

WELCOME TO THE TOWN OF SAVOY

On behalf of the Board of Selectmen and the entire leadership team, we extend a warm welcome to you. Whether you're a new employee or have been with us for years, we are glad you are a part of the team. Our town is committed to serving our residents with the highest standards of integrity, efficiency, and respect. It is our employees who make this commitment a reality, and your contributions are essential to our success.

This Policy Handbook serves as a central guide to the policies and benefits that govern employment with the Town of Savoy. It is designed to help you understand your role, your rights, and your responsibilities. By working together under a clear and consistent set of guidelines, we can ensure a productive, fair, and safe work environment for everyone.

Please take the time to read through this handbook thoroughly. It is a valuable resource and will help answer many of the questions you may have about your employment.

Important Disclaimers

This handbook is a general guide and is not an employment contract. Employment with the Town of Savoy is on an "at-will" basis, which means that either you or the town may terminate the employment relationship at any time, for any lawful reason, with or without notice.

The policies and procedures outlined in this handbook may be modified, supplemented, or revoked by the town at any time. Any changes will be communicated as promptly as possible. In the event of a conflict between this handbook and any state or federal law, collective bargaining agreement, or individual employment contract, the law or separate agreement will prevail.

If you have any questions or need clarification on any policy, please do not hesitate to speak with your supervisor or contact the Human Resources Department.

Thank you for your dedication and service to the residents of Savoy. We look forward to a successful working relationship.

TABLE OF CONTENTS

INTRODUCTION LETTER	7
REFERENCES	8
PROBATIONARY PERIOD	9
RECRUITMENT AND SELECTION	10
I.POLICY	10
II.VACANCY	10
III.RECRUITMENT	10
IV.OFFER OF EMPLOYMENT.....	12
V.PRE-EMPLOYMENT PHYSICAL EXAMS	12
I-9 Employment Verification	13
EMPLOYMENT OF MINORS	14
PURPOSE	14
POLICY.....	14
PERSONNEL RECORDS	15
SEPARATION FROM SERVICE	16
COBRA (Consolidated Omnibus Budget Reconciliation Act)	17
EMPLOYMENT LAW	18
EQUAL EMPLOYMENT OPPORTUNITY	19
EQUAL EMPLOYMENT OPPORTUNITY AND DISCRIMINATION POLICY ACKNOWLEDGEMENT	19
ANTI-DISCRIMINATION	20
I. PURPOSE.....	20
II. APPLICATION	20
III. POLICY	20
IV. EXAMPLES OF PROHIBITED DISCRIMINATORY BEHAVIOR	21
V. COMPLAINT PROCEDURE	21
VI. CONFIDENTIALITY	21
VII. RETALIATION.....	22
VIII. SANCTIONS	22
IX. EQUAL EMPLOYMENT OPPORTUNITY STATEMENT	22
SEXUAL HARASSMENT POLICY	23
I. PURPOSE.....	23
II. APPLICATION	23
III. POLICY	23
IV. DEFINITION OF SEXUAL HARASSMENT.....	23
V. COMPLAINT PROCEDURE	24
VI. INVESTIGATION.....	24
VII. SANCTIONS	25

VIII. RETALIATION PROHIBITED	25
IX. STATE AND FEDERAL REMEDIES.....	25
AMERICANS WITH DISABILITIES ACT	26
EQUAL PAY ACT.....	27
WHISTLEBLOWER PROTECTION	28
I. POLICY.....	28
II. REPORTING PROCEDURE.....	28
IV. RETALIATION.....	29
V. ENFORCEMENT.....	29
PREGNANT WORKERS FAIRNESS ACT	30
II. Purpose and Scope.....	30
III. General Policy Regarding Pregnancy and Pregnancy Related Conditions.....	30
IV. AGENCIES OF AUTHORITY	30
<i>BENEFITS</i>.....	31
CRIMINAL & SEXUAL OFFENDER RECORDS INFORMATION.....	32
I. CORI.....	32
II. SORI	32
CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA)	33
HEALTH INSURANCE PORTABILITY & ACCOUNTABILITY ACT	34
HEALTH INSURANCE	36
INSURANCE BENEFITS.....	37
RETIREMENT	38
EMPLOYEE ASSISTANCE PROGRAM.....	39
<i>COMPENSATION</i>.....	40
WAGE AND HOUR.....	41
I. INTRODUCTION	41
II. OVERTIME.....	41
III. COMPENSATORY TIME FOR NON-EXEMPT EMPLOYEES	41
WAGE GARNISHMENT	42
<i>ABSENCE MANAGEMENT AND LEAVES</i>	43
ATTENDANCE.....	44
MILITARY LEAVE POLICY	45
PARENTAL LEAVE POLICY	46
I. PURPOSE.....	46
II. NOTICE.....	46

III. FMLA	46
SICK LEAVE.....	47
I. ACCRUAL.....	47
FAMILY AND MEDICAL LEAVE ACT (FMLA).....	48
I. SCOPE.....	48
III. HEALTH AND WELFARE BENEFITS (Medical, Dental).....	49
IV. HOLIDAY, VACATION, SICK TIME, AND SENIORITY.....	49
V. DEFINITIONS.....	50
DOMESTIC VIOLENCE LEAVE POLICY	52
I. PURPOSE.....	52
II. NOTIFICATION	52
III. CONFIDENTIALITY	52
SMALL NECESSITIES LEAVE ACT	54
HOLIDAYS.....	55
BEREAVEMENT LEAVE.....	57
VACATION POLICY	58
COURT/CIVIC DUTY SAMPLE POLICY	60
I. PURPOSE.....	60
II. POLICY	60
PERSONAL LEAVE.....	61
WORKPLACE EXPECTATIONS	62
VEHICLE USE AND REIMBURSEMENT SAMPLE	63
I. PURPOSE AND SCOPE.....	63
II. APPLICABILITY	63
III. DEFINITIONS.....	63
IV. POLICY	63
WORKPLACE SAFETY	64
I. GENERAL POLICY.....	64
II. SAFETY BELTS	64
III. SMOKING & DRUG PROHIBITION	64
IV. CELL PHONE USE AND TEXTING	64
V. RESPONSIBILITIES OF DEPARTMENT HEADS AND EMPLOYEES	64
VI. DISCIPLINARY ACTION	64
ACCEPTABLE TECHNOLOGY USE.....	65
I. ACCEPTABLE USES	65
II. UNACCEPTABLE USES	65
III. DATA CONFIDENTIALITY	66
IV. SOFTWARE/COPYRIGHT PROTECTION	66
V. NETWORK SECURITY.....	66

VII. EMAIL	67
VIII. WIRELESS ACCESS.....	67
IX. REMOTE ACCESS TO TOWN ITRs	67
X. NO EXPECTATION OF PRIVACY	67
XI. OWNERSHIP	67
XII. “BRING YOUR OWN DEVICE” (BYOD) PROGRAM.....	67
SOCIAL MEDIA POLICY	69
I. PURPOSE AND SCOPE	69
II. GUIDELINES FOR PERSONAL USE OF SOCIAL MEDIA	70
III. USE OF SOCIAL MEDIA SITES FOR OFFICIAL PURPOSES.....	73
IV. MEDIA CONTACTS.....	77
V. RETALIATION PROHIBITED.....	77
VI. ADDITIONAL INFORMATION.....	77
DRUG AND ALCOHOL-FREE WORKPLACE POLICY	78
I. PURPOSE.....	78
II. APPLICATION	78
III. POLICY	78
IV. PROCEDURES.....	78
SMOKE FREE WORKPLACE.....	79
WORKPLACE INJURIES	80
ACCESS AND USE OF TELECOMMUNICATION SYSTEMS.....	81
CONDUCT.....	85
DISCIPLINE.....	86
CODE OF CONDUCT	88
I. Purpose and Scope	88
II. General Conduct	88
III. Enforcement and Reporting.....	88
CONFLICT OF INTEREST.....	89
I. PROHIBITED CONDUCT.....	89
II. MANDATORY TRAINING	90
FRAUD AND THEFT PREVENTION	91
GRIEVANCE PROCEDURE	93
NEPOTISM	95
WORKPLACE VIOLENCE PROTECTION	96
POLITICAL ACTIVITY	98
TOWN WEBSITE POLICY.....	99
ACKNOWLEDGEMENT OF RECEIPT	100

EMPLOYMENT LIFE CYCLE

INTRODUCTION LETTER

Policy Type: Employment Life Cycle

Discretion: Best Practices

Policy Number: INTRO-HR-EERL-ONBD-0725

Date Adopted: 05/01/2026

Dear Savoy Employee,

Whether this is your first day or you are a long-time employee, we hope you find Savoy an engaging, professional, and welcoming place to work. We value the talents and abilities of our employees and seek to foster an open, cooperative, and dynamic environment. We encourage you to talk with your Department Head regarding any questions or issues as they arise.

Unless otherwise specified in the employment agreement of a contractual employee, all employment is of indefinite duration and is terminable at the will of the Town at any time, with or without reason. No one at the Town of Savoy, other than the Board of Selectmen or personnel with statutory authority has the authority to commit to a contract of employment, and then only in writing. The language used in these policies is not intended to create, nor is it to be construed to constitute a contract between the Town of Savoy and any of its employees. The policies, plans and procedures contained herein supersede all previous personnel policies, plans and procedures of the Town.

We reserve the right to modify, revoke, suspend, terminate, or change any or all plans, policies, and procedures, in whole or in part, at any time, with or without prior notice. We will try to give advance notice in the event that we find it necessary to change any policy, program, or benefit, but we cannot guarantee that everyone will receive advance notice of such changes. Any changes that are made will apply retroactively.

The Town of Savoy is an equal opportunity employer as is outlined in this handbook. We welcome and value diversity. We also provide fair treatment of employees based on merit and comply with all applicable federal, state, and local laws.

We are happy to have you on the team.

Sincerely,

Savoy Select Board

REFERENCES

Policy Type: Employment Life Cycle

Discretion: Best-Practice

Policy Number: REFR-HR-EERL-ONBD-0725

Date Adopted: 05/01/2026

Employees, supervisors and department heads are prohibited from providing references for current or former employees. All reference inquiries are to be forwarded to the Select Board Administrative Assistant.

Only the Select Board or designee is authorized to provide information in response to requests for employment verification or references. Employees, supervisors, or managers are not permitted to provide professional references on behalf of the Town. Any such request received by a department or individual must be immediately forwarded to the Select Board Administrative Assistant.

Information Provided: In response to a request for a professional reference, the Human Resources Department will only confirm the following basic, factual information:

- Dates of employment
- Position(s) held
- Last salary (if the request is in writing and is accompanied by a signed authorization from the employee)

We will not provide any information regarding the employee's performance, reasons for leaving, or eligibility for rehire, unless legally required to do so.

Employee Consent: To release any information beyond the basic employment verification (dates and title), a signed authorization from the current or former employee must be on file with the Select Board Administrative Assistant/Human Resources Department. This release must clearly state what information the employee consents to be shared.

Personal References: Employees who wish to provide a personal reference for a current or former colleague may do so, but they must make it clear that they are speaking on a personal basis and not on behalf of the Town of Savoy. Using town letterhead, email, or other official town resources for a personal reference is strictly prohibited.

Legal Compliance: This policy is intended to comply with all applicable state and federal laws and collective bargaining agreements. In all cases, the town will act in a manner that protects the privacy of its employees and avoids any misleading or defamatory statements.

PROBATIONARY PERIOD

Policy Type: Employment Life Cycle

Discretion: Best Practice

Policy Number: PROB-HR-EERL-WPCO-0725

Date Adopted: 05/01/2026

Unless otherwise stipulated, all employees begin employment with a six-month probationary period. During probation, an employee is entitled to pay for holidays and other benefits provided to eligible employees. Employees will be awarded their pro-rated annual vacation allowance at the end of the six-month period at which point the employee may use his or her vacation. Any vacation time that an employee has pre-scheduled shall be negotiated before hiring.

An employee may be terminated for any lawful reason during the probationary period.

Upon expiration of the probationary period the appointing authority shall notify the probationary employee that:

1. The employee's performance meets satisfactory standards, and the individual will be retained in the position as a regular employee; or
2. The employee's performance, due to extenuating circumstances, requires additional observation and the probationary period will be extended to an additional period of time not to exceed six months. An extension of the probationary period must include a written Employee Improvement Plan indicating the performance expectations to be met, a timeframe, and that failure to meet these expectations may result in employment termination; or
3. The employee is terminated for any lawful reason.

RECRUITMENT AND SELECTION

Policy Type: Employment Life Cycle
Discretion: Best Practice
Policy Number: RECRU-HR-EERL-WPCO-0725
Date Adopted: 05/01/2026

I. POLICY

The goal of the recruitment and selection process for the Town is to fill vacancies with the most qualified candidates available and, in doing so, adhere to the principles of Affirmative Action and Equal Employment Opportunity. The Town supports the practice of, but does not guarantee, promotion or transfer of qualified current employees to fill vacancies and encourages professional development and succession planning that may facilitate its occurrence.

Every person, regardless of their race, color, religion, national origin, ancestry, sex, gender identity, age, handicap (disability), participation in discrimination complaint-related activities, sexual orientation, genetics, or active military or veteran status or any other basis prohibited under applicable law applying for employment in the Town will receive fair and equal treatment. Persons shall be recruited from a geographic area as wide as necessary to attract qualified candidates for positions. The recruitment, selection, and promotion of candidates and employees shall be based solely on job-related criteria as established in the position descriptions and in accordance with proper personnel practices and the principles and practices of Equal Employment Opportunity and Affirmative Action.

II. VACANCY

When a Town position becomes vacant, the Select Board or the Select Board Administrative Assistant will review the job description and essential functions of the position. If the knowledge, skills, and abilities of the position have changed, appropriate changes shall be made to the position description.

III. RECRUITMENT

Recruitment of a position shall not begin until the job vacancy notice is approved by the Select Board. The Select Board shall determine if the position will be filled internally by promotion or recruitment. If recruitment is used, the following process will be followed.

- A. Notice of Vacancies. The job vacancy notice shall include: the job title, summary of duties, qualifications, salary level and range, a closing date for applications and application instructions.
- B. Posting and Advertisements for Job Vacancies. Except for those positions filled on an emergency basis, all open positions (full and part-time) for employment in the Town shall not be

filled until they have been posted for at least seven (7) days on the public bulletin board at the Town Hall and on the website. Additional advertising may be directed by the Select Board.

C. Applications. All candidates applying for employment shall complete an official Employment Application Form and a Release and Authorization for Investigation and Reference Check. Each applicant shall sign the form, and the truth of all statements shall be certified by the applicant's signature. All applications shall be filed at the office of the Select Board Administrative Assistant.

D. Interviews. Standardized interviews of selected candidates shall be conducted by the department head, Select Board, or an appropriate designee. To the extent possible, questions shall be standardized and asked of each candidate.

E. Examinations. The Select Board or appointing authority may require an examination as one part of the selection process. Examinations may be written, oral, practical, or any combination thereof, and shall be relevant to the position's requirements.

F. References. A candidate's references from current and former employers, supervisors, and others are considered an important part of the selection process. Refusal to provide consent to contact references may result in the application being denied further consideration. References and other background investigations, such as credit checks when applicable, shall be documented and made part of the applicant's file. All reference checks and investigations shall be completed prior to the offer of employment.

G. Employment Eligibility. All persons selected for employment must meet employment eligibility requirements in accordance with applicable Federal and State laws and regulations. New employees must provide proof of authorization to work in the United States prior to beginning employment with the Town as mandated by Federal law. After making an offer of employment, the Town will verify the candidate's eligibility to work in the United States, using the "Employment Eligibility Form" (I-9 Form).

Prospective employees must sign the I-9 Form and provide the appropriate documentation no later than the first day, and prior to beginning work. All offers of employment are contingent on the candidates' providing the Town with the appropriate documentation prior to being placed on the payroll and beginning work.

H. Application Records. The application, reference checks, and related documents submitted shall be maintained by the Select Board Administrative Assistant or his/her designee for the period required by law. The Town shall make a reasonable effort to maintain the confidentiality of the application records.

