



TOWN OF ALBION

EMPLOYEE HANDBOOK

ISSUE DATE: 07/25/2017
Ordinance No. 2017-14



WELCOME!

It is our privilege to welcome you to the Town of Albion as we wish you every success with the organization. We believe that each employee contributes directly to the Town of Albion's growth and success, and that our employees and citizens are our most important assets.

This handbook was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the handbook as soon as possible, as it will answer many questions about employment at the Town of Albion.

We hope that your experience here will be challenging, enjoyable, and rewarding.

Sincerely,

The Town of Albion Town Council

Town of Albion – Organizational Chart

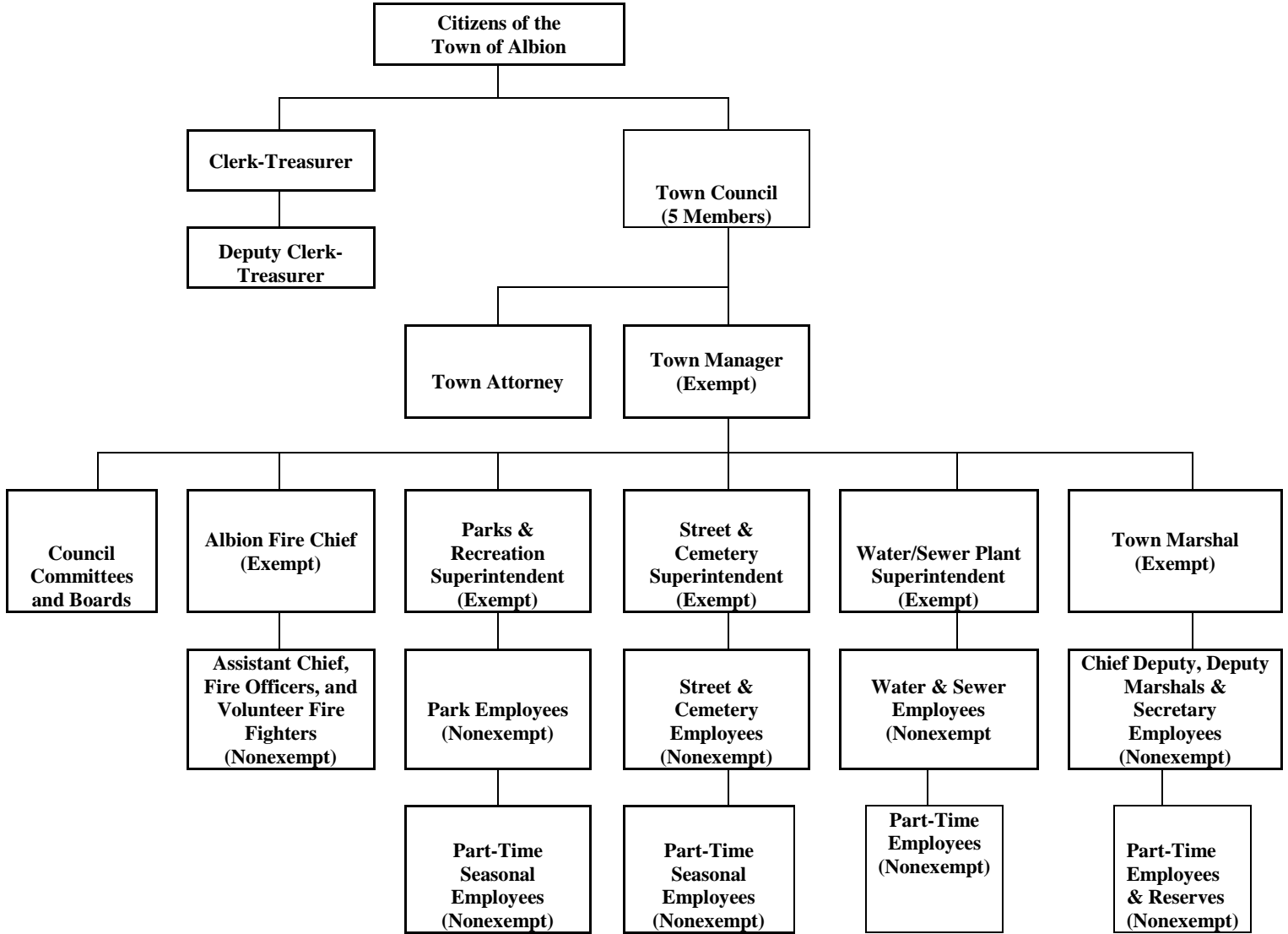


Table of Contents

INTRODUCTION	1
020 Mission Statement	1
040 Introductory Statements.....	1
060 Citizen Relations.....	1
EMPLOYMENT.....	2
101 Nature of Employment	2
102 Employee Relations	2
103 Equal Employment Opportunity	2
104 Business Ethics and Conduct.....	3
105 Nepotism in the Workplace	3
106 Employee Medical Examinations	4
107 Immigration Law Compliance.....	4
108 Conflicts of Interest	5
110 Outside Employment	6
112 Non-Disclosure.....	6
114 Disability Accommodations	6
115 Lactation Accommodations.....	7
116 Job Posting.....	7
EMPLOYMENT STATUS & RECORDS.....	8
201 Employment Categories	8
202 Access to Personnel Files	9
203 Employment Reference Checks.....	9
204 Personnel Data Changes	10
205 Introductory Period.....	10
208 Falsification of Employment Applications	10
210 Job Descriptions	10
214 Medical Information Privacy.....	11
216 Social Security Number Policy.....	14
EMPLOYEE BENEFIT PROGRAMS.....	15
301 Employee Benefits.....	15
302 Vacation Benefits	15
303 Personal Days	16
305 Holidays.....	16
306 Workers' Compensation Insurance	17
307 Sick Leave Benefits	19
308 Time Off to Vote	19
309 Bereavement Leave	20
311 Jury Duty	20
312 Witness Duty	20
313 Benefits Continuation (COBRA).....	21
314 Genetic Information Nondiscrimination Act (GINA)	21
315 Education and Career Development	21
316 Health Insurance	22
317 Life/AD&D Insurance	22
318 Short-Term Disability.....	22
320 Public Employees Retirement Fund (PERF)	23
323 Clothing Allowances	23

TIMEKEEPING/PAYROLL.....	23
401 Timekeeping	23
403 Paydays	24
405 Employment Termination	24
409 Administrative Pay Corrections.....	24
410 Pay Deductions and Setoffs.....	25
WORK CONDITIONS & HOURS	25
501 Safety	25
504 Use of Phone and Mail Systems	26
505 Non-Smoking.....	26
507 Overtime/Compensatory Time/Flex-Time	26
508 Use of Equipment and Vehicles	28
509 “On Call” Employees	30
510 Emergency Closings	30
512 Business Travel Expenses	30
514 Visitors in the Workplace	31
515 Social Media.....	31
516 Computer and Email Usage.....	33
517 Internet Usage.....	34
518 Workplace Monitoring	35
519 Speaking to the Media	35
526 Mobile Device Usage	36
LEAVES OF ABSENCE	37
600 Personal Leave.....	37
601 Family and Medical Leave	38
602 Indiana Military Family Leave	42
603 Military Leave	43
EMPLOYEE CONDUCT & DISCIPLINARY ACTION.....	44
701 Employee Conduct and Work Rules.....	44
702 Drug and Alcohol Use/Testing	44
703 Sexual and Other Unlawful Harassment.....	46
704 Attendance and Punctuality	49
705 Personal Appearance	49
706 Return of Property	50
708 Resignation	51
710 Security Inspections.....	51
712 Solicitation.....	51
716 Progressive Discipline	52
718 Problem Resolution	53
722 Workplace Etiquette	53
MISCELLANEOUS	54
803 Political Activity.....	54
804 Suggestion Program.....	55
EMPLOYEE HANDBOOK ACKNOWLEDGEMENT FORM.....	56

INTRODUCTION

020 Mission Statement

The Town of Albion strives to provide the best possible services efficiently, effectively, and ethically to all citizens of Albion; and seeks sustainable growth that protects and enhances our natural and historic resources while preserving our values, qualities, and culture.

040 Introductory Statements

For purposes of these work guidelines all employees will be referred to as "employee(s)". The Town of Albion, Indiana will be referred to as "the Town of Albion".

These work guidelines have been designed to acquaint employees with the Town of Albion and provide them with information about working conditions, employee benefits, and some of the policies affecting their employment. Employees are responsible for reading, understanding, and complying with all provisions of the handbook. It describes many of their responsibilities as an employee and outlines the programs developed by the Town of Albion to benefit employees. One of management's objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook may anticipate every circumstance or question about policy. As the Town of Albion continues to grow, the need may arise and the Town of Albion reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. All changes will be made in accordance with federal, state, and local employment-related laws. Employees will, of course, be notified of such changes to the handbook as they occur and employees will be expected to acknowledge in writing that they have received those changes. Nothing in this employee handbook shall be interpreted to prohibit or otherwise restrict concerted activities by employees that are protected by law.

060 Citizen Relations

Citizens are among our Town's most valuable assets. Every employee represents the Town of Albion to our citizens and the public. The way we do our jobs presents an image of our entire Town. Citizens judge all of us by how they are treated with each employee contact. Therefore, one of our first business priorities is to assist any citizen or potential citizen. Nothing is more important than being courteous, friendly, helpful, and prompt in the attention that employees give to citizens. Should the Town of Albion need to perform work, or approve others to perform work on, or around a citizen's property, that could damage areas of the property including, but not limited to: trees, sod, or other related areas, the Town of Albion will notify the property owner in writing prior to the commencement of work, unless there is an emergency situation that must be dealt with immediately, in which case every effort will be made to contact the property owner by phone prior to the commencement of work.

Our personal contact with the public, our manners on the telephone, and the communications we send to citizens are reflections not only of ourselves, but also of the professionalism of the Town of Albion. Positive citizen relations not only enhance the public's perception or image of the Town of Albion, but also pay off in greater citizen loyalty.

EMPLOYMENT

101 Nature of Employment

Employment with the Town of Albion is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, the Town of Albion may terminate the employment-at-will relationship at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between the Town of Albion and any of its employees. The provisions of the handbook have been developed at the discretion of management and, except for its policy of employment-at-will, may be amended or cancelled at any time, at the Town of Albion's sole discretion.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the Town Council. When Police and Fire Department policies differ from what is written in this employee handbook, Police and Fire Department policies will prevail.

102 Employee Relations

The Town of Albion believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their Department Heads.

When employees deal openly and directly with Department Heads, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that the Town of Albion amply demonstrates its commitment to employees by responding effectively to employee concerns.

The Town Council will make determinations as to changes or alterations in salary, leave or other special circumstances.

103 Equal Employment Opportunity

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the Town of Albion will be based on merit, qualifications, and abilities. The Town of Albion does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex (pregnancy, gender identity, and sexual orientation), national origin, age (40 and over), disability, genetic information as referenced in the Genetic Information Nondiscrimination Act (GINA), military service veteran status, or any other characteristic protected by federal, state and local laws.

The Town of Albion will make reasonable accommodation for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their Department Head, the Clerk-Treasurer, or the Town Manager. Employees may raise concerns and make reports without fear of reprisal. Anyone found to be

engaging in any type of unlawful discrimination may be subject to disciplinary action, up to and including termination of employment.

104 Business Ethics and Conduct

The successful business operation and reputation of the Town of Albion is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of the Town of Albion is dependent upon our citizens' trust and we are dedicated to preserving that trust. Employees owe a duty to the Town of Albion and its citizens to act in a way that will merit the continued trust and confidence of the public.

The Town of Albion will comply with all applicable laws and regulations and expects its employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct. Nothing in this policy shall be interpreted to prohibit or otherwise restrict concerted activities by employees that are protected by law.

In general, the use of good judgment, based on high ethical principles, will guide employees with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with a Department Head, the Clerk-Treasurer, or the Town Manager for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every Town of Albion employee. Disregarding or failing to comply with this standard of business ethics and conduct may be subject to disciplinary action, up to and including termination of employment.

105 Nepotism in the Workplace

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment may be carried over into day-to-day working relationships. Accordingly, the Town of Albion follows IC 36-1-20.2 with regards to nepotism.

For purposes of this policy, a relative is defined as a spouse, parent or stepparent, child or stepchild (including an adopted child or step-child), a brother, sister, stepbrother, stepsister (including a brother or sister by half-blood), a niece or nephew, aunt or uncle, daughter-in-law or son-in-law.

“Employed” means an individual who is employed by the Town of Albion on a full-time, part-time, or temporary basis. The term does not include an individual who holds an elected office. The term includes an individual who is a party to an employment contract with the Town of Albion. The performance of the duties of a precinct election officer (as defined in IC 3-5-2-40.1), or a volunteer firefighter, that are imposed by IC Title 3 is not considered employment by the Town.

“Direct line of supervision” is defined as an elected officer or employee who is in a position to affect the terms and conditions of another employee’s employment, including making decisions about work assignments, compensation, grievances, advancement, or performance evaluation. The term does not include the responsibilities of the executive, legislative body, or fiscal body of the Town of Albion, as provided by law, to make decisions regarding salary ordinances, budgets, or personnel policies of the

Town.

Individuals who are relatives may not be employed by the Town of Albion in a position that results in one relative being in the direct line of supervision of the other relative. This applies to an individual who is employed by the Town of Albion on the date that the employee's relative begins serving a term of an elected office of the Town and is not exempt from the application under exemptions of the policy. This policy does not abrogate or affect an employment contract with the Town of Albion that: an individual is party to; and is in effect on the date the employee's relative begins serving a term of an elected office of the Town of Albion.

Employees who are employed by the Town of Albion on 7/1/12, are not subject to this policy unless they have had a break in employment with the Town. The following are not considered a break in employment: the employee is absent from the workplace while on paid or unpaid leave, including any paid time off, medical leave or workers' compensation and the employee's employment with the Town is terminated followed by immediate reemployment by the Town of Albion, without loss of payroll time.

Employees seeking additional information regarding this policy should refer to Clerk-Treasurer's Office.

106 Employee Medical Examinations

To help ensure that employees are able to perform their duties safely, medical examinations may be required in certain job categories. After an offer has been made to an applicant entering a designated job category, a medical examination may be performed at the Town of Albion's expense by a health professional of the Town of Albion's choice. The offer of employment and assignment to duties is contingent upon satisfactory completion of the exam and a satisfactory or negative drug test.

Information on an employee's medical condition or history will be kept separate from other employee information and maintained confidentially in accordance with the Health Insurance Portability and Accountability Act (HIPAA). Refer to Policy #214 – Medical Information Privacy for additional details.

107 Immigration Law Compliance

The Town of Albion is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with the Town of Albion within the past three years, or if their previous I-9 is no longer retained or valid. In addition, the Town of Albion utilizes E-Verify, an Internet-based system that compares information from an employee's Employment Eligibility Verification Form I-9, to data from the U.S. Department of Homeland Security and Social Security Administration records to confirm employment eligibility.

