interfere with the employee's work.
2. When a toll call must be placed, the call is to be billed to the employee's home number or collect.
3. It is the employee's responsibility to ensure that no cost to the Town results from his or her personal telephone calls.
4. Violation of this policy will minimally result in cost reimbursement to the Town and may subject the employee to disciplinary action.

Town of Hudson, NH

Policies and Procedures



Section: Conduct
Subject: Political Activity

Policy Number: IV D	Revision Number:
Approved By: Board of Selectmen	Revision Dates:
Origination Date: 10/28/1997	Review Frequency: As Needed

IV. CONDUCT

D. Political Activities

Purpose: To establish guidelines for engagement in political activities by Town employees.

Statements of Policy:

1. Employees of the Town shall be free to and encouraged to exercise their rights as citizens to participate in the political election process, including the right to freely vote for candidates and/or public policies of their choice without fear of reprisal or recrimination.
2. Political activities of Town employees shall be subject, however, to the following limitations:
 - a) Participation in local campaigns. Town employees shall not participate in political activities associated with the election of a candidate for a Town office, including running for an elective Town office, during working hours. Town employees residing in other municipalities may participate in activities associated with the election of candidates for municipal offices in those municipalities to the extent that such activities do not interfere with work schedules or other aspects of his or her employment with the Town of Hudson.
 - b) Campaigning and related activities. Town employees will not solicit, or otherwise handle any political contributions, or display any political badges, buttons, or signs on their person or at their work station during working hours.
 - c) Influence and coercion. Town employees may not use their official authority or influence for the purpose of interfering with or affecting the results of any Town election. Town employees may not directly or indirectly attempt to command, advice, or otherwise coerce other Town employees to pay, lend, or otherwise contribute to any political party, committee, organization, or person for any political purpose. Town employees may not directly or indirectly attempt to

command, advice, or otherwise coerce other Town employees to make any decision related to the disposition of votes in any election.

Town of Hudson, NH

Policies and Procedures



Section: Conduct
Subject: Harassment

Policy Number: IV E	Revision Number:
Approved By: Board of Selectmen	Revision Dates:
Origination Date: 11/10/1997	Review Frequency: As Needed

IV. CONDUCT

E. Harassment

Purpose: To establish a policy prohibiting all forms of harassment, define the procedure for reporting harassment, and to establish guidelines for administration of discipline for harassment infractions.

Definition: Harassment is unwarranted and unwanted verbal or nonverbal conduct which threatens, intimidates, pesters, annoys, or insults another person, where such conduct has the purpose or effect of creating an offensive, intimidating, degrading, or hostile environment, or interferes with or adversely affects a person's work performance.

Harassment does not include the conduct or actions of supervisors intended to provide employee discipline, such as deficiency notices, performance evaluations, oral warnings, reprimands or other supervisory actions intended to promote positive performance.

Statement of Policy: It is the policy of the Town of Hudson that harassment will not be tolerated. All employees are prohibited from engaging in the harassment of any other employee or other person in the course of or in connection with employment. The desired standard of employee behavior is one of cooperation and respect for each other, despite any differences.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal or anti-discrimination laws which provide that sexual harassment is prohibited where:

- (1) Submission to such conduct is made either explicitly or implicitly a term of condition of employment;
- (2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals;
- (3) Such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

It is the right of all employees to seek, at any time, redress by the New Hampshire Commission for Human Rights, the Equal Employment Opportunity Commission, or through a court of law; however, employees are encouraged to exhaust the Town's administrative remedies before consulting outside agencies.

Procedure:

1. In any case in which the supervisor is witness to or confronted with a situation of harassment, the supervisor shall immediately notify the offending party that harassment is not appropriate and will not be tolerated. Ultimate disciplinary action will await completion of the reporting procedure.
2. An employee subjected to any form of harassment should report such activity to his or her non-involved supervisor, department head or directly to the Town Administrator, or Board of Selectmen if the Town Administrator is the offending party.
3. A supervisor is required to report harassment cases to his or her department head who, in turn, is required to report the matter to the Town Administrator. Such reports to superiors and to the Town Administrator are to be made regardless of how knowledge of the case was acquired.
4. The Town Administrator shall investigate and submit to the Board of Selectmen a report setting forth the facts of the case, and a recommendation for action.
5. The results of the investigation and the nature of the disciplinary action will be communicated by the Town Administrator's Office to both the complainant and the offender as well as the affected department head. Either party may appeal the decision through the normal grievance procedure if it is felt the findings were incorrect or the disciplinary action inappropriate.

Disciplinary Action: An employee who harasses another employee or member of the public may be subject to the full range of disciplinary action, including discharge.

Town of Hudson, NH

Policies and Procedures



Section: Conduct
Subject: Lobbying Before Other Governmental Agencies

Policy Number: IV F	Revision Number:
Approved By: Board of Selectmen	Revision Dates:
Origination Date: 11/10/1997	Review Frequency: As Needed

IV. CONDUCT

F. Lobbying Before Other Governmental Agencies

Purpose: To assure that the official policies of the Town or its legislative and administrative functions are properly expressed before legislative bodies or other governmental agencies.

Statement of Policy:

1. In order to assure that the official policies of the Town are expressed during appearances before the General Court of New Hampshire or other governmental agencies, the following policies will apply:
 - a) All testimony or statements, written or oral, given by an employee of the Town before any governmental legislative body or other governmental agency shall strictly comply with the policies set forth by the Board of Selectmen.
 - b) When there is a lack of formal action by the Board of Selectmen or Town Meeting, authorization must be obtained from the Town Administrator or Board of Selectmen prior to any activity by any employee of the Town.
 - c) The policies expressed in Items a and b above shall also apply to any correspondence written on Town or departmental stationery and to any verbal conversation when the speaker represents himself as an employee of the Town.
 - d) Items a, b and c apply to all employees during normal working hours except that any written statement on Town or departmental stationery applies at all times. Any employee who appears before any governmental legislative body or any agency during hours other than working hours will not represent themselves as employees of the Town, unless all information given is in compliance with this policy. If during the course of an appearance or verbal interchange, the fact emerges that the person

is an employee of the Town, then a disclaimer will be issued that the information or testimony given represents the views of the employee and not that of the Town. If information or testimony is given that is contrary to official policies of the Town, then a statement to that effect will be given, if the person has been identified as an employee of the Town.

2. A violation of this policy procedure could result in disciplinary action.
3. "Lobby" or "lobbying" each mean attempting to influence the passage or defeat of any legislation on the adoption or rejection of any rule, standard, rate, or other legislative enactment that will or could have any impact on the Town.
4. "Employee," for purposes of this section, shall also be construed to include members of boards and commissions to the extent that they are purporting to represent the official positions of the Town of Hudson.

Town of Hudson, NH

Policies and Procedures



Section: Conduct
Subject: Personal Appearance

Policy Number: IV G	Revision Number:
Approved By: Board of Selectmen	Revision Dates:
Origination Date: 11/10/1997	Review Frequency: As Needed

IV. CONDUCT

G. Personal Appearance

Purpose: To establish general guidelines related to personal appearance of Town employees.

Statement of Policy:

1. It shall be the responsibility of all employees to represent the Town to the public in a manner that shall be courteous, efficient, and helpful.
2. Town employees should always be well-groomed and dressed in a manner suitable for the public service environment and to reflect favorably the Town's image.
3. The employee's supervisor will discuss the subject of personal appearance with the employee if it is felt it does not positively reflect the image of the Town.

Town of Hudson, NH

Policies and Procedures



Section: Conduct
Subject: Use of Computers, E-mail, Network, Internet and Other Communication Devices

Policy Number: IV H	Revision Number: 5
Approved By: Board of Selectmen	Revision Dates: 12/11/07, 11/10/09, 6/28/11, 3/24/15, 9/8/15
Origination Date: 06/13/2000	Review Frequency: As Needed

IV. CONDUCT

H. Use of Computers, E-mail, Network, Internet and other Communication Devices

Purpose: This document defines the policy to be followed to ensure continuous, uniform, and efficient computer, network and communication operations of the Town of Hudson. This shall include internal network technologies, external net (often referred to as the Internet), communication devices, and internal network technologies.

Statement of Policy: Use of Town computers and equipment shall be for Town business. Non-Town business use is expressly prohibited.

Departments that have established policies and procedures shall be at least as stringent as the policies outlined herein. Departments requiring additional provisions to the standards outlined within this policy shall provide such requirements, in writing, to the Town Administrator's Office and the Information Technology Department, and shall become effective with the approval of the Board of Selectmen (BOS).

1. **Violations:** Employees/members found to be in violation of any sections of this policy will be subject to disciplinary action, up to and including dismissal, from Town of Hudson employment or termination of its business relationship. Department Heads and/or supervisors are responsible for enforcing adherence to this policy.

a. Non-conformance Auditing and Notification

- i. Employees and Interns -- Upon knowledge of an infraction, the IT Director shall notify in writing a description of the infraction and disseminate to the employee and Department Head or supervisor of that employee. Second Infractions by an employee shall be forwarded to the employee, the Department Head of that employee and the Town Administrator. Third Infractions by an employee shall be forwarded to the employee, the Department Head of that member, Town Administrator, and that department's BOS Liaison.

- ii. Members -- First infractions by volunteers and other non-employees using Town resources shall be forwarded to the member, Department Head Liaison of that committee or board, and the Board or Committee Chairman. Second Infractions shall be forwarded to the member, the Department Head Liaison of that committee or board, the Board or Committee Chairman, and the Town Administrator. Third Infractions shall be forwarded to the member, the Department Head Liaison of that committee or board, the Board or Committee Chairman, the Town Administrator, and that committee or board's BOS Liaison.
- iii. Infractions discovered by non-IT staff shall be brought to the attention of the Department Head or supervisor and handled in the same manner as section *a* or *b* above.

b. Progressive Disciplinary Process

- i. Verbal Warning
- ii. Written Reprimand
- iii. Suspension
- iv. Dismissal

However, the above sequence need not be followed if an infraction is sufficiently serious to merit immediate suspension or dismissal.

2. Definitions:

a) Members—Non employees authorized to use Town Information Technology (IT) resources. Members found to be in violation of any portion of this policy may be subject to sanctions by the Ethics Committee and/or loss of computer privileges.

b) PC—Personal computers. A single user computer designed for use by one person at a time; eg. workstation or desktop, tablet, laptop or handheld computer.

c) LAN—The Local Area Network is the Town of Hudson's computer network. A group of computers and associated devices that share a common communication line or wireless link within a restricted geographical area such as a building or campus.

d) Information Technology Department— Under the direction of an IT Director, personnel within the Information Technology Department are responsible for managing and regulating operations of electronic data and for determining data processing system development needs.

e) Email—Electronic mail (email) is the process of exchanging messages in electronic form which can also include images and video. Email communication is made available to Town employees and authorized members for work related purposes through the internal network, and is linked to a variety of other agencies through the Internet. Members of the Town who do not have an email account may request one through the IT Department.