IV.OFFER OF EMPLOYMENT

All offers of employment shall be made in writing by the Select Board or Appointing Authority. The written offer of employment shall include the salary; the starting date and any conditions of employment not covered in these personnel policies and procedures. All offers are conditional, subject to the satisfactory completion of pre-employment requirements set out in the offer letter. Such requirements may include a drug screen, a CORI check, and pre-employment physical.

V.PRE-EMPLOYMENT PHYSICAL EXAMS

A physical examination may be required before the employment of any full-time or regular part-time person based on position covered by this Policy. The Town shall pay the fees for such examinations. The scope of the examination shall be appropriate to the work to be performed and shall be conducted by a physician designated by the Town.

I-9 VERIFICATION

Policy Type: Employment Life Cycle

Discretion: Law

Policy Number: I9-LAW-HR-ONBD-0725

Date Adopted: 05/01/2026

All employees will be asked to provide documentation that indicates their United States citizenship or, if not citizens, that they are legally authorized to work in the United States. All new employees must complete the Employment Verification Form I-9, Section 1, Employee Information and Verification. Immigration status may be verified as follows:

- U.S. passport, social security card, birth certificate, driver's license
- Certificate of U.S. citizenship
- Certificate of naturalization
- Unexpired foreign passport with valid, unexpired endorsement authorizing U.S. employment
- Resident alien card or other alien registration card authorizing U.S. employment containing a photograph or other authorized personal identifying information.

The law requires that both the employer and employee sign forms attesting to an examination of documents and employment authorization.

EMPLOYMENT OF MINORS

Policy Type: Employment Practices

Discretion: Law

Policy Number: EMP MIN-LAW-HR-COMP-0725

Date Adopted: 05/01/2026

PURPOSE

The purpose of this document is to outline the various rules, regulations and laws which department managers and appointing authorities must follow when hiring minors under the age of eighteen (18) into Town service, in accordance with the Massachusetts General Laws, Chapter 149.

POLICY

The Town complies with the laws of the United States and the Commonwealth of Massachusetts in the area of child labor. Department managers should pay strict attention to the procedures and requirements listed below in order to ensure compliance with law and the safety of children who may work for the Town.

PERSONNEL RECORDS

Policy Type: Employment Life Cycle

Discretion: LAW

Policy Number: PERS REC-LAW-HR-COMP-0725

Date Adopted: 05/01/2026

The Select Board Administrative Assistant shall maintain the official personnel files.

An employee's individual personnel file may include, but not be limited to, the following:

- Hiring documents with Personnel Action Form
- Policy receipt acknowledgments
- Records and Requests related to training and professional development ~~records and requests~~
- Employment verification requests
- Employment application and resume
- Background investigation reports, excluding Criminal Offender Records Information (CORI) reports; and
- All personnel actions including, but not limited to, the original appointment, promotion, demotion, reassignment, transfer, separation, or layoff
- Results of tests
- History of employment and correspondence directly related to the employee's past employment record
- Changes in the employee's rate of pay or position title, commendations, direct deposit instructions, records of disciplinary action, training records, performance evaluations,
- Other records that may be pertinent to the employee's employment record.
- Employee medical and/or physical or psychological examination records, and CORI reports will be maintained separately from the employee personnel record as required.

Employee Access and Responsibility:

Upon reasonable notice, employees may:

- Review their personnel files with an authorized management employee present
- May, on request, receive a copy of the records; and
- May request, in writing, that material be removed from the file and, if denied, a written rebuttal from the employee may be included in the permanent files.

It is the responsibility of employees to inform the Select Board Administrative Assistant of changes in their name, address, telephone number, marital status, and person(s) to be notified in an emergency and to notify the Town and the Retirement Board of changes in their personal status to maintain proper coverage in the health benefit, life insurance and retirement plans.

SEPARATION FROM SERVICE

Policy Type: Employment Life Cycle

Discretion: Best-Practice

Policy Number: SEP SERV-HR-EERL-WPCO-0725

Date Adopted: 05/01/2026

Employment with the Town has no specified term or length. Employees are free to resign at any time, and the Town reserves the right to terminate employment for any reason permissible by law. All terminations will be reviewed by the Select Board prior to termination. All employees, except contract employees, are considered employees at will.

At the time of separation, all records, assets, or other items of Town property in the employee's custody shall be transferred to the appropriate department or official. Employees who separate from the Town service shall receive payment for all earned salary and accumulated vacation leave, subject to appropriate deductions and any indebtedness in accordance with the Massachusetts Wage Act.

Unemployment Compensation - The Town must pay the cost established by the Commonwealth of Massachusetts to provide unemployment compensation for its employees.

Civil Service Law and Collective Bargaining Agreements

The rights and procedures granted under a relevant collective bargaining agreement and/or the Massachusetts Civil Service Law will take precedence over any conflicting policies described herein.

COBRA (CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT)

Policy Type: Employment Life Cycle

Discretion: Law

Policy Number: COBRA-LAW-HR-COMP-0725

Date Adopted: 05/01/2026

The Town complies with COBRA, the Consolidated Omnibus Budget Reconciliation Act of 1985. This provides temporary continuation of health insurance coverage for former employees. Governed by Title X of federal law, as amended, COBRA defines and governs continuation coverage requirements (including qualifying events that trigger continuation coverage, notice requirements, premium payments, and eligibility) of covered employees and other beneficiaries.

For COBRA qualified plans, the employee or dependent pays the entire premium.

To ensure that you receive all the important information concerning your Continuation Coverage, you should notify the Plan Coordinator in writing as soon as possible upon the occurrence of any of the following events:

1. You and your spouse legally separate or divorce.
2. You or your spouse change addresses.
3. Your child ceases to be an eligible dependent under the Benefits Plan.
4. You are a covered employee, and you become entitled to Medicare.
5. You are covered by the Benefits Plan, and the Social Security Administration determines that you are disabled, as well as a subsequent determination by the Social Security Administration that you are no longer disabled, if applicable.

The requirements of COBRA are complicated. If you have any questions about the matters discussed in this Notice, please contact: <https://berkshirehg.com>

EMPLOYMENT LAW

EQUAL EMPLOYMENT OPPORTUNITY

Collins Center Policy Type: Employment Law

Discretion: Law

Policy Number: EEO-LAW-HR-COMP-0725

Date Adopted: 05/01/2026

It is the Policy of the Town to promote a professional and productive workplace in which all employees are treated with dignity and respect. Employees are expected to act in a positive manner and contribute to a productive work environment that is free from harassing or disruptive activity. Discrimination, including harassment, whether based upon race, color, gender, gender identity, national origin, religion, ancestry, age, sexual orientation, disability, pregnancy or pregnancy-related condition, genetic information, military service, or other bases prohibited under state or federal anti-discrimination statutes, will not be tolerated.

EQUAL EMPLOYMENT OPPORTUNITY AND DISCRIMINATION POLICY ACKNOWLEDGEMENT

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

Print Name: _____

Signature: _____

Date: _____

Note: This acknowledgement will be included in the employee's personnel file.

ANTI-DISCRIMINATION

Policy Type: Employment Law

Discretion: Law

Policy Number: ANTI DISC-LAW-HR-COMP-0725

Date Adopted: 05/01/2026

I. PURPOSE

The purpose of this Policy is to affirm the Town's commitment to maintaining a workplace free of unlawful discrimination and harassment, in compliance with all applicable federal and state laws.

II. APPLICATION

This Policy applies to all employees of the Town, excluding those under the supervision and control of the School Committee and/or Superintendent. Employees governed by a collective bargaining agreement are subject to this Policy except where provisions are specifically regulated by law or agreement.

III. POLICY

The Town is committed to providing a professional, respectful, and inclusive work environment. All employees are expected to act in a manner that contributes to a workplace free from discriminatory, harassing, or disruptive conduct. Discrimination or harassment based on any protected characteristic is strictly prohibited.

Protected characteristics include but are not limited to:

- Race (including traits historically associated with race, such as hair texture and protective hairstyles)
- Color
- Gender
- Gender identity
- National origin
- Religion
- Ancestry
- Age
- Sexual orientation
- Disability
- Pregnancy or pregnancy-related condition
- Genetic information
- Military service
- Any other status protected by applicable federal or state law

This Policy covers all employment-related practices, including:

- Recruitment and hiring
- Compensation and benefits
- Training and professional development
- Reasonable accommodation
- Promotion, transfer, and termination
- Layoff and recall
- Other terms and conditions of employment

Conduct covered by this Policy may also extend beyond the physical workplace, including virtual or off-site conduct, depending on the context and work relationship.

IV. EXAMPLES OF PROHIBITED DISCRIMINATORY BEHAVIOR

Examples of behavior that may violate this Policy include, but are not limited to:

- Derogatory comments or slurs based on protected characteristics
- Sharing offensive jokes, cartoons, or images
- Demeaning gestures or statements
- Any conduct that creates a hostile or offensive work environment related to a protected status

Note: Sexual harassment is addressed separately in the Town's Sexual Harassment Prevention and Response Policy.

V. COMPLAINT PROCEDURE

Employees who believe they have experienced or witnessed discrimination or harassment (excluding sexual harassment) are encouraged to report the matter promptly to their supervisor or the Town's designated EEO Officer. Complaints may be made orally or in writing. An alternative reporting contact should be provided in case the complaint involves the direct supervisor.

All reports will be reviewed and, where appropriate, investigated promptly and thoroughly. Confidentiality will be maintained to the extent possible.

VI. CONFIDENTIALITY

All parties involved in a complaint or investigation are strongly encouraged to maintain confidentiality. Investigations will be handled as discreetly as possible, consistent with the need to conduct a thorough review.

Town employees are also subject to G.L. c. 268A, § 23(2), which prohibits improper disclosure or misuse of confidential information obtained through official duties.

VII. RETALIATION

The Town prohibits retaliation against anyone who reports discrimination or harassment or participates in an investigation. Retaliatory behavior may include adverse treatment, hostility, increased scrutiny, or other actions that could discourage reporting. Retaliation will result in disciplinary action.

VIII. SANCTIONS

If a violation of this Policy is found, the Town will take appropriate corrective action. Disciplinary measures may include counseling, written warnings, suspension, reduction in pay or duties, reassignment, or termination, depending on the severity of the conduct.

IX. EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Town of [Insert Savoy] is an Equal Opportunity Employer. Discrimination in any employment practice is prohibited by law and by this Policy. All employment decisions will be made without regard to race, color, gender, gender identity, national origin, religion, ancestry, age, sexual orientation, disability, pregnancy-related condition, genetic information, military service, or other protected characteristics.

SEXUAL HARASSMENT POLICY

Policy Type: Employment Law

Discretion: Law

Policy Number: ANTI HARA-LAW-HR-COMP-0725

Date Adopted: 05/01/2026

I. PURPOSE

The Town is committed to maintaining a workplace that is free from sexual harassment. This Policy is intended to ensure a respectful and professional environment and to comply with applicable state and federal laws, including G.L. c. 151B and Title VII of the Civil Rights Act of 1964.

II. APPLICATION

This Policy applies to all Town employees, with the exception of those under the supervision and control of the School Committee and/or Superintendent. Unionized employees are subject to the provisions of this Policy unless otherwise governed by applicable collective bargaining agreements.

III. POLICY

Sexual harassment in any form is strictly prohibited. The Town will not tolerate conduct that creates a hostile, intimidating, or offensive work environment or that interferes with an individual's ability to perform their job.

This Policy applies to all work-related settings and activities, whether on or off Town premises, and includes work-related functions such as conferences, social events, and work-sponsored travel. It also applies to electronic communications and conduct occurring online or via social media, to the extent that such conduct impacts the workplace.

IV. DEFINITION OF SEXUAL HARASSMENT

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

1. Submission to such conduct is made a term or condition of employment;
2. Submission to or rejection of such conduct is used as a basis for employment decisions; or
3. The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, humiliating, or sexually offensive work environment.

Types of Sexual Harassment

- **Quid Pro Quo:** Employment benefits offered or withheld in exchange for sexual favors.
- **Hostile Work Environment:** Pervasive, sexually charged behavior that disrupts an employee's ability to work.

Examples of Sexual Harassment

- Unwelcome sexual advances or propositions
- Inappropriate or sexually suggestive comments
- Commentary about an individual's body or sexual behavior
- Sexually explicit jokes, cartoons, or materials
- Leering, whistling, or sexual gestures
- Unwanted touching or physical interaction
- Discussions or inquiries into a person's sex life
- Targeted conduct based on sexual orientation or gender identity

V. COMPLAINT PROCEDURE

If an employee believes they have been subjected to sexual harassment, they are encouraged to file a complaint. This may be done orally or in writing.

Complaints can be directed to:

- Select Board
- Or alternatively, to Select Board Administrative Assistant

These individuals are available to receive complaints, answer questions, and guide employees through the process.

VI. INVESTIGATION

All complaints of sexual harassment will be promptly and thoroughly investigated. The process will involve:

- Private interviews with the complainant, accused, and witnesses
- A fair and impartial review of all facts
- A determination of whether a violation occurred
- Communication of the outcome to the complainant and, where appropriate, to the accused

Investigations will be conducted confidentially to the extent possible and consistent with the need for a thorough review.

VII. SANCTIONS

If sexual harassment is substantiated, the Town will take corrective and disciplinary action as appropriate. This may include counseling, reprimands, warnings, suspension, reassignment, or termination, depending on the severity of the conduct.

VIII. RETALIATION PROHIBITED

The Town strictly prohibits retaliation against any employee who reports sexual harassment or participates in an investigation. Examples of retaliation may include:

- Adverse job actions
- Hostile behavior
- Increased scrutiny
- Undue discipline or investigation

Employees who engage in retaliation will be subject to disciplinary action.

IX. STATE AND FEDERAL REMEDIES

In addition to the Town's complaint process, employees may also file complaints with the following agencies:

Massachusetts Commission Against Discrimination (MCAD)

- Boston: One Ashburton Place, Room 601, Boston, MA 02108 | (617) 994-6000
- Worcester: 484 Main Street, Suite 320, Worcester, MA 01604 | (508) 453-9630
- Springfield: 436 Dwight Street, Room 220, Springfield, MA 01103 | (413) 739-2145

U.S. Equal Employment Opportunity Commission (EEOC)

- JFK Federal Building, 475 Government Center, Boston, MA 02203
- Phone: (800) 669-4000 | TTY: (800) 669-6820

Complaints must generally be filed within 300 days of the alleged incident.

AMERICANS WITH DISABILITIES ACT

Policy Type: Employment Law

Discretion: Law

Policy Number: ADA-LAW-HR-COMP-0725

Date Adopted: 05/01/2026

The Town fully supports the principle of equal opportunities in employment and opposes all forms of unlawful or unfair discrimination on the grounds of disability. No applicant or employee shall receive less favorable treatment because of disability.

The Town will provide reasonable accommodation(s) to an employee or job applicant with a disability, unless doing so would cause an undue hardship. This accommodation may include a change in the work environment (or in the way things are usually done) to help a person with a disability apply for a job, perform the duties of a job, or enjoy the benefits and privileges of employment.

In addition, the Town complies with the provisions of G.L. c. 151B, §1E, requiring certain reasonable accommodation for an employee's pregnancy or pregnancy-related condition. An employee or applicant with a disability may request a reasonable accommodation, verbally or in writing, at any time during the application process or during the period of employment. A reasonable accommodation should be requested when the employee knows that there is a workplace barrier that is preventing him/her, due to a disability, from effectively competing for a position, performing a job, or gaining equal access to a benefit of employment.

Employees seeking reasonable accommodation may submit their request in writing to the Select Board Administrative Assistant.

The Select Board Administrative Assistant and the employee with a disability will engage in an informal, interactive process to clarify individual needs and identify the appropriate reasonable accommodation, requesting reasonable and relevant information and documentation or requiring a medical examination, as necessary.

If you believe you have been discriminated against on the basis of disability, you may file a formal complaint with the MCAD. You may also have the right to file a complaint with the Equal Employment Opportunity Commission. Both agencies require the formal complaint to be filed within 300 days of the discriminatory act.

EQUAL PAY ACT

Policy Type: Employment Law

Discretion: Law

Policy Number: EQPAY-LAW-HR-COMP-0725

Date Adopted: 05/01/2026

The Town complies with Chapter 177 of the Acts of 2016, *An Act to Establish Pay Equity*, which amends the Massachusetts Equal Pay Act (MEPA), M.G.L. c. 149, § 105A to generally provide that “*No employer shall discriminate in any way on the basis of gender in the payment of wages, or pay any person in its employ a salary or wage rate less than the rates paid to its employees of a different gender for comparable work.*” The law defines “comparable work” as work that requires substantially similar skill, effort, and responsibility, and is performed under similar working conditions.