The I-9 may be completed by the employee prior to his or her first day of work but federal law requires that this form be completed no more than three days after the employee starts his or her employment. Failure to complete this form will cause the employee not to be established as an employee with the Town of Albion and he or she will not be able to be paid through the Town of Albion's payroll system until the form is properly completed.

Employees with questions or seeking additional information on immigration law issues are encouraged to contact the Clerk-Treasurer's Office. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

108 Conflicts of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the Town of Albion wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees may seek additional clarification on issues related to the subject of acceptable standards of operation.

Transactions with outside firms must be conducted within a framework established and controlled by the Town Council. Business dealings with outside firms should not result in unusual gains for those firms. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit the employer, the employee, or both. Promotional plans that could be interpreted to involve unusual gain require specific approval from the Town Council.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a dependent as a result of the Town of Albion's business dealings. For purposes of this policy, a relative is defined as a spouse, parent or stepparent, child or stepchild (including an adopted child or step-child), a brother, sister, stepbrother, stepsister (including a brother or sister by half-blood), a niece or nephew, aunt or uncle, daughter-in-law or son-in-law. "Elected official" refers to the Clerk-Treasurer, or any other elected Town official.

The Town of Albion may enter into a contract or renew a contract for the procurement of goods and services or a contract for public works with an individual who is a relative of an elected official or a business entity that is wholly or partially owned by a relative of an elected official. The Town of Albion may also enter into a contract or renew a contract with an individual or business entity if all of the following are satisfied: the elected official files with the Town of Albion a full disclosure, which must be in writing, describe the contract or purchase to be made, describe the relationship that the elected official has to the individual or business entity that contracts or purchases, be affirmed under penalty of perjury, be submitted to the Town Council and be accepted by the Town Council in a public meeting prior to final action on the contract or purchase and be filed, not later than 15-days after final action on the contract or purchase with the State Board of Accounts and the Clerk of the circuit court in the county where the Town of Albion takes final action on the contract or purchase. The appropriate agency of the Town of Albion must make a certified statement that the contract amount or purchase price was the lowest amount or price bid or make a certified statement of the reasons why the vendor or contractor was selected. In addition, the Town of Albion must satisfy all other requirements under IC 5-22 or IC 36-1-12. The elected official must comply with the disclosure provision of IC 35-40-1-14, if applicable. This does not affect the initial term of a contract in existence at the time the term of office of the elected official of the Town of Albion begins.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to the Town Council as soon as possible the existence of any actual or potential conflict of interest so that safeguards may be established to protect all parties.

While this policy is comprehensive it is not all-inclusive. Employees who are in violation of any portion of this policy may be subject to disciplinary action, up to and including termination of employment. Nothing in this policy shall be interpreted to prohibit or otherwise restrict concerted activities by

employees that are protected by law.

Contact the Clerk-Treasurer for additional information or questions about conflicts of interest.

110 Outside Employment

Employees may hold outside jobs as long as they meet the performance standards of their job with the Town of Albion. All employees will be judged by the same performance standards and will be subject to the Town of Albion's scheduling demands, regardless of any existing outside work requirements.

If the Town of Albion determines that an employee's outside work interferes with performance or the ability to meet the requirements of the Town of Albion as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with the Town of Albion.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside the Town of Albion for materials produced or services rendered while performing their jobs. Refer to Policy #108 - Conflicts of Interest for additional details.

112 Non-Disclosure

The protection of confidential information is vital to the interests and the success of the Town of Albion. IC 5-14-3-4 states what is considered to be public record and the Town of Albion will comply with all guidelines. Such confidential information includes information acquired in the course of one's work, and may include:

- computer processes
- computer programs and codes
- vendor lists
- citizen preferences
- financial information
- marketing strategies
- pending projects and proposals
- research and development strategies
- technological data

Employees who are exposed to confidential information may be required to sign a non-disclosure agreement as a condition of employment. Employees who improperly use or disclose confidential information may be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

114 Disability Accommodations

The Town of Albion is committed to complying fully with the Americans with Disabilities Act and its Amendments (ADAAA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis in accordance with both federal and state laws.

Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Reasonable accommodation is available to all disabled employees, where their disability affects the performance of job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, and benefits and training.

The Town of Albion is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. The Town of Albion will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. The Town of Albion is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

Employees with questions or seeking additional information on the ADA are encouraged to contact their Department Head, the Clerk-Treasurer, or the Town Manager. Employees may raise questions or complaints about the ADA compliance without fear of reprisal.

115 Lactation Accommodations

The Town of Albion supports breastfeeding mothers by accommodating the mother who wishes to express milk during her workday when separated from her newborn child. Any full-time employee who is breastfeeding will be provided up to two break periods of 20 minutes each to express milk for her newborn. Also, a reasonable place to express milk, other than a restroom, will be provided for the mother. The employee and her Department Head will agree on the times for these breaks. In addition, the Town of Albion will provide an area for the milk to be stored.

Contact the Clerk-Treasurer's Office for additional information about lactation accommodations.

116 Job Posting

The Town of Albion makes every effort to post a job when one becomes vacant and is designated by the Town Council to be filled. Vacant jobs will be advertised among the existing Town employees for ten days before advertising them to the public. Potential applicants and current employees who have an interest in the open position may complete an application at the Clerk-Treasurer's Office. The Department Heads and Town Manager are responsible for reviewing all applications. For current employees applying for a job within another department, the Department Head has the authority to review personnel records and talk with the current Department Head regarding the employee's performance and attendance prior to the initial interview.

All applications will be kept in the Clerk-Treasurer's Office for a period of one year from the date of application. The Town Council has the sole authority to approve all supervisory recommendations for the hiring of either external candidates or internal employees to fill vacant jobs within the Town of Albion.

Contact the Town Manager for additional information about a job posting.

EMPLOYMENT STATUS & RECORDS

201 Employment Categories

It is the intent of the Town of Albion to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment-at-will relationship at any time is retained by both the employee and the Town of Albion. Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. Exempt employees are paid on a salary basis that does not vary from week to week based upon the quality or quantity of work performed. In other words, exempt employees are paid "to get the job done." Thus, an exempt employee's pay will not be reduced in any fashion for partial day absences, except when permitted by law, such as unpaid intermittent FMLA leave. Any deductions from an exempt employee's salary will be in compliance with acceptable parameters for such deductions.

For example, the following types of deductions are permissible with regard to exempt employees' pay:

- 1) No work is performed in a workweek;
- 2) Absences of one or more full days for personal reasons other than sickness or disability if all accrued paid time, e.g. vacation, sick and personal time has been exhausted;
- 3) Fees received by the employee for jury or witness duty or military leave may be applied to offset the pay otherwise due to the employee for the week;
- 4) Penalties imposed by infractions of safety rules of major significance;
- 5) Unpaid disciplinary suspensions of one or more full days in accordance with the Town's disciplinary policy;
- 6) Deductions for the first and last week of employment, when only part of the week is worked by the employee; and
- 7) Deductions for unpaid leave taken in accordance with an approved absence under the Family and Medical Leave Act.

Complaint Procedure

Employees who believe their pay has been improperly reduced should immediately contact the Clerk-Treasurer's Office.

The Town of Albion will investigate the employee's concern and determine whether an inadvertent improper deduction has been made. If the deduction was in fact improper, the Town of Albion will reimburse the employee as promptly as possible. The Town of Albion complies with all applicable laws concerning the payment of wages and will correct any inadvertent improper deduction, should it occur and monitor the situation to ensure no further issues arise.

An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by the Town Council.

In addition to the above categories, each employee will belong to one other employment category:

REGULAR FULL-TIME employees are those who are not in a temporary or introductory status and who are regularly scheduled to work a full-time 40-hour per week schedule. Employees in this category may be eligible for the Town of Albion's benefits package, subject to the terms, conditions, and limitations of each benefit program. Refer to each benefit policy for eligibility requirements.

REGULAR PART-TIME employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than the full-time work schedule. Employees in this category may be eligible for the Town of Albion's benefits package, subject to the terms, conditions, and limitations of each benefit program. Refer to each benefit policy for eligibility requirements.

INTRODUCTORY employees are those Police and Fire Department employees whose performance is being evaluated to determine whether further employment is appropriate. The introductory period is six months after the completion of the minimum basic training requirements adopted by the Law Enforcement Training Board under IC 5-2-1-9. Refer to Policy #205 – Introductory Period for additional details.

TEMPORARY/SEASONAL employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally mandated benefits, they are ineligible for any of the Town of Albion's other benefit programs.

202 Access to Personnel Files

The Town of Albion maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of the Town of Albion and access to the information they contain is restricted. Generally, only Department Heads and management personnel of the Town of Albion who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the Clerk-Treasurer's Office. With reasonable advance notice, employees may review their own personnel file in the Town offices and in the presence of an individual appointed by the Town Council to maintain the files.

203 Employment Reference Checks

The Clerk-Treasurer's Office will respond to those reference check inquiries that are submitted in writing and over the phone. Responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held. No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

204 Personnel Data Changes

It is the responsibility of each employee to notify the Town of Albion of any changes in personnel data within five days of any change. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of emergency, educational accomplishments, loss of license, loss of insurability, marital status, and other such status reports should be accurate and current at all times. If any personal data has changed, notify the Clerk-Treasurer's Office.

205 Introductory Period

The introductory period for a new employee in the Police and Fire Departments extends until the date which is six months after the completion of the minimum basic training requirements adopted by the Law Enforcement Training Board under IC 5-2-1-9. The Town of Albion uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or the Town of Albion may end the employment-at-will relationship at any time during or after the introductory period, with or without cause or advance notice. Upon satisfactory completion of the introductory period, Police Department employees enter the "regular" employment classification.

208 Falsification of Employment Applications

The Town of Albion relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, immediate termination of employment.

210 Job Descriptions

The Town of Albion makes every effort to create and maintain accurate job descriptions for all positions within the municipality. Each description includes a job information section, a job summary section (giving a general overview of the job's purpose), an essential duties and responsibilities section, a supervisory responsibilities section, a qualifications section (including education and/or experience and any certification required), a physical demands section, and a work environment section.

The Town of Albion maintains job descriptions to aid in orienting new employees to their jobs, identifying the requirements of each position, establishing hiring criteria, setting standards for employee performance evaluations, and establishing a basis for making reasonable accommodations for individuals with disabilities.

Department Heads prepare job descriptions when new positions are created. Existing job descriptions are also reviewed and revised in order to ensure that they are up-to-date. Job descriptions may also be rewritten periodically to reflect any changes in the position's duties and responsibilities. All employees are expected to help ensure that their job descriptions are accurate and current, reflecting the work being done.

Job descriptions do not necessarily cover every task or duty that might be assigned, and additional responsibilities may be assigned as necessary. Employees may contact their Department Head, if they have any questions or concerns about their job description. Job descriptions will be kept in the Town Manager's Office once approved by the Town Council.

214 Medical Information Privacy

This Medical Information Privacy policy describes how health information about employees may be used and disclosed by the Town of Albion and how employees may obtain access to this information. The Town of Albion is committed to maintaining and protecting the confidentiality of our employees' personal information in compliance with the Health Insurance Portability and Accountability Act (HIPAA). The Clerk-Treasurer is the designated Privacy Officer for all employee medical information.

This policy of privacy practices applies to the health plans of the Town of Albion that are covered by privacy regulations, for example health benefit plans, dental plans, vision plans, and life insurance plans, (collectively referred to as the Benefit Plans). The Benefit Plans are required by federal and state law to protect the privacy of employees' individually identifiable health information and other personal information and to provide employees with notice about their policies, safeguards, and practices. When the Benefit Plans use, or disclose employees' protected health information, the Benefit Plans are bound by the terms of this policy, or a revised policy, if applicable.

The Benefit Plans will not use employees' protected health information or disclose it to others without the employees' authorization, except for the following purposes:

Treatment - The Benefit Plans may disclose an employee's protected health information, or an employee's covered dependents' protected health information, to a health care provider or administrator for its provision, coordination, or management of the employees' health care and related services. For example, prior to providing a health service to an employee, the employee's doctor may ask for information concerning whether and when the service was previously provided to the employee. The Benefit Plans may use and disclose an employee's protected health information for treatment activities of a health care provider.

Payment - The Benefit Plans may use and disclose an employee's protected health information to facilitate payment of premiums for an employee's coverage, and to determine and fulfill their responsibility to provide an employee's medical, dental, vision, and life insurance benefits. For example, an employee's protected health information may be used to make coverage determinations, administer claims, and coordinate benefits with other coverage employees may have. The Benefit Plans may also disclose an employee's protected health information to a health plan or administrator to determine an employee's eligibility for coverage, or for the health care provider to obtain payment for health care services provided to the employee.

Health Care Operations - The Benefit Plans may use and disclose an employee's protected health information for their health care operations, or the health care operations of a third-party administrator of the Benefit Plans. For example, the Benefit Plans may use protected health information to conduct quality assessment and improvement activities. Other health care operations may include providing appointment reminders, or sending an employee's information about treatment alternatives or other health-related benefits and services. The Benefit Plans also may disclose an employee's protected health information to another health plan or provider that has a relationship with an employee, so that it may conduct quality assessment and improvement activities (for example, to perform case management).

Disclosure to Employer or Operating Company - The Benefit Plans may disclose an employee's protected health information to the Town of Albion, or to a company acting on the behalf of the Town of Albion, so that it may monitor, audit, and otherwise administer the employee health benefit plan in which employees participate. The Town of Albion and its operating companies are not permitted to use protected health information for any purpose other than administration of an employee's health, dental, vision, and life

insurance benefits. The Benefit Plans will not disclose protected health information to the Town of Albion for the purposes of employment-related actions or decisions, or in connection with any other benefit or employee benefit plan. The Benefit Plans will identify employees who are authorized to receive and use protected health information.

Disclosure to Health Care Vendors and Accreditation Organizations - The Benefit Plans may disclose an employee's protected health information to companies with whom they contract, if they need it to perform requested services. For example, the Benefit Plans may provide protected health information to vendors who provide important information and guidance to plan members with chronic conditions such as diabetes and asthma. Protected health information may be disclosed to accreditation organizations such as the National Committee for Quality Assurance (NCQA) for quality measurement purposes. When the Benefit Plans enter into these arrangements, they will obtain a written agreement to protect an employee's protected health information.

Public Health Activities - The Benefit Plans may disclose an employee's protected health information for the following public health activities and purposes: 1) to report health information to public health authorities that are authorized by law to receive such information for the purpose of controlling disease, injury, or disability; 2) to report child abuse or neglect to a government authority that is authorized by law to receive such reports; 3) to report information about a product or activity that is regulated by the U.S. Food and Drug Administration (FDA) to a person responsible for the quality, safety, or effectiveness of the product or activity; and, 4) to alert a person who may have been exposed to a communicable disease, if the Benefit Plans are authorized by law to give this notice.

Health Oversight Activities - The Benefit Plans may disclose an employee's protected health information to a government agency that is legally responsible for oversight of the health care system or for ensuring compliance with the rules of government benefit programs, such as Medicare or Medicaid, or other regulatory programs that need health information to determine compliance.