- f) MDT—Mobile Data Terminal refers to a system of digital data transmission via computer equipment in Town vehicles (mobile computers). Mobile computers may access the State of NH SPOTS Motor Vehicle or Haz-Mat databases, Computer Aided Dispatching (CAD) systems and records systems.
- g) Fax—Facsimile (fax) machines are provided to transmit documents electronically to individuals, the news media, courts, and other agencies for work related purposes.
- h) VPN—Virtual Private Network is a secure dedicated communications network utilizing a public network. The Town’s VPN is used to gain network access to the Town’s internal network from remote sites.
- i) Remote Communications—Remote communication consists of computer hardware and software allowing access to a specific department’s internal records system from locations off-site from the Town’s file servers.
- j) Internet—Internet refers to a worldwide computer network, which facilitates email, information sharing, research, commercial activities, and program access. The Town of Hudson may provide access to the Internet for work-related purposes or job requirements as approved by each designated Department Head.
- k) Intranet—Intranet refers to the Town’s private network for information sharing and communication among PC’s within a department or Town network. Though an Internet browser such as Microsoft Internet Explorer may be used to view the Intranet, the files are on a local server and not accessible through the World Wide Web.
- l) Cellular Telephones—Cellular phones are of analog or digital wireless telecommunication technologies that use public communications companies.
- m) Pagers/Alphanumeric Paging—This is the term used to describe individual Town department’s paging systems where messages originate from a PC or telephone. Alphanumeric paging and pagers provide notification and communications among members/ employees.
- n) Peripheral: Any device connected to, or part of, a computer. Peripherals include, but are not limited to, monitors, printers, scanners, external drives, speakers, keyboards, stylus pens, USB Flash drives (also known as Thumb, keychain or Jump drives) and memory cards.
- o) Department: Refers to a division within the Town of Hudson’s organizational structure. Department shall include, but is not limited to Assessing, Community Development, Engineering, Finance, Fire, Highway, Information Technology, Police, Recreation, Town Clerk and Water/Sewer Utility.

3. Responsibility and Authority:

- a) Employees/members do not have a reasonable expectation of privacy when using any Town-owned computer equipment. Management has the right to access, monitor, change, delete, review, and/or retrieve anything on any Town computer, including Internet addresses or downloads and email messages sent either from or to employees/members.
- b) Management has the right to inspect, decipher encrypted data, and remove or inspect software installed on Town provided computers. The Information Technology Department has the authority to access files stored on Town computer equipment. They will monitor file space utilization by users and unnecessary files and non work-related files may be deleted due to file server or personal computer space allotments.
- c) The Information Technology Department recognizes that Town Departments may have the need to install specialized software specific to Department needs and operations. All installations must be pre-approved by the IT Director. Authorized licensing and installation media will be stored in the IT Department, or a copy made available to them prior to the install.
- d) The Information Technology Department shall be responsible for the maintenance and control of all software licensing, various computer equipment and related peripherals, including the following Town owned equipment:
 - 1) Servers;
 - 2) PC's;
 - 3) Computer hardware, software, and peripheral devices;
 - 4) Computer equipment linked to outside agencies.

4. Policy – Computers:

- a) Net Services -- The Town of Hudson offers access to the Internet and Intranet (Net services), providing powerful communication opportunities with the potential to increase productivity and effectiveness. Employees are encouraged to become comfortable and familiar with these network tools.
- b) The Net services provided within Town departments are business computing resources. Each individual is expected to act responsibly and ethically when using the Net. Town Net services and the information residing on the networks are Town of Hudson assets and must be used and treated as such.
- c) Passwords – Users are assigned a username and password when issued an account for access to the Town's network. Users are required to change their password upon first login. It is the IT Department's responsibility to maintain password policies, but it is the user who is responsible for choosing a secure password and maintaining its secrecy. In applications such as Munismart that do not force a password change upon first logon, users are responsible for changing their password from the default to something secure.
The standard for a secure password for computer systems:

- Is at least 8 characters long
- Contains at least one uppercase letter
- Contains at least one lower case letter
- Contains at least one number or special character

The standard for a secure password for the Town's phone voice mail system is 6 digits long.

IT personnel will ensure that "Strong Passwords" will be activated in Police IMC to conform to State and FBI regulations. For security reasons, once employees/members have finished using a computer, they are required to log out if access was gained using a user name and password. Any screensaver passwords established by users on any Town PC must be provided to the Information Technology Department.

- d) Purchases -- Prior to initiating any steps toward purchases of hardware or software, and prior to accepting any computer-related donations, the Information Technology Department shall be contacted for review, recommendations and budgetary purposes, and to alleviate any software conflicts, licensing or infrastructure/cabling issues. All purchases related to the IT function shall be pre-approved by the IT Director. Donations must be approved through the proper authority in accordance with Town policy.
- e) Town Inventory -- The IT Department will keep an inventory of all equipment procured and/or maintained by IT personnel.

To comply with State and FBI regulations before any system is removed from service, the hard drive will be declassified by performing a "declassification drive wipe" using a wiping algorithm that meets or exceeds the DOD 5220.22-M specification for both "clearing" and "purging" of sensitive information on Hard Drives.

- f) Data Ownership -- The Town recognizes and appreciates the skills of employees/members who create spreadsheets, databases, documents, and/or presentations to enhance Town business and productivity. To that end, each member/employee shall recognize that any programs and documents created, modified or accessed for and with Town equipment, or on behalf of the Town when using personal equipment and systems, shall become the property of the Town of Hudson. Employees/members do not have a reasonable expectation of ownership or authority when using any Town-owned computer equipment to create or capture data information specific to Town business. Any data capturing programs created by an employee/member shall supply access, administrative privileges and locations of all related files to the Information Technology Department.

5. General Prohibited Conduct:

- a) Personal Use: Use of the Town's computers is limited to purposes directly related to the mission or intent of the department unless authorized by the Department Head/designee of the Department.

Employees/members will not use Town equipment for personal use—including games and general web browsing—unless authorized by the Department Head in writing.

- b) Personal Files: Employees/members shall not store personal files on Town computers unless authorized by the Department Head in writing.
- c) Unauthorized Access: Intentionally seeking passwords of others in order to gain access to the Town's network or technology is prohibited. No user shall give out their password(s) to unauthorized users.
- d) Unauthorized Connection: No computer shall be connected to the Town network without the approval of the Information Technology Department.
- e) Introducing Viruses and Altering Software Components: Employees/members shall not purposely interrupt or disrupt the Town's networks or computer services/equipment by introducing viruses or by intentionally altering or damaging any software components. Employees/members shall not rearrange file structures without the authorization of the Information Technology Department.
- f) Computer Supplies: Employees/members shall not procure Town computer supplies for personal use.
- g) Copying or Installing Department Software: Copyright laws protect most software from unauthorized duplication. Employees/members will not copy or transfer any Town programs for any unauthorized use. Employees/members shall also not copy, transfer, or install any programs or files onto Town computers without the authorization of the Information Technology Department.
- h) Pirated or Illegal Software and Shareware: Employees/members will not download or upload pirated or illegal software or Shareware/Freeware. The Information Technology Director must authorize all installation of software.
- i) Dissemination of Confidential and/or Sensitive Information: Employees/members will not disseminate any confidential or sensitive information via email or over the Internet to an unsecured site. (NOTE: Messages on email are often considered public records and must be produced if required by law or court order.)
- j) Electronic Mail (email) Policies: Unless involved in an authorized criminal investigation, members will not utilize Town computers to:
 - 1) threaten, intimidate, disturb, or harass other users by sending unwanted files or mail;
 - 2) send images or video that contain nudity, or send images, video or words of an offensive, provocative or suggestive nature, or

anything that can be construed as going against the Town's sexual harassment policy. Should a member receive such email from known associates or acquaintances, s/he shall request that the sender cease such distribution to them;

- 3) send jokes or comments that disparage a person or group because of race, ethnic background, national origin, religion, gender, sexual orientation, age, verbal accent, source of income, physical appearance or agility, mental or physical disability or occupation. Should a member receive such email from known associates or acquaintances, s/he shall request that the sender cease such distribution to them;
 - 4) If a member receives inappropriate material on Town-owned equipment as defined in number 2 and 3 above, s/he shall report it to the IT Director.
- k) Internet Prohibitions: As anonymous as the Internet may seem, information is stored on the server and PC's about the sites visited through the use of interactive programs. Unless involved in an authorized criminal investigation, employees/members will not utilize Town computers to:
- 1) access pornographic or other deviant web sites;
 - 2) download any information from the Internet for personal use without the prior written approval from the Department Head and knowledge of the Information Technology Department;
 - 3) use the Internet for gambling, financial gain, for any commercial or illegal activities, or for political lobbying;
 - 4) post messages on bulletin boards, participate in chat rooms, or send instant messages, except for Town related business and with the written approval of the Department Head.

Note: The net presents a unique opportunity to visit an inappropriate site by accident. Links upon links can send the user to an unexpected and inappropriate site. If this happens, the user is expected to leave the site, notify his/her immediate supervisor and send an email message to the Information Technology Dept. with the address of the inappropriate site and date of access, and not visit the site again. The IT Department will make a notation next to this site listing in the Internet log file and remove any inappropriate material from the hard drive.

- l) Encryption: Encryption in any form on Town equipment by employees/members shall not be allowed unless authorized by the IT Director in writing. All passwords for encrypted files shall be provided to the IT Department.

6. Anti-Virus Software:

Before downloading authorized software or updates, Information Technology Department personnel shall verify that the anti-virus software is up-to-date on the PC. Users shall not turn the protection off or change the anti-virus options if allowed this access. The exchange of information between home computers and Town computers must be approved in advance by the IT Director. This is especially critical when the home computer has Internet access and may be infected with a virus. The exchange of information from a home computer to a Town PC should not occur unless updated IT-approved anti-virus software was first installed and activated on that home PC.

7. Web Pages:

Publishing information on Town web sites shall only be done with the approval of the Department Head/ designee. No employee shall post anything on the Internet alleging to represent the Town of Hudson or any affiliated department without the approval of the Department Head/designee, IT Director, or Town Administrator.

8. Server Access:

Servers on the Town's network are password protected and their access is limited to IT personnel. However, vendors and employees/members occasionally need access to the server room to service or use other equipment. Use of the Town servers and their peripheral devices are restricted to Information Technology Department personnel only.

9. Policy—Personal Peripheral Devices:

- a) The Town of Hudson recognizes that employees/members may have occasion to insert or connect personal peripheral devices such as USB flash drives and PDA's to Town computers for work-related purposes. Use of these devices shall be approved prior to their use by the department head and IT Department.
- b) Employees/members do not have a reasonable expectation of privacy when connecting personal peripheral devices to any Town-owned computer. Management has the right to access, monitor, change, delete, review, and/or retrieve anything attached to or left behind on any Town computer, including Internet addresses, downloads, email messages, pictures sent either from or to employees/members.
- c) Any and all devices connecting to, or inserted into, the Town of Hudson's network or personal computer system shall be subject to and in compliance with all sections of this policy.

10. Policy—Copier, Facsimile (fax), Scanning Devices and Postal Meter:

- a) Copiers, facsimiles (fax machines), scanning devices, and postal meters are

available to members for work-related communication or documentation.

- b) Members shall report any equipment problems, malfunctions, or supply shortages to their immediate supervisor who will inform the Administrative Secretary or designated employee of each department.
- c) The use of equipment shall be limited to official business for the Town of Hudson, unless approved in writing by the Department Head.

11. Policy—Remote Communications:

- a) The Town of Hudson maintains a system of remote communications allowing employees access to the LAN via VPN, wireless services, or other data transfer protocol for work related purposes.
- b) Remote access is provided at various authorized satellite Town locations and is also authorized for connection to personal computer equipment at the home residence of approved employees/members who obtain software and hardware authorized by the Information Technology Department.
- c) Employees/members are responsible for protecting information and access to the LAN via remote communications.
- d) Employees/members will not allow non-Town personnel remote communications access to any Town technology or allow tampering with, or copying of, Town software.
- e) Employees/members are responsible for insuring data transmissions via remote access and data storage media utilized on Town computer equipment is free of any software virus or information that would violate departmental regulations.
- f) Employees/members are responsible for assuring the protection and control of work related information stored on data storage devices (i.e. USB drives, CD's, hard drives, and laptop computers) against any unauthorized release. Documents created on behalf of the Town of Hudson are owned by the Town of Hudson.