MEPA permits differences in pay for comparable work only when based upon:

1. a system that rewards seniority with the employer (provided, however, that time spent on leave due to a pregnancy-related condition and protected parental, family, and medical leave, shall not reduce seniority);
2. a merit system;
3. a system which measures earnings by quantity or quality of production, sales, or revenue;
4. the geographic location in which a job is performed;
5. education, training, or experience to the extent such factors are reasonably related to the particular job in question; or
6. travel, if the travel is a regular and necessary condition of the particular job.

Importantly, MEPA makes clear that employees’ salary histories are not a defense to liability. Moreover, an intent to discriminate based on gender is not required to establish liability under the law.

WHISTLEBLOWER PROTECTION

Policy Type: Employment Law

Discretion: Law

Policy Number: WHISTLE-LAW-HR-COMP-0725

Date Adopted: 05/01/2026

I. POLICY

A. This policy is adopted pursuant to and in accordance with the Massachusetts Whistleblower Protection Act, 1992, Massachusetts General Laws, Chapter 149 (the “Act”) and is designed specifically to protect such conduct and provide such remedies as are set forth in the Act. It is the policy of The Town:

1. To encourage the reporting by its employees of improper governmental action taken by Town officers or employees; and
2. To protect Town employees who have reported improper government actions in accordance with this policy.

B. The Town encourages the reporting of improper governmental action taken by any Town officers or employees and the reporting of retaliatory actions for such reporting. The Town encourages initial reporting to The Town to allow for expeditious resolution of all such matters and to minimize any adverse impacts of the improper action. This policy states The Town’s procedures for reporting improper governmental action and for protecting employees against retaliatory actions.

II. REPORTING PROCEDURE

The employee must, by written notice, bring the activity, policy or practice in question to the attention of the persons designated below unless:

1. Is reasonably certain that the activity, policy, or practice is known to one or more supervisors of The Town and the situation is emergency in nature;
2. Reasonably fears physical harm as a result of the disclosure provided; or
3. Makes the disclosure to a judicial body or law enforcement for the purpose of providing evidence of what the employee reasonably believes to be a crime.

Town employees who fail to make a good faith attempt to follow this policy in reporting improper governmental action shall not receive the protections provided under this policy or the Act. Employees who make false reports may be subject to disciplinary action, up to and including termination.

III. INVESTIGATION

Town officials, administrators, department heads and employees involved in the investigation shall keep the identity of reporting employees confidential to the extent possible under the law, unless the employee authorizes the disclosure of the employee’s identity in writing. After an investigation has been completed, the employee reporting the improper governmental action shall be advised of the summary of the results of the investigation. Personnel actions taken as a result of the investigation may be kept confidential.

IV. RETALIATION

Town officials, department heads and employees are prohibited from taking retaliatory action against the employee because the employee has in good faith reported an improper governmental action in accordance with this policy.

Employees who believe that they have been retaliated against for reporting an improper governmental action should advise their department head or the Board. Town officials, administrators, and department heads shall take appropriate action to investigate and address complaints of retaliation. Reporting employees aggrieved by a violation of this law may institute civil action in the Superior Court in accordance with M.G.L. Chapter 149, Section 185(d).

V. ENFORCEMENT

In accordance with this law, the Town has designated the following persons to receive written notification pursuant to this law:

Select Board Administrative Assistant
or
Town Attorney

PREGNANT WORKERS FAIRNESS ACT

Policy Type: Employment Law

Discretion: Law

Policy Number: PREGFAIR-LAW-HR-COMP-0725

Date Adopted: 05/01/2026

I. INTRODUCTION

The Pregnant Workers Fairness Act (“the Act”) amends the current statute prohibiting discrimination in employment, G.L. c. 151B, §4, enforced by the Massachusetts Commission Against Discrimination (MCAD). This law became effective April 1, 2018.

II. PURPOSE AND SCOPE

The purpose of this policy is to provide notice to all employees of their right to be free from discrimination due to pregnancy or a condition related to pregnancy, including the right to reasonable accommodation for conditions related to pregnancy. The Town does not discriminate on the basis of pregnancy and pregnancy-related conditions. This policy applies to all Town employees.

III. GENERAL POLICY REGARDING PREGNANCY AND PREGNANCY RELATED CONDITIONS

The Pregnant Workers Fairness Act makes it unlawful for an employer in Massachusetts to discriminate against an employee due to pregnancy or a condition related to pregnancy including, but not limited to, lactation or the need to express breast milk for a nursing child. The law updates MGL Chapter 7 57 B, the Massachusetts anti-discrimination law to include these new provisions.

The Act expressly prohibits employment discrimination on the basis of pregnancy and pregnancy-related conditions, such as lactation or the need to express breast milk for a nursing child. It also describes employers’ obligations to employees that are pregnant or lactating and the protections these employees are entitled to receive. Generally, employers may not treat employees or job applicants less favorably than other employees based on pregnancy or pregnancy-related conditions and have an obligation to accommodate pregnant workers.

IV. AGENCIES OF AUTHORITY

United States Equal Employment Opportunity Commission (EEOC)
John F. Kennedy Federal Building
Government Center, Room 475
Boston, MA 02203
800-669-4000

Massachusetts Commission Against Discrimination (MCAD)	
Boston Office:	Worcester Office:
One Ashburton Place, Rm 601	484 Main Street, Rm 320
Boston, MA 02108	Worcester, MA 01608
(617) 994-6000	(508) 453-9630

BENEFITS

CRIMINAL & SEXUAL OFFENDER RECORDS INFORMATION

Policy Type: Benefits

Discretion: Law

Policy Number: CORI-LAW-BEN-COMP-0725

Date Adopted: 05/01/2026

The Town will adhere to laws regarding Criminal and Sexual Offender Record Information checks.

I. CORI

The Criminal Offender Record Information (CORI) system is administered by the Massachusetts Criminal History Systems Board (Board). The Town will only request CORI information at the discretion of the Select Board after a conditional offer is made to a candidate. This policy is applicable to the criminal history screening of prospective and current employees, subcontractors, vendors, volunteers and interns, professional licensing applicants, rental or leased housing applicants, and state, county, and municipal employees and applicants as those terms are defined in M.G.L. c. 268, § 1.

II. SORI

The Sexual Offender Registry Board administers the Massachusetts Sexual Offender Registry Board, pursuant to M.G.L. c. § 6, § 178J. The Board keeps a database of convicted sex offenders and classifies each offender so that the public may receive information about dangerous sex offenders who live or work in each community. The Town will only request SORI information after a conditional offer is made to a candidate.

CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA)

Policy Type: Benefits

Discretion: Law

Policy Number: OBRA-LAW-BEN-COMP-0725

Date Adopted: 05/01/2026

Part-time, seasonal, or temporary employees of the TOWN are required to participate in Omnibus Budget Reconciliation Act of 1990 (OBRA). This is an alternative to Social Security as permitted by the OBRA. OBRA requires that employees not eligible to participate in their employer's retirement program be placed in Social Security or another program meeting federal requirements. OBRA meets those federal requirements. Part-time employees who are not eligible for retirement benefits must contribute a required percentage of their gross wages to the OBRA plan.

HEALTH INSURANCE PORTABILITY & ACCOUNTABILITY ACT

Policy Type: Benefits

Discretion: Law

Policy Number: HIPAAFMM-LAW-BEN-ONBD-0725

Date Adopted: 05/01/2026

A. The Town will comply with the Privacy Regulations of the federal Health Insurance Portability and Accountability Act (HIPAA) of 1996. The Town shall limit the use of and access to Protected Health Information which is held by The Town or its lawful agents. Protected Health Information is any written, oral or electronic form of information relating to a person's past, present or future health condition, delivery or payment of health services that identifies an individual or where there is a reasonable basis to believe the information could be used to identify an individual. Administrative, technical and physical safeguards established to limit use and access to protected health information are stated as an integral part of this policy, established as part of daily operating procedures and will be maintained by all responsible staff and representatives of lawful agents and business associates of The Town.

B. To assure this commitment to compliance The Board designates the Board as the Privacy Contact who shall have the responsibility:

1. To ensure that The Board is kept informed of all changes, updates, requirements, responsibilities, claims, etc. concerning the HIPAA privacy regulations;
2. To ensure that documentation of The Town's efforts to comply with HIPAA privacy regulations is maintained;
3. To ensure that The Town's group health plan subscribers are sent privacy notices and new enrollees receive said notices;
4. To ensure that any protected health information disclosures are tracked;
5. To ensure that authorizations for disclosure and use of protected health information are properly processed;
6. To resolve complaints from participants about possible privacy violations;
7. To ensure that appropriate Town liaisons are maintained with the group health insurance program third party administrator, relevant business associates, and health insurance carriers, communicating The Town's commitment and securing the commitment of these entities to the privacy and security of protected health information;
8. To ensure that all required authorizations, agreements, etc. relative to the protected health information of group health insurance program participants are maintained; and
9. To monitor The Town's compliance with HIPAA privacy regulations on a regular basis.

C. Only those Town officials with a legitimate business purpose and bona fide need to know may be given access to protected health information in order to legally perform the position duties and administer the program.

D. As an employer, The Town may use protected health information in its possession without specific authorization from the employee for treatment, payment, quality assessment, medical review and auditing, studies to improve the group's health care quality or reduce health care costs, compiling civil/criminal proceedings, and any other use required by law for public health, communicable disease, abuse or neglect, or food and drug administration purposes.

E. Information which is normally maintained in the employment record which is not classified as protected health information includes all forms, responses, inquiries and data related to the Family Medical Leave Act, drug screenings, fitness for duty, workers compensation, disability, life insurance, the Occupational Safety and Health Act and sick leave.

F. Protected employee health information may be released for other purposes only by the employee's authorization. The use and/or disclosure of protected health information is limited to the specific information for the specific purpose, to and from the specific individual and/or entity for a specific time period as delineated by the employee's authorization. Group health insurance program participants are allowed to review their protected health information that is held by The Town and to correct errors.

G. The Town separates protected health information from the employment record and retains such information in a locked file accessible only to authorized personnel. All entities which could receive protected health information (third party administrator, ambulance billing company, fully insured plan providers, legal counsel, actuaries and consultants) must enter into a business associate agreement with The Town committing to compliance with the HIPAA Privacy Regulations and providing satisfactory assurances that the business associate will appropriately safeguard the protected health information.

H. Participants that believe they have been aggrieved by the use or disclosure of protected health information may file a written grievance with the Privacy Contact within sixty (60) calendar days of the use or disclosure of the protected health information or within fifteen (15) calendar days of their knowledge of said use or disclosure. The grievance must delineate the specifics of the complaint, including but not limited to:

1. What unauthorized protected health information was released;
2. Who received the protected health information and/or is knowledgeable of the protected health information;
3. When was the protected health information released and/or when did the complainant become aware of the unauthorized knowledge of the protected health information; and
4. What was the result of the release of the unauthorized protected health information.

I. The Privacy Contact will meet with the complainant as soon as possible after the receipt of the grievance. During this meeting the Privacy Contact will discuss the issue brought forward with the complainant. The Privacy Contact will investigate the allegations of the complaint with the full support and assistance of Town management and, if necessary, legal counsel. The Privacy Contact will provide a written report of his/her findings and recommended action, if warranted, to The Board and the complainant within thirty (30) calendar days from the date of the meeting with the complainant. If for some reason the Privacy Contact is unable to conduct this meeting and/or investigation The Board shall appoint an alternate senior manager to perform these duties.

J. Complainants may also contact the Federal Department of Health and Human Services for assistance.

K. The Town will comply with the Privacy Regulations established by the Federal Government and requires its employees to observe and comply with this policy and the use of the proper procedures and policy documents. Employees found to have breached protected health information security will be subject to disciplinary action, up to and including termination.

HEALTH INSURANCE

Policy Type: Benefits

Discretion: Law

Policy Number: HINS-HR-BEN-ONBD-0725

Date Adopted: 05/01/2026

Most employees meeting the definition of an employee according to Chapter 32B, Section 2 of M. G. L. and working a minimum of twenty hours per week are entitled to join the Town's group health insurance program. The Town will pay 75% of the chosen health insurance plan, and the employee's share shall be deducted from his/her paycheck. Employees must make their choice for health insurance and dental insurance within thirty days of hire or upon a qualifying event. Failure to elect health care coverage or dental coverage within thirty days will result in ineligibility for coverage until the next Open Enrollment Period or until a qualifying event occurs. **Eligibility for using the chosen plan takes place 30 days after the first day of employment.**

If an employee is out of work for more than 30 consecutive days due to unpaid leave of absence, including unpaid disciplinary action or medical leave, the employee will be responsible for payment of 100% of the cost of health insurance. If you fall into any of these categories, you must contact the Select Board Administrative Assistant for the amount due and payment information.

Former employees and their dependents have rights under the Consolidated Omnibus Budget Reconciliation Act (COBRA) to continue current group health insurance coverage beyond when they would have been eligible under the group's plan. If an employee enrolls within 60 days of becoming eligible, this coverage will protect the employee and their family from discontinuing the employee's health insurance benefits for up to eighteen (18) months. The former employee will be responsible for 100% payment plus administrative fees of all insurance premiums.

The Town adopted G.L. c. 32B, § 11B in 1965, which permits coverage for its retirees; however, said retirees, if age eligible, may elect coverage through the town, limited to its Medicare plans. The Town contributes 75% of the monthly cost and the remaining 25% is paid by the retiree. The Town adopted G.L. c. 32B, § 9D in 1996, which permits a surviving spouse to continue coverage for self and dependents until the death or remarriage of the spouse, provided that they pay 40% of the premium.

INSURANCE BENEFITS

Policy Type: Benefits

Discretion: Recommended

Policy Number: INS-HR-BEN-ONBD-0725

Date Adopted: 05/01/2026

I. HEALTH INSURANCE

All eligible employees are entitled to participate in the health insurance programs offered by the Town. Eligibility is in accordance with these policies, M.G.L. c.32b and various federal laws. Employees must comply with notice requirements regarding dependents and selection of benefits. Employee contributions for enrolled health and dental insurance will start with the first pay cycle; eligibility for enrolled insurance use will be 30 days after date of hire or the first premium billing cycle. Catch-up contributions may be necessary.

Employees should notify the Select Board Administrative Assistant of any qualifying event that would affect the employee's insurance coverage (i.e., divorce, dependent child reaching maximum age for coverage under the parent's plan, change in individual or family coverage, planned retirement, or termination). Continued medical insurance coverage is available when an employee or their dependents' status changes (COBRA).

RETIREMENT

Policy Type: Benefits

Discretion: Recommended

Policy Number: RET-HR-BEN-ONBD-0725

Date Adopted: 05/01/2026

Employees who are hired to Full-Time status (20Hrs/week or more) shall be required to join the Berkshire County Retirement System (BCRS). Contribution rates and eligibility are further defined within M.G.L. c.32.

Employees not required or eligible to contribute to the Retirement System must contribute to an Omnibus Budget Reconciliation Act (OBRA) account.

EMPLOYEE ASSISTANCE PROGRAM

Policy Type: Benefits

Discretion: Recommended

Policy Number: EAP-HR-BEN-ONBD-0725

Date Adopted: 05/01/2026

The Town of Savoy does not offer an Employee Assistance Program

COMPENSATION

WAGE AND HOUR

Policy Type: Compensation

Discretion: Law

Policy Number: WAGE-LAW-HR-COMP-0725

Date Adopted: 05/01/2026

I. INTRODUCTION

The Town follows the Fair Labor Standards Act and Massachusetts Wage and Hour laws as applicable to municipalities.

The Fair Labor Standards Act (FLSA) is a federal law which establishes minimum wage, overtime pay eligibility, recordkeeping, and child labor standards affecting full-time and part-time workers in the private sector and in federal, state, and local governments. More information may be found on the poster in your workplace or online here:

<https://www.dol.gov/whd/regs/compliance/hrg.htm>.