For Research - The Benefit Plans may disclose an employee's protected health information for medical research purposes, subject to strict legal restrictions.

To Comply with the Law - The Benefit Plans may use and disclose an employee's protected health information to comply with the law.

Judicial and Administrative Proceedings - The Benefit Plans may disclose an employee's protected health information in a judicial or administrative proceeding, or in response to a legal order.

Law Enforcement Officials - The Benefit Plans may disclose an employee's protected health information to the police or other law enforcement officials, as required by law or in compliance with a court order or other process authorized by law.

Health or Safety - The Benefit Plans may disclose an employee's protected health information to prevent or lessen a serious and imminent threat to employees' health or safety, or the health and safety of the general public.

Government Functions - The Benefit Plans may disclose an employee's protected health information to various departments of the government such as the U.S. Military, or the U.S. Department of State.

Workers' Compensation - The Benefit Plans may disclose an employee's protected health information when necessary to comply with workers' compensation laws.

Other - The Benefit Plans may disclose an employee's protected health information when necessary to file claims with re-insurers or stop-loss carriers, or to obtain coverage with re-insurers or stop-loss carriers. The Benefit Plans may also disclose an employee's protected health information to subrogation vendors to recoup payments made by the Benefit Plans that were reimbursed by other insurance arrangements.

Uses and Disclosures with Employees' Written Authorization - The Benefit Plans will not use or disclose an employee's protected health information for any purpose other than the purposes described in this policy without the employees' written authorization. For example, the Benefit Plans will not supply protected health information to another company for its marketing purposes or to a potential employer with whom an employee is seeking employment without the employee's signed authorization. Employees may revoke an authorization that has previously been given by sending a written request to the Clerk-Treasurer, but not with respect to any actions the Benefit Plans have already taken.

Employees may request restrictions on the use and disclosure of the employee's protected health information for the treatment, payment, and health care operations purposes explained in this policy. While the Benefit Plans will consider all requests for restrictions carefully, the Benefit Plans are not required to agree to a requested restriction.

Employees may ask to receive communications of their protected health information from the Benefit Plans by alternative means of communication, or at alternative locations. While the Benefit Plans will consider reasonable requests carefully, they are not required to agree to all requests.

Employees may ask to inspect or to obtain a copy of their protected health information that is included in certain records the Benefit Plans maintain. Under limited circumstances, the Benefit Plans may deny employees access to a portion of their records. If employees request copies, the Benefit Plans may charge employees copying and mailing costs.

Employees have the right to ask the Benefit Plans to amend protected health information that is contained in the Benefit Plans records. If the Benefit Plans determine that the record is inaccurate, and the law permits the Benefit Plans to amend it, the Benefit Plans will correct it. If the employee's doctor or another person created the information that the employee wants to change, the employees should ask that person to amend the information.

Upon written request, employees may obtain an accounting of disclosures the Benefit Plans have made of their protected health information. The accounting that the Benefit Plans provide will not include disclosures made before April 14, 2003, disclosures made for treatment, payment or health care operations, disclosures made earlier than six years before the date of the request, and certain other disclosures that are exempted by law. If employees request an accounting more than once during any 12-month period, the Benefit Plans may charge those employees a reasonable fee for each accounting statement after the first one.

Employees may contact the Clerk-Treasurer to obtain a paper copy of this policy, even if the employees previously agreed to receive notices electronically. Employees must also contact the Clerk-Treasurer, if they wish to make any of the requests listed above.

If employees want additional information about privacy rights, do not understand their privacy rights, are concerned that the Benefit Plans have violated their privacy rights, or disagree with a decision that the Benefit Plans made about access to protected health information, they may contact the Clerk-Treasurer. Employees may also file written complaints with the Secretary of the U.S. Department of Health and Human Services. The Town of Albion will not take any action against employees if they file a complaint.

The Town of Albion may change the terms of this policy at any time. If the Town of Albion changes this policy, the Town may make the new policy terms effective for all protected health information that the Benefit Plans maintain, including any information the Benefit Plans created or received before the Town of Albion issued the new policy. If the Town of Albion makes any changes to the Medical Information Privacy policy, notice of the changes will be provided to employees.

216 Social Security Number Policy

To protect an employee's personal information, the Town of Albion prohibits the use of employees' Social Security numbers for identification purposes, except as allowed by both federal and state laws. The Town of Albion will not:

- Publicly post or publicly display in any manner an employee's Social Security number. "Publicly post" or "publicly display" means to intentionally communicate or otherwise make available to the general public.
- Print an employee's Social Security number on any card required for the employee to access products or services provided by the Town of Albion.
- Require an employee to transmit his or her Social Security number over the Internet, unless the connection is secure or the Social Security number is encrypted.
- Require an employee to use his or her Social Security number to access an Internet website, unless a password or unique personal identification number or another authentication device is also required to access the Internet website.
- Print an employee's Social Security number on any materials that are mailed to the employee, unless law requires the Social Security number to be on the document to be mailed.

However, Social Security numbers may be included in applications and forms sent by mail, including documents sent as part of an application or enrollment process; or to establish, amend, or terminate an account, contract, or policy; or to confirm the accuracy of the Social Security number. In all instances, the Town of Albion will follow all applicable federal and state laws.

In instances where the Town of Albion previously used an employee's Social Security number in a manner inconsistent with this policy, it will continue using that employee's Social Security number in that manner, if all of the following conditions are met:

- The use of the Social Security number is continuous. If the use is stopped for any reason, the conditions listed above will apply.
- The employee is provided an annual disclosure that informs the employee that he or she has the right to stop the use of his or her Social Security number in a manner prohibited by those conditions listed above.

A written request by an employee to stop the use of his or her Social Security number in a prohibited manner will be implemented within 30-days of the receipt of the request. There will be no fee or charge for implementing the request. The Town of Albion will not deny services to an employee because the employee makes a written request to stop the use of his or her Social Security number.

The Town of Albion will continue to collect, use, or release Social Security numbers as required by federal or state law, and may use Social Security numbers for internal verification or administrative purposes.

Employees who have questions about this policy or who feel that their Social Security number has been

used inappropriately should contact the Clerk-Treasurer.

EMPLOYEE BENEFIT PROGRAMS

301 Employee Benefits

Eligible employees at the Town of Albion are provided a wide range of benefits. A number of the programs cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Department Heads' may identify the programs for which employees are eligible. Details of many of these programs may be found elsewhere in the employee handbook.

The following benefit programs are available to eligible employees:

- Benefit Continuation at Termination (COBRA)
- Bereavement Leave
- Education/Career Development
- Family and Medical Leave Act (FMLA)
- Health Insurance
- Holidays
- Indiana Family Military Leave
- Jury Duty Leave
- Life/AD&D Insurance
- Military Leave
- Personal Days
- Personal Leave
- Public Employee Retirement Fund (PERF)
- Sick Leave Benefits
- Short-Term Disability
- Time Off to Vote
- Uniform, Clothing, and Safety Equipment Allowances
- Vacation Benefits
- Witness Duty Leave

Most of the benefit programs require contributions from the employee, but some are fully paid by the Town of Albion.

302 Vacation Benefits

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in the following employment classification(s) are eligible to earn and use vacation time as described in this policy:

- Regular full-time employees

The amount of paid vacation time employees receives each year increases with the length of their employment as shown in the following schedule:

- After one full year of employment = 1 week
- After two full years of employment = 2 weeks
- After seven full years of employment = 3 weeks
- After 13 full years of employment = 4 weeks
- After 20 or more years of employment = 5 weeks

Any employee who voluntarily terminates and is in good standing with the Town of Albion, shall be entitled to be paid for any unused earned vacation days at the time of the employee's departure, provided the employee has been employed by the Town of Albion at least one full year. Days are "earned" upon reaching the employment anniversary date and not prorated during the year.

Only two consecutive weeks of vacation may be taken at any one time and all scheduling of vacation shall be subject to approval by a Department Head. Employees may utilize vacation time in hourly increments.

Employees will not be permitted to accumulate vacation days from one year to the next. Vacation shall be utilized during the year for which it is designated unless, in the judgement of the Department Head, the employee is unable to take the vacation time in a timely manner because of the work load of the Town of Albion. Said employee must be allowed to take vacation when the work load slows down and not penalized for such. In such cases, the employee must take the vacation within 30-calendar days and the Department Head must immediately notify the Clerk-Treasurer's Office of the approval to extend vacation days. Payment for unused vacation days will occur on the payroll period of the extension rather than during the payroll associated with the employee's anniversary date.

There will be no advances on vacation time granted. The Town of Albion will pay any employee for unused vacation days if said employee elects to receive pay rather than take time off work. Payment will be made during the pay period in which the employment anniversary falls. The total amount of vacation days eligible for payment shall not exceed five accumulated days.

303 Personal Days

All full-time employees shall be entitled to 24-hours of personal leave during a one-year period – from January 1 through December 31. Personal leave for a newly hired full-time employee will be granted after the first 90-days of employment with the Town of Albion. Personal leave may be used in one-hour increments, subject to approval by the Department Head. To schedule planned personal days, an employee should request advance approval from their Department Head. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

Personal leave will not be accumulative and must be used within the calendar year. Upon termination of employment unused personal days will be forfeited. Personal days are paid at the employee's base pay rate at the time of absence. It does not include overtime, or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

305 Holidays

The Town of Albion may grant holiday time off to employees on the holidays listed below:

- New Year's Day (January 1)
- President's Day (third Monday in February)

- Good Friday (Friday preceding Easter Sunday)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Columbus Day (second Monday in October)
- Veteran's Day (November 11th)
- Thanksgiving Day (fourth Thursday in November)
- Day After Thanksgiving (fourth Friday in November)
- Christmas Eve (December 24)
- Christmas Day (December 25)

Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. Eligible employee classification(s):

- Regular full-time employees

A recognized holiday that falls on a Saturday may be observed on the preceding Friday. A recognized holiday that falls on a Sunday may be observed on the following Monday. When Christmas Eve day, or Christmas day falls on a Saturday, or Sunday, the Town of Albion will designate either the preceding Friday, or following Monday as the official holiday. If a recognized holiday falls during an eligible employee's paid time off absence, holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

To be eligible to receive holiday pay, the employee must be present the working day preceding the paid holiday and the first working day following the paid holiday, or have an excused paid absence.

If eligible nonexempt employees work on a recognized holiday, they will receive holiday pay plus wages at their time and one-half rate for the hours worked on the holiday. Paid time off for holidays will be counted as hours worked for the purposes of determining overtime.

Police Officers

If a holiday falls on the Officer's scheduled day to work, the Officer has the option of getting an additional day's pay or the day off, with pay. If a holiday falls on the Officer's scheduled day off, the officer will receive an additional day's pay.

306 Workers' Compensation Insurance

The Town of Albion provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable federal and state legal requirements, workers' compensation insurance may provide benefits after a short waiting period or, if the employee is hospitalized, immediately.

An employee who is medically disabled on the job shall receive their normal rate of pay for up to five days of their regularly scheduled work period, provided that a physician, acceptable to the Town of Albion, certifies that the employee is unable to work. This five-day period shall not be charged against the employee's sick leave account.

An employee who sustains work-related injuries or illnesses must inform his or her Department Head, and the Clerk-Treasurer immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible. At the time the injury occurs, the need to see a doctor will be determined. Within 72-hours of the incident report being submitted, a Worker's Compensation Insurance form must be completed by the involved employee, or if necessary, by the Department Head. A person assigned by the Department Head may help the employee in the completion of the appropriate medical insurance and/or Worker's Compensation forms. The Town of Albion may select the physician and/or facility seeing all workplace injuries and in accordance with state laws. Reports of injury are necessary to comply with federal and state laws and initiate insurance and workers' compensation benefits. Failure to notify a Department Head, and the Clerk-Treasurer about a work-related injury or illness immediately may result in an employee losing workers' compensation benefits with regards to that particular injury or illness. In addition, disciplinary action up to and including termination of employment may be initiated when failing to report an injury.

Any employee injured on the job, who must leave the worksite, may be subject to a drug and alcohol test. Refusal to submit or positive results may result in disciplinary action, up to and including termination of employment. Refer to Policy #702 – Drugs and Alcohol Use/Testing for additional information.

The Town of Albion maintains an aggressive return-to-work program. Following an appointment with a physician, the physician will communicate to the Clerk-Treasurer's Office any restrictions the employee may have as a result of the injury or illness. Department Heads will determine what accommodations may be made to assign the employee to restricted work duty. If no work is available to satisfy the restrictions, the Clerk-Treasurer's Office will maintain close communications between the employee and physician to ensure proper and timely treatment for the injury or illness. The Town of Albion will return the employee to work as soon as he or she is either released with restrictions that may be accommodated by the Town of Albion or fully released, whichever comes first. The employee must be accompanied by a physician's release upon return to work. An employee who is on workers' compensation disability leave and does not return to work immediately following release from the health care provider will be considered to have voluntarily terminated employment as of the date of the release.

An employee who is self-employed or accepts other employment or works for any other current employer during a workers' compensation disability leave must report such work immediately to the Clerk-Treasurer's Office. An employee who works in one of the above capacities at any time during his or her workers' compensation disability leave performing work of a like or similar character or exertion as that which the employee performed for the Town of Albion may be considered to have terminated his or her employment as the date such employment began.

Employees may not benefit from the disability any greater than they would have during normal work conditions. Medical, dental, vision, and life insurance premiums will continue to be paid as arranged prior to the injury or illness. The Town of Albion will pay 100% of these claims and then seek reimbursement from the employee for their portion of the premiums upon their return to work.

If appropriate the Town of Albion will follow all other federal and state employment-related policies that run concurrent with workers' compensation guidelines, such as FMLA, ADAAA, etc. Specific questions relating to workers' compensation should be directed to the Clerk-Treasurer's Office.

307 Sick Leave Benefits

The Town of Albion provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries. Sick leave benefits are intended solely to provide income protection in the event of illness or injury, to attend to required medical examinations for medical, psychological, dental, and optical conditions of the employee or immediate family member of the employee, as defined as any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

Eligible employee classification(s):

- Regular full-time employees

Accrual of available sick leave shall occur as follows:

- Six days of sick leave after the first full year of employment, and one-half additional day for each month thereafter.

Paid sick leave may be used in minimum increments of one hour. An eligible employee may only use sick leave benefits for an absence due to his or her own illness or injury, and that of a qualifying household member.

Employees who are unable to report to work due to illness or injury should notify their Department Head before the scheduled start of their workday, if possible. The Department Head must also be contacted on each additional day of an absence.

Unused sick leave may be accumulated from year to year. A maximum of 60-days may be accumulated and, upon retirement, the Town of Albion will pay \$50 for each accumulated day. Upon termination of employment sick leave benefits be forfeited.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include overtime, or any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

Sick Leave Donation Bank

A full-time employee on approved personal leave (refer to Policy #600 – Personal Leave) is eligible to receive a maximum of 60 donated sick days from other full-time employees. To become eligible for donated sick days, the employee must have exhausted all accrued paid time, including sick days, compensatory time, vacation days, and personal days. The Department Head of the affected employee, along with the Town Council President, Clerk-Treasurer and Town Manager, are authorized to oversee the transfer and use of sick day leave.