12. Policy—Cellular and Smartphone:

- a) Cellular telephone numbers will not be broadcast on Town mobile radio channels unless designated as a secure channel, and will not normally be given to citizens.
- b) Cell phones provide notification and communication among Emergency Response employees. As such, it is expected that designated employees will wear department phones and will answer any missed calls by contacting their designated agency in a timely manner.
- c) In the event that a member uses a Department cell phone for personal use, the member should note the date, time and number of the call. At the time

of billing when Administration disseminates the phone bill to each member who is issued a cellular phone, the applicable member(s) shall make reimbursement for the call if allowed hours/use is exceeded.

- d) Members operating a motor vehicle are prohibited from holding a cell phone or using any electronic messaging device, or initiating a command to access the Internet, or inputting information into a global positioning system while driving. Members will pull over and off the road where it is safe to do so, before operating any device unless it is hands free and/or voice activated to avoid diverting attention from safe driving (see RSA 265:79-c). Town employees/members are prohibited from text messaging while driving a Town vehicle or while driving their personal vehicle while using a Town provided phone, or conducting Town business (see RSA 265:105-a). Exceptions include placing a call to report an emergency to the enhanced 911 system or a law enforcement, fire or emergency medical provider. Using one hand to transmit or receive messages on any non-cellular 2-way radio is also permitted.
- e) The phone user is responsible for securing vehicles and/or securing cellular telephones to prevent theft.
- a) Use of Mobile Data Terminals, Tablets, Laptops—for the safety of all personnel and the public, mobile computers should not be operated by the driver while the vehicle is in motion. Laptops and similar devices that are physically or electronically integrated into the motor vehicle, for such a purpose to send or receive information is permitted, provided the driver does not have to divert his or her attention from the road ahead. (See RSA 265:79-c and 266:75). Due to safety concerns regarding airbags and equipment, placement of the laptop should be taken into consideration to keep it away from direct impact with airbags.
- b) BYOD (bring your own device) – Members shall make a request in writing to the IT Director before being authorized to connect to the Town’s network email or other systems with their own personal devices. Upon authorization by the IT Director, the member will sign off on the BYOD policy. (IT General Order #GO-01, *Use of Mobile Devices with Town Owned Resources*)

13. Policy—Pagers:

- a) Alphanumeric Paging is the term used to describe Emergency Response paging systems whereby an alphanumeric message may be sent to the device.
- b) Pagers and alphanumeric paging provide notification and communications among Emergency Response employees. As such, it is expected that designated employees will wear pagers and will answer their pages by contacting their designated agency in a timely manner. (*adopted 12/11/2007, updated 11/10/2009, amended June 28, 2011; March 24, 2015/ September 8, 2015*)

Town of Hudson, NH

Policies and Procedures



Section: Conduct
Subject: Use of Town of Hudson Motor Vehicles

Policy Number: IV I	Revision Number:
Approved By: Board of Selectmen	Revision Dates:
Origination Date: 01/23/1996	Review Frequency: As Needed

IV. CONDUCT

I. Use of Town of Hudson Motor Vehicles

Purpose: To establish guidelines for the use of Town-owned motor vehicles.

Statements of Policy:

1. Town-owned motor vehicles shall be used for official Town business only.
2. Town vehicles shall not be taken home overnight except as follows:
 - a) Employees may, when authorized by the Town Administrator or their department head, take a Town-owned vehicle home for one night when attendance to an out-of-town meeting takes place late at night after normal working hours or early in the morning prior to normal working hours.
 - b) Those employees designated by the department head to be "on 24-hour call" for department/division emergencies.
 - c) The Chiefs of Police and Fire and the Road Agent shall have vehicles assigned for their 24 hour use in order that they can respond to emergency situations "around-the-clock." At the discretion of the Police Chief and Fire Chief, the vehicles assigned to them may be used for personal business as long as it may be reasonably expected that they may be called for immediate response to Town business.
3. Approval for 2a above may be granted verbally by the Town Administrator or the employee's department head.
4. Approval for 2b above must be requested in writing to and concurrence obtained in writing from the Board or the Town Administrator.
5. Town vehicles must be available for Town business at all times.

6. Town vehicles may be used for travel to lunch:
 - a) When an employee is on Town business;
 - b) When an employee is in town in a Town-owned vehicle in a location where driving to obtain his or her personal car would result in an extra and unnecessary expenditure of time and fuel.
7. Transporting family members in Town vehicles shall be allowed only when the family member is accompanying a Town employee to a business meeting or official function, when the family member is being picked up or dropped off while the employee is enroute to or from work, or when emergency conditions arise.
8. Town vehicles shall be legally and appropriately operated and/or parked at all times. Violations issued to the driver of the vehicle will be the responsibility of the driver not the Town.
9. Seat belts will be used by the driver and all passengers at all times when the vehicle is in motion. It shall be the driver's responsibility to ensure use of seat belts by all passengers.
10. Department heads may establish supplemental department vehicle policies. Such policies shall be filed with the Office of the Board of Selectmen/Town Administrator.
(Adopted by BOS 01/23/96)

Town of Hudson, NH

Policies and Procedures



Section: Conduct
Subject: Discipline

Policy Number: IV J	Revision Number:
Approved By: Board of Selectmen	Revision Dates:
Origination Date: 05/07/2001	Review Frequency: As Needed

IV. CONDUCT

J. Discipline

Purpose: The purpose of this policy is to establish procedures for the administration of disciplinary action when and if such actions are warranted.

Statement of Policy: It shall be the policy of the Town of Hudson to administer discipline fairly, reasonably and impartially. The Town and its employees are best served when discipline is administered to correct actions rather than to punish.

In the instance of conflict between the provisions of this section and the provisions of an applicable collective bargaining agreement, the provisions of such collective bargaining agreement will prevail.

The authority to initially undertake disciplinary action normally rests with the department heads or the Town Administrator. Department heads may delegate such authority to supervisory personnel reporting to them, provided actions imposed that are more severe than verbal warnings will require the approval of the department head. Demotion or dismissal will require the additional approval of the Board of Selectmen.

Exception: Supervisors are authorized to impose an immediate temporary suspension of an employee under his or her supervision when the supervisor determines that the action(s) of that employee jeopardizes the health, safety or welfare of that employee or others. Such temporary suspension will remain in effect until the department head, Town Administrator or Board of Selectmen can determine the appropriate disciplinary action.

1. Determination of Appropriate Action. The disciplinary action to be imposed shall reflect the degree of severity of misconduct by the employee and will be imposed following an investigation into the circumstances of the misconduct to determine the appropriateness of such action. In all instances, every effort will be made to protect the disciplined employee's due process. Disciplinary action is not primarily intended to be punitive, but rather to preserve and maintain the efficiency and integrity of Town service. The nature and severity of the offense, and the employee's past record, will be taken into account.

2. Record of Action. With the exception of verbal warnings, written notice of any disciplinary action imposed will be served on the affected employee, setting forth the reasons for such action, the effective date, and the employee's right to be heard. A copy of such notice shall be forwarded to the Town Administrator for review and inclusion in the employee's personnel file. The employee shall acknowledge that he or she has received and understands the notice. In the instance where an employee refuses to acknowledge that he or she has received and understands such notice, the supervisor and at least one witness will note the employee's refusal.
3. Progressive Discipline. The following types of disciplinary actions may be imposed for misconduct, and will normally be taken in the order listed:
 - a) Verbal Warning. A verbal warning is an oral reprimand given by the employee's supervisor. This type of discipline should be applied to infractions of a relatively minor degree or in situations where the employee should be counseled because of his or her performance. The verbal warning should be given in private and in a constructive manner. The supervisor should inform the employee that a warning is being issued, that the employee is being given an opportunity to correct the condition and, if the condition is not corrected, the employee will be subject to progressively more severe disciplinary action. A notation that a verbal warning was given will be placed in the employee's personnel file.
 - b) Written Warning/Reprimand. A written warning, which may also be imposed as a Letter of Counsel, is issued in the event that an employee continues to disregard a verbal warning, or when such employee's infractions are sufficiently severe to warrant such action.
 - c) Special Probation. A special probation is a trial period of a specified length of time during which the employee is given an opportunity to fulfill a specific set of conditions, or to manifest improved work performance or on-the-job behavior. Failure to fulfill the required conditions will result in additional disciplinary action. A special probation may be imposed in conjunction with another disciplinary action. The written notice of such special probation will include the reasons for such action, the length of time that it is being imposed, and the actions that are required by the employee to fulfill the conditions of the special probation.
 - d) Suspension. A suspension is the removal of an employee from his or her position for a specified time, without pay. A suspension will be imposed in the instance of severe misconduct or repeated violations. For minor infractions, a suspension may be imposed after an employee has received a written warning, reprimand or Letter of Counsel. The length of the suspension will reflect the severity of the employee's misconduct. Suspensions may be progressively applied, but in no instance shall a suspension exceed 30 days.

- e) Demotion. A demotion is the placement of an employee into a class in a lower pay range or to a lower pay step. A demotion may be imposed when an employee has exhibited an unwillingness or inability to perform the responsibilities of the employee's current position. A demotion is not to be used as a substitute for dismissal, when dismissal is warranted.
 - f) Dismissal. A dismissal is the removal of an employee from the service of the Town. A dismissal is warranted in the instances of serious insubordination, theft, illegal or destructive acts while on the job or other particularly egregious actions. An employee may also be dismissed after repeated offenses of a less serious nature, where the previous offenses have been documented and appropriate behavioral changes have not resulted from previous progressive disciplinary action. Probationary employees may be dismissed without cause and without the right of appeal.
4. Effective Date. Changes in rate of pay, employee status or other requirements that result from a disciplinary action will become effective following the approval and execution of the relevant personnel forms. The employee may file an appeal from and after this date, in accordance with the provisions of §IV, K, Grievances.
5. Causes for Disciplinary Action. Disciplinary action may be imposed when the actions of an employee bring discredit to the Town, fail to meet reasonable standards of job performance, or fail to meet reasonable standards of personal or professional conduct. The acts or offenses that may constitute grounds for disciplinary action include, but are not limited to:
- a) Acts of disobedience or insubordination;
 - b) Acts of disrespect toward the public, Town officials, or other Town employees which include uncivil or discourteous attitudes, insolence, or the use of indecent or inappropriate language or conduct;
 - c) Use of alcoholic beverages or drugs while on duty;
 - d) Participating in, or inducing or attempting to induce any Town official or employee to commit an illegal act;
 - e) Acts which violate any lawful and reasonable departmental or Town regulation, or the provisions of these and any relevant departmental policies;
 - f) Acts which violate Federal or State law, or Town ordinances, depending on severity and frequency;
 - g) Gross carelessness or neglect of duties, or a frequency of simple carelessness or neglect;
 - h) Misuse, misappropriation, destruction, theft or conversion to personal use or gain of Town property, equipment, material or services;

- i) Soliciting or receiving cash, gifts or other thing of value that is tendered by any person or persons in the hope or expectation of preferential treatment;
 - j) Acts of horseplay, fighting, harassment or molestation of other employees to the extent that it impedes or impairs the efficient and effective provision of Town services;
 - k) Acts of vandalism that result in willful damage or destruction of public or private property;
 - l) Failure to report a loss of, or damage to Town property, as a result of accident, theft or misuse;
 - m) Knowingly falsifying information on personnel records or other relevant forms;
 - n) Frequent tardiness, excessive absenteeism, or unauthorized absence. An unauthorized absence from work may be construed as abandonment of the position and serve as grounds for dismissal.
6. Expunging of Records. Absent any additional disciplinary actions in the interim, references to verbal warnings, or written warnings, or Letters of Counsel, will be removed from the employee's personnel file one year after the date of such action.
7. Appeal. An employee shall have the right to appeal any disciplinary action in accordance with the provisions of §IV, K, Grievances.