The Massachusetts Attorney General's Fair Labor Division enforces laws about minimum wage, overtime, payment of wages, sick time, meal breaks, temporary workers' protections, domestic workers' protections, recordkeeping, and more. More information may be found on the poster in your workplace or online here: <https://www.mass.gov/wage-and-hour-laws>.

II. OVERTIME

In accordance with the Fair Labor Standards Act, non-salaried employees may be granted overtime for hours worked in excess of 40 hours per week only by mutual agreement of both employee and Hiring Authority/Supervisor prior to any hours being worked. The calculation of overtime includes hours actually worked, not sick, vacation, Family Medical Leave time, Small Necessities Leave time, any other leave time or holiday leave hours. All work that would result in overtime must have prior approval and shall be charged to the project requiring extra time.

III. COMPENSATORY TIME FOR NON-EXEMPT EMPLOYEES

In accordance with the FLSA, non-salaried employees may be granted compensatory time for hours worked in excess of 40 hours per week (or the normally scheduled hours hired per week) only by mutual agreement of both employee and Hiring Authority/Supervisor prior to any hours being worked. The calculation of compensatory time includes hours actually worked.

All work that would result in compensatory time must have prior approval by Hiring Authority/Supervisor and shall be charged to the project requiring extra time. Compensatory time may not exceed 40 hours and does not accrue.

WAGE GARNISHMENT

Policy Type: Compensation

Discretion: Law

Policy Number: GARN-LAW-HR-COMP-0725

Date Adopted: 05/01/2026

Garnishment action against employee wages or salary is permitted by law in Massachusetts. Federal laws also permit the preferential attachment of wages by the Internal Revenue Service for delinquent Federal Taxes and child support before other garnishments. The Town recognizes all applicable restrictions, rules, and laws regarding the garnishment or attachment of an employee's wages.

ABSENCE MANAGEMENT AND LEAVES

ATTENDANCE

Policy Type: Leave

Discretion: Recommended

Policy Number: ATND-HR-LVE-WPCO-0725

Date Adopted: 05/01/2026

Regular attendance during all scheduled hours of work, reporting to work on time and continuing to work to the end of the work period is expected of every employee on each scheduled workday. Non-exempt employees (including part-time and seasonal employees) shall record daily hours worked in accordance with the department's practice (on time sheets) for their supervisor. All time sheets shall be approved by the department head or supervisor before being submitted for payroll. Department heads and supervisors shall record all absences, tardiness and early departures. Unapproved absences, tardiness and early departures lacking satisfactory reasons shall be grounds for disciplinary action by the department head or supervisor. Employees shall not be paid for time lost due to unapproved absences, tardiness and early departures for unsatisfactory reasons.

MILITARY LEAVE POLICY

Policy Type: Leave

Discretion: Law

Policy Number: MLVE-LAW-LVE-COMP-0725

Date Adopted: 05/01/2026

Any employee who is called to active duty in the Armed Forces of the government has the right to military leave of absence under USERRA. Additional Information on USERRA rights can be found online at the Federal Department of Labor. Employees of the Town are entitled to a leave of absence during the time of the employees' compulsory services in the armed forces of the United States, or during compulsory annual tours of duty not exceeding seventeen calendar days as provided in Chapter 33, Section 59 of the Massachusetts General Laws as members of reserve components of the armed forces of the United States. The employee shall receive their ordinary remuneration while on an annual tour of duty per Federal fiscal year. Employees shall not lose any seniority or previously accrued vacation leave, sick leave, personal leave, compensation time or earned overtime.

Employees must provide a copy of their military orders to the Select Board Administrative Assistant Employees returning to Town service within ninety (90) days after military discharge shall not lose seniority standing.

PARENTAL LEAVE POLICY

Policy Type: Leave

Discretion: Law

Policy Number: PALV-LAW-LVE-COMP-0725

Date Adopted: 05/01/2026

I. PURPOSE

An employee who has completed the probationary period of six months shall be entitled to eight (8) weeks of unpaid parental leave for the purpose of giving birth or for the placement of a child under the age of 18 (under 23 if the child is mentally or physically disabled) with the employee who is adopting or intending to adopt the child.

Where two (2) employees are requesting leave for the birth or adoption of the same child, they shall only be entitled to eight (8) weeks of parental leave in the aggregate.

II. NOTICE

The employee shall give at least two (2) weeks' notice to their Department Head or Supervisor of the anticipated date of departure and the employee's intention to return or provide notice as soon as practicable if the delay is for reasons beyond the individual's control.

III. FMLA

The eight (8) weeks shall be included in the employee's twelve (12) weeks of FMLA entitlement in a calendar year to the extent that the employee is eligible and has not previously exhausted their FMLA leave for the year. At the conclusion of the parental leave period, the employee shall be restored to their previous, or a similar position with the same status, pay, length of service credit and seniority.

SICK LEAVE

Policy Type: Leave

Discretion: Law

Policy Number: SLVE-LAW-LVE-COMP-0725

Date Adopted: 05/01/2026

I. ACCRUAL

Sick leave is a time-off benefit for full-time employees. Sick leave accrues weekly for a total of 80 hours/year for full-time employees. Sick leave can be carried forward from year to year with a maximum holding of 160 hours for full-time employees. Sick leave may be used by the employee for his/her own health reasons or to care for a sick member of the employee's family.

Sick leave will not be advanced before accrual. When an employee's required time away from work continues beyond his/her accumulated sick time, the employee must use compensatory or other leave time if available. Sick time is not compensable upon termination, resignation, or retirement. Sick time does not accrue during unpaid leave.

II. REPORT OF ILLNESS

On the first day of absence from work due to illness, the employee shall report his/her illness to the supervisor, no later than 30 minutes (or as soon as reasonably possible given specific circumstances of illness) after the beginning of his/her scheduled work assignment. After three consecutive workdays of missed work, a medical provider's note may be required from the employee if the employee continues to be out sick more than three consecutive workdays. If a note is not provided, an employee's supervisor and/or the Select Board Administrative Assistant may deny the use of sick time and require the use of personal vacation or compensatory time or leave without pay if such time is not available.

FAMILY AND MEDICAL LEAVE ACT (FMLA)

Policy Type: Leave

Discretion: Law

Policy Number: FMLA-LAW-LVE-COMP-0725

Date Adopted: 05/01/2026

I. SCOPE

A. Description

This policy applies to employees who have been employed for a minimum of 12 months, have worked a minimum of 1250 hours (excluding non-working hours such as holiday, sick, vacation, and personal) in the 12 months preceding a request and have not used all of the available FMLA covered leave during the current calendar year.

B. FMLA Eligibility

An employee is eligible for up to 12 weeks of unpaid leave per calendar year because of:

1. the birth of the employee's child, to care for the child within 12 months after the birth,
2. the employee's adoption of a child or the initiation of foster care,
3. the need to care for the employee's spouse, child, or parent with a serious medical condition,
4. the serious health condition that makes the employee unable to perform the functions of the job,
5. a qualifying exigency arising out of the fact that the employee's family member is on covered active duty in a foreign country (or has been notified of an impending call or order to covered active duty in a foreign country by the regular Armed Forces Reserves or National Guard).
6. a qualifying parental care exigency to care for the parent of a military members, or someone who stood in loco parentis to the military member, when the parent is incapable or self-care and the need for the arises out of the military member's covered active duty or call to covered active-duty status.

C. Service Member Family Leave

If the employee is an eligible family member or next of kin of a covered service member, the employee can have up to 26 workweeks of "Service Member Family Leave" during a single 12-month period to care for a covered service member deployed or is being deployed to a foreign country who is:

1. Undergoing medical treatment, recuperation, or therapy,
2. Otherwise in outpatient status or
3. On the temporary disability retired list, for a serious injury or illness or
4. To care for a veteran who is undergoing medical treatment, recuperation or therapy for serious injury or illness that occurred at any time during the five years preceding the date of treatment.

5. Taking from five days up to a maximum of 15 days to spend time with a covered family member during rest and recuperation leave orders.

D. If You and Your Spouse are Employed by the Town/School

Spouses employed by the Town are jointly entitled to a combined total of 12 work weeks of family leave outlined sections B. However, each spouse is eligible for a full 12 weeks of leave if each has a need to take care of a child or other family member with a serious health condition, to take care of each other if one has a serious health condition, or to take care of his or her own serious illness.

III. HEALTH AND WELFARE BENEFITS (MEDICAL, DENTAL)

The Town will continue the employee's health benefits coverage during leave. If the employee is in a paid status during all or part of the FMLA leave period, employee contributions for continued medical benefits at the regular employee rate will be deducted while the employee is in a paid status. The Town will maintain health care benefits for an employee on FMLA in an unpaid leave status on the same terms as if they continued working if the employee pays the employee contribution portion of their benefit premium.

A. Continuation of Health and Welfare Benefits while on FMLA Leave

Health and Welfare benefits cease if:

1. the employee informs the Town of an intent to not return to work at the end of FMLA leave; or
2. the employee fails to return after FMLA leave is exhausted; or
3. the employee falls behind in employee payments for health care benefits (after advance notification from the Town that coverage will cease if payment is not received).

B. Payments While on FMLA

For any period of FMLA leave where the employee is in an unpaid status, the employee can continue medical insurance coverage by making timely payments at the employee contribution rate. Effective on the first day of the pay period in which the employee is in a "no pay" status, the employee must pay the employee portion of the premium for that calendar month within 30 days of the date of the invoice. If payment is not received within 60 days, the employee may be declared ineligible to receive any further benefits and their insurance cancelled retrospectively to the last paid period.

IV. HOLIDAY, VACATION, SICK TIME, AND SENIORITY

The employee will continue to accrue holiday, vacation and sick leave credits during paid and unpaid Family and Medical leave. An employee will not be eligible to access any time accrued while on paid leave until the employee's return to duty unless otherwise approved by the employee's department head and the Select Board Administrative Assistant. Seniority, however, will accrue during the term of the leave. An employee taking such leave is entitled to be restored to the same or an equivalent position as held by the employee when the leave commenced, the

same status, pay, and length of service credit, and will be entitled to any other benefits the employee would have accrued had he/she not taken family leave.

Holidays will be included in the accounting of FMLA time taken.

A. How Accrued Time Must be Used

Employees on FMLA will use their accrued time in the following order:

1. Sick leave, if any, and applicable and consistent with the Town's sick leave policy;
2. Personal leave, if any, and if applicable and consistent with the Town's personal leave policy;
3. Vacation leave, if any.

Employees must exhaust all accrued paid time before entering unpaid status.

V. DEFINITIONS

A. Serious Health Condition

FMLA defines a serious health condition as one that requires either inpatient care or "continuing treatment by a health care provider."

The definition is not meant to cover short-term conditions where treatment and recovery are brief. Rather, it includes conditions that require absences on a recurring basis or for more than a few days off for treatment or recovery. Examples of serious conditions include heart attacks, heart conditions requiring heart bypass or valve operations, most cancers, severe nervous disorders, pregnancy, childbirth, and recovery from childbirth.

A serious health condition also is defined as one that makes an individual unable to attend work or perform other daily activities for more than three days and requires continuing treatment by a health care provider. Also, qualifying under FMLA would be treatment for a serious, chronic health condition that if left untreated, would likely result in an absence from work of more than three days. For example, absences for treatment for early-stage cancer, physical therapy after a hospital stay, severe arthritis, or prenatal care are covered under FMLA. Not included in the definition are voluntary or cosmetic treatments that are not medically necessary unless inpatient hospital care is required. Prenatal care is included, but routine physical examinations are not.

B. Eligible Family Member

An eligible family member includes a spouse, parents, and natural, adopted, or foster children.

C. Child

Child is a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person who has day-to-day responsibilities to care for and financially support that child. The child must be either under age 18, or age 18 or older and incapable of self-care because of a mental or physical disability.

D. Spouse

Spouse is as defined or recognized under Federal or State law for purposes of marriage.

E. Parent

Parent is a biological parent or an individual who had day-to-day responsibilities to care for and financially support the employee when the employee was a child. This term does not include parents "in-law."

F. Covered Veteran

Is a member of the Armed Forces or National Guard who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran.

DOMESTIC VIOLENCE LEAVE POLICY

Policy Type: Leave

Discretion: Law

Policy Number: DOVI-LAW-LVE-COMP-0725

Date Adopted: 05/01/2026

I. PURPOSE

Per the provisions of M.G.L. Chapter 149 Section 52E, which provides leave for victims and family members of domestic violence, employees may take up to 15 days of leave from work in any 12- month period if:

- the employee, or a family member of the employee, is a victim of abusive behavior;
- the employee is using the leave from work to seek or obtain medical attention, counseling, victim services or legal assistance; secure housing; obtain a protective order from a court; appear in court or before a grand jury; meet with a district attorney or other law enforcement official; or attend child custody proceedings or address other issues directly related to the abusive behavior against the employee or family member of the employee; and
- The employee is not the perpetrator of the abusive behavior against such employee's family member.

Employees may use any accumulated benefit time, including sick time, for this leave. If the employee has no accumulated leave time, the time taken will be unpaid.

II. NOTIFICATION

Except in cases of imminent danger to the health or safety of an employee, an employee seeking leave from work under this section shall provide appropriate advance notice. Such notification may be communicated by the employee, a family member of the employee or the employee's counselor, social worker, health care worker, member of the clergy, shelter worker, legal advocate or other professional who has assisted the employee. If an unscheduled absence occurs, an employee has 30 days to provide documentation evidencing that the employee or employee's family member has been a victim of abusive behavior. Appropriate forms of documentation are outlined in M.G.L. Chapter 149 Section 52E or available from the Select Board Administrative Assistant.

III. CONFIDENTIALITY

All information related to the employees' leave under this section shall be kept confidential by the employer and shall not be disclosed, except to the extent that disclosure is:

- requested or consented to, in writing, by the employee;
- ordered to be released by a court of competent jurisdiction;
- otherwise required by applicable federal or state law;

- required in the course of an investigation authorized by law enforcement, including, but not limited to, an investigation by the attorney general; or
- necessary to protect the safety of the employees or others employed at the workplace.

SMALL NECESSITIES LEAVE ACT

Policy Type: Leave

Discretion: Law

Policy Number: SNLA-LAW-LVE-COMP-0725

Date Adopted: 05/01/2026

The Town will comply with the provisions of the Small Necessities Leave Act which mandates that employers permit eligible employees to take up to a total of 24 hours of unpaid leave within a rolling 12-month period.

The SNLA permits an employee leave for the following purposes:

- To participate in school activities directly related to the educational advancement of a child of the employee, such as a parent-teacher conference or interviewing for a new school;
- To accompany a child of the employee to routine medical or dental appointments, such as check-ups or vaccinations; and
- To accompany an elderly relative of the employee to routine medical or dental appointments or appointments for other professional services relating to the elder's care, such as interviewing at nursing or group homes.

The 24 hours may be taken within the 12-month calendar year period and the time may be taken on an intermittent (i.e., 2 hours to attend a parent-teacher conference) or reduced-time schedule.

An employee is required to provide his/her department with seven (7) days' notice of the need for leave if the leave is foreseeable. If the necessity for the leave is not foreseeable, the employee is required to provide notice of the leave as soon as practicable.

The law provides for unpaid leave. An employee may elect to use any available accrued vacation; personal or sick leave benefits provided the use of such time is in accordance with the Town's leave policies.

The Town may require the employee to substitute any of the employees' paid vacation leave, personal leave or sick leave for the leave provided by the SNLA. A department may require that written certification or documentation support a request for leave under this act.

HOLIDAYS

Policy Type: Leave

Discretion: Recommended

Policy Number: HOL-HR-LVE-ONBD-0725

Date Adopted: 05/01/2026

POLICY

Our company holiday policy outlines the days our company acknowledges as holidays and provides relevant guidelines for holiday pay.

SCOPE

This policy applies to all our employees. Our employees' exempt or non-exempt status calls for different provisions, which we will describe in this policy.