308 Time Off to Vote

The Town of Albion encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. If nonexempt employees are unable to vote in an election during their nonworking hours, the Town of Albion may grant unpaid time off to vote.

Employees should request time off to vote from their Department Head at least two working days prior to the Election Day. Advance notice is required so that the necessary time off may be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule.

309 Bereavement Leave

Employees who wish to take time off due to the death of an immediate family member should notify their Department Head immediately.

At the discretion of the Town Council, up to 24-hours, or 30-hours depending upon the employee's normal work schedule, of paid bereavement leave may be provided to eligible employees in the following classification(s):

- Regular full-time employees

Immediate family shall be limited to a spouse, child, sibling, parent, in laws, niece, nephew, grandparent, grandchild, brother-in-law, or sister-in-law (step relatives are to be included). Employees shall be granted up to eight hours of paid leave to attend the funeral of aunts, uncles, or first cousins. Any other absence in connection with funerals of other relatives, or friends, may be excused without pay at the discretion of a Department Head. For the purposes of this provision, a day equals the number of hours the employee would regularly have been scheduled to work on the day of the absence.

Sick leave, personal leave, or vacation time may be utilized upon approval by a Department Head, if, in the judgement of the Department Head, additional time off is warranted and providing the employee has sick leave, personal leave or vacation time accumulated.

311 Jury Duty

The Town of Albion encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employee classifications that qualify for jury duty leave are:

- Regular full-time employees

Employees who are required to serve jury duty may be paid their normal wage during the period they are absent from work, provided that any amount they are paid for jury duty will be refunded to the Town, not including any amount they are reimbursed for travel expenses.

Employees must show the jury duty summons to their Department Head as soon as possible so that the Department Head may make arrangements to accommodate the absence. Of course, employees are expected to report for work whenever the court schedule permits.

Either the Town of Albion or the employee may request an excuse from jury duty if, in the Town of Albion's judgment, the employee's absence would create serious operational difficulties.

The Town of Albion will continue to provide health insurance benefits while the employee is on jury duty. All paid time off benefits will continue to accrue during a jury duty leave.

312 Witness Duty

The Town of Albion encourages employees to appear in court for witness duty when subpoenaed to do so.

If employees have been subpoenaed or otherwise requested to testify as witnesses by the Town of Albion, they will receive paid time off for the entire period of witness duty. Any employee who is called to testify in court on work-related matters will be paid his or her normal rate of pay for the time expended.

An employee will be granted unpaid time off to appear in court as a witness when requested by a party other than the Town of Albion. Employees are free to use any available vacation or personal days to receive compensation for the period of this absence.

The subpoena should be shown to the employee's Department Head immediately after it is received so that operating requirements may be adjusted, where necessary, to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.

313 Benefits Continuation (COBRA)

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage including medical, dental and vision, if applicable, under the Town of Albion's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

The Town of Albion provides through a third-party administrator each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the Town of Albion's health insurance plan. The notice contains important information about the employee's rights and obligations, as well as the cost of benefits, under COBRA.

Contact the Clerk-Treasurer's Office for additional information regarding COBRA.

314 Genetic Information Nondiscrimination Act (GINA)

The Town of Albion follows all federal and state laws with regards to the Genetic Information Nondiscrimination Act (GINA). The Town of Albion may not use genetic information or genetic testing in furtherance of a workplace wellness program unless certain requirements are met. The Town of Albion is not prohibited from requesting or requiring genetic information for genetic monitoring of the biological effects of toxic substances in the workplace if certain requirements are met. The Town of Albion will treat genetic testing information consistent with the requirements of all other federal and state laws.

For additional information on GINA contact the Clerk-Treasurer's Office.

315 Education and Career Development

A workforce that is skilled, trained and educated, best performs the functions and services offered by the Town of Albion and its employees. The Town of Albion encourages its employees to take part in courses, seminars and programs that offer training and education and are endorsed by the Department Head, Town Manager, and/or Town Council. The Town of Albion will pay for all pre-approved courses, including books and tuition.

Employees who wish to attend seminars, meetings or programs that are directly related to their essential duties and responsibilities may do so with the permission of the Department Head and must give their Supervisor 14-days written notice of their wish to attend. The employee must also provide the Supervisor with information about time, location and relevant gains to be obtained from attending the functions. It is the responsibility of the Department Head to submit that request to the Town Council. The Town of Albion may reimburse any travel expenses that are incurred for such training that is approved.

Upon an employee's return to work they are required to provide a brief written report to their Department Head on what was learned at the educational event. Employees will be entitled only to regular pay while attending approved seminars, meetings, or programs. Overnight stay will be permitted if the trip exceeds 50 miles one-way, unless otherwise approved by the Town Council.

316 Health Insurance

The Town of Albion's health insurance plan provides employees and their dependents access to medical, dental, prescription drug and vision insurance benefits. Employees in the following employment classifications may be eligible to participate in the health insurance plan:

- Regular full-time employees
- Regular part-time employees who work at least 30 hours per week in accordance with the guidelines and eligibility requirements of the Patient Protection and Affordable Care Act (PPACA).

Eligible employees may participate in the health insurance plan subject to the terms and conditions of the agreement between the Town of Albion and the insurance carrier.

Details of the health insurance plan are described in the Summary of Benefits and Coverage (SBC). An SBC and information on the cost of coverage will be provided in advance of enrollment to eligible employees. Contact the Clerk-Treasurer's Office for additional information about health insurance benefits.

317 Life/AD&D Insurance

Life/AD&D insurance offers an employee and their family important financial protection. The Town of Albion provides a basic life/AD&D insurance plan for eligible employees. Employees in the following employment classifications are eligible to participate in the life/AD&D insurance plan:

- Regular full-time employees

Eligible employees may participate in the life/AD&D insurance plan subject to the terms and conditions of the agreement between the Town of Albion and the insurance carrier.

Details of the basic life and disability insurance plan including benefit amounts are described in the Summary Plan Description (SPD) provided to eligible employees. Contact the Clerk-Treasurer's Office for additional information about life/AD&D insurance plan benefits.

318 Short-Term Disability

Short-term disability offers you and your family important financial protection. The Town of Albion

provides access to short-term disability to eligible employees. Employees in the following employment classifications are eligible to participate in the short-term disability plan:

- Regular full-time employees

Eligible employees may participate in the short-term disability plan subject to all terms and conditions of the agreement between the Town of Albion and the insurance carrier.

Details of the short-term disability plan including benefit amounts are described in the Summary Plan Description (SPD) provided to eligible employees. Contact the Clerk-Treasurer's Office for additional information about short-term disability benefits.

320 Public Employees Retirement Fund (PERF)

Full-time employees who work in eligible covered jobs will be covered by the Public Employees Retirement Fund (PERF). The benefits, costs, and administration are determined by current PERF directives. Contact the Clerk-Treasurer's Office for additional details of the plan.

323 Clothing Allowances

One pair of work boots or safety shoes for all Utility and Park Department full-time employee may be purchased through a Town approved vendor, annually. The Town of Albion will pay the amount as established in the salary ordinance towards the purchase of the work boots or safety shoes and the employee shall be responsible for any costs exceeding those amounts as listed.

Police uniforms shall meet the standard operating procedures established for the Police Department. An annual clothing allowance of \$800 per Officer working full or part-time is permitted, subject to the discretion and approval of the Town Marshal following budget approval by the Town Council.

TIMEKEEPING/PAYROLL

401 Timekeeping

Accurately recording time worked is the responsibility of every employee. Federal and state laws require the Town of Albion to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

It is an employees' responsibility to sign his or her time record to certify the accuracy of all time recorded. The Department Head will review and then initial the time record before submitting it for payroll processing. If corrections or modifications are made to the time record, both the employee and the

Department Head must verify the accuracy of the changes by initialing the time record. The Clerk-Treasurer must sign each time record.

403 Paydays

The Town of Albion pays employees on a biweekly, monthly, quarterly, or annual basis, depending upon the employee's position. The typical calendar week is from 12:01 a.m. on Sunday through the following Saturday at 12:00 midnight. Employees may have pay directly deposited into their bank accounts if they provide advance written authorization. Employees will receive an itemized statement of wages when the Town makes direct deposits. Contact the Clerk-Treasurer's Office for additional information regarding paydays.

405 Employment Termination

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- Resignation - voluntary employment termination initiated by an employee.
- Discharge - involuntary employment termination initiated by the organization.
- Layoff - involuntary employment termination initiated by the organization for non-disciplinary reasons.
- Retirement - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

The Town of Albion may schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, and repayment of outstanding debts to the Town. Suggestions, complaints, and questions may also be voiced.

Since employment with the Town of Albion is based on mutual consent, both the employee and the Town of Albion have the right to terminate the employment-at-will relationship, with or without cause. Employee benefits will be affected by employment termination in the following manner: All accrued, vested benefits that are due and payable at termination will be paid according to policy. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

409 Administrative Pay Corrections

The Town of Albion takes all reasonable steps to ensure that employees receive the correct amount of pay and that employees are paid promptly on the scheduled payday.

If there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of his or her Department Head who will contact the Clerk-Treasurer's Office so that corrections may be made as quickly as possible.

410 Pay Deductions and Setoffs

The law requires that the Town of Albion make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. The Town of Albion also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social "Security "wage base." The Town of Albion matches the amount of Social Security taxes paid by each employee. Some Police Department employees do not pay into the Social Security "wage base" in accordance with federal laws.

The Town of Albion offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

Pay setoffs are pay deductions taken by the Town of Albion, usually to help pay off a debt or obligation to the Town of Albion or others.

Employees who have questions concerning why deductions were made from their paycheck or how they were calculated, should contact their Department Head, or the Clerk-Treasurer's Office.

WORK CONDITIONS & HOURS

501 Safety

To assist in providing a safe and healthful work environment for employees, citizens, and visitors, the Town of Albion has established a workplace safety program. This program is a top priority for the Town of Albion. Individual departments have responsibility for implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of all.

Each employee is expected to comply with occupational safety and health standards and all rules and regulations governed by the state, and orders issued relative to the Occupational Safety and Health Act (OSHA), which are applicable to his or her own actions.

All employees must wear the appropriate personal protective equipment (PPE) required to perform their job safely or while in certain designated areas of the work environment. If an employee is unsure what PPE he or she is required to wear at any given time they should ask a Department Head, or the Town Manager.

If an accident results in an injury, no matter how minor the injury may be, employees are required to report the incident to their Department Head, the Clerk-Treasurer, or the Town Manager. At the time the injury occurs, the need to see a doctor will be determined. All workplace injuries will be seen by a physician and/or facility selected by the Town of Albion and in accordance with state laws. Reports of injury are necessary to comply with both federal and state laws and initiate insurance and workers' compensation benefits. In the event that an employee does not report an accident or injury, there may be a delay in the benefits paid, including the possibility that medical bills will not be paid at all. Refer to Policy #306 – Worker's Compensation Insurance for additional information.

Any employee injured on the job, may be subject to a drug and alcohol test. Refusal to submit or positive results may result in disciplinary action, up to and including termination of employment. Refer to Policy #702 – Drugs and Alcohol Use/Testing for additional information.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to discuss them with their Department Head, or with the Town Manager. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports may be made without fear of reprisal.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate Department Head. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report, or remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

504 Use of Phone and Mail Systems

Personal use of the telephone for long-distance and toll calls is not permitted. Employees should practice discretion when making local personal calls and may be required to reimburse the Town for any charges resulting from their personal use of the telephone or fax machine.

The use of the Town of Albion's paid postage for personal incoming or outgoing correspondence is not permitted.

To ensure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner. Confirm information received from the caller, and hang up only after the caller has done so.

505 Non-Smoking

In keeping with Indiana state law and the Town of Albion's intent to provide a safe and healthful work environment, smoking, e-cigarettes, chewing tobacco and other tobacco product use is not permitted in the workplace, or in a Town vehicle except in those locations that have been specifically designated as smoking areas. In situations where the preferences of smokers and nonsmokers are in direct conflict, the preferences of nonsmokers will prevail.

This policy applies equally to all employees, citizens, and visitors.

507 Overtime/Compensatory Time/Flex-Time

When operating requirements or other needs cannot be met during regular working hours, employees will be given the opportunity for overtime work assignments. All overtime work must receive the Department Head's prior authorization and approval. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation may be paid to nonexempt employees in accordance with federal and state wage and hour restrictions; any time worked over 40-hours in a standard work week for nonexempt employees. Overtime pay is based on actual hours worked. An employee's time off while using vacation and holidays only will be considered hours worked for purposes of performing overtime calculations.

In lieu of paying overtime to eligible employees, the Town of Albion may recognize the use of "compensatory time" for nonexempt employees. "Compensatory time" will be paid at one and one-half hours worked over 40-hours in a standard work week. Department Heads will keep verifiable records of overtime worked which will include the date, hours worked, reason for the overtime and a record of "compensatory time" used. Employees must request the use of "compensatory time" from their

Department Head. Employees will be permitted to use compensatory time off as long as the use of compensatory time does not “unduly disrupt” the operation of the Town.

All “compensatory time” must be used during the year in which it was earned and may not be carried over from year to year. Employees will be paid out for any unused “compensatory time” at the end of the calendar year. Upon termination of employment, employees will be paid for all accrued, but unused compensatory time in accordance with the standards set forth in the Fair Labor Standards Act (FLSA).

Eligible employees will receive compensation based on their regular pay rate in effect when the compensatory time off is actually taken. The Town of Albion may also elect to apply earned compensatory time off to hours missed due to a personal leave of absence, short workweeks, layoffs, and medical leaves, if not covered by paid sick leave, personal days, or vacation time. In periods of slow work, it may be necessary to schedule time off, to which earned compensatory time will be applied.

Police Department Employees

Police Officers are required to provide protection 24-hours a day, seven days per week. In light of the special responsibilities that the Police Department has in providing continuous, uninterrupted service, special policies apply to the methods in which overtime is provided.

Full-time Police Officers of the Police Department who are engaged in law enforcement activities will be compensated in accordance with the Section 7(k) partial overtime pay exemption of the Fair Labor Standards Act (FLSA). In conjunction with the use of Section 7(k), the Town of Albion further adopts the use of a 14-day “work period” for the purposes of determining compensation for overtime hours worked. Based upon the forgoing, the annual base pay rate for full-time employees of the Police Department as set forth in the Town of Albion’s annual salary ordinance constitutes straight-time compensation for all regularly scheduled hours of employment during each “work period.” Full-time Police Officers of the Police Department will be paid straight time compensation for up to 85.5 hours of regular employment during each “work period.” Overtime pay will be accrued for all time worked in excess of 85.5 hours during a “work period.” Overtime earned during a “work period” will be paid in the first regularly scheduled paycheck issued subsequent to the “work period” in which the extra compensation was earned.

Fire Department Employees

The responsibility and work schedule of employees of the Fire Department are dramatically different compared to those of other municipal departments. In light of the special demands placed on members of the Fire Department, certain special policies and procedures have been adopted to fairly address the needs of the department.