Town of Hudson, NH
Policies and Procedures



Section: Conduct
Subject: Grievances

Policy Number: IV K	Revision Number:
Approved By: Board of Selectmen	Revision Dates:
Origination Date: 05/07/2001	Review Frequency: As Needed

IV. CONDUCT

K. Grievances

Purpose: The purpose of this policy is to establish procedures for employees to appeal issues that affect their working conditions or other aspects of their employment.

Statement of Policy: The provisions of the relevant collective bargaining agreement for filing of grievances guide represented employees. The provisions contained herein guide non-represented employees. "Grievance," for purposes of this section, is defined as a claim or dispute by an employee with respect to the interpretation, meaning or application of the provisions of these policies and procedures.

1. Grievable Issues. Employees may file grievances concerning:
 - a) The interpretation or application of the provisions of these policies and procedures;
 - b) Departmental rules and procedures;
 - c) Working conditions;
 - d) The relationship between the employee and his or her co-workers and/or supervisor;
 - e) The interpretation or application of Federal law as it relates to the employee's employment and working environment.

2. Excluded Issues. The following matters shall be excluded from this grievance procedure:
 - a) Any matter for which there is an adequate remedy at law;

b) Any matter which, by law, is beyond the scope of the Town's authority;

c) Matters affecting the authority of the Board of Selectmen, Town Administrator or department head to determine and structure the goals, purposes, functions and policies of the Town.

3. Non-reprisal Policy. The presentation of a grievance will not subject the employee to restraint, interference, discrimination or any reprisal in the course of his or her employment with the Town.

4. Time Limits. Unless waived by mutual consent of the employee and the Town Administrator, an employee must submit a grievance no later than 14 calendar days following the occurrence of the alleged action, incident, event or condition that gives rise to the grievance.

5. Procedures.

a) Step One. An Employee must present a grievance within 14 calendar days of the alleged occurrence of the action, incident, or condition giving rise to the grievance to the employee's immediate supervisor, who shall attempt to resolve it within 10 working days after it is presented to that supervisor. In the instance where the immediate supervisor is the department head, the matter shall go to Step Three.

b) Step Two. If the employee is not satisfied with the solution by the supervisor, the employee must submit the grievance, in writing, to the department head within five working days of receiving the answer from the supervisor. This written notice shall include the following:

- 1) Statement of the grievance and relevant facts;
- 2) Remedy sought;
- 3) Reasons for dissatisfaction with the supervisor's response at Step One.

The department head will respond, in writing, to the grievance within five working days after it has been presented to him or her.

c) Step Three. If, after receipt of the department head's written response, the grievant is not satisfied with the results of Steps One and Two, the employee may appeal to the Town Administrator. The appeal shall be submitted, in writing, within five working days of the receipt of the response of the department head, and shall state the elements of the grievance as perceived by the grievant. The employee may request either a review of the written submittals by all concerned parties, or an administrative hearing with the Town Administrator wherein all concerned parties are allowed to present their case relative to the grievance. In the first instance, the Town Administrator will make a determination and respond, in writing, to the grievant and the department head within 10 working days. If the grievant chooses an administrative

hearing, the Town Administrator will conduct such hearing and respond to the grievant and to the department head within 15 working days.

d) Step Four. If, after receipt of the Town Administrator's written response, the grievant is not satisfied with the results of Steps One through Three, the employee may appeal to the Board of Selectmen. The appeal shall be submitted, in writing, within five working days of the receipt of the response from the Town Administrator, and shall state the elements of the grievance as perceived by the grievant. The employee may request either a review of the written submittals by all concerned parties, or an administrative hearing before the Board of Selectmen wherein all concerned parties are allowed to present their case relative to the grievance. In the first instance, the Board of Selectmen will make a determination and respond, in writing, to the grievant, department head and the Town Administrator within 15 working days. If the grievant chooses an administrative hearing, the Board of Selectmen will conduct such hearing and respond to the grievant, department head and the Town Administrator within 20 working days. The Board of Selectmen is the final authority within the Town on grievances presented by non-represented employees.

No part of the above procedures shall be in conflict or violation of State or Federal laws and regulations.

Town of Hudson, NH

Policies and Procedures



Section: **Documentation Required for Reimbursements**

Policy Number: IX	Revision Number:
Approved By: Board of Selectmen	Revision Dates:
Origination Date:	Review Frequency: As Needed

IX. DOCUMENTATION REQUIRED FOR REIMBURSEMENTS

Purpose: To establish guidelines for reimbursement of expenses to employees.

Statement of Policy: It is the policy of the Town to reimburse employees for reasonable and necessary expenditures made by employees while conducting official Town business and also as stated per Union contracts.

Documentation Required:

1. An employee expense report must be completed in order for an employee to be reimbursed for any and all business travel expenses (as per the Town Travel Expense Personal Policy).
2. **Original** detailed receipts must be submitted for all reimbursements. Copies of receipts are not sufficient documentation.
3. Substantiation must be provided to show both proof of purchase and proof of payment. Cancelled checks or credit card statements by themselves are not adequate substantiation, though they may need to be submitted to show proof of payment.

Town of Hudson, NH

Policies and Procedures



Section: Compensation
Subject: Salaries & Wages

Policy Number: V A	Revision Number:
Approved By: Board of Selectmen	Revision Dates:
Origination Date: 06/12/2001	Review Frequency: As Needed

V. COMPENSATION

A. Salary & Wages

Purpose: To establish policies and procedures for the compensation of non-represented Town employees.

Statement of Policy: It is the policy of the Town of Hudson and purpose of this plan to establish a compensation system that will allow the Town to effectively compete for qualified personnel and to ensure that salaries are equitable and commensurate with the duties performed by each employee.

Employees covered by collective bargaining agreements will be compensated in accordance with the provisions of the appropriate agreement. Copies are available for inspection in the Town Administrator's Office.

All new employees will ordinarily be compensated at a rate commensurate with prevailing external rates for comparable positions, equitable with other internal positions, and as approved by the Board of Selectmen.

The Town Administrator will annually conduct a review of compensation levels for non-represented employees. The review will include an analysis of prevailing rates of pay for similar positions in comparable jurisdictions, equity of compensation relative to other positions within the Town organization, adjustments and benefits provided for represented employees in collective bargaining agreements, cost-of-living factors, suggestions from department heads, budgetary considerations, and other related factors. On the basis of this information, the Town Administrator will recommend to the Board of Selectmen changes to keep compensation current, uniform and equitable. Such changes, as approved or amended by the Board of Selectmen, will then be forwarded and recommended to the Budget Committee and, subsequently, to the Annual Town Meeting.

Town of Hudson, NH
Policies and Procedures



Section: Compensation
Subject: Classification Plan

Policy Number: V B	Revision Number:
Approved By: Board of Selectmen	Revision Dates:
Origination Date: 06/12/2001	Review Frequency: As Needed

V. COMPENSATION

B. Classification Plan

Purpose: To maintain a schedule of position classifications in order to:

1. Define position duties, areas of responsibilities and the relevant relationships among the groups of positions.
2. Define the skills necessary for the positions.
3. Provide a basis for developing standards of work performance.
4. Indicate training needs and career development patterns.
5. Enable the pay plan to be structured to reflect the similarities and differences in duties and responsibilities, i.e., to insure like pay for like work.

Each position in the organization will be assigned to an appropriate class, according to the general character of the position, the regularly assigned duties and responsibilities of the position, and the knowledge, skills and abilities required of an individual to fill the position. Jobs with similar duties and responsibilities are assigned to the same general compensation level. The Town Administrator and Finance Director will conduct periodic studies of various jobs when there is an indication that an employee is working above or below the established responsibilities for that position.

Positions shall be assigned to a class when:

1. The same descriptive title may be applied to all of the positions in the class.
2. The same kind of duties, knowledge, skills and other attributes for other positions in that class can be required of the position's incumbent.
3. Similar selection procedures or performance criteria can be employed for all positions.

4. The same salary range can be applied with equity to all positions.

Generally accepted personnel procedures used in the development of classification systems will be used to determine appropriate class allocations.

Positions may be reclassified, as necessary, to keep the plan accurate. Reclassification shall be done when duties, responsibilities and requirements assigned to a position have been increased, reduced or otherwise modified to the extent that the position is no longer adequately described by the original class specifications. Department heads will be responsible for recommending the reclassification of positions. Employees may request that their department head review the class allocation of their positions to determine if reclassifications are warranted. The Town Administrator or his/her designee shall direct all reclassification studies. The Town Administrator or his/her designee will review the reasons for the request for the reclassification and will make the final determination of all new or revised class specifications. The Town Administrator's actions will be subject to legal, budgetary, and other reasonable constraints that may limit his/her ability to act on such requests.

Town of Hudson, NH

Policies and Procedures



Section: Compensation
Subject: Performance Evaluation

Policy Number: V C	Revision Number: 1
Approved By: Board of Selectmen	Revision Dates: 1/9/18
Origination Date: 06/12/2001	Review Frequency: As Needed

V. COMPENSATION

C. Performance Evaluation

Purpose: The purpose of this policy is to provide employees with timely reports of their progress and allow for correction of deficiencies; to provide all employees with positive recognition of strengths and special abilities and an opportunity to improve deficiencies; to provide an ongoing performance record which is documentation used in making personnel actions; to provide employees with an opportunity to discuss ways and means for improvement; and to cause current job description to be reformulated and/or maintained.

Statement of Policy: Employees on probationary status shall be evaluated not later than one month prior to the end of the probationary period.

All personnel shall be evaluated at least once a year. Employees should be evaluated at a set time annually (example: every June) or during the month of their anniversary date of hire or in accordance with their collective bargaining agreement. Department heads may choose to evaluate employees more often.

Performance Evaluation Process:

As of December 31st of each year, supervisors will complete the appropriate evaluation form for each employee under their supervision. The Town Administrator will evaluate department heads. Board of Selectmen will evaluate the Town Administrator.

Employees who regularly supervise one or more full-time employees are evaluated using a supervisory personnel form.

At the discretion of the supervisor, employees may be asked to do a self-evaluation. The supervisor may use this information in completing his/her rating of the employee.

In all cases, the evaluation will indicate not only the supervisor's observation of the employee's strengths, weaknesses, special skills, and work interests which should be

developed. Proper use of the performance evaluation will also serve as a means for identifying work requirements and keeping employees and supervisors informed of them, identifying training needs assisting in the improvement of individual performance, recognizing outstanding accomplishments, helping to strengthen employee/supervisor relationships, emphasizing the employee's contribution to the Town's programs, and helping to identify strengths and weaknesses of the Town's operations.

The supervisor will evaluate the employee on a variety of factors and will note strengths and capabilities worthy of special mention. The employee and the supervisor will then meet to discuss the evaluation. Such discussion should be approached in a positive, non-threatening manner and with the clear understanding of the intended goal of improved employee performance.

The supervisor will review and discuss the completed evaluation form so the employee can note his/her performance in relation to the standards and requirements that have been established for the job. The employee will have an opportunity to comment on the evaluation.

The employee's general observations regarding his/her work unit's activities, particularly suggestions for improving work unit assignments, functions, and procedures should be encouraged. The employee should have the opportunity to discuss any other points the supervisor may have overlooked, and may note any comments directly on the form or on an attachment. The employee will then certify that he/she has reviewed the evaluation and that it has been discussed with him/her.

If the evaluating supervisor is other than a department head, the evaluation will then be reviewed by the department head, who will then sign the form and make comments, as appropriate. The employee will have the opportunity to review and respond to the department head's comments.