Our Town observes the following holidays:

- New Years Day
- Martin Luther King Day
- Presidents Day
- Patriots Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Thanksgiving- Day After
- Christmas Day

*Working on a Holiday=Holiday + time worked

*No Holiday pay will be issued if an employee is on leave of any kind

*The Town of Savoy does not pay for Religious Holidays other than the listed Holidays above

*A Holiday Calendar will be issued each year; if a Holiday falls on a weekend the day off will be dependent on the payroll structure of the department

2026 HOLIDAY CALENDAR

- New Years Day Thursday, January 1, 2026
- Martin Luther King Day Monday, January 19, 2026
- Presidents' Day Monday, February 16, 2026
- Patriots Day Monday, April 20, 2026
- Memorial Day Monday, May 25, 2026
- Juneteenth Independence Day Friday, June 19, 2026
- Independence Day Friday, July 3, 2026
- Labor Day Monday, September 7, 2026
- Columbus Day Monday, October 12, 2026
- Veterans Day Wednesday, November 11, 2026
- Thanksgiving Day Thursday, November 26, 2026
- Thanksgiving-Day After Friday, November 27, 2026
- Christmas Day Friday, December 25, 2026

BEREAVEMENT LEAVE

Policy Type: Leave

Discretion: Recommended

Policy Number: BERV-HR-LVE-WPCO-0725

Date Adopted: 05/01/2026

Employees shall be paid for three (3) days of bereavement leave for regular scheduled time lost due to a death of an employee's spouse, child, parent, parent-in-law, sibling, or such other member of the employee's family living under said employee's roof. For special circumstances owing to transportation requirements, the department head may extend bereavement time beyond the date of the funeral. Employees can petition the Select Board Administrative Assistant/Human Resources to use bereavement leave for the loss of relations not listed above.

VACATION POLICY

Policy Type: Leave

Discretion: Recommended

Policy Number: VAC-HR-LVE-0725

Date Adopted: 05/01/2026

I. Policy

Each regular full-time (40 hours) and regular part-time employee (20 or more hours) shall earn annual leave from the first day of employment but will not be eligible to take the accrued leave until the employee successfully completes 90 days of service. Part time (less than 20 hours) and seasonal employees do not accrue annual leave.

II. Accrual

Regular full-time (40 hours/week) employees who have passed 90 days of service accrue vacation as follows:

90 days of service-1 year of employment: 40 hours (1 week) of paid vacation through the first year of service

1-5 years of employment: 80 hours (2 weeks) of paid vacation through the end of the fifth year of service

6-10 years of employment: 120 hours (3 weeks) of paid vacation through the end of the tenth year of service

11+ years of employment: Maximum 160 hours (4 weeks) of paid vacation during and after the eleventh + year of service.

Regular part-time (20 or more hours/week) employees who have passed 90 days of service accrue vacation as follows:

90 days of service-1 year of employment: 20 hours; or equivalent to one times the number of regularly scheduled hours worked per week (1 week) of paid vacation through the first year of service.

1-5 years of employment: 40 hours; or equivalent to two times the number of regularly scheduled hours worked per week (2 weeks) of paid vacation through the end of the fifth year of service.

6-10 years of employment: 60 hours per week; or equivalent to three times the number of regularly scheduled hours worked per week (3 weeks) of paid vacation through the end of the tenth year of service.

11+ years of employment: Maximum of 80 hours; or equivalent to four times the number of regularly scheduled hours worked per week (4 weeks) of paid vacation during and after the eleventh + year of service.

III. Accrual Carry-Over

All vacation time must be taken within each fiscal year (July 1-June 30). At the end of the fiscal year, any unused vacation time, not to exceed five (5) days of regularly scheduled hours, will be added to the employee's vacation for the next fiscal year **not to exceed one (1) week of regularly scheduled hours max rollover.**

IV. Requesting Time Off

Vacation time will be taken in units of, not less than, one (1) hour. The timing of all regular vacation is subject to approval by the department head. Requests for vacation must be submitted in advance at least three working days and preapproved by the employee's supervisor or department head or designee. The annual leave will be approved after considering the best interest of the town and the employees' unit. Should two employees request the same period of vacation, their supervisor or the department head or designee has the discretion regarding the approval of the leave requests. An employee who has worked 90 days of service and has separated from the town for any reason shall be entitled upon termination to cash compensation pay-out for unused vacation leave. The pay-out will be based upon the employee's salary at the time of termination.

COURT/CIVIC DUTY SAMPLE POLICY

Policy Type: Leave

Discretion: Recommended

Policy Number: CIVD-HR-LVE-WPCO-0725

Date Adopted: 05/01/2026

I. PURPOSE

The purpose of this policy is to define and establish procedures for an employee to fulfill his/her civic duty when serving on juries or appearing as a witness in court proceedings.

II. POLICY

Employees are entitled to leave with pay when called to perform their civic duty, such as for jury service or when subpoenaed as a witness on behalf of any Town, town, county, the Commonwealth, or federal government. Employees are not entitled to receive payment from both the Court and the Town unless they are using their own accumulated time.

PERSONAL LEAVE

Policy Type: Leave

Discretion: Recommended

Policy Number: PRLV-HR-LVE-WPCO-0725

Date Adopted: 05/01/2026

In addition to paid holidays, all regular full-time employees are entitled to three (3) personal days granted on an employee's first anniversary date. Thereafter, personal days will be granted on a fiscal year basis. Personal days cannot be carried over from one fiscal year to the next fiscal year, and they are forfeited when employment ends for any reason. Part-time benefits eligible employees will receive personal days as above, except on a pro-rated basis based on regularly scheduled hours in a day. Personal days are not paid out upon separation.

WORKPLACE EXPECTATIONS

VEHICLE USE AND REIMBURSEMENT SAMPLE

Policy Type: Workplace Expectations

Discretion: Recommended

Policy Number: VEHR-HR-EERL-WPCO-0725

Date Adopted: 05/01/2026

I. PURPOSE AND SCOPE

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

II. APPLICABILITY

The provisions of this policy, which relate to expense reimbursement, apply to all employees in Town service with the exception of those employees who have separate contracts or collective bargaining agreements. Employees whose employment is regulated by a collective bargaining agreement are subject only to those provisions of the policy not specifically regulated by the collective bargaining agreement.

III. DEFINITIONS

- A. Expense Reimbursement – that payment for approved expenses relating to personal automobile use upon receipt of written documentation. Expense reimbursement is not considered a salary item.
- B. Municipal Vehicle – those automobiles, trucks, vans, or other self-propelled equipment owned, rented, or leased by the Town and licensed for travel on the public way.
- C. Personal Automobile – that automobile owned or available for private use by the employees.

IV. POLICY

- A. Municipal Vehicles. It is the policy of the Town that certain positions require employee access to municipal vehicles, either during the work shift or on a 24-hour on-call basis. Town vehicles are not personal vehicles and are not for personal use. Town vehicles should be viewed as belonging to the citizens and are assigned solely for purposes consistent with providing services to those citizens.
- B. Expense Reimbursement. It is the policy of the Town to reimburse employees for reasonable expenses when they incur as a result of personal automobile use on behalf of the Town. Receipts and a personal automobile travel expense report must be submitted for an employee to be reimbursed. Standard current IRS mileage rates apply for such expenses.

WORKPLACE SAFETY

Policy Type: Workplace Expectations

Discretion: Recommended

Policy Number: SAFE-HR-EERL-WPCO-0725

Date Adopted: 05/01/2026

I. GENERAL POLICY

The town shall endeavor to provide and maintain safe working conditions. Employees shall be required to wear and use safety equipment at all times while undertaking the work for which the equipment is furnished. There shall be no exceptions.

II. SAFETY BELTS

All municipal personnel are required to wear safety belts when operating or riding in municipally owned or leased vehicles or in other vehicles, including personal vehicles, while engaged in Town-related business. Town Management insists that all municipal employees comply with this policy, including the Police, Fire and School departments.

III. SMOKING & DRUG PROHIBITION

Smoking is not allowed in any publicly owned or leased building or vehicle. The use of recreational and controlled substances, marijuana, and alcohol is prohibited in any publicly owned or leased building or vehicle.

IV. CELL PHONE USE AND TEXTING

Employees shall comply with all federal and state laws regarding the usage of cell phones, texting and other electronic and/or telecommunicating equipment while operating a vehicle.

V. RESPONSIBILITIES OF DEPARTMENT HEADS AND EMPLOYEES

A. Department heads and supervisors shall be responsible for safe working areas; recommend correction of deficiencies noted in work procedures, facilities, safety clothing or equipment, or conduct; ensure the availability and utilization of appropriate protective clothing and equipment; observe working conditions and field procedures to prevent possible safety hazards; and investigate and report all accidents promptly.

1. Each employee shall observe all safety rules, operating procedures, and safety practices; use personal protective equipment; report unsafe areas, conditions, or other safety problems; and report all accidents promptly to the appropriate supervisor.

VI. DISCIPLINARY ACTION

Employees violating safety rules, practices, and policies may be subject to disciplinary action, up to and including termination.

ACCEPTABLE TECHNOLOGY USE

Policy Type: Workplace Expectations

Discretion: Recommended

Policy Number: TCUSE-HR-TECH-WPCO-0725

Date Adopted: 05/01/2026

Town employees have access to the use of information technology resources provided by the town. These information technology resources (ITRs) include computers, printers and devices, programs, data, the local area network, email, and internet access. Anyone with questions about this policy should seek clarification from the Human Resources Department.

Use of Town ITRs by any employee shall constitute acceptance of the terms of this policy and any such additional policies. It is the responsibility of any person using Town ITRs to read, understand, and follow this policy. All employees who use office computers or access town email or servers via personal devices (home computers/phones/tablets), etc. are required to complete one-time, online training. In addition, users are expected to exercise reasonable judgment in interpreting this policy and in making decisions about the use of ITRs. Failure to observe this policy may subject individuals to disciplinary action, including termination of employment.

I. ACCEPTABLE USES

- Town ITRs are intended for and should be used for Town business only.
- Employees are encouraged to use provided ITRs in support of Town goals and objectives.
- Incidental personal use is permitted, provided it does not conflict with the security guidelines of this policy, interferes with workstation or network performance, or results in employee productivity loss.
- Network accounts are to be used by the authorized account owner for the authorized purpose.
- Applications and computers are to be logged off at the end of the business day.

II. UNACCEPTABLE USES

- Perpetrating an illegal or improper act, including violation of any criminal or civil laws or regulations, whether state or federal, or the Town's bylaws, rules, regulations or policies
- Use for political purpose
- Use for commercial purpose
- Sending threatening or harassing messages, whether sexual or otherwise
- Accessing or sharing sexually explicit, obscene, or otherwise inappropriate materials or infringing upon any intellectual property rights

- Gaining, or attempting to gain, unauthorized access to any computer or network
- Uses that cause interference with or disruption of Town ITRs, including propagation of computer viruses or other harmful programs
- Intercepting communications intended for other persons
- Misrepresenting either the Town or a person's role at the Town
- Distributing chain letters
- Accessing inappropriate sites including adult content, online gambling, or dating sites
- Libeling or otherwise defaming any person
- Installing software or hardware not approved by ITD

III. DATA CONFIDENTIALITY

In the course of performing their jobs, Town employees often have access to confidential or proprietary information, such as personal data about identifiable individuals or commercial information about business organizations. Under no circumstances is it permissible for employees to acquire access to confidential data unless such access is required by their jobs. Under no circumstances may employees disseminate any confidential information that they have access to unless such dissemination is required by their jobs.

IV. SOFTWARE/COPYRIGHT PROTECTION

Computer programs are valuable intellectual property. Software publishers are entitled to protect their property rights from infringement. In addition to software, legal protections can also exist for any information published on the Internet, such as the text and graphics on a web site. As such, it is important that users respect the rights of intellectual property owners. Users should exercise care and judgment when copying or distributing computer programs or information that could reasonably be expected to be copyrighted.

V. NETWORK SECURITY

Most desktop computers are connected to the Town's local area network. It is critically important that users take particular care to avoid compromising network security. All network user accounts require strong password authentication, and all passwords must be established according to rules promulgated by ITD. Users should never share their passwords with anyone else and should promptly notify ITD personnel if they suspect their passwords have been compromised. In addition, users who will be leaving their PCs unattended for extended periods should either log off the network or have a password-protected screen saver in operation. Finally, no user is allowed to access external networks or Internet-based file sharing services unless they have received specific permission from ITD.

VI. COMPUTER VIRUSES

The Town implements a number of industry standard measures to ensure the security of the Town's local area network (blocked internet sites, filtering of incoming/outgoing email, etc.), but

users should still take reasonable precautions to prevent the introduction of computer viruses.

VII. EMAIL

When using email, there are several points users should consider. First, because email addresses identify the organization that sent the message, users should consider email messages to be the equivalent of letters sent on official letterhead. For the same reason, users should ensure that all emails are written in a professional and courteous tone. Second, although many users regard email as being similar to a telephone in offering a quick, informal way to communicate, users should remember that emails can be stored, copied, printed, or forwarded by recipients. As such, users should not write anything in an email message that they would not put into a memorandum. Finally, users should understand that all email created or received by a Town employee is a public record and may be subject to public access and disclosure through the provisions of the MA Public Records Law, MGL c.66 §10.

VIII. WIRELESS ACCESS

The Town provides wireless access for Town staff for use with town devices. A guest wireless system is provided for staff personal use and for vendors and other visitors to the Town Hall.

IX. REMOTE ACCESS TO TOWN ITRs

Users must request written permission to use webmail or VPN access from the ITD.

X. NO EXPECTATION OF PRIVACY

Town ITRs are the property of the Town and are to be used in conformance with this policy. The Town retains control over the efficient and proper operation of the workplace, reserves the right to monitor, access, review, copy, store, or delete any electronic communications without prior notice, including personal messages, from any system for any purpose and to disclose them to others, as it deems appropriate. Users should be aware that ITD, to ensure proper network operations, routinely monitors network traffic. Use of Town ITRs constitutes express consent for the Town to monitor and/or inspect any data that users create or receive, any messages they send or receive, and any web sites that they access.

XI. OWNERSHIP

The Town retains ownership of all resources, materials, documents, and files stored, maintained, deleted, modified, received, sent, or otherwise accessible via the ITRs unless otherwise copyrighted, trademarked, or agreed to by the Select Board Administrative Assistant.

XII. "BRING YOUR OWN DEVICE" (BYOD) PROGRAM

With permission from their respective department head this program permits use of personally owned smart phones and/or tablets ("personal devices") by Town employees to access Town network resources. Access to and continued use of Town network services is granted with

permission from their respective department heads, and on condition that each user reads, understands, and follows this policy concerning the use of these devices and services.

Requirements for all BYODs Accessing Town Network Services - The ITD establishes rules of behavior that may vary depending on the type of device or operating system configuration.

Users:

- will not download or transfer sensitive business data to their personal devices. Sensitive business data is defined as documents or data whose loss, misuse, or unauthorized access can adversely affect the privacy or welfare of an individual (personally identifiable information), the outcome of a charge/complaint/case, proprietary information, or Town financial operations.
- agree a complex network password is to be used to access email and network resources will maintain the original personal device operating system and keep it current with security patches and updates, as released by the manufacturer.
- will not “jail break” the personal device (installing software that allows the user to bypass standard built-in security features and controls).
- agree to not share the personal device and network accounts with other individuals or family members, due to the business use of the device (access to Town email and network resources).
- will delete any sensitive business files that may be inadvertently downloaded and stored on the personal device through the normal process of viewing email attachments.
- will immediately notify ITD if the personal device is lost or stolen, at which point ITD will change the user’s complex network password.

Expectation of Privacy - ITD personnel respect the privacy of your personal device and will only request access to the device to assist with implementation of security controls, or to respond to legitimate discovery requests arising out of administrative, civil, or criminal proceedings. While usage of the personal device itself is both personal and business, the Town’s ITR Policy regarding the use/access of Town email and other Town system/network services remains in effect.

Unless otherwise arranged, employees will not be reimbursed for costs associated with using a personal device for work-related purposes.

SOCIAL MEDIA POLICY

Policy Type: Workplace Expectations

Discretion: Recommended

Policy Number: SOCMED-HR-TECH-WPCO-0725

Date Adopted: 05/01/2026

I. PURPOSE AND SCOPE

The Town recognizes the importance of online social media networks as a communication tool. The use of social media presents certain risks and carries with it certain responsibilities. Social media, while a relatively new form of activity, does not change the law or expectations around public service. The Town recognizes that employees and officials have the right to participate as citizens in public forums and discussions (including social media platforms) on matters of public concern. However, that right is balanced against the legitimate interests of the Town in promoting accountability, responsible and mature judgment, and the efficiency of the public services it performs through its employees and officials. The goal is to ensure that use of social media advances, rather than impedes, the operation of government.