Some full-time employees of the Fire Department who are engaged in fire protection activities may be compensated in accordance with the Section 7(k) partial overtime pay exemption of the Fair Labor Standards Act (FLSA). In conjunction with the use of Section 7(k), the Town of Albion further adopts the use of a 14-day “work period” for the purposes of determining compensation for overtime hours worked. Based upon the forgoing, the annual base pay rate for full-time employees of the Fire Department as set forth in the Town of Albion’s annual salary ordinance constitutes straight-time compensation for all regularly scheduled hours of employment during each “work period.” All full-time employees of the Fire Department will be paid overtime pay at the rate of one and one-half times the regular rate for all hours worked in excess of 106. Overtime earned during a “work period” will be paid in the first regularly scheduled paycheck issued subsequent to the “work period” in which the extra compensation was earned.

Flex Time

Supervisors may grant flex-time in lieu of “compensatory time”, or overtime pay providing that the employee has not already worked 40-hours in one week. Flex-time is accrued as one hour of flex-time for every one hour of normal work performed over the standard eight hours in one normal workday.

508 Use of Equipment and Vehicles

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using Town property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Notify a Department Head if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. Department Heads may answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

It is expected that employees return all equipment and vehicles to the Town of Albion in a clean manner and in proper working condition. The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, may result in disciplinary action, up to and including termination of employment.

Each employee driver of the Town must at all times maintain a current valid Indiana Operator’s License. Any employee driver failing to maintain a current valid operator’s license will be prohibited from operating any motor vehicle while performing any duties on behalf of the Town.

Any employee driver whose operator’s license is suspended, revoked or otherwise invalid is immediately prohibited from operating any vehicle while performing that person’s duties on behalf of the Town. Each employee driver shall immediately notify his or her immediate Supervisor if his or her operator’s license has been suspended, revoked or become invalid in any way. Each employee driver is responsible for knowing the status of his or her operator’s license.

In order to ensure compliance with the foregoing requirements, each employee driver shall provide the Clerk-Treasurer and Town Manager a copy of his or her operator’s license and in January of each year, shall consent to a Driver’s License Record Check. It is the responsibility of the Clerk-Treasurer and Town Manager to obtain and review an Indiana Bureau of Motor Vehicles driver’s license abstract for all existing employee drivers in January of each year and more frequently if it is determined to be necessary.

Prior to obtaining the driver record of an employee driver, a written authorization will be obtained from that employee driver. Any time any of the above actions are taken, the employee driver will be provided with a Pre-Adverse Action Disclosure which includes a copy of the driver’s Driving History Report (MVR) and a copy of A Summary of Your Rights Under the Fair Credit Reporting Act. In addition, that employee driver will be given notice either orally; in writing or electronically that the action has been taken in an Adverse Action Notice.

Each employee driver is required to operate motor vehicles in a safe and legal manner whether on or off duty with the Town. This includes the use of seatbelts by all employee drivers and their passengers at all times required by law and compliance with any restrictions on the employee driver’s operator’s license. Any employee who is found guilty, determined to have committed, or had a bond forfeited for or in regard to an offense for which points may be charged under 140 IAC 1-4.5-10 shall immediately report

that fact to the Clerk-Treasurer and Town Manager. This requirement shall apply to all offenses described above regardless of whether the offense is committed while the employee driver is on or off duty with the Town.

Take-Home Vehicles

With the continued emphasis on community policing and reduction of crime in the Town of Albion, a take-home car program is available for full-time members of the Police to be used while on-duty and to and from his or her residence. Full-time Officers who live within a ten-mile radius of the Town limits have the opportunity to participate in the take-home vehicle program.

While operating the Police vehicle on duty, Officers are bound by provisions of all written directives to the operations of a departmentally owned vehicle. In addition to existing Police Department policy, Town ordinances, and state laws, and the guidelines set forth in this policy must be observed by all members of the Police Department. Officers will not operate any Police Department vehicle if they have been taking restrictive prescription medicine or are under the influence of any alcohol. (Refer to SOP 2-4.03 – 2-4.06)

The vehicle may be operated only by the assigned Officer, Police Reserves, or a mechanic. Vehicles will be permitted outside the limits upon approval from the Town Marshal or his or her designee. This includes any school or official business to be attended by Police Department members.

Officers must have their vehicle radio on, approved firearm, handcuffs, identification, and clip on badge at all times when operating the vehicle. Officers must assist with any incident or situation requiring immediate action (e.g., the giving of first aid, standing by a hazardous scene until other Officers arrive, or the commission of a felony or other serious offenses with due regard).

Officers must be dressed in an appropriate manner when operating the vehicle. Attire should be sensible in nature and not to cause embarrassment to the Police Department. Shirt and shoes must be worn at all times.

Officers are responsible for maintaining the entire vehicle in a clean condition and will ensure the vehicle receives preventative maintenance as schedule. The vehicle will be inspected every 30-days by the Town Marshal and an inspection form will be filled out and placed into the vehicle record. Vehicles must have preventative maintenance every 3,000 to 4,000 miles at the Police Department services center, and should be serviced, fueled, and washed during on-duty time. No overtime will be given for preventative maintenance, washing, or fueling of take-home vehicles. Any services work outside of preventative maintenance shall be made by a maintenance request and approved by the Town Marshal.

The sworn Police Officer is financially responsible for all negligent damages to the take-home vehicle while it is parked at the Officer's place of residence. Officers leaving Town for one week or more will secure the take-home vehicle at the Police Department.

If an Officer is suspended, it is the Town Marshal's responsibility to secure the vehicle at the Police station until the suspension is no longer in effect.

Officers are responsible for obtaining and maintaining the equipment and supplies required by written directives for the vehicle. An Officer may install additional equipment but, must not interfere with the operation of the air bag system. All equipment additions or modifications will be requested in writing and approved by the Town Marshal prior to installing the equipment in the vehicle.

If the vehicle must be taken out of service, the Town Marshal will be contacted and arrangements will be made for a commission to be used. The take-home vehicles may be taken away temporarily or permanently for failing any component of inspection or any violation of the Police Department.

The Town Marshal may reassign the use of an issued take-home vehicle on a temporary or permanent basis.

509 “On Call” Employees

An employee who is “on call” is required to be available to respond to the workplace in a timely manner. The definition of “on call” is being designated to be available to answer calls for his or her respective department during nonscheduled hours. Employees who are on an “on call” status may receive “on call” pay in accordance with the Town of Albion’s current salary ordinance.

If an employee is called to work during non-scheduled times, he or she will be paid for at least one hour of work if Town transportation is provided or two hours if the employee provides their own transportation. All work in excess of 40-hours will be paid at an overtime rate of time and a half, including unscheduled weekend work and Town designated holidays.

510 Emergency Closings

At times, emergencies such as severe weather, fires, power failures, or earthquakes, may disrupt Town operations. In extreme cases, these circumstances may require the closing of a work facility. In the event that such an emergency occurs during nonworking hours the Town will notify employees of the closing via text message.

When the decision to close is made AFTER the workday has begun, employees will receive official notification from their Department Head. In these situations, time off from scheduled work will be unpaid. When the decision to close is made BEFORE the workday has begun, time off from scheduled work will be unpaid. However, with a Department Heads approval, employees may use available vacation or personal days to cover the absence.

Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay.

512 Business Travel Expenses

Employees are entitled to reimbursement of meal, lodging, mileage, and air travel expenses while traveling on approved Town business. Spouses or family members who accompany an employee are not covered by the policy and are not entitled to any reimbursement expenses.

Employees whose travel plans have been approved are responsible for making their own travel arrangements or may ask for assistance from the Clerk-Treasurer’s Office.

When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives may be reimbursed by the Town of Albion. Employees are expected to limit expenses to reasonable amounts.

Expenses that may generally be reimbursed include the following:

- Air travel, if travel is more than 250 miles away. Expenses include parking fees, coach air fare and other relevant transportation expenses.
- Car rental fees for compact or mid-sized cars, or the lowest priced vehicle available. Employees should request the use of a Town vehicle before renting a car.

- Fares for shuttle or airport bus service, where available; costs of public transportation for other ground travel.
- Taxi fares, only when there is no less expensive alternative.
- Mileage costs for use of personal cars payable per the Town's Salary Ordinance, only when less expensive transportation is not available.
- Cost of standard accommodations in low to mid-priced hotels, or similar lodgings.
- Per diem of \$10 per meal, if the meal is not included in the seminar cost, and not more than three meals per day. Alcoholic beverages are not reimbursable. Employees must obtain an itemized receipt for all items purchased that they would like to have reimbursed by the Town of Albion.
- Charges for telephone calls, fax, and similar services required for business purposes.
- Charges for laundry and valet services, only on trips of five or more days. (Personal entertainment and personal care items are not reimbursed.)

Employees who are involved in an accident while traveling on business must promptly report the incident to their Department Head, the Clerk-Treasurer, or the Town Manager. Vehicles owned, leased, or rented by the Town of Albion may not be used for personal use.

When travel is completed, employees should submit completed travel expense reports within ten days to the Clerk-Treasurer's Office. Department Heads must review and sign all expense reports before submission for payment to the Clerk-Treasurer's Office. Reports must be accompanied by receipts for all individual expenses.

Employees should contact their Department Head for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues. Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, may be grounds for disciplinary action, up to and including termination of employment.

514 Visitors in the Workplace

To provide for the safety and security of employees and the facilities at the Town of Albion, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

Visitors are defined as persons at a Town facility for social reasons or any purpose other than directly job related.

All visitors should enter at the main entrance of each facility. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

If an unauthorized individual is observed on the Town of Albion's premises, employees should immediately notify their Department Head, or if necessary, direct the individual to the closest exit.

515 Social Media

Social media are defined as media designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques. Generally, these guidelines set forth in this social media policy should be applied to any online medium where information may reflect back on the image

of the Town of Albion, employees, agents, or citizens. Examples include but are not limited to: blogs, LinkedIn, Twitter, Facebook, My Space, Plaxo, YouTube, Instagram, Wikipedia or other wikis, etc. Any comments that the Town of Albion employees may leave on others' blogs, or Facebook and MySpace pages, edits to wikis, responses to tweets, postings on message boards/forums, opinions on online polls or any product/services the Town of Albion employees may author are included in this policy.

All social media accounts, blogs, Web pages and related content carrying the Town of Albion brand identity are and will be owned and licensed by the Town of Albion, as appropriate. Personal accounts, blogs, Web pages and related content that do not carry the Town of Albion's brand identity may be owned, licensed and operated by any employee. If the Town of Albion is referenced in any media as approved by the Town Council, all social media guidelines must apply or employees may be subject to disciplinary action, up to and including termination of employment.

All employees should consider and follow the following guidelines when posting on social media sites:

- Do not post or link any materials that are threatening, intimidating, coercing, or otherwise interfering with the performance of coworkers, or citizens.
- Do not disclose information acquired in the course of one's work.
- When reposting or referencing a post on one of the Town's online sites, provide a link to the original post or story.
- When relevant, the employee should identify their affiliation with the Town and their area of concentration. This adds credibility to both the employee and the Town.
- Do respect the laws regarding copyrights, trademarks, rights of publicity and other third-party rights. To minimize the risk of a copyright violation, employees should provide references to the source(s) of information they use and accurately cite copyrighted works they identify in our online communications. Do not infringe on Town logos, brand names, taglines slogans, or other trademarks.
- If a negative post or comment is found online about the Town or an employee, try not to counter with another negative post. Remedy the situation through a positive action.
- If an employee publishes content to any website outside of the Town's official online presence (this may include Town websites as well as the Town's presence on third party sites) and it has something to do with subjects associated with the Town, consider a disclaimer such as this: "The postings are my own and do not necessarily represent the Town's positions, strategies or opinions."

As stated in Policy #517 – Internet Usage, all equipment, services, and technology provided to access the Internet remain at all times the property of the Town of Albion. As such, the Town of Albion reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems. In addition, employees should understand that all information transmitted via the Internet is not considered to be confidential in nature and employees should not expect privacy of any information transmitted. Employees are also required to provide the Town of Albion with all passwords used to access the Internet via Town equipment, services and technology, as requested by a Department Head, the Clerk-Treasurer, or the Town Manager.

While this policy is comprehensive, it is not all inclusive. Employees who are in violation of any portion of this policy may be subject to disciplinary action, up to and including termination of employment. Nothing in this policy shall be interpreted to prohibit or otherwise restrict concerted activities by employees that are protected by law.

Employees who have additional questions concerning the guidelines of social media and the Town should contact the Clerk-Treasurer, or the Town Manager.

516 Computer and Email Usage

Information Resources are provided by the Town of Albion to support the business of municipal government. The term, "Information Resources" includes all Town hardware, software, data, information, network, computing devices, phones, and other information technology. Employees must use care in protecting against unauthorized access, misuse, theft, damage, or unauthorized modification of Information Resources.

Computers, computer files, the email system, and software furnished to employees are the Town of Albion's property and intended for business use, not for personal use. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and email usage may be monitored.

The Town of Albion strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, the Town of Albion prohibits the use of computers and the email system in ways that are discriminatory, disruptive, obscene, threatening, harassing, intimidating, offensive to others, or harmful to morale. For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to:

- Ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for employees, citizens, or visitors.
- Copying, pirating or downloading software and electronic files without permission.
- Participating in the viewing or exchange of pornography or obscene materials.
- Attempting to break into the computer system of another organization or employee.
- Refusing to cooperate with a security investigation.
- Disclosing information acquired in the course of one's work.
- Sending or posting messages that disparage another organization's products or services while engaged in performing his or her work tasks from a Town's computer or mobile device.

The Town of Albion purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, neither the Town of Albion nor any employee has the right to reproduce such software for use on more than one computer. Employees may only use software on local area networks or on multiple machines according to the software license agreement. The Town of Albion prohibits the illegal duplication of software and its related documentation. Employees may not use any remote-control software or service on any internal or external host or systems not specifically approved by the Town of Albion.

Employees should be aware of the characteristics of spam and phishing messages and recognize and dispose of spam and phishing messages appropriately. Employees should never provide their login ID and/or password as a result of an email or phone solicitation unless they are completely certain it is from their agency or the Information Technology Officer. Employees should not risk a malware infection by navigating to links embedded in spam messages.

Employees should notify their Department Head, the Clerk-Treasurer, the Information Technology Officer, or the Town Manager upon learning of violations of this policy. Employees who violate this policy may be subject to disciplinary action, up to and including termination of employment. Nothing in

this policy shall be interpreted to prohibit or otherwise restrict concerted activities by employees that are protected by law.

517 Internet Usage

Internet access to global electronic information resources on the World Wide Web is provided by the Town of Albion to assist employees in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage. While Internet usage is intended for job-related activities, incidental and occasional brief personal use is permitted within reasonable limits.