Right of Appeal. Any employee who disagrees with the evaluation by his/her supervisor may note those disagreements on the evaluation form or on attachments to the form. If the evaluation results in an adverse personnel action, the employee may appeal such action to the Town Administrator who will bring it to the attention of the Board of Selectmen as necessary. If employees feel the appeal to the Town Administrator fails, they can bring it to the Board of Selectmen.

Town of Hudson, NH

Policies and Procedures



Section: Compensation
Subject: Promotions

Policy Number: V D	Revision Number:
Approved By: Board of Selectmen	Revision Dates:
Origination Date: 04/10/2001	Review Frequency: As Needed

V. COMPENSATION

D. Promotion

Purpose: To establish a policy for application and appointment to vacant positions by current employees.

Statement of Policy: The Town of Hudson supports the concept of upward mobility, and will attempt to fill vacant positions with qualified Town employees. To this end, the Town encourages employees to develop new skills, expand their knowledge and make their qualifications for more responsible positions known.

No supervisor shall deny an employee permission to apply for any position within the Town organization that is a promotional opportunity.

Employees are encouraged to apply for any vacancy within the Town organization for which they may qualify.

Generally, employees are expected to serve in their current position for at least a year before being considered for a promotion or transfer.

Selection of an employee for a promotion (or lateral transfer) is based on past work record, education, skills, knowledge of the job duties, as well as time in service.

When considering the promotion (or lateral transfer) of Town employees having the same or similar qualifications, the position will be filled after considering the factors listed above.

No offer of promotion may be made to any employee prior to completion of the recruitment and selection process. Temporary assignments may be made by the department head, with the approval of the Town Administrator, for a specified time or assignment as necessary. Such appointments are made on "acting" basis and the employee returns to his or her regular position upon completion of the assignment. The actual salary for "acting" appointments is set by the department head in consultation with

the Finance Department and approval by the Town Administrator. Any such assignment is subject to review by the Board of Selectmen.

Unless otherwise provided by the terms of a collective bargaining agreement, whenever an employee is promoted to a higher position, or whenever an employee's position is upgraded, said employee will enter the new grade/position at the entry level of the new position. In the event the entry level step of the new or upgraded position does not provide a salary increase of 5% or more, the employee shall enter at the next closest step which provides a salary increase of 5% or more. The new pay rate, upon promotion, shall not exceed the maximum of the new pay range.

Promotions do not change the employee's date of hire. However, the anniversary date for future pay increases will be revised to coincide with the promotion date.

Persons so promoted will be subject to the standard probationary period for the new position, unless specifically waived by the Town Administrator. Those who fail the probationary period may re-assume any prior appointment held prior to the promotion unless that position has been filled.

Employees in position classifications which are upgraded (or downgraded) in salary to reflect changes in market conditions will retain their existing anniversary date for future step increases.

Town of Hudson, NH

Policies and Procedures



Section: Compensation
Subject: Demotion

Policy Number: V E	Revision Number:
Approved By: Board of Selectmen	Revision Dates:
Origination Date: 04/10/2001	Review Frequency: As Needed

V. COMPENSATION

E. Demotion

Purpose: To establish a policy governing the demotion of current employees.

Statement of Policy: An employee reassigned to a position in a lower classification, whether voluntary or involuntary, and regardless of the reason (disciplinary, in lieu of layoff, for reasons of disability or incapacity, department reorganization, etc.) will receive a reduction in pay commensurate with the nature of the demotion, as determined by the department head, in consultation with the Finance Department, and approved by the Town Administrator. Any such action is subject to review by the Board of Selectmen.

Demotions do not change the person's date of hire. However, the anniversary date for future salary increases will be revised to coincide with the demotion date.

No employee shall be demoted to a position for which he or she does not possess the minimum qualifications.

Any demotion to prevent layoffs may be reversed when and if the employee's former position is reopened.

Town of Hudson, NH

Policies and Procedures



Section: Benefits
Subject: Health Insurance

Policy Number: VI A	Revision Number:
Approved By: Board of Selectmen	Revision Dates: 4/24/01, 5/27/14
Origination Date: 03/12/2001	Review Frequency: As Needed

VI. BENEFITS

A. Health Insurance

Purpose: To establish a policy regarding employee benefits offered by the Town of Hudson to its employees. Employees represented by a Union or Association contract should refer to their contract for an explanation of their health insurance benefits.

Statement of Policy: The Town of Hudson offers to all regular full time and regular part-time employees who work 30 hours or more per week the opportunity to participate in a health insurance program as delineated below:

1. The Town will offer eligible employees the option of enrolling in any of several health care insurance options currently offered. As of July 1, 2014, the Town will pay 80% of the premium for the employees enrolled in Blue Cross Blue Shield 100, Blue Cross Blue Shield 300, Matthew Thornton (an HMO) through HealthTrust, or other plans that provide comparable coverage as recommended by the Joint Labor/Management Committee and approved by the Board of Selectmen. Employees who as of July 1, 2014 are single will continue to receive 100% Town paid single coverage until a qualifying event.
2. All employees who are regularly employed at least 30 hours a week are eligible to participate in the health insurance program. Coverage will commence on the first day of the month following a full 30 days of employment.
3. In the instance of regular full time employees, the Town will pay 80% of the premium for the employee's single person coverage, two-person coverage or family coverage, whichever is appropriate. Regular part-time employees who work 30 hours but less than 40 hours per week may have the option of enrolling in the Town's health care plan at their own expense.
4. Employees and their covered dependants may elect to continue their health care coverage at their own expense when events intervene to cause the Town's

coverage to cease. The section covering *Employee Separation* herein should be referred to for information regarding COBRA.

Town of Hudson, NH

Policies and Procedures



Section: Benefits
Subject: Dental Insurance

Policy Number: VI B	Revision Number:
Approved By: Board of Selectmen	Revision Dates: 4/24/01, 5/27/14
Origination Date: 03/12/2001	Review Frequency: As Needed

VI. BENEFITS

B. Dental Insurance

Purpose: To establish a policy regarding dental insurance offered by the Town of Hudson to its employees. Employees represented by a Union or Association contract should refer to their contract for an explanation of their dental insurance benefits.

Statement of Policy: The Town of Hudson offers to all regular full time and regular part-time employees who work 30 or more hours per week the opportunity to participate in a dental insurance program as delineated below:

1. The Town will offer eligible employees the option of participating in the dental insurance program made available under the HealthTrust.
2. All employees who are regularly employed at least 30 hours a week are eligible to participate in the dental insurance program. Coverage will commence on the first day of the month following a full 30 days of employment.
3. In the instance of regular full time employees, the Town will pay 100% of the premium for the employee's single person, two-person coverage or family coverage, whichever is appropriate. Regular part-time employees may have the option of enrolling in the Town's dental plan at their own expense.
4. Employees and their covered dependants may opt to continue their dental care coverage at their own expense when events intervene to cause the Town's coverage to cease. The section covering *Employee Separation* herein should be referred to for information regarding COBRA.

Town of Hudson, NH

Policies and Procedures



Section: Benefits
Subject: Disability Insurance

Policy Number: VI C	Revision Number:
Approved By: Board of Selectmen	Revision Dates: 4/24/01, 5/27/14
Origination Date: 03/12/2001	Review Frequency: As Needed

VI. BENEFITS

C. Disability Insurance

Purpose: To establish a policy regarding disability insurance benefits offered by the Town of Hudson to its employees.

Statement of Policy: The Town of Hudson offers to all regular full time employees the opportunity to participate in a disability insurance program as delineated below:

1. The Town will provide disability insurance for eligible employees at no cost to the employee.
2. All regular full time employees will be covered from and after the first day of the month following a full 30 days of employment.
3. Benefits under the disability program will commence immediately in the instance of injury, and after eight consecutive calendar days of sickness, not related to Town employment. The Town will thereafter, during such disability, insure the provision of 60% up to a maximum of \$600 of the employee's normal base pay, continuing until the employee returns to work, reaches age 65, becomes eligible for disability income under Federal law, or becomes eligible for disability income under the New Hampshire Retirement System (NHRS).
4. Employees may elect to use accumulated sick, vacation or personal leave, or earned time, as the case might be, to supplement the disability coverage. Such usage may *not* be combined with disability income in an amount that the combination would exceed the employee's normal base pay.
5. At the discretion of the Town Administrator, the employee may be required to submit documentation from a board-certified physician regarding the employee's continued disability. Failure to provide such documentation shall be cause to terminate the disability benefits provided herein.

6. Injuries or illness resulting from or incurred during a natural disaster or act of war, participation in a riot, or in the commission of a criminal act, or attempted suicide or self-inflicted injuries will not be covered.

Town of Hudson, NH

Policies and Procedures



Section: Benefits
Subject: Life Insurance

Policy Number: VI D	Revision Number:
Approved By: Board of Selectmen	Revision Dates: 4/24/01, 5/27/14
Origination Date: 03/12/2001	Review Frequency: As Needed

VI. BENEFITS

D. Life Insurance

Purpose: To establish a policy regarding life insurance benefits offered by the Town of Hudson to its employees.

Statement of Policy: The Town of Hudson offers to all regular full time employees the opportunity to participate in a life insurance program as delineated below:

1. The Town will provide term life insurance for eligible employees to provide assistance to the employee's family or other beneficiary in the instance of the employee's death.
2. Regular full time employees will be covered in the amount of one time their annual base salary, rounded up to the nearest thousand dollars.
3. The Town will pay 100% of the premium for the regular full time employee's term life insurance.
4. Coverage will commence on the first day of the month following a full 30 days of employment.

Town of Hudson, NH

Policies and Procedures



Section: Benefits
Subject: Flex Benefits

Policy Number: VI E	Revision Number:
Approved By: Board of Selectmen	Revision Dates: 4/24/01, 5/27/14
Origination Date: 03/12/2001	Review Frequency: As Needed

VI. BENEFITS

E. Flex Benefits

Purpose: To establish a policy regarding customizable “flex” benefits offered by the Town of Hudson to its employees (also known as “opt out” payments).

Statement of Policy: The Town of Hudson offers to all regular full time employees the opportunity to participate in a flex benefits program as delineated below:

1. The Town provides an opportunity for employees to customize their medical and dental benefit coverage annually, during the open enrollment period, or following certain life altering events, such as marriage, birth, death, adoption or divorce.
2. For regular full time employees hired prior to July 1, 2014 and upon certification that they are covered by another insurance plan, employees may elect to waive coverage under the Town’s medical plan, and be compensated in weekly installments based on eligibility:

Single	\$129.20
Two person	\$193.80
Family	\$239.02

For regular full time employees hired July 1, 2014 or thereafter and upon certification that they are covered by another insurance plan employees may elect to waive coverage under the Town’s medical plan and be compensated in weekly installments based on eligibility:

Single	\$ 50.00
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Two-person	\$100.00
Family	\$100.00

For regular full time employees hired prior to July 1, 2014 employees may elect to waive coverage under the Town's dental plan and be compensated in weekly installments based on eligibility:

Single	\$5.12
Two-person	\$9.92
Family	\$18.04

For regular full time employee hired July 1, 2014 or thereafter may elect to waive coverage under the Town's dental plan and be compensated in weekly installments based on eligibility:

Single	\$5.12
Two-person	\$9.92
Family	\$9.92

Employees who are on an unpaid personal leave of absence will not receive any further pay in lieu of health or dental coverage unless and until they return to paid status. Employees who are terminated, who resign or who retire prior to being paid the full amount of pay in lieu of coverage shall not receive the balance of the payment. Employees who change their health insurance coverage during the year shall have their opt out payment pro-rated or discontinued in accordance with their new coverage selection.