To that end, this policy establishes guidelines for employees' personal use of social media (Section II) and for the official use of social media by Town employees and officials for government-related purposes (Section III).

The Policy applies to all employees, officers, and officials (elected and appointed) of the Town. Employees whose employment is governed by law or a collective bargaining agreement are subject only to those provisions of this Policy not specifically regulated by law or agreement.

This Policy is to be read in conjunction with all other applicable policies and rules of the Town, including but not limited to the Town's Personnel Policies and Procedures. It may be amended from time to time and may be supplemented with additional administrative procedures and rules as may be issued.

Nothing in this Policy is designed to interfere with, restrain or prevent employee communications that are otherwise protected under law (i.e., First Amendment, Whistleblower, union activities).

A. Definitions

The following definitions apply for the purposes of this Policy.

1. "Social media" includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not

associated or affiliated with the Town, as well as any other form of electronic communication.

2. “Social media sites” and “social networking sites” refer to websites that facilitate user participation, networking, and collaboration through the submission of user generated content, including but not limited to tools such as: blogs; wikis; microblogging sites, such as Twitter; social networking sites, such as Facebook and LinkedIn; video sharing sites, such as YouTube; messaging applications such as Snapchat and Instagram; and bookmarking sites such as Pinterest.

3. A “social media identity” is a specific user identity or account that has been registered on a third-party social media site.

4. A “blog” (an abridgement of the term web log) is a website with regular entries of commentary, descriptions of events, or other material such as graphics or video.

5. A “moderator” is an authorized Town official (appointed or elected) or employee, who reviews, authorizes, and allows content submitted by Town officials, employees, and public commentators to be posted to the Town social media site or sites.

6. “Town Systems” are any electronic communication and information equipment and systems. Such Systems include, but are not limited to, computer workstations, hardware and software, electronic mail (e-mail), telephones, cellular phones, “smartphone”/PDA-style devices, tablets, pagers, facsimile machines, and the Internet.

7. “Town social media site” is any official social media site established by or for a Town department, with the authorization of the Select Board Administrative Assistant.

II. GUIDELINES FOR PERSONAL USE OF SOCIAL MEDIA

All employees and officials are responsible for what they post online. Through this Policy, the Town is not intending to act as “thought police” or otherwise unnecessarily intrude upon the personal associations and relationships of employees and officials. However, the impact of social media participation by employees and officials upon the ability of Town government to function efficiently and effectively cannot be ignored. Any conduct that exposes the Town to legal liability may result in disciplinary action up to and including termination.

A. Required Conduct

1. Whenever the topic is one related to the functioning or operations of Town government, including any matter pending or reasonably anticipated to be pending before any Town board, committee, commission, or Town Meeting, all personal posts on any social media site shall contain an express statement that “The postings on this site are my own and do not represent the views, positions or opinions of the Town” or similar disclaimer. Employees and officials should not, except as authorized by their supervisor or board, represent themselves as a spokesperson for the Town.
2. Employees and officials should be mindful that social media activity that violates any of the Town’s policies may result in disciplinary action, up to and including termination. Such policies include, but are not limited to, the Town’s Information Technology Resources Use Policy, Anti-Harassment and Discrimination Policy as well as the Personnel Policies and Procedures.
3. Department heads and other employees or officials with policy-making authority must be mindful that there is greater risk that their comments or conduct while participating in social media may have a direct and negative impact upon the integrity of their board/committee or department and the public’s perception of Town government as a whole. Furthermore, there is a greater likelihood that the public will view their conduct/comments as representative of an official position or policy of the Town, even when personal disclaimers are made.

B. Prohibited Conduct

1. No Town Systems are to be used to make personal posts on any social media site or platform.
2. No personal posts shall be made during work time.
3. Town e-mail addresses may not be used to register on social networks, blogs, or other online tools utilized for personal use, and may not be used when setting up or establishing social media sites for personal use.
4. Per G.L. c. 268, §35, no employee or official shall post the Town Seal on any Internet site [i.e., social media network, website, blog site] or in any other Internet and/or social media communication or posting, with intent to give to such site or posting an official character which it does not possess, or unless authorized in writing in advance by the Select Board Administrative Assistant.

5. Inappropriate postings that include, for example, discriminatory comments/remarks, harassment, bullying, and/or threats of violence or similar inappropriate or unlawful conduct, will not be tolerated.
6. Do not post internal reports, draft policies, procedures, or other internal confidential communications or documents. Employees shall maintain the confidentiality of the Town's procedures for the development of policy and other such data exempt from the Public Records Law. The state's Conflict of Interest Law [G.L. c. 268A, §23(c)(2)] expressly prohibits an employee or official from improperly disclosing materials or data obtained in the course of official duties, which is otherwise exempt from disclosure under the Public Records Law, and further prohibits the use of such information to further "personal interest." If an employee or official has a question about whether information is appropriately considered public or not, s/he should contact the Town Clerk.
7. Do not post information about others that is protected from public disclosure by law, such as: Criminal Offender Record Information, HIPAA-protected information and any other personal medical information, information concerning allegations of domestic violence and abuse, information protected under student privacy statutes, and the like.
8. Employees and officials operating personal social media sites are subject to the same guidelines as above for the operation and administration of sites under their control, when focusing on topics relating to the functioning or operations of Town government. In order to avoid the appearance of being an official Town social media site, the site must clearly indicate their participation and carry a disclaimer that "The operation and administration of this site are my own and do not represent the views, positions or opinions of the Town."
9. Members of multi-member boards, committees and commissions must be mindful of the requirements of the Open Meeting Law, when participating in social media, in both personal and (where authorized) official capacities. A quorum of a board/committee/ commission should avoid posting on social media sites discussing topics relating to the functioning or operations of Town government, or on topics relating to matters under that board/committee/commission's jurisdiction, as doing so may violate the Open Meeting Law. Additionally, a series of individual postings on a social media site by members of a public body cumulatively may convey the position of a quorum regarding a subject within its jurisdiction and may constitute improper deliberation among the members of a board or committee.

C. Permitted Conduct

Employees and officials may include, in their social media personal profiles, their job titles, as well as information about their personal participation in Town-sponsored events, including

volunteer activities. Employees shall not include the official titles when posting personal statements as per Section II.A. (1) and Section III.A (14) of this policy.

III. USE OF SOCIAL MEDIA SITES FOR OFFICIAL PURPOSES

The Town permits departments to utilize social media sites and social networking sites (collectively “social media sites”) to further enhance communications with its residents and various stakeholders in support of the department’s goals and objectives. Town officials and departments have the ability to publish articles, facilitate discussions and communicate information through such media to conduct official Town business. Social media sites facilitate further discussion of Town government business, operations, and services by providing members of the public with the opportunity to participate in many ways using the Internet.

The Town has the ability to place limitations and restrictions upon the content of its website and social media sites. This section of the policy sets forth requirements that must be adhered to with respect to utilization of social media sites for official Town purposes, as well as explanatory guidance.

A. General Requirements for Establishment and Maintenance of Official Town Social Media Sites

1. All Town social media sites shall be:
 - a) approved by the Select Board Administrative Assistant with a documented letter of approval; and
 - b) published using a social media platform and tools approved by the Information Technology (“IT”) Department.
2. Posting for the Town on such sites shall only be performed by the Select Board Administrative Assistant or his/her designee(s).
3. Subject to prior approval of the Select Board Administrative Assistant, departments have the option of allowing employees to participate in existing social media sites as part of their job duties or allowing employees to create social media sites as part of their job duties. Department Heads may allow or prohibit employee participation in any social media activities in their departments.
4. All Town social media sites shall adhere to applicable state and federal laws, regulations, and policies, including, but not limited to, the Open Meeting Law, Public Records Law, Conflict of Interest Law, Copyright Law, Campaign and Political Finance laws and rules, and other applicable Town policies.
5. Because the Public Records Law applies to social media content, all posts, once made, may not be deleted or amended, except to correct typographical errors, and a record shall be kept of any such modifications.

6. Each Town social media site shall include an introductory statement which clearly specifies the purpose and topical scope of the blog and social media/network site. Where possible, social media sites should link back to the official Town Internet site for forms, documents, and other information.
7. All Town social media sites shall clearly indicate that they are maintained by the Town and shall have the Town contact information prominently displayed, and, if possible, the Town Seal.
8. Town social media content shall not contain the following:
 - a) Profane, obscene, or vulgar language or content;
 - b) Comments or content that are denigrating, threatening, insulting, bullying, or harassing;
 - c) Content that promotes, fosters, or perpetuates discrimination on the basis of race, color, gender, gender identity, national origin, religion, ancestry, age, sexual orientation, gender identity, disability, pregnancy or pregnancy-related conditions, genetic information, active military status, or any other status protected by state or federal law;
 - d) Sexual content or links to sexual content;
 - e) Conduct or encouragement of illegal activity;
 - f) Information that may tend to compromise the safety or security of the public or public systems;
 - g) Content that violates the interest of any other party;
 - h) Protected health information;
 - i) Personnel data; or
 - j) Other information that is not public record or is otherwise privileged from public disclosure.
9. All Town social media moderators shall be trained regarding the terms of this Policy, including their responsibilities to review content submitted for posting to ensure compliance with the Policy.
10. To the extent applicable, the Town's IT security policies shall apply to all social media sites and articles.
11. Officials (elected or appointed) and employees representing the Town via social media sites must conduct themselves at all times as a representative of the Town and in accordance with all applicable rules, regulations, and policies (including the Personnel Policies and Procedures) of the Town. Town employees, officials, board members and committee members shall not use a title unless they are posting in an official capacity or on an official Town social media site, with authority to do so.

12. No Town or department social media site may endorse or otherwise cite (either with approval or disapproval) vendors, suppliers, clients, citizens, co-workers, or other stakeholders. Employees may not engage in political activity during working hours. This includes, but is not limited to, engaging in political activity, including the endorsement of any candidate for elective office, via a Town social media site.
13. Employees found in violation of this policy may be subject to disciplinary action, up to and including termination of employment.

B. Employee Use of Official Town Social Media Sites

The following provides further explanation of the requirements for Town media social media site, set forth in Section A, above.

1. **Information Technology Resources Use Policy.** All employees are responsible for understanding and complying with the Town's Electronic Communications and Computer Usage Policy.
2. **First-Amendment Protected Speech.** Although the Town can moderate the social media sites that accept comments from the public (such as blogs and wikis) to restrict speech that is obscene, threatening, discriminatory, or harassing, the Town cannot use the moderation function to restrict speech with which the Town merely disagrees (i.e., subject matter restrictions). Users have First Amendment rights in posting content to public social media sites hosted by municipalities. Moderators must respect those rights by posting all comments other than those removed for specific legitimate reasons, as referenced above.
3. **Copyright Law.** Employees and officials must abide by laws governing copyright and fair use of copyrighted material owned by others, including written material, photography, videography, and digital media. Never reprint whole articles or publications without first receiving written permission from the publication owner. Never quote more than a short excerpt of someone else's work without acknowledging the source and, if possible, provide a link to the original.
4. **Conflict of Interest.** Employees are prohibited from using social media to engage in any activity that constitutes a conflict of interest in violation of the provisions of G.L. c. 268A.
5. **Protected Confidential Information.** Employees are prohibited from posting legally protected personal information that has been obtained during the course of performing official duties (e.g., information that is not public record under the Public Records Law, G.L. c.66, §10 and G.L. c. 4, §7(26), or whose dissemination is restricted under applicable Federal or State privacy laws or regulations). Conversations that occur amongst Town officials/employees outside public forums should not be published or reported on, unless

authorized by the Select Board Administrative Assistant. Information about policies, rules, or plans that have not been finalized or officially adopted by the Town should not be posted unless explicitly approved in advance by the Select Board Administrative Assistant or relevant Department Head, for instance, where public comment or input is being solicited.

6. Carefully Consider Content. Town social media sites are not an appropriate forum for commentary about rumors, political disputes, and such comments are not permitted. As informal as social media sites are meant to be, if they are on a government domain or a government identity, they still constitute official government communications. Social media sites will be sought out by mainstream media, and therefore, consideration needs to be exercised to use social media in a way that benefits both the Town and the public.

7. Handling Negative Comments. Town Employees and Officials shall only post factual information as it relates to a Town-related matter. Because the purpose of many social media sites, particularly department blogs and wikis, is to get feedback from the public, it is anticipated that some of the feedback received will be negative. Some effective ways to respond to negative comments include:

- a) Provide accurate information in the spirit of being helpful;
- b) Remain respectful; and
- c) Notify the moderator to address the matter prior to any escalation.

8. Respect the Audience and Town Employees and Officials. Ethnic slurs, personal insults, obscenity, or any conduct that would not be acceptable in the workplace, are similarly prohibited on the Town's social media sites. This includes not only the obvious (no ethnic slurs, personal insults, obscenity, threats of violence, etc.) but also proper consideration of privacy and of topics that may be considered objectionable or inflammatory—such as party politics and religion. The Town's social media presence shall not be used to communicate among Town employees for work purposes.

9. Use Social Media Sites or Identities Only to Contribute to the Town or Department's Mission. All postings should provide useful information and perspective that contributes to the Town's and/or Department's mission of the public. What is published on Town social media sites reflects on the Town and town government. Social media sites and identities should be used in a way that contributes to the Town's mission by:

- a) Helping Town employees and officials perform their jobs better;
- b) Informing citizens about government services and how to access them;
- c) Making government operations transparent and accessible to the public;
- d) Creating a forum for the receipt of candid comments from residents about how government can be improved; and
- e) Encouraging civic engagement.

10. Mistakes. The Town's policy is that once something is posted on a Town social media site, it should remain posted. Only spelling or grammar errors may be made without making the change evident to users. If the decision is made to modify an earlier post, make it clear that this has been done - do not remove or delete the incorrect content; provide the correct information and where appropriate, apologize for the error. Ways to accomplish this include:

- a) Strike through the error and correct; or
- b) Create a new post with the correct information, and link to it from the post that is being corrected or clarified.

Either method is acceptable. In order for the social media identity or site to achieve transparency, the Town cannot change content that has already been published without making the changes clearly evident to users.

11. Defamation. Under Massachusetts law, defamation is established by showing that an individual published a false statement about another party that either caused the individual economic loss or was of the type that is actionable without proof of economic loss. Some statements, like imputation of a crime, are defamatory per se. Employees must avoid statements that may be interpreted as defamatory.

12. Records Retention. Social media sites will contain communications sent to or received by Town officials and employees and therefore constitute Public Records. Officials must ensure that the Town or department retains a copy of the social media content in accordance with applicable Public Records Retention Schedules and in accordance with the Public Records Law.

IV. MEDIA CONTACTS

Oftentimes, presence on social media can lead to inquiries from the press or media. Employees may not speak to the media on the Town's behalf, unless specifically authorized by the Select Board Administrative Assistant. All media inquiries shall be directed to the Select Board Administrative Assistant's Office.

V. RETALIATION PROHIBITED

The Town prohibits the taking of any action against any employee for reporting a possible deviation from, or violation of, this Policy, or for cooperating in an investigation of same.

VI. ADDITIONAL INFORMATION

If you have questions or need further guidance regarding the Town's Social Media Policy, please contact the Select Board Administrative Assistant's Office

DRUG AND ALCOHOL-FREE WORKPLACE POLICY

Policy Type: Workplace Expectations

Discretion: Law

Policy Number: DRUG-LAW-HR-COMP-0725

Date Adopted: 05/01/2026

I. PURPOSE

This Policy outlines prohibited conduct with respect to controlled substances, marijuana, and alcohol. This Policy complies with the Town's obligations under the Federal Drug-Free Workplace Act, 41 U.S.C. § 8101, et seq.

II. APPLICATION

This Policy applies to all Town employees. Employees whose employment is governed by a collective bargaining agreement are subject only to those provisions of this Policy not specifically regulated by law or agreement.

III. POLICY

It is the Policy to provide employees with a working environment that is free of the problems associated with the use and abuse of alcohol, marijuana, and controlled substances. The use of alcohol, marijuana, or controlled substances is inconsistent with the behavior expected of employees and subjects the Town to unacceptable risk of workplace accidents or other failures that would undermine the Town's ability to operate effectively and efficiently. Although certain uses of marijuana have been legalized in the Commonwealth of Massachusetts, this policy and the following procedures expressly apply to marijuana use.

