

POLICY ON PERSONNEL PRACTICES

Town Of Granville, Vermont

Adopted May 5, 2008

By Granville Selectboard

Purpose The Town of Granville (Town) Selectboard adopts this written policy to establish guidelines for the conduct and performance of Town employees, elected officials and selectboard appointees and to set rules for hours of work, vacation and sick days (where they apply), and for other purposes. The Selectboard may review and alter these policies at any time.

At the date of policy adoption, the Town has two part-time employees, the Town Clerk/Treasurer and the Constable. A list of all other elected or appointed officials is included in the Town Report. All are considered to be "personnel" for the purposes of this policy.

Conduct The Town is primarily a public service organization funded by taxpayers and directed by the will of voters at Town Meetings. The Town's personnel are public servants who must comply with all applicable state and federal law in carrying out their duties. Town personnel shall conduct themselves in a friendly, courteous and businesslike manner which reflects well on the Town. Dress for the office or the field should be appropriately neat and in good taste. All real or apparent conflict of interest must be avoided by personnel acting for the Town.

Hours of Work Elected officials may establish their own work schedules governed by budgets approved by voters. The Town Clerk/Treasurer has the only set schedule and, in consultation with the Selectboard, the following calendar has been put in place:

- Town Clerk's Office will be open 24 hours per week from 9am-3pm Monday through Thursday
- Holidays observed will be the same as for State of Vermont employees when the Holiday falls within the period of Monday through Thursday
- Vacation days will be negotiated at the time the Town Clerk may make a request to the Selectboard
- Sick days will be on an as-needed basis upon notification of the Selectboard
- Selectboard will be notified by e-mail when bad weather forces the Town Clerk's Office to close

Health Plan Health Insurance coverage is provided only to the Town Clerk/Treasurer.

Salary Salaries for all personnel are determined during the annual budget process and approved by voters at Town Meeting.

Expenses All reasonable expenses incurred by personnel doing business or attending training or events as a representative of the Town will be reimbursed upon request. Mileage will be paid at the rate set in the budgeting process. Proper documentation and receipts must accompany all requests for reimbursement.

Resignations All Town personnel intending to leave their positions are asked to give advance notice of at least two weeks.

Training All employees, elected officials and appointees are encouraged to participate in training and workshops relating to their position when it is offered by state agencies, VLCT, Municipal Clerk's and Treasurer's Association and other organizations. Both structured and on-the-job training should be provided the Assistant Town Clerk/Treasurer to assure a full complement of services is available when the Assistant is asked to fill in during the absence of the Town Clerk/Treasurer. Such training will better guarantee that an experienced, knowledgeable candidate will be available in the event the Town Clerk/Treasurer position is vacated.

Performance Reviews The Selectboard does not conduct performance reviews for *elected* officials though it may offer informal critique at times. The Selectboard will oversee performance of all *appointed* officials and will investigate any complaints made by the public. Corrective action will be taken when warranted. The Selectboard reserves the right to retract the appointment of any appointed official after two weeks notice is given.

Equal Opportunity Statement The Town is committed to providing Equal Opportunity in its personnel and contracting practices without regard to race, religion, creed, age, gender, sexual identity, appearance, marital status, disability unrelated to an individual's ability to perform adequately, national origin, ancestry, or any other characteristic protected by law.

Harassment The Town will not tolerate harassment of any kind by its personnel, or to its personnel, and will take whatever action is available to resolve the situation.

Norman Arseneault
Selectboard Chairman

Vivian Branschofsky
Selectperson

John Pikulski
Selectperson