3. No payments will be made to employees who are eligible for a higher level of coverage (e.g. family coverage) but who enroll in a lower coverage (e.g. single coverage) or change plans to a lower cost plan, such as moving from the BC/BS 100 plan to either BC/BS 300 or Matthew Thornton plans.

Town of Hudson, NH
Policies and Procedures



Section: Leave
Subject: Holidays

Policy Number: VII A	Revision Number:
Approved By: Board of Selectmen	Revision Dates:
Origination Date: 11/10/1997	Review Frequency: As Needed

VII. LEAVE

A. Holidays

Purpose: To provide a policy for uniform administration of standard Town holidays.

Statement of Policy: The Town of Hudson recognizes the following holidays off, with pay, for regular full-time and regular part-time (who work 20 hours per week or more) non-union employees:

New Year's Day	January 1
Martin Luther King	3rd Monday in January
President's Day	3rd Monday of February
Memorial Day	Last Monday of May
Independence Day	July 4
Labor Day	1st Monday of September
Columbus Day	2nd Monday of October
Veteran's Day	November 11
Thanksgiving Day	4th Thursday of November
Christmas Day	December 25

In addition, the Town will recognize one day per calendar year as a “floating holiday.” Unless otherwise designated by the Board of Selectmen, this will normally be observed on the day following Thanksgiving Day.

Employees who are covered by collective bargaining units will have the same schedule, unless otherwise stipulated in the relevant agreement.

In the event a holiday other than a floating holiday falls upon a Sunday, the following Monday shall be deemed to be the legal holiday. In the event the legal holiday falls on a Saturday, the preceding Friday shall be deemed to be the legal holiday.

Regular part-time employees shall receive a pro rata share of compensation at their regular straight time hourly rate for each approved holiday.

If any holiday mentioned above, with the exception of a floating holiday, falls on an employee's regularly scheduled day off, the employee shall be granted another day off during the month in which the holiday was celebrated, at the discretion of the employee's department head or the Town Administrator. If this is not possible, the employee shall receive holiday pay rather than equivalent time off.

When a holiday falls within a period of paid leave, the holiday shall not be counted as a leave day in computing the amount of leave debited.

An employee who is absent without leave on the day immediately preceding or following a holiday shall lose the holiday as well as pay for that day.

Non-exempt employees required to work on any designated holiday shall receive the overtime rate of pay in addition to the holiday pay. (Adopted by BOS 11/10/97)

Town of Hudson, NH

Policies and Procedures



Section: Leave
Subject: Jury/Court Leave

Policy Number: VII B	Revision Number:
Approved By: Board of Selectmen	Revision Dates:
Origination Date: 11/10/1997	Review Frequency: As Needed

VII. LEAVE

B. Jury/Court Leave

Purpose: To establish a policy for jury leave for Town employees.

Statement of Policy: Any regular full-time or part-time employee who is required to serve on a jury, or as a result of official Town of Hudson duties is required to appear before a court, legislative committee or quasi-judicial body as a witness in response to a subpoena or other directive, shall be allowed authorized leave with pay less any amount received for such service. A probationary employee called will have his or her probationary period extended to by the same amount of time as required for serving on jury duty. An employee who receives notice of jury duty or witness service must notify his or her supervisor immediately in order that arrangements may be made to cover the position. The Town reserves the right to request that an employee who is called for jury be excused if his or her absence would create a hardship on the operational effectiveness of the department to which they are assigned.

The employee is responsible to turn over jury or witness fees to the Finance Department, excluding mileage fees.

Time away will not affect vacation, sick leave or personal leave accruals.

Employees who appear in court as the plaintiff or defendant in any action not related to their official duties shall not be paid for time away from work unless that time is taken as Earned Time, or accrued vacation or personal leave, whichever is appropriate. Court payments for travel expenses are to be retained by the employee.

The employee may keep any court payment for services performed on the days of his or her regularly scheduled weekend or performed while on vacation or personal leave.

Employees are to return to work after jury duty although no more than the regularly scheduled number of hours for both jury duty and work shall be required. If excused as a juror on any given day, the employee is expected to contact his or her supervisor and to report to work as instructed.

Town of Hudson, NH

Policies and Procedures



Section: Leave
Subject: Personal Leave

Policy Number: VII C	Revision Number: 1
Approved By: Board of Selectmen	Revision Dates: 6/22/99
Origination Date: 02/10/1998	Review Frequency: As Needed

VII. LEAVE

C. Personal Leave

Purpose: To establish guidelines for the use of Personal Leave by non-represented employees.

Statement of Policy: Personal leave with pay may be granted to regular, non-represented employees who work 20 hours per week or more, with the prior approval of the Town Administrator or Chairman of the Board of Selectmen, to conduct personal business which cannot otherwise be conducted on days when the employee is not required to work.

Eligible employees shall be allowed a maximum of four calendar days (32 hrs.) of personal leave in each calendar year at his or her normal rate of pay. Such leave is not considered a right and is not subject to accrual from one calendar year to the next. For eligible employees who work less than 40 hours per week, or less than a full calendar year, this leave will be prorated. (Amended by BOS on 6/22/99 from three personal days to four for Nonunion Employees.)

Town of Hudson, NH
Policies and Procedures



Section: Leave
Subject: Bereavement Leave

Policy Number: VII D	Revision Number: 1
Approved By: Board of Selectmen	Revision Dates: 5/27/14
Origination Date: 02/10/1998	Review Frequency: As Needed

VII. LEAVE

D. Bereavement Leave

Purpose: To establish guidelines for the use of bereavement leave due to a death.

Statement of Policy: Represented employees receive bereavement leave in accordance with the provisions of their applicable collective bargaining agreement.

A non-represented regular full-time or regular part-time employee will be given bereavement leave of three (3) working days with pay in the event of the death of his/her:

Spouse	Child
Mother	Father
Sister	Brother
Mother-in-law	Father-in-law
Daughter-in-law	Son-in-law
Grandchild	Step-child
Step-Mother	Step-Father
Step-Sister	Step-Brother

Special leave of one (1) working day with pay shall be granted an employee in the event of the death of her/his:

Aunt	Uncle
Grandmother	Grandfather
Sister-in-law	Brother-in-law
First cousin	

If additional time is necessary, it shall be taken as vacation or unpaid leave if vacation has been exhausted with advance authorization by the appropriate department head and/or Town Administrator's office. Time for attendance at funeral of others may be granted without pay or made up within the same pay period.

The employee must notify his or her immediate supervisor upon making determination to take time off from work.

Employees who fail to return to work on the date specified to the department head without receiving an extension are subject to disciplinary action up to and including termination.

Town of Hudson, NH

Policies and Procedures



Section: Leave
Subject: Continuance of Pay During Disability

Policy Number: VII E	Revision Number:
Approved By: Board of Selectmen	Revision Dates:
Origination Date: 06/06/2000	Review Frequency: As Needed

VII. LEAVE

E. Continuance of Pay During Disability

Purpose: To establish guidelines for the continuance of pay and coordination with other compensatory benefits during periods of disability.

Statement of Policy: Any employee who is absent because of sickness or injury, and is eligible to receive disability or Workers' Compensation payments, may elect to use accumulated vacation or sick leave or Earned Time, whichever is appropriate, to receive as a supplemental payment the difference or portion of the difference between that employee's regular salary and the payments received under Workers' Compensation or the Town-provided disability program. Under no circumstances will the employee be allowed to receive an aggregate amount in excess of that employee's regular salary.

Town of Hudson, NH

Policies and Procedures



Section: Leave
Subject: Family Medical Leave Act (FMLA)

Policy Number: VII F	Revision Number:
Approved By: Board of Selectmen	Revision Dates:
Origination Date: 04/10/2001	Review Frequency: As Needed

VII. LEAVE

F. Family and Medical Leave (FMLA)

Purpose: To establish a policy and guidelines for the use of family or medical leave for Town of Hudson employees.

Statement of Policy: General. As provided by the 1993 Family and Medical Leave Act (FMLA), all eligible employees shall be entitled to take up to 12 weeks of unpaid, job-protected leave during any 12-month period for specified family and medical reasons.

Covered Family and Medical Reasons. An eligible employee shall be entitled to 12 weeks of unpaid leave during a 12-month period for one or more of the following reasons:

1. The birth or placement of a child for adoption or foster care;
2. To care for an immediate family member (spouse, child, or parent) with a serious health condition;
3. To take medical leave when the employee is unable to work because of a serious health condition;
4. A serious health condition, which shall be defined as an illness of a serious and long-term nature resulting in recurring or lengthy absences. Treatment of such an illness would occur in an inpatient situation at a hospital, hospice, or residential medical care facility, or would consist of continuing care provided by a licensed health care provider.

An employee may take leave if a serious health condition makes the employee unable to perform the functions of his or her position. Employees with questions about whether specific illnesses are covered under this policy or under the Town's sick leave policy are encouraged to meet with a representative from the Finance Department.

Employee eligibility. An employee shall be entitled to family leave when he/she meets the following criteria:

1. The employee has worked for at least 12 months for the Town. The 12 months need not have been consecutive. (If the employee was on the payroll for part of a week, the Town will count the entire week. The Town considers 52 weeks to be equal to 12 months.)
2. The employee has to have worked for the employer for at least 1,250 hours over the 12 months before the leave would begin.

Calculation of Leave: Eligible employees can use up to 12 weeks of leave during any 12-month period. The Town will use a rolling 12-month period measured backward from the date an employee uses any FMLA leave. Each time an employee uses leave, the Town computes the amount of leave the employee has taken under this policy, subtracts it from the 12 weeks, and the balance remaining is the amount the employee is entitled to take at that time. For example, if an employee has taken five weeks of leave in the past 12 months, he or she could take an additional seven weeks under this policy.

Maintenance of Benefits: An employee shall be entitled to maintain group health insurance coverage on the same basis as if he/she had continued to work at the Town. To maintain uninterrupted coverage, the employee will have to continue to pay their share of insurance premium payments. This payment shall be made either in person or by mail to the Finance Department by the 1st day of each month. If the employee's payment is more than 30 days overdue, then the Town will drop the coverage.

If the employee informs the Town that he or she does not intend to return to work at the end of the leave period, the Town's obligation to provide health benefits ends. If the employee chooses not to return to work for reasons other than a continued serious health condition, the Town will require the employee to reimburse the Town the amount the Town contributed towards the employee's health insurance during the leave period.

If the employee contributes to a life insurance or disability plan, the Town will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the Town will request that the employee continue to make those payments, along with the health care payments. If the employee does not continue these payments, the Town will recover the payments at the end of the leave period, in a manner consistent with the law.

Other benefits, such as the accrual of seniority, will not continue during leave. However, the use of family or medical leave will not be considered a break in service when vesting or eligibility to participate in benefit programs is being determined.

Job Restoration: An employee who utilizes family or medical leave under this policy will be restored the same job or a job with equivalent status, pay, benefits and other employment terms.

The Town may choose to exempt certain highly compensated "key" employees from this job restoration requirement and not return them to the same or similar position at the completion of FMLA leave. Employees who may be exempted will be informed of this status when they request leave. If the Town deems it necessary to deny job restoration for

a key employee on FMLA leave, the Town will inform the employee of its intention and will offer the employee the opportunity to return to work immediately.

Use of Paid and Unpaid Leave: If an employee has accrued paid leave of less than 12 weeks, the employee will use paid leave first and take the remainder of the 12 weeks as unpaid leave.

If an employee uses leave because of his or her own serious medical condition or the serious health condition of an immediate family member, the employee will first use all paid vacation, personal or sick leave, and then will be eligible for unpaid leave.