IV. PROCEDURES

A. The following is prohibited:

1. Off-Duty: Any use, sale, possession, distribution, dispensation, manufacture, or transfer of controlled substances or marijuana, except, in the case of marijuana, where authorized by Massachusetts law.
2. On Duty: Any consumption of controlled substances, marijuana (with or without prescription) or alcohol, whether on or off the Town's property, or at any other worksite where employees may be assigned, or elsewhere during work hours.
3. The use of controlled substances or marijuana (with or without a prescription), or any use of alcohol on non-working time, to the extent that such use: (i) impairs an employee's ability to perform the employee's job; (ii) adversely impacts the safety of the employee or others; (iii) or affects the reputation of the Town to the general public or otherwise threatens its integrity.

B. Employees who are convicted of substance-related violations under state or federal law in the workplace, including alcohol or marijuana-related violations, or who plead guilty or nolo contendere to such charges, must inform their department head or appointing authority within five (5) days of such conviction or plea. Department heads or appointing authorities shall immediately notify the Select Board and is grounds for immediate termination.

A. Employees who are convicted or who plead guilty or nolo contendere to such drug-related violations or are found to have consumed or be impaired by controlled substances, marijuana, or alcohol while on-duty will be terminated.

D. All employees that sign receipt of Employee Handbook acknowledge that they have been informed of the rules and requirements of the Drug and Alcohol Free Workplace Policy and adherence to it.

SMOKE FREE WORKPLACE

Policy Type: Workplace Expectations

Discretion: Law

Policy Number: SMOKE-LAW-HR-WPCO-0725

Date Adopted: 05/01/2026

The Smoke-Free Workplace Law, M.G.L. Ch. 270, §22, mandates that enclosed workplaces with one or more employees must be smoke-free. The state law's intent is to protect workers in enclosed workplaces from secondhand smoke exposure. The full text of the law and additional information is available at www.mass.gov/dph/mtcp. Smoking is prohibited in all enclosed workplaces, including but not limited to all buildings owned, leased, or otherwise occupied by the Town. Smoking is not allowed in Town vehicles. Individuals who violate the statewide smoking ban may be subject to civil penalties under the law or may be subject to disciplinary action. Please refer to Massachusetts General Laws, Chapter 270, Section 22 for additional details of the ban.

WORKPLACE INJURIES

Policy Type: Workplace Expectations

Discretion: Law

Policy Number: WKIN-LAW-HR-COMP-0725

Date Adopted: 05/01/2026

POLICE AND FIRE

Sworn Police and Fire employees are covered under the provisions of M.G.L. Ch. 41 S. 100 and 111F and are entitled to the rights and benefits of these laws.

ALL OTHER EMPLOYEES

All other employees are covered under the Massachusetts Workers Compensation Law, Ch. 152, and are entitled to the benefits and provisions of this law. Worker's Compensation law does not provide for payment of lost wages until after five (5) lost days and then it is retroactive to the first day of injury. For on-the-job injuries that result in lost time of less than five days, the employee will be given leave without loss of pay. All injuries shall be reported immediately to the supervisor or department head, and proper forms must be completed to qualify for insurance coverage. Employees may use their accumulated sick or vacation leave to make up the difference between their regular pay and the amount of pay received under Workers' Compensation. In some instances, employees may be charged for the difference in cost of certain benefits deductions, as Worker's Compensation payments are made directly to the employee and the earnings from use of accrued sick and vacation leave may not cover the full cost of deductions.

The Form 101 "Employer's First Report of Injury or Fatality" (Mass Division of Industrial Accidents) is specifically required when an employee is injured, or alleges an injury, and is unable to earn full wages for five or more calendar days (not counting Sundays and legal holidays). It is the responsibility of the Town to report an alleged injury, whether or not the Town agrees with the employee's claim.

As of the Effective Date of these policies, the Town's medical provider for medical treatment of work-related injuries or pre-placement physical exams is Berkshire Health Urgent Care, 489 Pittsfield Road, Lenox, Mass. Telephone number: 413-997-0930. This location is subject to change depending on client acceptability.1 q`1q

ACCESS AND USE OF TELECOMMUNICATION SYSTEMS

Policy Type: Workplace Expectations

Discretion: Recommended

Policy Number: TELE-HR-TECH-WPCO-0725

Date Adopted: 05/01/2026

PURPOSE

The purpose of this policy is to set in place the standards for the proper and allowed uses of The Town's telecommunications systems including telephones, electronic mail (email), facsimile machines (faxes), and the Internet

POLICY

The Town provides staff with the ability to send messages and information through fax, electronic mail (email) and the Internet. The latter two forms of communication have become increasingly popular due to their ability to instantaneously reach a wide number of people and are provided by The Town as tools to improve the efficiency and effectiveness of municipal operations.

The use of these capabilities and equipment is subject to the same management oversight as any other employee activity. The telecommunications systems are the property of The Town and should be used for appropriate business purposes.

APPLICABILITY

All Town employees, with the exception of those employed by the school, are subject to the provisions of this policy. Members of Town Boards, Committees and Commissions are strongly advised to comply with Public Records Law and the guidelines established by the District Attorney's Office with respect to the Open Meeting Law as highlighted below.

PRIVACY: PUBLIC ACCESS

Massachusetts statute broadly defines the term "public record" to include all documentary materials or data, regardless of its physical form or characteristics, created or received by any official or employee of any governmental unit, unless falling within a strictly defined set of exemptions (M.G.L. c. 4 section 7(26)). Email is therefore considered a public record and as such is subject to the requirements of the Public Records Law (M.G.L. c 66). Additionally, Federal courts have also held that electronic mail is considered a record for purposes of the Federal Freedom of Information Act.

All email sent and received as principal addressee at a Town-issued address, or any address when in an official capacity, as well as faxes and Internet postings should be considered a public record subject to legal discovery and record retention policies.

Employees, committees and commission members acting in their official capacity should have no expectation of privacy in their own use of these telecommunications systems. The Select Board Administrative Assistant, or the designee of The Select Board Administrative Assistant, reserves the right to monitor email messages, Internet postings and faxes and to access all such messages residing on The Town equipment or property. All messages sent or received by email or the Internet are stored automatically on The Town's computer system and deleting such messages does not guarantee that they cannot be retrieved.

Notwithstanding The Town's right to retrieve and read any email messages, faxes or Internet postings generated from or sent to a Town issued address, employees shall not retrieve or read any messages that are not sent to them unless express permission is given by the intended recipient.

No employee shall send email under another employee's name, nor shall any employee change any portion of a previously sent email message without prior authorization.

APPROPRIATE USE

Email and related on-line services are the property of The Town and are to be used for business matters directly related to the operational activities of The Town and as a means to further The Town's objective to provide efficient, complete, accurate, and timely services.

Users shall act in a professional manner, properly identifying themselves, and shall ensure that they do not misrepresent themselves or The Town.

The telecommunications systems shall not be used for personal gain or to conduct personal business, political activity, fundraising activity, or charitable activity. The transmission of materials used for commercial promotion, product endorsement or political lobbying is strictly prohibited.

The telecommunications systems shall not be used to promote discrimination on the basis of race, color, national origin, age, marital status, sex, political affiliation, religion, disability or sexual preference; to promote, result in, or contribute to sexual harassment; or to promote personal, political or religious business or beliefs.

The telecommunications systems shall not be used for any illegal activity, including but not limited to, the transmission of copyrighted or trade secret material, the transmission of obscene, defamatory, or threatening material, or the propagation of any type of criminal activity.

No user shall violate the computer security systems implemented by The Town or other institutions, organizations, companies, or individuals.

No user shall pirate software or download and transfer software for which the use does not have the proper licensing.

All users are expected to undertake precautions to prevent infection of Town computers by computer viruses. Executable programs imported from other sites to Town computers may not be used unless they have been authorized by The Select Board Administrative Assistant, or the designee of The Select Board Administrative Assistant, and have been subjected to the virus detection procedures approved by The Select Board Administrative Assistant, or the designee of The Select Board Administrative Assistant. Additional restrictions or regulations on the importing of remote files may from time to time be imposed and such restrictions or regulations shall be considered part of this policy.

For security purposes, employees should either log off or revert back to a password screen saver when leaving their computer for an extended period of time. When leaving for the day, employees should log off. All electronic media should be kept away from magnets including those found in telephone receivers and paper clip holders.

OPEN MEETING LAW COMPLIANCE

The District Attorney's Office has established guidelines for the use of email by members of governmental bodies. These guidelines emphasize compliance with the Open Meeting Law (M.G.L. c. 39 sections 23A-23B) by reaffirming that no substantive discussion by a quorum of members of a governmental body about public business within the jurisdiction of the governmental body is permissible except at a meeting held in compliance with the provisions of the Open Meeting Law. Despite the convenience and speed of communication by email, its use by members of a governmental body carries a high risk of violating the Open Meeting Law. As with private conversations held in person or over the telephone, email conversations among a quorum of members of a governmental body that relate to public business violate the Open Meeting Law, as the public is deprived of the opportunity to attend and monitor the mail "meeting". Because the very nature of email makes it possible for private, serial conversations to reach a quorum of members without the knowledge of all participants, members of governmental bodies should exercise caution when communicating via email on an individual basis.

Matters of a purely housekeeping or administrative. Nature, such as scheduling or canceling meetings, announcements, requests to place items on the agenda, or communications by members of a governmental body to department heads or staff may be communicated outside of a meeting, but care should be taken not to use email for the purposes of deliberations.

FILING AND RETENTION

As public records, the retention and disposition of email communications are stipulated retention schedules issued by the Secretary of the Commonwealth. In addition to retaining the actual text of a message and any attachments, transmission data contained in mail communication (full header information including the sender, addressee, date and time of transmission and receipt, routing instruction) shall also be retained as part of the record, whether the record is printed out or stored electronically.

Email may be retained in hard copy, electronically, or by a combination of these two means; however, after two years, the record should be printed with full header information and attachments and retained in paper form. When appropriate, email messages may be filed with program records and will assume the same retention as the records with which they are filed. Attached or enclosed records must be filed according to their function and content and shall assume the retention schedule of the records with which they are filed. When Email records do not relate obviously or directly to a program, they may be filed as correspondence. If a particular record is not described on an existing records retention schedule, the appropriate department head, through The Select Board Administrative Assistant, shall apply to the Supervisor of Public records for authority to dispose of that record, and to add records to existing schedules. Only when email messages are clearly conversational and do not add in any way to the operational records of the department, may they be discarded without adhering to retention schedules.

AGREEMENT

All employees shall agree to abide by the Policy on Access and Use of Telecommunications Systems and shall sign a statement so stating prior to the granting of access. A signed copy shall be maintained in the employee's personnel file. Any employee who violates this policy or sues The Town's telecommunications systems for improper purposes shall be subject to discipline, up to and including discharge

CONDUCT

DISCIPLINE

Policy Type: Conduct

Discretion: Recommended

Policy Number: DISP-HR-EERL-WPCO-0725

Date Adopted: 05/01/2026

PURPOSE

The purpose of this policy is to ensure that:

- Employees meet The Town's legitimate expectations in the areas of performance, behavior, and adherence to all Town policies;
- Employees whose performance or behavior is deficient are provided with the necessary assistance and motivation to meet The Town's expectations; and
- Disciplinary action initiated against an employee is fair and appropriate.

GENERAL DISCIPLINE POLICY

The Town's disciplinary policy is one of progressive discipline. However, nothing herein shall be construed to limit The Town's right to impose discipline of any degree, up to and including termination, in a particular case without regard to the existence or non-existence of prior disciplinary action.

Employees who have not been appointed to a specific term of office are on an indefinite appointment and, as such, are considered at-will employees who may be terminated at any time for any reason, so long as it is not unlawful.

Discipline such as verbal and written reprimands shall be within the discretion of the department head and Select Board. Suspension without pay, other disciplinary action and termination are within the discretion of the appointing authority.

Nothing in this policy shall override rights imposed by collective bargaining agreements or the Mass. Civil Service Law.

DISCIPLINE POLICY PROVISIONS

During the course of performing their duties, all Town employees are prohibited from engaging in any conduct that could reflect unfavorably upon The Town. Town employees shall avoid any action that might result in, or create, the impression of using public office for private gain, giving preferential treatment to any person, or losing complete impartiality in conducting Town business. Employees are expected to keep in mind that they are public employees and are to conduct themselves accordingly in a manner which in no way discredits The Town, public officials, or other employees.

The Town expects its employees to perform their jobs and conduct themselves in a manner consistent with Town standards and policies. However, when violations or problems occur, disciplinary action will result. Commission of any of the following acts by an employee while performing Town duties may result in disciplinary action up to and including termination:

- Violation of any Town policy;
- Misrepresentation, falsification, or omission on the employment application or resume or other information on which hiring decisions were based;
- Falsification of records, including signing in or out for another employee or allowing another employee to sign in or out for you;
- Engaging in fraud;
- Failure to perform job assignments satisfactorily and efficiently;
- Engaging in unprofessional conduct, including comments;
- Failure to follow safety rules or to report unsafe actions or conditions;
- Unexcused absences;
- Excessive or patterned absenteeism or lateness;
- Revealing or making available any information of a confidential nature to any person not authorized or entitled to receive it;
- Stealing, theft or misappropriation of citizen, employee, or Town property; unauthorized removal of any of the above;
- Misuse or destruction or damage of the property of The Town, any employee or citizen;
- Malingering, loitering, or sleeping on the job;
- Reporting for duty impaired by alcohol or drugs, including prescription drugs;
- Engaging in behavior that could violate the Sexual Harassment policy;
- Gambling while on duty or on Town premises;
- Possession of a weapon not required by duties;
- Provoking or instigating a fight with another employee or any other person during working hours or on Town property;
- Insubordination;
- Conduct contrary to the best interest of The Town, its residents, or employees while on or off duty.

CODE OF CONDUCT

Policy Type: Conduct

Discretion: Recommended

Policy Number: COC-HR-EERL-WPCO-0725

Date Adopted: 05/01/2026

I. Purpose and Scope

This Code of Conduct establishes the core principles that guide the professional behavior of all employees of the Town of [Savoy]. The purpose is to foster a work environment built on integrity, respect, and a commitment to public service. This policy applies to all employees, but for those governed by a collective bargaining agreement, that agreement's provisions will prevail in case of a conflict.

II. General Conduct

- **Professionalism:** Employees are expected to act in a positive manner and contribute to a productive work environment that is free from harassing or disruptive activity. This includes treating all colleagues, supervisors, and members of the public with dignity and respect.
- **Compliance with Laws:** All employees must comply with federal, state, and local laws, as well as all Town policies and procedures.
- **Conflict of Interest:** Employees must avoid any conflict of interest and are prohibited from using their public position for private gain, as defined by M.G.L. c. 268A.
- **Confidentiality:** Employees must not improperly disclose, or misuse confidential information obtained through their official duties. This includes information protected by law, such as HIPAA-protected medical information, criminal records, or personnel data.
- **Honesty and Accuracy:** All records, reports, and communications must be accurate and truthful. This includes completing time sheets correctly.

III. Enforcement and Reporting

- **Reporting Misconduct:** Employees are encouraged to report any improper governmental action. The Town prohibits retaliation against anyone who reports discrimination, harassment, or a policy violation in good faith.
- **Disciplinary Action:** Violations of this Code of Conduct can result in disciplinary action, including verbal warnings, written warnings, suspension, or termination.