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of the Town of Albion and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in Internet email messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided to access the Internet remain at all times the property of the Town of Albion. As such, the Town of Albion reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems. Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, color, religion, sex (pregnancy, gender identity, and sexual orientation, national origin, age (40 and over), disability, genetic information as referenced in the Genetic Information Nondiscrimination act (GINA), military service veteran status or any other characteristic protected by federal, state and local laws.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not obtained authorization for its use, it should not be put on the Internet. Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights. Internet users should take the necessary anti-virus precautions before downloading or copying any file from the Internet. All downloaded files are to be checked for viruses; all compressed files are to be checked before and after decompression. Employees may not bypass or attempt to bypass measures in place to protect information resources from security threats and inappropriate use. Employees may not disable software on computing devices designed to protect information resources. Employees may not use any remote-control software or service on any internal or external host or systems not specifically approved by agency management, the Information Technology Officer, and the Town Manager.

Abuse of the Internet access provided by the Town of Albion in violation of law or the Town of Albion policies may result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and may result in disciplinary action:

- Stealing, using, or disclosing someone else's code or password without authorization.
- Disclosing information acquired in the course of one's work.

- Violating copyright laws.
- Failing to observe licensing agreements.
- Engaging in unauthorized transactions that may incur a cost to the Town of Albion or initiate unwanted Internet services and transmissions.
- Jeopardizing the security of the Town of Albion's electronic communications systems.

While this policy is comprehensive, it is not all-inclusive. Employees who are in violation of any portion of this policy may be subject to disciplinary action, up to and including termination of employment. Nothing in this policy shall be interpreted to prohibit or otherwise restrict concerted activities by employees that are protected by law.

518 Workplace Monitoring

Workplace monitoring may be conducted by the Town of Albion to ensure quality control, employee safety, security, and citizen satisfaction.

Employees who regularly communicate with citizens may have their telephone conversations monitored or recorded. Telephone monitoring is used to identify and correct performance problems through targeted training. Improved job performance enhances our citizens' image of the Town of Albion as well as their satisfaction with our service.

Computers furnished to employees are the property of the Town of Albion. As such, computer usage and files may be monitored or accessed. Refer to Policy #516 – Computer and Email Usage and Policy #517 – Internet Usage for additional information.

The Town of Albion may conduct video surveillance of non-private workplace areas. Video monitoring is used to identify safety concerns, maintain quality control, detect theft and misconduct, and discourage or prevent acts of harassment and workplace violence.

Because the Town of Albion is sensitive to the legitimate privacy rights of employees, every effort may be made to guarantee that workplace monitoring is done in an ethical and respectful manner.

519 Speaking to the Media

The Town of Albion strives to anticipate and manage crisis situations in order to reduce disruption to our employees and to have met and to maintain our presence as a highly reputable municipality. To best serve these objectives, the Town of Albion will respond to the news media in a timely and professional manner only through the Town Manager, or other designated spokesperson.

For additional information on speaking to the media contact the Town Manager.

522 Workplace Violence Prevention

The Town of Albion is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, the Town of Albion has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during working hours or on its premises.

Employees should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and

other dangerous or hazardous devices or substances are prohibited within the facilities of the Town of Albion without proper authorization.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to a Department Head, or any other member of management. This includes threats by employees, as well as threats by citizens, vendors, solicitors, or other members of the public. When reporting a threat of violence, employees should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a Department Head, the Clerk-Treasurer, or the Town Manager. Employees should not place themselves in harm's way. If an employee sees or hears a commotion or disturbance near his or her workstation, they should not try to intercede or see what is happening.

The Town of Albion will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, the Town of Albion may suspend employees, either with or without pay, pending investigation. Refer to Policy #716 – Progressive Discipline for additional information.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines may be subject to prompt disciplinary action up to and including termination of employment.

The Town of Albion encourages employees to bring their disputes or differences with other employees to the attention of their Department Head, the Clerk-Treasurer, or the Town Manager before the situation escalates into potential violence. The Town of Albion is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

526 Mobile Device Usage

The Town of Albion may provide a mobile device allowance for some employees, as approved by the Town Council, where the urgency of communication requires the use of such device as a business tool. The allowance is provided to assist employees in communicating with management and other employees, their citizens, vendors, and others with whom they may conduct business.

As a representative of the Town of Albion, mobile device users are reminded that the regular business etiquette employed when speaking from office phones or in meetings applies to conversations conducted over a mobile device.

Generally, mobile devices should not be used while operating a motor vehicle. If an employee must use a mobile device, pull over to a safe location, stop the vehicle, and then use the device. This will minimize the risks inherent in using mobile devices while operating motor vehicles. Departments may establish policies restricting the possession and/or use of mobile devices in the workplace.

During work hours' employees are urged to keep their personal conversations, emailing, texting, or data access activities brief and kept to only urgent matters when approved by a Department Head, if used during work hours. Employees are required to conduct lengthy conversations, emailing, texting and or data access activities on their lunch breaks or during non-working hours. If mobile device usage, to include talking, emailing, texting, or data access usage is abused, the first infraction may result in a verbal warning. A second infraction may result in a written warning and a third or subsequent violation and

continued abuse may result in continued disciplinary action up to and including termination of employment.

Employees are required, as a respect to others in the workplace to keep the ringers on their personal devices in a silent mode. The Town of Albion reserves the right to ban all mobile device usage during working hours, if usage becomes problematic.

Text Messaging with a Town-Issued Device

The term text messaging includes all electronic messages, or graphics; whether sent by email, instant messaging, mobile device texting, or other similar technology utilizing a Town-issued mobile device.

The Town of Albion recognizes the benefits of text messaging for convenient, and expedient real-time business communications. These modes of communication have the potential to be abused, however, resulting in such problems as lost productivity, harassment, security concerns, and even possible legal liability. Town employees are strictly prohibited from transmitting messages with obscene, profane, lewd, derogatory, or potentially harassing/discriminatory content. Employees may not send messages that they know, or have reason to believe, may be false, or misleading.

Furthermore, any text messages sent using a Town issued device should not be considered private. The Town of Albion reserves the right to monitor all such messages. Employees should be aware that these messages are subject to disclosure to outside third parties. These parties include the court system and law enforcement agencies. Employees should report any known or suspected violations of this policy to management for investigation. Violations may result in disciplinary action up to and including termination of employment.

LEAVES OF ABSENCE

600 Personal Leave

The Town of Albion may provide leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill personal obligations. Employees in the following employment classification(s) may be eligible to request a personal leave as described in this policy:

A leave of absence may be granted for any reason that is deemed to be in the best interest of the Town of Albion or the employee. Examples include job-related education or medical needs not covered by the FMLA. Written requests must be submitted to a Department Head who must then submit the request to the Town Council for their approval.

A leave of absence shall not normally exceed six months, but in special circumstances, and with the approval of the Town Council, may be granted for a period of up to one year. Each case will be decided on an individual basis. All paid leave must be exhausted prior to taking a leave of absence.

During a leave of absence, an employee shall remain eligible for benefits. However, such benefits shall not accrue, for the duration of the personal leave. An employee may retain his or her insurance benefits through COBRA if the leave is greater than 90-days.

- Regular full-time employees

When a personal leave ends, every reasonable effort will be made to return the employee to the same position, if it is available, or to a similar available position for which the employee is qualified. However,

the Town of Albion cannot guarantee reinstatement in all cases. If an employee fails to report to work promptly at the expiration of the approved leave period, the Town of Albion will assume the employee has resigned. The Town of Albion will comply with state laws regarding the use of personal leave.

601 Family and Medical Leave

Under the Federal Family and Medical Leave Act of 1993, as amended (FMLA), an employee may be eligible for a period of job-protected unpaid leave if they meet the criteria set forth in the FMLA.

General Eligibility

To qualify for FMLA leave, an employee must be an employee of the Town of Albion, must have worked at the Town for at least 12-months, must have worked at least 1,250 hours (paid time off does not count towards the 1,250 hours) during the past 12-months.

Types and Duration of FMLA Leave

- **Basic FMLA Leave and Active Duty Leave**
An employee may be eligible for up to 12-weeks of unpaid leave in a rolling 12-month period for the following reasons:
 - the birth of a child and to care for such child or placement for adoption or foster care of a child;
 - to care for an immediate family member (spouse, child under 18 years old or 18 and over that is incapable of self-care, or parent) with a serious health condition;
 - because of a serious health condition which renders an employee unable to work; or
 - “Active Duty Leave,” defined as leave due to any qualifying exigency arising out of the fact that an employee’s spouse, son (of any age), daughter (of any age) or parent is a “covered military member”. “Covered military member” means a member of the Armed Forces or a member of the Reserves (including the National Guard or Reserves) who is on “covered active duty”, or has been notified of an impending call or order to covered active duty. For members of the Armed Forces, “covered active duty” means duty during deployment of the member with the Armed Forces to a foreign country. For members of the Reserves, “covered active duty” means duty during deployment of the member with the Armed Forces to a foreign country under a call or order to active duty in a contingency operation.
- **Military Caregiver Leave**
An employee also may take Military Caregiver Leave to care for a spouse, son (of any age), daughter (of any age), and parent or next of kin (i.e., closest living relative) who is a “covered service member”. A “covered service member” is (i) a current service member of the Armed Forces or Reserves, including the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness, or (ii) a veteran of the Armed Forces (including the National Guard and Reserves) who is discharged (other than dishonorably discharged) within the five year period before the eligible employee takes military caregiver leave to care for the veteran and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness. For a current service member, “serious injury or illness” means an injury or illness incurred or aggravated by the covered service member in the line of duty on active duty that may cause the service member to be medically unfit to perform the duties of his or her office, grade, rank, or rating. For a veteran, “serious injury or illness” means an injury or illness that rendered the veteran medically unfit to perform his or her military duties, or an injury or illness that qualifies the veteran for certain benefits from the Department of Veterans Affairs or substantially impairs the veteran’s ability to work, regardless of whether the injury or illness manifested before or after the individual became a veteran.

Eligible employees are entitled to a total of 26-weeks of unpaid Military Caregiver Leave during a single 12-month period. This single 12-month period begins on the first day an eligible employee takes Military Caregiver Leave and ends 12-months after that date.

The leave entitlement described in this paragraph applies on a per-covered service member, per-injury basis. However, no more than 26-weeks of leave may be taken within a single 12-month period by any covered employee. Even in circumstances where an employee takes other leave covered by the federal FMLA under the bullets in the basic FMLA Leave and Active Duty Leave section above, the combined leave may not exceed 26-weeks during that 12-month period.

Definitions

- A "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:
 - (a) in-patient care (*i.e.*, an overnight stay) in a hospital or other medical care facility (including any period of incapacitation or any subsequent treatment in connection with such in-patient care);
 - (b) a period of incapacitation of more than three consecutive full calendar days, and any subsequent treatment or period of incapacitation relating to the same condition that also involves (i) treatment two or more times by a health care provider or under the supervision of a health care provider within 30-days of the start of the incapacitation, or (ii) treatment by a health care provider on at least one occasion within seven days of the start of the incapacitation which results in a regimen of continuing treatment under the supervision of a health care provider;
 - (c) any period of incapacitation due to pregnancy, or for prenatal care;
 - (d) any period of incapacitation due to a chronic serious health condition requiring periodic visits of at least twice a year for treatment by a health care provider;
 - (e) a period of incapacitation which is permanent or long-term due to a condition for which treatment may not be effective, during which the employee (or family member) must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider; or
 - (f) any period of absence to receive multiple treatments by a health care provider or under the supervision of a health care provider, either for restorative surgery after an accident or other injury, or for a condition that will likely result in a period of incapacitation of more than three consecutive calendar days in the absence of medical intervention or treatment.
- A "qualifying exigency" refers to the following circumstances:
 - (a) Short-notice deployment: to address issues arising when the notification of a call or order to active duty is seven days or less;
 - (b) Military events and related activities: to attend official military events or family assistance programs or briefings;
 - (c) Childcare and school activities: for qualifying childcare and school-related reasons for a child, legal ward or stepchild of a covered military member;
 - (d) Care of the military member's parent: for certain activities related to the care of a covered military member's parent who is incapable of self-care, such as arranging for alternative care, providing care on a non-routine, urgent, immediate need basis, admitting or transferring a parent to a new care facility, and attending certain meetings with staff at a care facility, such as meetings with hospice or social service providers;
 - (e) Financial and legal arrangements: to make or update financial or legal affairs to address the absence of a covered military member;

- (f) Counseling: to attend counseling provided by someone other than a health care provider for oneself, for the covered military member, or child, legal ward, or stepchild of the covered military member;
- (g) Rest and recuperation: to spend up to 15-days for each period in which a covered military member is on a short-term rest leave during a period of deployment;
- (h) Post-deployment activities: to attend official ceremonies or programs sponsored by the military for up to 90-days after a covered military member's active duty terminates or to address issues arising from the death of a covered military member while on active duty;
- (i) Additional activities: for other events where the Town and the employee agree on the time and duration of the leave.

When Spouses Work Together

A husband and wife, when both are eligible for FMLA and both work at the Town, are eligible for either a combined 12-weeks of unpaid leave for the birth or placement of a child or to care for a parent who has a serious health condition. A husband and wife will be eligible for a combined 26-weeks of unpaid Military Caregiver Leave as discussed above. If the husband or wife taking Military Caregiver Leave also takes leave for the birth or placement of a child or to care for a parent who has a serious health condition, that leave also may count toward the 26-weeks of combined Military Caregiver Leave during a single 12-month period.

Notice of Need for FMLA Leave

If the leave is foreseeable (birth or placement, planned medical care, leave due to active duty of immediate family member), the employee must provide at least 30-day's advance notice. If circumstances prevent providing the 30-day's advance notice, then the employee should provide as much notice as possible.

If an employee fails to give the required notice for foreseeable leave with no reasonable excuse, the employee may be denied the taking of the leave until the employee provides adequate notice of need for the leave. Employees should make every reasonable effort to schedule medical treatments so as not to disrupt the ongoing operations of the department.

Intermittent FMLA Leave

Intermittent leave also may be available depending upon an employees' serious health condition or an employee's immediate family member's serious health condition. Intermittent or reduced schedule leave for the birth or placement of a child for adoption or foster care may be taken only with approval from the Town Council in writing. Military Caregiver Leave may be taken intermittently or on a reduced leave schedule when medically necessary. Intermittent or reduced leave may not exceed the total hours an employee would have worked during his or her regular 12-week schedule. If intermittent or reduced leave is approved, the Town of Albion may require the employee to schedule the leave so as not to unduly disrupt its operations, or the employee may be placed in an alternate position which better accommodates the intermittent leave schedule.

Employees taking intermittent leave must follow the Town of Albion's standard call-in procedures absent unusual circumstances.

Documentation Supporting FMLA Leave

An employee's reason for the leave must be covered under FMLA and they must provide a completed FMLA Certification of Health Care Provider Form supporting the need for the leave. A request for reasonable documentation of family relationship verifying the legitimacy of a FMLA leave may also be required.

The employee will have 15-days in which to return a completed certification form following receipt of the form from the Town of Albion. If the employee fails to provide timely certification after being required to do so, they may be denied the taking of the leave under the FMLA. If the certification form is incomplete or insufficient, an employee will be given written notification of the information needed and will have seven days after receiving such written notice to provide the necessary information.