An employee using leave for the birth of a child will use paid sick leave for physical recovery after childbirth. The amount of sick leave utilized after this point will be decided on a case by case basis. The employee then may use all paid vacation, personal or family leave, and then will be eligible for unpaid leave for the remainder of the 12 weeks.

An employee using leave for the adoption or foster care of a child will use all paid vacation, personal or family leave first, and then will be eligible for unpaid leave for the remainder of the 12 weeks.

Intermittent Leave and Reduced Work Schedules: In certain cases, the Town may allow intermittent use of the 12 weeks of family or medical leave or a part of a reduced workweek. Employees wishing to use leave intermittently, or to utilize a reduced workweek for birth or adoption purposes, will need to discuss and gain approval for such use from the employee's department head and the Finance Department.

Employees may also use family or medical leave intermittently or as part of a reduced workweek whenever it is medically necessary. If the need to use leave is foreseeable and based on preplanned and prescheduled medical treatment, then the employee is responsible to schedule the treatment in a manner that does not unduly disrupt the Town's operations. This provision is subject to the approval of the health care provider.

In some cases, the Town may temporarily transfer an employee using intermittent or a reduced work week to a different job with equivalent pay and benefits if another position would better accommodate the intermittent or reduced schedule.

Procedures:

Procedure for requesting Leave: All employees requesting leave under this policy must complete the Family/Medical leave form available from the Finance Department.

When an employee plans to take leave under this policy, the employee must give the Town 30 days notice. If it is not possible to give 30 days notice, the employee must give as much notice as is possible. An employee undergoing planned medical treatment is required to make a reasonable effort to schedule the treatment to minimize disruptions to the Town's operations.

While on leave, employees are requested to report periodically to the Town regarding the status of the medical condition, and their intent to return to work.

Procedure for Notice and Certification of Serious Health Condition: On occasion, the Town may require the employee to provide notice of the need to utilize leave (where it is possible to know beforehand) and/or may require the employee to provide certification of an employee's or immediate family member's serious health condition, by a qualified healthcare provider. The employee should try to respond to such a request within 15 days of the request, or provide a reasonable explanation for the delay.

Qualified health care providers include: doctors of medicine or osteopathy, podiatrists, dentist, clinical psychologists, optometrists, and chiropractors, nurse practitioners and nurse-midwives authorized to practice under State law and performing within the scope of their practice under State law.

When seeking certification of a serious medical condition, an employee should ensure that the certification contains the following:

1. Date when the condition began; expected duration; diagnosis; and a brief statement of treatment.
2. If employee is seeking medical leave for his or her own medical condition, certification should also include a statement that the employee is unable to perform the essential functions of the employee's position.
3. For a seriously ill family member, the certification should include a statement that the patient requires assistance and that the employee's presence would be beneficial or desirable.
4. If taking intermittent leave or working a reduced schedule, certification should include dates and duration of treatment and a statement of medical necessity for taking intermittent leave or working a reduced schedule.

If deemed necessary, the Town may ask for a second opinion. The Town will pay for the employee to get a certification from a second doctor, which the Town will select. If there is a conflict between the original certification and the second opinion, the Town may require the opinion of a third doctor. The Town and the employee will jointly select the third doctor, and the Town will pay for the opinion. The third opinion will be considered final.

Town of Hudson, NH

Policies and Procedures



Section: Leave
Subject: Military Leave

Policy Number: VII G	Revision Number:
Approved By: Board of Selectmen	Revision Dates:
Origination Date: 04/10/2001	Review Frequency: As Needed

VII. LEAVE

G. Military Leave

Purpose: To establish a policy and guidelines for the use of military leave for Town of Hudson employees.

Statement of Policy: The Town of Hudson will provide a leave of absence to eligible employees for military service as provided by Federal law and the following:

1. Any permanent employee enlisting or inducted into the Armed Forces of the United States or who as a member of a Reserve or National Guard Unit is called to active duty in the Armed Forces and who satisfactorily completes such service and makes application for reemployment within 90 days of release from active duty or within 30 days, in the instance of training, shall be returned to Town employment in a position of like pay, seniority or status to the position the employee left. The employee shall be entitled to the same or similar pay, status and seniority the employee would have had if the employee continued employment, except that the employee shall not accrue vacation, holiday or sick leaves during the period the employee is absent from Town employment.
2. Any employee who is a member of a military reserve or National Guard unit shall be entitled to leave without loss of time, pay or regular leave or any other benefits for all periods of military services in the service of the State of New Hampshire at the call of the Governor without regard to length of time, and for military services in the service of the United States for a period not to exceed a total of 15 calendar days in any fiscal year. Employees shall be entitled to full compensation, less any military compensation received in the instance of reserve duty, for what would otherwise be normally assigned work days, excluding overtime, during the 15 calendar days of military assignment.
3. Any employee who is a member of a military reserve or National Guard unit who receives training in excess of 15 calendar days, and not at the call of the Governor and in the service of the State as set out above shall be entitled to leave without pay for the duration of the training. If, however, the employee must go

on active duty in the United States Armed Forces to receive such training, the employee shall not be entitled to leave without pay but rather to reemployment as set out above. An employee entitled to leave without pay shall not accrue any leaves while receiving military leave without pay, but shall not lose any previously accrued leaves and shall return to the same or another position similar in pay, seniority and status. While on military leave without pay, the employee shall not be covered by the Town's medical benefits and may only continue family medical benefits by paying the appropriate premiums.

4. All employees must present orders to their supervisors in order to obtain this leave, which indicates date of departure and length of service anticipated. Employees returning from reserve duty shall also submit proof of compensation received from such duty.

Town of Hudson, NH

Policies and Procedures



Section: Leave
Subject: Vacation Leave

Policy Number: VII H	Revision Number: 2
Approved By: Board of Selectmen	Revision Dates: 4/24/01, 6/26/01
Origination Date: 04/10/2001	Review Frequency: As Needed

VII. LEAVE

H. Vacation Leave

Purpose: To establish a policy and guidelines for the use of Vacation Leave for non-represented Town of Hudson employees; to ensure that vacation leave is scheduled with consideration to the operational needs of the Town, and to establish a procedure for communication and approval.

Statement of Policy: Represented employees receive vacation leave or earned time in accordance with the provisions of their applicable collective bargaining agreement.

After successful completion of his or her probationary period, each regular employee who works 20 hours per week or more will be granted vacation leave with pay.

Accrual: Except as may be otherwise provided, non-represented full time employees will earn and accrue vacation leave in accordance with the following schedule:

- Six months through five years of employment: 1.25 days per month (3 weeks per year) (amended 6/26/01)
- Six years through 11 years of employment: 1.67 days per month (4 weeks per year) (amended 6/26/01)
- 11 years of employment and over: 2.08 days per month (5 weeks per year) (amended 6/26/01)

Each non-represented regular part-time employee who works 20 hours per week or more will be granted vacation leave with pay on a pro rata basis equal to that employee's regular hours per week as a percent of 40 hours.

An employee may accumulate, and carry over into a subsequent calendar year, accrued vacation leave to a maximum of two times the annual rate of accrual.

If an employee is prevented from working by illness or injury, and is drawing on

accumulated sick leave, the employee will continue to earn vacation leave during such absence. Vacation leave will not accrue during leaves of absence without pay.

Vacation Use: Only vacation earned and accumulated may be taken. Vacation leave will not be “advanced” except with the explicit approval of the Town Administrator and Board of Selectmen.

At least one-half of the vacation leave earned during any calendar year must be taken during that calendar year.

Vacation leave must be taken in units not smaller than one-half day, or four hours.

An employee may receive vacation pay before vacation leave is taken, where the employee’s pay date occurs during the anticipated leave. In order to receive such payment, the employee must apply to the Finance Department at least 10 working days prior to the date on which the payment is requested.

With the approval of the Town Administrator, an employee may use accumulated vacation leave in lieu of sick leave, after all accumulated sick leave time has been exhausted.

Paid holidays that occur during vacation are not charged to vacation. Illness occurring during vacation leave may be charged to sick leave upon proper verification and approval by the Town Administrator.

On written application, and with the approval of the Town administrator, an employee may transfer not more than 25% of his or her accumulated vacation leave to another employee in order to assist such other employee in a bona fide emergency, where such assisted employee has exhausted his or her accumulated leave. (*Amended paragraph adopted April 24, 2001.*)

Scheduling: Department heads are responsible for managing the vacation schedules in their departments and for administering the provisions of this policy within their departments. Vacation schedules for department heads will be subject to the approval of the Town Administrator.

Vacation approvals by department heads and by the Town Administrator will be made such that the operational needs of the Town are maintained.

Unless approved by the Town Administrator or Board of Selectmen, department heads and the next ranking employee in that department, if applicable, will not take vacation leave at the same time.

Termination: An employee who is permanently separated from Town employment for any reason will be paid for his or her earned but unused accumulated vacation leave at the employee’s regular rate of pay. In the instance of death of an employee, any such payment will be made to designated beneficiaries or to the employee’s estate.

Town of Hudson, NH

Policies and Procedures



Section: Leave
Subject: Sick Leave

Policy Number: VII I	Revision Number: 1
Approved By: Board of Selectmen	Revision Dates: 6/26/01
Origination Date: 04/10/2001	Review Frequency: As Needed

VII. LEAVE

I. Sick Leave

Purpose: To establish a policy and guidelines for the use of sick leave for Town of Hudson employees

Statement of Policy: Represented employees receive sick leave or earned time in accordance with the provisions of their applicable collective bargaining agreement and this policy. Non-represented employees receive sick leave in accordance with this policy or as modified by specific agreement.

Accrual: Regular full-time employees will accrue sick leave at the rate of eight hours per month. Regular part-time employees who work a minimum of 20 hours per week will accrue sick leave on a *pro rata* basis. Sick leave may be taken only when earned and, for new employees, after 90 days of continuous employment. Unused sick leave may be carried over and may accumulate to a maximum of 60 days.

Use of Sick Leave: Paid medical leave is granted to eligible employees for the following reasons:

1. Illness or physical incapacity of the employee.
2. Enforced quarantine of the employee or an immediate family member necessitated and dictated by community health regulations.
3. Medical appointments during working hours.
4. Illness occurring during vacation leave may be charged to sick leave upon proper verification and approval by the Town Administrator.

Eligibility: To be eligible for paid sick leave, an employee must:

1. Report promptly to his or her supervisor, stating the nature of the illness prior to the

beginning of the work period for which the sick leave is sought or as soon after the beginning of such period as is possible.

2. Keep the supervisor informed of the employee's condition and location.
3. Submit a written statement from a qualified medical practitioner outlining the illness and any restrictions on the employee if requested by the supervisor. Such requests will not be unreasonably imposed.

Release: The Town may require a written release from the employee's treating medical practitioner or one retained at the Town's expense, as applicable, before an employee may return to work.

Sick Leave Pool (Added 6/26/01). The sick leave pool is intended to provide security by allowing non-represented employees to 'buy' insurance for extended illness, or other disability. When 'buying' pool days, employees convert sick leave days on a one to three basis. Similar to purchasing insurance, the employee may pick a given number of days to exchange for coverage in case of extended disability.

Pool days are available for use only under the conditions listed below, and are not eligible for payout at retirement or termination.

1. Use of pool days may begin on the sixth consecutive work day absence due to illness, injury, or other disability.
2. A physician's report must accompany the request to use pool days.
3. It is *not* necessary to use up all sick leave days before using pool days.
4. The employee may continue using pool days until his/her pool is exhausted, or until no longer disabled.
5. Periodic. Doctor's reports may be required.
6. The maximum pool day accrual is 150 days (i.e., the maximum conversion of sick leave days is 50, which would convert to 150 pool days). If pool days are used, or if an employee wishes to add to his/her pool days, more sick leave days may be added each July (to a total of 150). Sick leave days may *not* be converted to pool days at any other time.