CONFLICT OF INTEREST

Policy Type: Conduct

Discretion: Law

Policy Number: COI-LAW-HR-COMP-0725

Date Adopted: 05/01/2026

I. PROHIBITED CONDUCT

The purpose of this policy is to ensure that Town employees and officials comply with the requirements of M.G.L. Ch. 268A, which governs conduct as a public official or public employee. It is the policy of the Town to require compliance with the provisions of this law, as outlined below. The Town employees and officials may not:

- A. Ask for or accept anything (regardless of its value) if it is offered in exchange for you agreeing to perform or not perform an official act.
- B. Ask for or accept anything worth \$50 or more from anyone with whom you have official dealings. Examples of regulated gifts include sports tickets, costs of drinks and meals, travel expenses, conference fees, gifts of appreciation, entertainment expenses, free use of vacation homes, and complimentary tickets to charitable events. If a prohibited gift is offered: you may refuse or return it; you may donate it to a non-profit organization provided you do not take the tax write-off; you may pay the giver the full value of the gift; or, in the case of certain types of gifts, it may be considered “a gift to your public employer,” provided it remains in the office and does not ever go home with you. You may not accept honoraria for a speech related to your official duties unless you are a state legislator.
- C. Hire, promote, supervise, or otherwise participate in the employment of your immediate family or your spouse’s immediate family.
- D. Take any type of official action which will affect the financial interests of your immediate family or your spouse’s immediate family. For instance, you may not participate in licensing or inspection processes involving a family member’s business.
- E. Take any official action affecting your own financial interest, or the financial interest of a business partner, private employer, or any organization for which you serve as an officer, director, or trustee. For instance: you may not take any official action regarding an “after hours” employer, or its geographic competitors; you may not participate in licensing, inspection, zoning, or other issues that affect a company you own, or its competitors; if you serve on the Board of a non-profit organization, you may not take any official action which would impact that organization or its competitors.
- F. Have more than one job with the same municipality or county or more than one job with the state unless you qualify for an exemption.
- G. Have a financial interest in a contract with your public employer except under special circumstances. For instance: if you are a Town employee, a company you own may not

- be a vendor to The Town unless you meet specific criteria, the contract is awarded by a bid process, and you publicly disclose your financial interest.
- H. Represent anyone but your public employer in any matter in which your public employer has an interest. For instance, you may not contact other government agencies on behalf of a company, an association, a friend, or even a charitable organization.
 - I. Ever disclose confidential information, data, or material which you gained or learned as a public employee.
 - J. Take any action that could create an appearance of impropriety or could cause an impartial observer to believe your official actions are tainted with bias or favoritism, unless you make a proper, public disclosure.
 - K. Use your official position to obtain unwarranted privileges, or any type of special treatment, for yourself or anyone else. For instance, you may not approach your subordinates, vendors whose contracts you oversee, or people who are subject to you officially to propose private business dealings.
 - L. Use public resources for political or private purposes. Examples of “public resources” include computers, phones, fax machines, postage machines, copiers, cars, staff time, sick time, uniforms, and official seals.
 - M. After leaving public service, take a job involving public contractors or any other particular matter in which you participated as a public employee.

II. MANDATORY TRAINING

All employees and officials shall participate and comply with the required training provisions of M.G.L. Ch. 268A.

FRAUD AND THEFT PREVENTION

Policy Type: Conduct

Discretion: Recommended

Policy Number: FRAUD-HR-EERL-WPCO-0725

Date Adopted: 05/01/2026

PURPOSE

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

POLICY

A. Scope of Policy

Town employees must comply with applicable state and federal law and Town policies. The Town has a fiduciary responsibility to conserve, preserve, and efficiently use all Town resources.

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

B. Prevention and Detection of Fraud and Theft

Town employees shall not perpetrate, engage in, or otherwise facilitate the act of committing fraud and theft. Managers are responsible for knowing the types of improprieties that might occur within their areas of responsibility and for identifying and assessing any irregularities. Town employees are responsible for the prevention and detection of fraud and theft that might occur within the scope of their work assignments and for reporting any known or suspected fraud and theft.

C. Reporting Known or Suspected Fraud and Theft

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

Any employee who has knowledge of fraud or theft of Town assets by any person or organization, including another employee, and does not report it may be subject to disciplinary action, up to and including termination of employment. If the initial notification is to the department manager, the manager will notify the Select Board Administrative Assistant. If the known or suspected fraud is by the Select Board Administrative Assistant, the manager will notify the Chair of the Select Board.

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

The Select Board Administrative Assistant or the Chair of the Select Board will investigate the alleged fraud

or theft. They will involve the Police Department as appropriate. Any employee who suspects fraudulent activity should not attempt to personally conduct an investigation related to the activity. If the employee elects to notify the department manager first, then the manager must immediately notify the Select Board Administrative Assistant or the Chair of the Select Board as appropriate before taking any other action. Concerns about work performance and workplace behavior that are unrelated to fraudulent activity should be resolved by department management and the Select Board. If there are any questions about what constitutes fraud and theft the Select Board Administrative Assistant or Chair of the Select Board should be contacted as appropriate.

Reports and investigations of allegations of fraud and theft will be kept confidential to the reasonable extent possible under law and consistent with the need to conduct an adequate investigation and take corrective action.

CONSEQUENCES

If officials conclude that an employee has engaged in fraud or theft, appropriate disciplinary action will be pursued, up to and including termination of employment, in accordance with applicable personnel policies for employees. In addition, employees engaging in fraud or theft will be required to pay restitution. Employees of the Town who engage in fraudulent activity or theft are not acting within the scope of their employment and should not expect protection for their acts. The Town may pursue legal action based on the merits of the case in consultation with the Chief of Police. Ordinarily, the submission of a resignation by an employee accused or suspected of fraud or theft will not preclude later disciplinary action, including restitution and legal action.

GRIEVANCE PROCEDURE

Policy Type: Conduct

Discretion: Recommended

Policy Number: GREIV-HR-EERL-WPCO-0725

Date Adopted: 05/01/2026

I. PURPOSE

The grievance procedure shall be available to employees of the Town to permit the prompt and equitable disposition of any grievances. Grievances, for the purpose of this section, shall mean any dispute between an employee and his or her supervisor(s) arising out of an exercise of administrative discretion by such supervisor(s).

II. EXCLUSIONS

Examples of non-grievable issues include:

- Establishment or revision of wage and salary tables, position classifications, and general benefits accorded to employees;
- Work activity accepted by the employee as a condition of employment;
- Statutes or established personnel policies, procedures, rules, and regulations;
- Failure to promote, except where the employee can show that established promotional policies or procedures were not followed or applied fairly;
- The methods, means, scheduling, and staffing by which work activities are to be carried out;
- Discharge, demotion, layoff or suspension from duties because of lack of work, reduction in the work force or job elimination; or
- Voluntary resignation, demotion or transfer.

III. MANAGEMENT RIGHTS

Nothing in this procedure is intended to circumscribe or modify the existing rights of the Town to do the following:

- Direct the work of its employees;
 - Hire, promote, transfer non-punitively, assign, and retain employees in positions within the department;
 - Demote or dismiss employees for proper cause;
 - Maintain the efficiency of governmental operations;
 - Relieve employees from duties because of lack of work or for other legitimate reasons;
 - Take actions as may be necessary to carry out the duties of an agency in emergencies;
 - Determine the methods, means, and staffing by which operations are to be carried on;
- and
- Assign job classifications to pay ranges.

IV. EXCLUDED EMPLOYEES

Employees with probationary, temporary, and part-time, and part-time without benefits appointments are not deemed to have vested employment rights and may not use the grievance procedure to appeal suspension, demotions, dismissals, or other disciplinary actions or decisions regarding the continuation of their employment status.

V. GRIEVANCE PROCEDURE

The grievance procedure shall consist of the following steps:

A. Step 1.

The aggrieved employee shall meet and take up the grievance or dispute in writing with the Department Head within five (5) working days of the date of the grievance or the employee's knowledge of its occurrence. The Department Head shall attempt to adjust the matter and shall respond to the employee, in writing, within five (5) working days.

B. Step 2.

If the grievance remains unsettled, it shall be presented to the Select Board Administrative Assistant who will report the grievance to the Select Board. The appeal shall be submitted, in writing, to the Select Board Administrative Assistant within five (5) working days after the response of the Department Head is received. The Select Board Administrative Assistant and/or the Select Board shall meet with the aggrieved and/or his representative. The Select Board Administrative Assistant and/or the Select Board shall respond, in writing, within ten (10) working days of the presentation of the grievance. The decision of Select Board shall be final.

NEPOTISM

Policy Type: Conduct

Discretion: Recommended

Policy Number: NEPO-HR-EERL-WPCO-0725

Date Adopted: 05/01/2026

When in the normal selection process, relatives of Town employees or officials are being considered for appointment or promotion, the Select Board Administrative Assistant will be notified by the Department Head. No person shall be hired or promoted based upon their family relationship with another Town employee or official. No employee shall be in a position that provides supervision over the employee's relative. Any employee or official with appointing authority shall delegate such authority if a relative is under consideration for appointment even if the appointing authority will not be a direct supervisor of the candidate.

This policy is not for the purpose of depriving any person of an equal opportunity for employment with the Town but is solely intended to eliminate the perception of, or potential for preferential treatment of, the relatives of government personnel.

The Town may modify schedules, shifts, squads or work units to eliminate any potential for conflict under this policy.

Relatives, for the purpose of this policy, shall include all members of the immediate family including spouse, parents, siblings, direct line aunts and uncles, nieces and nephews, children, grandparents, grandchildren and in-laws. Cousins and aunts, uncles, nephews and nieces by marriage are not regarded as members of the immediate family for purposes of this policy.

WORKPLACE VIOLENCE PROTECTION

Policy Type: Conduct

Discretion: Recommended

Policy Number: WPVIO-HR-EERL-WPCO-0725

Date Adopted: 05/01/2026

I. PURPOSE

The purpose of this policy is to establish a Town standard that will encourage and foster a work environment that is characterized by respect and healthy conflict resolution; to reduce the potential for violence in and around the workplace; to mitigate the negative consequences for employees who experience or encounter violence in their work lives; and to ensure that appropriate resources are available to employees who may be victims of workplace violence or who may be perpetrators of workplace violence.

II. POLICY

It is the policy of the Town of Savoy to promote a safe environment for its employees. The Town is committed to working with its employees to maintain a work environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior.

Violence, threats, harassment, intimidation, and other disruptive behavior in the workplace will not be tolerated. All reported incidents will be taken seriously and will be dealt with appropriately. Such behavior can include not only acts of physical violence, but also oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm.

The Town is committed to providing a safe environment for working and conducting business, as far as is reasonably possible given available resources. The Town will not tolerate acts of violence committed by or against Town employees or members of the public on Town property, or during the performance of Town business, regardless of location.

Individuals who commit such acts may be removed from the premises and may be subject to criminal prosecution. Employees may also be subject to disciplinary action, up to and including termination.

III. REPORTING

The Town needs the cooperation of all employees to implement this policy effectively and to maintain a safe working environment. Employees should not ignore violent, threatening, harassing, intimidating, or other disruptive behavior. Employees who observe or experience such behavior by anyone on Town property should report the incident immediately to a supervisor or department head, whether or not the alleged offender is a Town employee. Supervisors and department heads who receive such reports should contact the Select Board Administrative

Assistant immediately for a response. Threats or assaults that are of an emergency nature and require immediate attention should first be reported to the Police Department via 911.

IV. DEFINITION OF VIOLENCE

For the purposes of this policy, the word violence shall mean an act or behavior that:

- is physically injurious or abusive;
- a reasonable person would perceive as obsessively directed (e.g., an intensely focused grudge, grievance, or romantic interest in another person) and reasonably likely to result in harm or threats of harm to persons or property;
- consists of a communicated or reasonably perceived threat to harm another individual or in any other way endanger the safety of the individual;
- is a behavior or action that a reasonable person would perceive as menacing;
- involves carrying or displaying weapons, destroying property, or throwing objects in a manner reasonably perceived to be threatening; or
- consists of a communicated or reasonably perceived threat to destroy property.

V. WEAPONS

Possession or use by employees of firearms or other items which may be considered dangerous and/or are designed to cause death or serious bodily injury are prohibited on Town property, in Town vehicles, or in any personal vehicle which is used for Town business, or during business hours, except for those employees who are engaged in official military or law enforcement activities. Possession or use of a firearm in such circumstances is prohibited whether or not the employee is licensed to carry a firearm or has a Firearm Identification Card (FID). Use of other objects by employees, such as, but not limited to, pocketknives, razors, hammers, etc., in a dangerous or potentially dangerous manner is also prohibited

VI. VIOLATION OF POLICY

Violent actions on Town property or facilities, or occurring while on Town business, will not be tolerated or ignored. Any unlawful violent or non-violent actions committed by employees or members of the public on Town property, or while using Town facilities, will be subject to prosecution, as appropriate. The Town intends to use all reasonable legal, managerial, administrative, and disciplinary procedures to secure the workplace from violence and to reasonably protect employees and members of the public.

VII. ENFORCEMENT OF POLICY

Department heads and supervisors are responsible for receiving reports of incidents of workplace violence, assessing situations, making judgments as to appropriate responses, responding to reports of workplace violence and initiating the investigation process. Department heads shall submit all reports to the Select Board Administrative Assistant.

POLITICAL ACTIVITY

Policy Type: Conduct

Discretion: Recommended

Policy Number: POLIT-HR-EERL-COMP-0725

Date Adopted: 05/01/2026

The Federal Hatch Act and the Massachusetts Office of Campaign and Political Finance (OCPF) restrict political activities of public employees. During work hours, employees may not work or be assigned to work for or on behalf of a political candidate or activity, or participate in other political activity such as lobbying, collecting funds, making speeches, assisting at meetings, or distributing political pamphlets. Under no circumstances may an employee participate in any form of fundraising for a political candidate or activity. All employees shall comply with the Hatch Act and OCPF requirements. Furthermore, no employee shall use Town property or equipment for political activities at any time.

TOWN WEBSITE POSTING

Policy Type: Conduct

Discretion: Recommended

Policy Number: WEBS-HR-EERL-COMP-0725

Date Adopted: 05/01/2026

L. PURPOSE AND SCOPE

The purpose of this policy is to set forth guidelines for authorized town employees and/or town officials to access and post emergent and/or non-emergent postings on the Town Website.

II. APPLICABILITY

The provisions of this policy will apply to all preauthorized employees and/or town officials approved by the Select Board with established limitations and boundaries for each designee(s) regarding posting to the Town Website. Written instructions, including log-in credentials, shall be provided to the preauthorized users as follows:

- The Select Board Administrative Assistant shall have administrative access to the Town Website and will be responsible to accurately maintain and update the content of the site as needed.
- The Highway Superintendent will have limited access to post alerts regarding road closings notices only.
- The Fire Chief will have limited access to post emergency notices only.

III. ACCEPTABLE USES

- The Town Website shall be used to notify the general public of Town Business, events, pertinent news notices, and alerts.
- The Town Website data shall be properly maintained with content updates as needed in a timely manner.

IV. UNACCEPTABLE USES

- Posts perpetrating an illegal or improper act, including violation of any criminal or civil laws or regulations, whether state or federal, or the Town's bylaws, rules, regulation or policies.
- Posts for political purpose
- Posts that threaten or send harassing messages, whether sexual or otherwise
- Posts that are sexually explicit, obscene, or otherwise inappropriate materials or infringing upon any intellectual property rights
- Misrepresenting either the Town or a person's role in the Town
- Distributing chain letters
- Libeling or otherwise defaming any person

ACKNOWLEDGEMENT OF RECEIPT

Policy Type: Employment Life Cycle

Discretion: Recommended

Policy Number: POLIT-HR-ZONBD-COMP-0725

Date Adopted: 05/01/2026

I am in receipt of the Town of Savoy Personnel Policies and Procedures in this Employee Handbook. I received the information on _____. I understand it is my responsibility to be familiar with and adhere to the provisions of these policies.

Unless otherwise specified in the employment agreement of a contractual employee, all employment is of indefinite duration and is terminable at the will of the Town at any time, with or without reason. No one at the Town, other than the Select Board or personnel with statutory authority has the authority to commit to a contract of employment, and then only in writing. The policies, plans and procedures contained herein supersede all previous personnel policies, plans and procedures of the Town.

If you belong to a Union, the provisions of your collective bargaining contract may govern if they are different than the provisions of this handbook.

We reserve the right to modify, revoke, suspend, terminate, or change any or all plans, policies, and procedures, in whole or in part, at any time, with or without prior notice. We will try to give advance notice in the event that we find it necessary to change any policy, program or benefit, but we cannot guarantee that everyone will receive advance notice of such changes. Any changes that are made will apply retroactively.

EMPLOYEE PRINTED NAME _____

EMPLOYEE SIGNATURE _____

DATE _____

Note: A copy of this acknowledgement form will be placed in the employee's personnel file.