If there is reason to doubt the validity of the medical certification, a second opinion, at the expense of the Town of Albion, related to the health condition may be required. If the original certification and the second opinion differ, a third opinion, at the expense of the Town of Albion, may be required. The opinion of the third health care provider, which the Town of Albion and the employee jointly select, will be the final and binding decision.

A request for Active Duty Leave must be supported by the Certification of Qualifying Exigency for Military Family Leave form as well as appropriate documentation, including the covered military member's active duty orders. A request for Military Caregiver Leave must be supported by the Certification for Serious Injury or Illness of Covered Service member form as well as any necessary supporting documentation.

Recertification

Under certain circumstances as provided by law, including (but not limited to) situations in which the need or nature of the approved leave changes, the Town of Albion may, in its sole discretion, require recertification of an employee's serious health condition.

Return to Work

If an employee's position is eliminated during their FMLA leave time, e.g. layoff, departmental restructuring, etc. the employee will not be entitled to return to his or her former or an equivalent position. Employee's whose FMLA leave was for their own personal medical condition must, prior to reinstatement, submit a medical certification to the Clerk-Treasurer as to their ability to return to work, subject to a second medical opinion as deemed necessary by the Town of Albion, or a third medical opinion as provided in the FMLA. Employees who do not return to work immediately following release from the health care provider as fully restored to perform all the essential functions of his or her position, will be considered to have voluntarily terminated employment as of the date of the release. Employment will be terminated if an employee is not able to return to work at the end of the FMLA. There may be exceptions to termination requirements under the Americans with Disabilities Act and its Amendments (ADAAA) and the Town of Albion will comply as appropriate.

Substitution of Paid Leave

Employees must substitute all accrued vacation, sick leave benefits, and personal days for unpaid FMLA leave. FMLA and any paid time off, run concurrently. The entire 12-week FMLA is not in addition to the paid leave, however, is any remaining portion after the paid leave time is subtracted. If an employee requires leave in excess of the weeks for which they are eligible, they will not be assured a position with the Town of Albion upon their return.

Benefits during FMLA Leave

During the approved FMLA leave, the employee's coverage under the Town of Albion's benefits will continue, but if the employee goes without pay, he or she must pay his or her share of health, dental, vision, and other-related insurance premiums, if applicable. It is the employees' responsibility to make arrangements with the Clerk-Treasurer's Office to pay his or her portion of the monthly benefit premiums during the unpaid period of absence. All other benefits will be suspended during the leave.

602 Indiana Military Family Leave

Under the Indiana Military Family Leave Act, eligible employees may be able to spend time with family members who have been called up for active duty in the military.

Eligibility

To be eligible for Indiana Military Family Leave, an employee must have been employed with the Town of Albion for at least 12-months and must have worked at least 1,500 hours during the 12-month period immediately preceding the leave.

The deployed family member must be either:

- A legal spouse as defined under IC 31-11-1;
- A child as defined as (1) a biological child, (2) adopted child, (3) foster child or (4) stepchild;
- A parent as defined as (1) a biological father or mother, (2) an adoptive father or mother, (3) a court appointed guardian or custodian, (4) a foster parent, or (5) a stepparent;
- A sibling defined as (1) a biological brother or sister, (2) an adoptive brother or sister, (3) a foster brother or sister, or (4) a stepbrother or stepsister;
- A grandparent as defined as (1) a biological grandparent, (2) an adoptive grandparent, (3) a foster grandparent, or (4) a step-grandparent.

Eligible employees are provided an unpaid leave of absence of up to ten working days (consecutive or non-consecutive) per year when the employee's family member, as defined above, who is a member of the U.S. Armed Forces, the U.S. Armed Forces Reserve Unit, or the Indiana Air or Army National Guard, is deployed for full-time military service on active duty orders for 89-days or longer. For purposes of this policy, a year will consist of a rolling calendar year looking back from the date the leave is scheduled to begin.

The Town of Albion will require employees to use or exhaust any accrued vacation, sick leave benefits, and personal days, prior to taking any unpaid time off for Indiana Military Family Leave. Accrued vacation, sick leave benefits, and personal days, taken under this policy will count toward, and not be in addition to, the ten working days of Indiana Military Family Leave. Requests by employees for an exception to this requirement must be made in writing to their Department Head, or the Clerk-Treasurer, or the Town Manager and must state the reason for requesting the exception.

Health care benefits in which the eligible employee participated before taking leave under this policy will be continued during the leave period under the same conditions. An eligible employee taking leave under this policy still will be required to pay the employee's portion of the health care or other-related insurance premiums normally withheld from the employee's paycheck.

Timing of Leave

An eligible employee may take up to a total of ten unpaid working days (consecutive or non-consecutive) of Indiana Military Family Leave during a year. The days may be taken during one or more of the following periods, but may not exceed ten days' total:

- During the 30-days before active duty orders are in effect;
- During a period in which the family member ordered to active duty is on leave while active duty orders are in effect; and/or
- During the 30-days after the active duty orders are terminated.

Notice of Intent to Take Leave

An eligible employee who wants to take an unpaid military family leave under this policy must request leave under the policy by providing written notice of the date the leave will begin, including a copy of the active duty orders if available, to the Clerk-Treasurer's Office. The notice must be given at least 30-days before the date on which the employee intends to take the leave, unless the active duty orders are issued less than 30-days before the date the requested leave is to begin. In that situation, notice should be provided as soon as possible after the active duty orders are issued.

Concurrent Leaves

To the extent an employee's Indiana Military Family Leave also qualifies for some other type of leave (such as FMLA); such leaves will run concurrently to the full extent allowed by law.

Additional detailed information about the Indiana Military Family Leave Act is available from the Clerk-Treasurer's Office.

603 Military Leave

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. Uniformed Services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

Employees will continue to receive full pay while on leave for 15-day training assignments and shorter absences. The portion of any military leaves of absence in excess of 15-days will be unpaid. However, employees may use any available vacation or personal time off for the absence.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible.

Benefit accruals, such as vacation, sick leave benefits, personal days, or holiday benefits, will be suspended during the leave, after the first 30-days and will resume upon the employee's return to active employment.

Employees on military leave for up to 30-days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Contact the Clerk-Treasurer's Office for additional information about military leave.

EMPLOYEE CONDUCT & DISCIPLINARY ACTION

701 Employee Conduct and Work Rules

To ensure orderly operations and provide the best possible work environment, the Town of Albion expects employees to follow rules of conduct that will protect the interests and safety of all employees and the Town.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property.
- Falsification of timekeeping records or any Town-related document or record.
- Working under the influence of alcohol or illegal drugs.
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment.
- Fighting or threatening violence in the workplace.
- Negligence or improper conduct leading to damage of Town-owned or citizen-owned property.
- Being insubordinate, threatening, intimidating, disrespectful, or assaulting a Department Head, coworker, citizen, or vendor.
- Violation of safety or health rules.
- Smoking in prohibited areas.
- Sexual or other unlawful or unwelcome harassment or discrimination.
- Unauthorized possession of dangerous materials, such as explosives or firearms, within the Town's facilities, unless otherwise authorized by the Town Council.
- Excessive documented tardiness or absenteeism.
- Entering or leaving the Town's facilities without permission.
- Unauthorized use of telephones, mail system, or other Town-owned equipment.
- Unauthorized disclosure of confidential information acquired in the course of one's work.
- Violation of personnel policies.
- Unsatisfactory performance or conduct.
- Fraudulently obtaining accident, sick benefits or workers' compensation benefits.

Employment with the Town of Albion is at the mutual consent of the Town of Albion and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice. Nothing in this policy shall be interpreted to prohibit or otherwise restrict concerted activities by employees that are protected by law.

702 Drug and Alcohol Use/Testing

It is the Town of Albion's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs.

While conducting business on behalf of the Town of Albion no employee may manufacture, distribute, dispense, possess, purchase, sell, use, or be under the influence of alcohol or illegal drugs or in possession of drug paraphernalia. In addition, the unauthorized use or possession of prescription drugs or over-the-

counter drugs is prohibited. Using or being under the influence of drugs or alcohol on the job may pose serious safety and health risks.

To help insure a safe and healthful working environment the Town of Albion may utilize a third-party to conduct drug and alcohol testing for the Town under any one of the following circumstances:

- Reasonable suspicion of current employees
- Medical examinations for applicants or current employees, if appropriate
- Post-accident of current employees in accordance with OSHA regulations
- Random testing in accordance with DOT guidelines
- Return-to-Duty for current employees

Employees may be asked to provide body substance samples, such as urine, blood, hair and/or saliva, to determine the illicit use of drugs and/or alcohol. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace. Employees who are taking prescription drugs at the time of the testing will be required to inform the testing facility of those legally prescribed drugs that they are currently taking. This information will be considered confidential under the guidelines of the Health Insurance Portability and Accountability Act (HIPAA), refer to Policy #214 – Medical Information Privacy.

Employees who are not able to provide sufficient body substance samples will be evaluated by a physician selected by the Town of Albion. If the physician cannot find a legitimate medical explanation for the inability to provide a body substance sample, it will be considered a refusal to test. In that circumstance, the applicant and/or employee has violated one of the prohibitions of the policy.

Both drug and alcohol testing may be performed on an employee following any accident involving a fatality or any accident in which the driver receives a citation under any state or local law for a moving traffic violation arising from an accident and in accordance with OSHA regulations. An accident is defined as an incident involving a vehicle in which there is a fatality, an injury treated away from the scene, or where the vehicle is towed from the scene. When a post-accident drug or alcohol test is required it should be performed as soon as possible following the accident. If no alcohol collection may be made within eight-hours, attempts to collect a breath sample will cease and if no urine collection may be obtained for within 32-hours, attempts to make such a collection will cease. As with any accident or injury, employees are required to contact their Department Head, the Clerk-Treasurer, or the Town Manager immediately, please refer to Policy #501 – Safety and Policy #306 – Workers' Compensation Insurance for additional information.

Return-to-duty testing may be required for employees who want to return to work after being off of work due to a leave of absence, suspension, or other long-term reason. Testing in this circumstance will be determined at the discretion of the Department Head, the Clerk-Treasurer, or the Town Manager. However, refusal to participate will be considered as the employee violating one of the prohibitions of the policy.

Violations of this policy and/or substitution, adulteration or refusal to submit to drug and/or alcohol testing may lead to the rescinding of an employment offer to an applicant, disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program for current employees. Such violations may also have legal consequences and the Town of Albion will cooperate with all law enforcement officials.

When a positive test is received by the Town of Albion the following guidelines apply:

- First offense means that the employee may be subject to disciplinary action, up to and including termination of employment.
 - If the employee receives either a verbal or written documented form of progressive discipline or is suspended after a positive test result, he or she must submit to another test and have a negative result within six-weeks from the date he or she was tested positive for drugs and/or alcohol. The Town of Albion will decide when the test will be administered. Before the employee returns to work, after the testing, he or she will be required to sign a reinstatement agreement that states under what conditions the employee will be reinstated and that random drug testing may be conducted on that employee up to one year. Any subsequent positive results will result in immediate termination of employment.
 - If the employee believes that the drug and/or alcohol test has produced a false positive, the employee may at his or her own expense submit for another drug test. If the re-test produces a negative result, the employee may be reinstated if the Town of Albion is satisfied that the retest conforms to the scientifically accepted methods and procedures for collection.

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify their Department Head, the Clerk-Treasurer, or the Town Manager of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five-days of the conviction.

Employees with questions on this policy or issues related to drugs or alcohol use/testing may raise their concerns with their Department Head, the Clerk-Treasurer, or the Town Manager without fear of reprisal.

703 Sexual and Other Unlawful Harassment

The Town of Albion is committed to developing a work environment free of unlawful discrimination and harassment. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, the Town of Albion expects that all relationships among persons will be business-like and free of bias, prejudice, and harassment.

Equal Employment Opportunity

It is the policy of the Town of Albion to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex (pregnancy, gender identity, and sexual orientation), national origin, age (40 and over), disability, genetic information as referenced in the Genetic Information Nondiscrimination Act (GINA), military service veteran status, or any other characteristic protected by federal, state and local laws. The Town of Albion prohibits any such discrimination or harassment.

Definitions of Harassment

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purpose of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual;

or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating or offensive working environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; improper use of email or voice mail; verbal abuse of a sexual nature; comments about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the work place of sexually suggestive objects or pictures including screen savers or improper emails or attachments; and other physical, verbal or visual conduct of a sexual nature.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that derogates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex (pregnancy, gender identity, or sexual orientation), national origin, age (40 and over), disability, genetic information as referenced in the Genetic Information Nondiscrimination Act (GINA), military service veteran status, or any other characteristic protected by law or that of his or her relatives, friends, or associates, and that: (1) has the purpose or effect of creating an intimidating, hostile, or offensive work environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs, or negative stereotyping; threatening, intimidating or hostile acts; derogatory jokes; and written or graphic material that derogates or shows hostility or aversion toward an individual or group or that is placed on walls or elsewhere on the employer's premises or circulated in the workplace.

Individuals found to be performing such harassing conduct may be subject to disciplinary action, up to and including termination of employment.

Individuals and Conduct Covered

These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or someone not directly connected to the Town of Albion such as an outside vendor, consultant, or citizen.

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings, and business-related social events.

Retaliation Is Prohibited

The Town of Albion encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of the Town of Albion to investigate such reports. The Town of Albion prohibits retaliation against any individual who reports discrimination or harassment, or participates in an investigation of such reports.

Reporting an Incident of Harassment, Discrimination or Retaliation

The Town of Albion encourages reporting of all perceived incidents of discrimination, harassment, or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victims of harassing conduct should discuss their concerns with their Department Head, or any member of management.

In addition, the Town of Albion encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. The Town of Albion recognizes, however, that an individual may prefer to pursue the matter through informal or formal complaint procedures.

Complaint Procedures

If for any reason an individual does not wish to address the offender directly, or if addressing the offender does not successfully end the offensive conduct, the individual should notify his or her Department Head, the Clerk-Treasurer, or the Town Manager. In addition, there may be instances in which an individual seeks only to discuss matters with one of the Town of Albion designated representatives, and such discussion is encouraged.

An individual reporting harassment, discrimination or retaliation should be aware however, that the Town of Albion may find it necessary to take action to address such conduct beyond an informal discussion. This decision will be discussed with the individual.

As noted above, individuals who believe they have been the victims of conduct prohibited by this policy statement or believe they have witnessed such conduct should discuss their concerns with their Department Head, the Clerk-Treasurer, or the Town Manager.

The Town of Albion encourages the prompt reporting of complaints or concerns so that rapid and corrective action may be taken before relationships become irreparably damaged. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Retaliation against an individual for reporting harassment or discrimination, or for participation in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, may be subject to disciplinary action, up to and including termination of employment. Acts of retaliation should be reported immediately and will be investigated and corrective action taken promptly. Corrective action may include, retraining, referral to counseling and/or disciplinary action, up to and including termination, withholding of a promotion or pay increase, reassignment, or temporary suspension without pay as deemed appropriate under the circumstances.

If a party to a complaint does not agree with its resolution, that party may appeal to the Town Council.

