

## **Town of Hopedale Personnel Policy**

Adopted by the Hopedale Select Board December 11, 2023

Effective January 1, 2024

### **INTRODUCTION:**

This Personnel Policy is adopted pursuant to, and as a supplement to, the Town of Hopedale By-Law Chapter 137. For a full understanding of the Town's personnel system, By-Law Chapter 137 should also be reviewed. The Classification and Compensation Plan, adopted under Article 27 of the May 16, 2023 Annual Town Meeting, as may subsequently be amended, is deemed an addendum to this policy.

The Town of Hopedale is an equal opportunity employer and shall not discriminate based on race, color, national origin, sex, religion, age, disability or sexual preference. It is the goal of the Town of Hopedale to provide a respectful and supportive work environment for its employees. The Town expects the same of its employees in their interactions with fellow Town employees, the public, and others with whom they interact.

### **1. APPLICABILITY**

- A. This Policy shall not apply to positions under the jurisdiction of the School Committee, elected officials or employees working under a valid employment contract.
- B. Subject to the terms of By-Law § 137-2, the benefits and other provisions of this Policy shall apply to:
  - Regular employees who are non-salaried and are customarily scheduled to work 37.5 hours or more per week.
  - Salaried employees who are scheduled to work 37.5 or more hours per week on a regular basis.
- C. Regular part-time employees who are non-salaried and scheduled to work 20 hours or more per week; the benefits stated hereunder for said employees shall be applied on a pro-rata basis based on the number of hours worked each week.
  - Monthly accrual of leave shall be determined by dividing the employee's typical hours worked per week by 37.5. For example, an employee who typically works 20 hours per week would be paid 5.33 hours for each day of leave ( $20/37.5 = 5.33$ ).
  - Maximum accrual of leave, where applicable, shall be determined by dividing the employee's typical hours worked per week by 37.5, then multiplying by 120.
- D. Temporary employees who are non-salaried and hired to work for a specified term of less than one year are not eligible for benefits.
- E. Paid leave, as described in sections 2 through 6 below, is applicable only when the employee is normally scheduled to work on the day(s) of said leave.

## 2. VACATION LEAVE

- A. Each employee shall be credited with vacation leave with regular pay as follows:
- After the initial 6 months of service, 5 days will be credited, an additional 5 days will be credited after the second six months of service
  - For 2 through 4 years of service, 10 vacation days will be credited
  - For 5 years of service, 15 vacation days will be credited
  - For years 6 through 10, one additional vacation day will be credited each year such that as of year 10, 20 vacation days will be credited
  - For 20 years and more of service, 25 vacation days will be credited
  - Vacation days shall be credited as of the anniversary date of the employee's date of hire
- B. Employees are eligible to use their vacation time once it is credited
- C. Vacation days must be taken within 12 months of being credited. Unused vacation days will not be carried forward beyond said 12-month period except in the case of emergency as determined by the employee's department manager, and with the approval of the Town Administrator, up to one week may be carried forward.
- D. Requests for vacation leave must be submitted to the employee's department manager for approval at least one week prior to the intended leave.
- E. There shall be no payment or other consideration made to an employee for unused vacation leave except that employees who leave the employment of the Town in good standing shall be compensated for remaining accrued vacation time either by:
- using and being compensated for said vacation days by leaving their position in advance of their last day of employment, or
  - working until their last day of employment and being compensated for said remaining vacation time.

## 3. BEREAVEMENT LEAVE

- A. In the event of the death of the father mother, spouse, sibling, child, step-child, grandchild, mother- or father-in -law, of an employee, said employee will be granted 3 days leave with pay for bereavement and/or to attend funeral or related services.
- B. In the event of the death of any other member of an employee's immediate family, said employee will be granted one day leave with pay for attendance at funeral or related services.
- C. Compensation for bereavement leave shall be based on the hours normally worked by the employee.

## 4. SICK LEAVE

- A. For employees who are scheduled to work 37.5 hours per week or more, sick leave shall accrue at the rate of one day for every month of employment, up to a maximum of 120 days.

- B. For employees who are scheduled to work less than 37.5 hours per week, accrual shall be in accordance with paragraph 1.C., above.
- C. In no event shall an employee be entitled to receive payment or other consideration for unused sick leave.
- D. Sick leave shall be used only for illness or injury, except that up to 5 days of sick leave per year may be used for medical appointments or to care for an immediate family member who is ill.

5. PERSONAL LEAVE

- A. Each employee who has completed six months of continuous service shall be credited three days of personal leave.
- B. Except in the case of emergency, requests for personal leave must be submitted to the employee's department manager for approval at least 48 hours prior to the intended leave.
- C. Personal leave may be taken in 4-hour increments with the department manager's approval.
- D. In no event shall an employee be entitled to receive payment or other consideration for unused personal leave.
- E. Personal leave must be taken within 12 months of being credited. Unused personal leave will not be carried forward beyond said 12-month period.

6. HOLIDAY LEAVE

- A. Employees shall be granted leave with pay for the following holidays:

- New Year's Day
- Martin Luther King Day
- Presidents' Day
- GOOD FRIDAY (Friday before Easter)*
- Patriot's Day
- Memorial Day
- JUNTEENTH (June 19<sup>th</sup>)*
- Independence Day
- Labor Day
- Columbus Day
- Veterans' Day
- ½ DAY BEFORE THANKSGIVING*
- Thanksgiving Day
- Day after Thanksgiving
- ½ day on the last working day before Christmas*
- Christmas Day

Compensation for the above holidays shall be based on the hours normally worked by each employee.

#### 7. COMPENSATORY TIME

- A. There shall be a flexible system of compensatory time available for each employee: salaried exempt, salaried non-exempt, and hourly non-exempt.
- B. Compensatory time allows employees to work additional, unpaid, hours beyond their normal work schedule – hours that may later be taken as time off by the employee, subject to the following provisions.
  - 1. Working compensatory time is only allowed if the department manager has determined that there is a benefit to the department and/or the Town and if the employee agrees to work said additional hours.
  - 2. It is the responsibility of the department manager to properly track employees' compensatory time accumulated and used.
  - 3. Compensatory time may only be used as time-off and shall not be paid time.
  - 4. Employees may accrue a maximum of 24 hours of compensatory time.
  - 5. The accumulation and use of compensatory time must be approved in advance by the department manager and must be used within 30 days of the close of the fiscal year in which said time accrues.
  - 6. Requests to use compensatory time must be submitted to the employee's department manager or immediate supervisor for approval at least 48 hours in advance.

#### 8. Administration of Personnel System

The Town's personnel system shall be administered by the Town Administrator, which system shall include but not limited to:

- Maintenance of personnel records
- Maintenance and/or development of appropriate job descriptions for positions covered by this policy
- Implementation of effective recruitment and selection processes
- Administration of the Classification and Compensation plans
- Annual review of the Classification and Compensation plan and presentation to the town of any amendments deemed necessary to maintain fair and equitable wage and salary rates.
- Oversight of the administration of the Personnel Policy, periodic review and evaluation of the Policy, and presentation to the select board of any recommended amendments to this Policy
- Periodic evaluation of employee performance

9. The Town Administrator, with the approval of the Select Board, may establish new positions, or new classes of positions and compensation therefore, subject to subsequent ratification by Town Meeting.
10. Department heads, boards or committees having Town employees not otherwise exempted from this Policy under its/their jurisdiction shall be responsible for ensuring that wages, salaries, and benefits for said employees are in accordance with this Policy and the Classification and Compensation Plan.