Separation (Amended 6/26/01): Upon separation from service under normal circumstances, the Town will pay the employee the equivalent of 50% of the accumulated earned and unused sick leave, but in no case an amount greater than 50% of the maximum accumulation as noted above, or the equivalent of 30 days. Should termination result from disciplinary action, or an act which demonstrates unfitness for continued employment within the Town, such as theft or immoral conduct, the employee will not be eligible for such payment. Additionally, in the instance of a resignation by the employee where less than two weeks notice is accorded to the Town, the amount of such payment will be pro-rated based on the amount of notice given.

Town of Hudson, NH

Policies and Procedures



Section: Training
Subject: Training Programs, Seminars or Conferences

Policy Number: VIII A	Revision Number:
Approved By: Board of Selectmen	Revision Dates:
Origination Date: 11/10/1997	Review Frequency: As Needed

VIII. TRAINING

A. Training Programs, Seminars or Conferences

Purpose: To promote and facilitate training and career education, which meets the dynamic needs of the Town.

Definitions: As addressed by this policy, training is defined as any work-related program, seminar, conference, convention, course or workshop attended by an employee whose tuition and expenses are funded in whole or in part by the Town or while the employee is in a paid status with the Town.

Statement of Policy:

1. It is the policy of the Town to encourage and coordinate training opportunities for employees and supervisors in order that services rendered to the Town will be more efficient and effective.
2. Employees are encouraged to continue their formal education through participation in educational programs. Reimbursement for educational expenses incurred by such participation may be granted for job related courses with prior approval of the Town Administrator or Board of Selectmen, as provided for in the appropriate collective bargaining agreement, and provided funds have been budgeted for such reimbursement.

Any reimbursement shall only be after successful completion of the course/program. Successful completion shall be defined as receipt of a certificate of satisfactory completion or a grade of C (2.0 grade point) or better in the case of academically rated courses (or attainment of pass in a pass/fail grading system.) Tuition reimbursement is for the course only; no reimbursement will be allowed for books, lab fees, travel expenses or material costs. Approval for tuition reimbursement shall only be allowed for courses offered by accredited colleges, universities or vocational training institutes.

Request for reimbursement must be made within 30 days following the completion of the course of study. Training reimbursement is generally available to only those employees who have successfully completed their designated probation period.

Consideration of employee requests for tuition reimbursement is dependent upon budgetary constraints, the provisions of the relevant collective bargaining agreement, and the recommendation of that employee's department head. Time spent in attendance at these courses shall be considered the employee's personal time and is not counted as time worked.

3. This policy is subject to and limited by the conditions of an affected employee's collective bargaining agreement.

Procedures:

1. Attendance at training programs will be approved at the department head level, except as follows:
 - a) Attendance at a training program involving out-of-state travel by an employee requires approval by the Town Administrator or Board of Selectmen prior to registration.
 - b) Attendance at any program or course work in excess of one shift and/or \$500 (in registration, travel, meals and lodging cost) requires approval by the appropriate department head and the Town Administrator or Board of Selectmen prior to registration.
2. If required by the Department Head upon return from a training program, employee(s) shall develop a report or outline to share the information with an appropriate audience. Said information sharing shall include the most important principles, ideas and information obtained.
3. Any dispute regarding eligibility or the level of reimbursement may be appealed to the Town Administrator or Board of Selectmen for resolution.
4. Town-sponsored and required training shall generally be arranged during regularly scheduled work hours. A department head may change the standard work hours to accommodate or require attendance at such training activities. Such required training shall be recorded as time worked within the meaning of this policy.
5. Approval for NH Police and Fire Standards & Training Academy course work for uniformed police officers and firefighters shall be at the discretion of the appropriate department head. Records of such training shall be maintained in the employee's personnel file.

Town of Hudson, NH
Policies and Procedures



Section: Training
Subject: Travel Expenses

Policy Number: VIII B	Revision Number: 9
Approved By: Board of Selectmen	Revision Dates: 4/9/02, 1/13/04, 12/27/05, 3/27/07, 2/26/08, 6/22/10, 3/12/12, 1/8/13, 1/28/14
Origination Date: 11/10/1997	Review Frequency: As Needed

VIII. TRAINING

B. Travel Expenses

Purpose: To establish policy guidelines on Town reimbursement for expenses while on Town business.

Statement of Policy: It is the policy of the Town to reimburse employees for reasonable and necessary expenditures made by employees while on official Town business. Mileage will be reimbursed at a rate per mile equal to the allowable IRS rate (~~\$0.34~~ [amended 4/9/02] ~~\$0.345~~ [amended 1/13/04] ~~\$0.375~~ [amended 12/27/05] ~~\$0.445~~ [amended 3/27/07]) ~~\$0.485~~ [amended 2/26/08] ~~\$0.505~~ [amended 3/12/12] ~~\$0.555~~ [amended 1/8/2013] ~~\$0.565~~ [amended 1/28/14] *\$0.56 per mile effective February 1, 2014 and to adjust the rate as per the IRS Optional Standard Mileage Rates as approved by the BOS*; all other allowable expenses on actual cost basis. All expenses must be itemized if applicable. Claims for reimbursement of travel expenses, other than mileage, should be accompanied by *original* invoices and/or receipts showing proof of payment of such claims.

Original detailed receipts must be submitted for all reimbursements. Copies of receipts are not sufficient documentation. In addition, information must be provided to establish the amount, date, place and essential purpose of the expense. Substantiation must be provided to show proof of purchase and proof of payment. Cancelled checks or credit card statements by themselves are not adequate substantiation, though they may need to be submitted to provide proof of payment [amended – new paragraph 6/22/10].

Travel while on Town business:

1. Overnight Trips
 - a) Lodging – Expenses will be reimbursed on completion of authorized travel upon submittal of proper claim. A reasonable class of accommodation shall be selected where choice is available. The single rate should be clearly indicated on all receipts.

- b) Meals - Meal reimbursements for all overnight trips are to be itemized on proper "Town of Hudson Expense Report" form.
- c) Mileage Allowance - Employees who utilize their personal vehicles on travel assignments will be allowed the IRS allowable rate per mile as [amended 1/28/14] *per the IRS Optional Standard Mileage Rates approved by the Board of Selectmen*, which will be so adjusted, as appropriate, from time-to-time. Each employee who drives a private vehicle on Town business must have liability insurance on said vehicle.

No reimbursement for mileage shall exceed the dollar amount of round trip airfare at the coach rate on a licensed common carrier, plus auto rental or taxi fare at point of destination.

When two or more employees are attending the same seminar, convention, or meeting, carpooling shall be practiced whenever possible. The actual odometer reading from Town location to destination and return to Town location will be used.

If an employee, for his or her own convenience, travels by an indirect route or interrupts travel by the most economical route, the employee shall bear any extra expense involved. Reimbursement for such travel shall be for only that part of the expense as would have been necessary in order to travel.

- d) Out-of-state travel requires prior approval by the Town Administrator or Board of Selectmen.

2. Local Travel and Expenses

- a) Local Mileage. No mileage will be paid for commuting from an employee's personal residence to Town location or other work station.
- b) Local Meals. Reimbursement for meals will be allowed only where the employee is attending a seminar or conference as a representative of the Town for a specific purpose, or where the employee's attendance will directly benefit the Town. No reimbursement will be allowed for meetings that are of a social nature. The request for reimbursement of local meals should including the following information:

- 1) Date;
- 2) Place;
- 3) Meeting Attended;
- 4) Specific Reason for Attendance

- 3. Parking Fees will be reimbursed by actual cost and receipts shall be presented where possible.

If an employee reimbursement is necessary, the reimbursement will be handled by the Finance Department after the "Town of Hudson Expense Report" form is turned in and processed.

Non-allowable Expenses:

- a) Laundry, cleaning, or valet services (except of trips of over one week duration);
- b) Tobacco;
- c) Alcoholic beverages;
- d) Entertainment;
- e) Personal telephone calls to home;
- f) First class travel accommodations when economy or coach class are available;
- g) Meals and lodging in lieu of other meals and/or lodging the expense of which is included in the Registration fee;
- h) Fines, forfeitures or penalties;
- i) Expenses of a spouse or other non-employee;
- j.) Loss or damage to personal property;
- k.) Barber, beauty parlor, shoe shine, toiletries, or other items of a personal nature;
- l.) Personal postage.

Town of Hudson, NH

Policies and Procedures



Section: Training
Subject: Special Licenses and Membership Fees

Policy Number: VIII C	Revision Number:
Approved By: Board of Selectmen	Revision Dates:
Origination Date: 11/10/1997	Review Frequency: As Needed

VIII. TRAINING

C. Special Licenses and Membership Fees

Purpose: To establish guidelines for the request and approval of special licenses and membership fees.

Statement of Policy: The Town will pay the annual dues or fees for each employee who is required by ordinance, or State or Federal law to be a member of a professional organization or who must maintain current a particular certification or license as a condition of employment, or whose membership has been affirmed by the Board of Selectmen. Payment will be made upon approval by the employee's department head.

Employees who belong to professional organizations that promote individual professional growth, competence and effectiveness in functioning as Town employees will be allowed time off with pay to attend local, State and national meetings subject to approval by Town Administrator or Board of Selectmen and budgetary limitations. Collective bargaining units that negotiate for Town employees are excluded from coverage under this policy and are guided by the provisions of the relevant collective bargaining agreement.

Membership in outside organizations shall be in the name of the Town, wherever possible.

Town of Hudson, NH

Policies and Procedures



Section: Leave
Subject: Education Leave

Policy Number: VII J	Revision Number:
Approved By: Board of Selectmen	Revision Dates:
Origination Date: 04/10/2001	Review Frequency: As Needed

VII. LEAVE

J. Education Leave

Purpose: To establish a policy and guidelines governing the use of education leave for Town of Hudson employees.

Statement of Policy: Upon written request by the employee, recommendation of the Town Administrator and approval by the Board of Selectmen, a full time employee of the Town may be granted a leave of absence without pay for up to 24 months for the express purpose of enhancing the employee's education or training, provided that such leave does not detract from the operational needs or effectiveness of the Town. At the employee's return, the employee will, if possible, be reinstated to the same or equivalent position, with the restoration of pay, seniority, status, benefits and other employment terms that existed prior to such leave.

No sick leave, holiday, vacation or other benefits will accrue to the employee while on such leave of absence.

Failure to return to work at the expiration of such leave may be considered as a resignation from service to the Town.

Town of Hudson, NH

Policies and Procedures



Section: Leave
Subject: Other Unpaid Leave

Policy Number: VII K	Revision Number:
Approved By: Board of Selectmen	Revision Dates:
Origination Date: 04/10/2001	Review Frequency: As Needed

VII. LEAVE

K. Other Unpaid Leave

Purpose: To establish a policy and guidelines governing the use of extended personal leave for Town of Hudson employees.

Statement of Policy: Upon written request by the employee, recommendation of the Town Administrator and approval by the Board of Selectmen, a full time employee of the Town may be granted a general leave of absence without pay for up to 12 months. Application for such leave must specifically set forth the reasons for such request and may only be granted when such leave does not detract from the operational needs or effectiveness of the Town. At the employee's return, the employee will, if possible, be reinstated to the same or equivalent position, with the restoration of pay, seniority, status, benefits and other employment terms that existed prior to such leave.

No sick leave, holiday, vacation or other benefits will accrue to the employee while on such leave of absence.

Failure to return to work at the expiration of such leave may be considered as a resignation from service to the Town.