Confidentiality

The Town of Albion will make all reasonable efforts to maintain the confidentiality of all parties involved in a harassment investigation. Confidentiality, however, cannot be guaranteed. For example, some details or identities may need to be revealed in order to fully investigate the harassment complaint.

False Claims of Sexual Harassment, Retaliation, and/or Discrimination

In order to cover all possibilities of misconduct, the Town of Albion reserves the right to discipline employees who have falsely accused another of sexual harassment, retaliation, and/or discrimination. This does not mean that a complaint will be considered "false" solely because it cannot be corroborated.

Conclusion

The Town of Albion has developed this policy to ensure that all its employees may work in an environment free from harassment, discrimination and retaliation. The Town of Albion will make every reasonable effort to ensure that all necessary persons are familiar with these policies and aware that any complaint in violation of such policies will be investigated and resolved appropriately.

Finally, these policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions. In other words, no one should make the mistake of engaging in discrimination or exclusion in order to avoid allegations of harassment. The law and the policies of the Town of Albion prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and prerequisites of employment. The prohibitions against harassment, discrimination and retaliation are intended to complement and further those policies, not to form the basis of an exception to them. Nothing in this policy shall be interpreted to prohibit or otherwise restrict concerted activities by employees that are protected by law.

Any employee who has any questions or concerns about these policies should speak with the Clerk-Treasurer, or the Town Manager.

704 Attendance and Punctuality

To maintain a safe and productive work environment, the Town of Albion expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on the business operations of the Town of Albion. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their Department Head prior to the start of their shift, or as soon as possible in advance of the anticipated tardiness or absence. Tardiness, for non-supervisory employees, is defined as late arrivals past the stated starting time for the workday. Thus, late arrivals in a pay period may result in a written warning. Three written notices in any 12-month period may result in termination of employment. Employees who are in a supervisory role must notify the Clerk-Treasurer, or the Town Manager, if they are going to be tardy or absent. To cover this missed time, employees are required to use available vacation time, or personal days.

Poor attendance and excessive tardiness are disruptive. Failure to appear at work without notification and without a reasonable explanation will be considered as absent without leave and may lead to disciplinary action, up to and including termination of employment.

705 Personal Appearance

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image the Town of Albion presents to its citizens and visitors.

During work hours or when representing the Town of Albion, employees are expected to present a clean, neat, and tasteful appearance. Employees should dress and groom themselves according to the requirements of their position and accepted social standards. This is particularly true if a job involves dealing with citizens or visitors in person.

Utility, Park, Police, and Fire Department employees are required to wear uniforms that meet OSHA standards and shall keep, maintain and wear said uniform as specified by the Supervisor and approved by the Town Council as a result of the annual budget process. Said uniform is not to be worn in public, when off-duty, except when traveling to and from work, unless expressly authorized by the Department Head.

The Town of Albion supplies uniforms to all Utility and Park Department employees. Utility Department uniforms are laundered by a professional laundry services weekly at the Town's expense. When an individual leaves the employment of the Town of Albion, his or her uniforms must be returned to the Department Head. Each Utility Department employee is also issued a coat. Laundering of the coat is the responsibility of the employee. Replacement of the coat will be done as needed, upon the Town Manager's approval.

Department Heads are responsible for establishing a reasonable dress code appropriate to the job employees perform. If a Department Head feels that an employee's personal appearance is inappropriate, he or she may be asked to leave the workplace until they are properly dressed or groomed. Under such circumstance, nonexempt employees will not be compensated for the time away from work. Employees should consult with a Department Head if they have questions as to what constitutes appropriate appearance. Where necessary a reasonable accommodation may be made to a person with a disability.

Without unduly restricting individual tastes, the following personal appearance guidelines should be followed:

- Shoes must provide safe, secure footing, and offer protection against hazards.
- Tank tops and tube or halter tops, may not be worn under any circumstances.
- Mustaches and beards must be clean, well-trimmed, and neat.
- Unnaturally colored hair and extreme hairstyles, such as spiked hair, do not present an appropriate professional appearance.
- Long hairstyles should be worn with hair pulled back off the face and neck to avoid interfering with job performance.
- Excessive make-up is not permitted.
- Offensive body odor and poor personal hygiene is not professionally acceptable.
- Perfume, cologne, and after shave lotion should be used moderately or avoided altogether, as some individuals may be sensitive to strong fragrances.
- Jewelry should not be functionally restrictive, dangerous to job performance, or excessive.
- Facial jewelry, such as eyebrow rings, nose rings, lip rings, and tongue studs, are not professionally appropriate and must not be worn during working hours.
- Torso body piercings with visible jewelry or jewelry that may be seen through or under clothing must not be worn during working hours.
- Visible excessive tattoos and similar body art must be covered during working hours.

706 Return of Property

Employees are responsible for all the Town of Albion property to include:

- Materials
- Written information
- Identification Badges
- Mobile Devices
- Tools
- Keys
- Uniforms

Employees must return all the Town of Albion property immediately upon request or upon termination of employment. Where permitted by applicable laws, the Town of Albion may withhold from the employee's

check or final paycheck the cost of any items that are not returned when required, if the employee has signed an agreement with the Town of Albion. The Town of Albion may also take all action deemed appropriate to recover or protect its property.

708 Resignation

Resignation is a voluntary act initiated by the employee to terminate employment with the Town of Albion. Although advance notice is not required, the Town of Albion requests at least two weeks' written resignation notice from all employees. Prior to an employee's departure, an exit interview may be scheduled to discuss the reasons for resignation and the effect of the resignation on benefits. If an employee does not provide advance notice as requested, the employee may be considered ineligible for rehire.

710 Security Inspections

The Town of Albion wishes to discourage theft or unauthorized possession of the property of employees, the Town of Albion, visitors, and citizens. To facilitate enforcement of this policy Department Heads, the Clerk-Treasurer, the Town Manager, or law enforcement officials may inspect not only desks and file cabinets, but also persons entering and/or leaving the premises and any packages or other belongings. Any employee who wishes to avoid inspection of any articles or materials should not bring such items onto the Town's premises.

Computers, desks, laptops, mobile devices, file cabinets, and other storage devices may be provided for the convenience of employees but remain the sole property of the Town of Albion. Accordingly, they, as well as any articles found within them, may be inspected by any agent or representative of the Town of Albion at any time, either with or without prior notice. This includes purses, briefcases and personal devices located on Town property, based on reasonable cause, as well as all property used by employees, whether secured or unsecured by a lock or locking device provided by the employee, based on reasonable suspicion. An employee's personal items may be held so that law enforcement officials may conduct the search.

The Town of Albion wishes to maintain a work environment that is free of illegal drugs, alcohol, illegal firearms, explosives, or other improper materials. To this end, the Town of Albion prohibits the manufacturing, distribution, dispensing, possession, transfer, sale, or use of such materials in its facilities, or on a job site. The Town of Albion requires the cooperation of all employees in administering this policy.

712 Solicitation

In an effort to ensure a productive and harmonious work environment, persons not employed by the Town of Albion may not solicit or distribute literature in the workplace at any time for any purpose. The Town of Albion recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time. Working time does not include lunch periods, work breaks, or any other periods in which employees are not engaged in performing his or her works tasks.

In addition, the posting of written solicitations on Town bulletin boards is prohibited. Bulletin boards are reserved for official organization communications on such items as:

- Employee announcements
- Internal memoranda
- Job openings
- Town announcements
- Payday notice
- Workers' compensation insurance information
- State disability insurance/unemployment insurance information

If an employee has a message of interest to the workplace, they may submit it to their Department Head, or the Town Manager for approval. All approved messages will be posted by an employee specifically designated by the Town of Albion. Nothing in this policy shall be interpreted to prohibit or otherwise restrict concerted activities by employees that are protected by law.

716 Progressive Discipline

The purpose of this policy is to state the Town of Albion's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

The Town of Albion's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future. Department Heads are responsible for taking action in a progressive disciplinary situation with employees or may face disciplinary action themselves.

Although employment with the Town of Albion is based on mutual consent and both the employee and the Town of Albion have the right to terminate the employment-at-will relationship, with or without cause or advance notice, the Town of Albion may use progressive discipline at its discretion.

Disciplinary action may call for any of four steps -- verbal warning, written warning, suspension with or without pay, or termination of employment -- depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed. Copies of all written warnings must be placed in the employee's personnel file in the Clerk-Treasurer's Office.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed:

- a first offense may call for a verbal warning;
- should the offense be repeated within 36-months after a verbal warning is given, the result will then be a written warning;
- another offense may lead to a suspension when the employee needs to be removed from the workplace for investigation procedures to continue;
- and, still another offense may then lead to termination of employment.

The Town of Albion recognizes that there are certain types of employee problems that are serious enough to justify either a suspension with or without pay, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

While it is impossible to list every type of behavior that may be deemed a serious offense, Policy #701 - Employee Conduct and Work Rules includes examples of problems that may result in immediate

suspension or termination of employment. However, the problems listed are not all necessarily serious offenses, but may be examples of unsatisfactory conduct that will trigger progressive discipline.

By using progressive discipline, we hope that most employee problems may be corrected at an early stage, benefiting both the employee and the Town of Albion.

718 Problem Resolution

It is the policy of the Town of Albion to ensure that employees' who have questions and complaints arising from misunderstandings and the application of policies, procedures, and work rules be promptly heard, answered and action taken to resolve or clarify each situation.

Any employee who has a complaint with the Town of Albion or any employee should follow these steps:

- 1.) Employees should talk with the person that they have an issue with to try and come to resolution of the problem or situation.
- 2.) If talking with the employee does not satisfy the problem or situation, then the employee should contact their supervisor to discuss the problem or situation, as soon as possible.
- 3.) If the problem or situation is not satisfactorily resolved or the problem or situation is with the supervisor, discuss the situation with the Department Head, Clerk-Treasurer, or Town Manager.
- 4.) If the problem or situation is still not satisfactorily resolved, the employee may request a meeting with the Town Council President to discuss the issue or complaint.

Additional questions may be directed to the Clerk-Treasurer, or the Town Manager, as appropriate.

722 Workplace Etiquette

The Town of Albion strives to maintain a positive work environment where employees treat each other with respect and courtesy. Sometimes issues arise when employees are unaware that their behavior in the workplace may be disruptive or annoying to others. Many of these day-to-day issues may be addressed by politely talking with a coworker to bring the perceived problem to his or her attention. In most cases, common sense will dictate an appropriate resolution. The Town of Albion encourages all employees to keep an open mind and graciously accept constructive feedback or a request to change behavior that may be affecting another employee's ability to concentrate and be productive.

The following workplace etiquette guidelines are not necessarily intended to be hard and fast work rules with disciplinary consequences. They are simply suggestions for appropriate workplace behavior to help everyone be more conscientious and considerate of coworkers and the work environment. Employees who have comments, concerns, or suggestions regarding these workplace etiquette guidelines should contact a Department Head, the Clerk-Treasurer, or the Town Manager.

- Return copy machine and printer settings to their default settings after changing them.
- Replace paper in the copy machine and printer paper trays when they are empty.
- Retrieve print jobs in a timely manner and be sure to collect all pages.
- Be prompt when using the manual feed on the printer.
- Keep the area around the copy machine and printer's orderly and picked-up.
- Be careful not to take or discard others' print jobs or faxes.

- Avoid public accusations or criticisms of others in the workplace. Address such issues privately with those involved or a Department Head, the Clerk-Treasurer, or the Town Manager.
- Try to minimize unscheduled interruptions of other employees while they are working.
- Communicate by email or phone whenever possible, instead of walking unexpectedly into someone's office or workspace.
- Employees should be conscious of how their voices travel, and try to lower the volume when talking on the phone or to others in open areas.
- Keep socializing to a minimum, and try to conduct conversations in areas where the noise will not be distracting to others.
- Minimize talking between workspaces or over cubicle walls. Instead, conduct conversations with others in their workspace.
- Try not to block walkways while carrying on conversations.
- Refrain from using inappropriate language (swearing) that others may overhear.
- Employees should avoid discussions of their personal lives/issues in public conversations that may be easily overheard.
- Monitor the volume when listening to music, voice mail, or a speakerphone that others may hear.
- Clean-up after and do not leave behind waste or discarded papers.
- Keep all desks and work areas neat and orderly.
- Thoroughly clean-up after utilizing break and kitchen areas.

Nothing in this policy shall be interpreted to prohibit or otherwise restrict concerted activities by employees that are protected by law.

MISCELLANEOUS

803 Political Activity

Employees of the Town of Albion are encouraged to support governments in our political system. However, there are limits on employee political activity. Town of Albion employees may join civic, partisan or political organizations, may attend political meetings and advocate the principles or policies of civic or political organizations in accordance with the Constitution and federal and state laws.

Although any solicitation, refer to Policy #713 – Solicitation, by employees of the Town of Albion during work hours is strictly prohibited, employees must make every effort to avoid the appearance of impropriety when engaging in political activities on their own time. Employees must note that they are engaging in political activity on their own time and not on behalf of the Town of Albion. Employees must also refrain from using the Town of Albion's vehicles, equipment, etc. or wearing a municipal uniform, while campaigning or attending campaign events. Employees must also refrain from discussing municipal business during political discussions. No Town of Albion employee should be required to contribute money or anything of value to any candidate for nomination or election to any office, campaign or political committee or be required to take part in any political campaign. In addition, receiving gifts, remuneration of any type or monetary reward in exchange for political activities while conducting or that conflict with municipal business is prohibited. Nothing in this policy shall be interpreted to prohibit or otherwise restrict concerted activities by employees that are protected by law.

Specific questions regarding appropriate political activity behaviors may be directed to the Clerk-Treasurer, or the Town Manager.

804 Suggestion Program

Employees of the Town of Albion have the opportunity to contribute to their future success and growth by submitting suggestions for practical work-improvement or cost-saving ideas. All employees are eligible to participate in the suggestion program. A suggestion is an idea that will benefit the town by solving a problem, reducing costs, improving operations or procedures, enhancing customer service, eliminating waste or spoilage, or making the Town of Albion a better or safer place to work.

Statements of problems without accompanying solutions or recommendations concerning coworkers and management are not appropriate suggestions. All suggestions should contain a description of the problem or condition to be improved, a detailed explanation of the solution or improvement, and the reasons why it should be implemented. If you have questions or need advice about your idea, contact a Department Head, the Clerk-Treasurer, or the Town Manager for assistance.

Employees should submit their suggestions to a Department Head, the Clerk-Treasurer, or the Town Manager. They will be notified as soon as possible of the adoption or rejection of their suggestion. Special recognition will be given to employees who submit a suggestion that is implemented.

Nothing in this policy shall be interpreted to prohibit or otherwise restrict concerted activities by employees that are protected by law.

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT FORM

Issue Date: 07/25/2017

The employee handbook describes important information about the Town of Albion and I understand that I should consult the Town Manager regarding any questions not answered in the handbook. I have entered into my employment relationship with the Town of Albion voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or the Town of Albion may terminate the employment-at-will relationship, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to the Town of Albion's policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Town Council has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____