

9/12/2007

TOWN OF NORFOLK

PERSONNEL BYLAWS



This Bylaw provides an overview of benefits and working conditions for employees of the Town of Norfolk not covered by a collective bargaining agreement, negotiated contract, or filled by direct election.

The Personnel Board is authorized to administer the provisions of this Bylaw except for such duties as may be specifically assigned by State statute. The intent of this Bylaw is to standardize benefits for employees who are not under the supervision of the School Committee, covered by a collective bargaining agreement, or filled by direct election.

Every attempt has been made by the Personnel Board in a continuation of the Bylaw to examine benefits and personnel policies of existing employees as well as to examine policy and benefits for employees in surrounding Towns and similar size municipalities.

Since it is not the intent to remove any existing benefits for current employees, the Personnel Board will review past practices with regard to existing employee benefits and consideration, to grandfather those benefits in individual cases.

PERSONNEL BYLAW

Section 1 Purpose and Authorization

The purpose of this Bylaw is to establish fair and equitable wages, personnel policies, and working conditions for all employees of the Town of Norfolk. This Bylaw recognizes the Town's moral and legal obligation to treat fairly and equitably, all of its employees without regard or consideration to race, color, religious creed, gender, sexual orientation, age, national origin, ancestry or disability.

This Bylaw is adopted pursuant to MGL Chapter 41, sections 108A and 108C.

It shall be the duty of the Personnel Board to administer, govern, and interpret this Bylaw in such a manner as to accomplish said purpose.

Section 2 Personnel Board

There shall be a Personnel Board consisting of five members appointed by the Town Moderator. In making these appointments, the Moderator shall take into consideration the personal qualifications of those citizens who will best meet the responsibility of the Personnel Board to administer the Personnel Bylaw in the best interest of the employees.

Each member of the Personnel Board shall serve for a three (3) year term beginning on the July 1st following the expiration of the previous term. The term of service for two members shall expire on June 30th of the even year; the term of service for two members shall expire on June 30th of the odd year; and the term of service for one member shall expire on June 30th of the even year following the above odd year. If any member of the Personnel Board resigns or otherwise vacates the office before the expiration of his/her term, their successor shall be appointed by the Moderator to serve for the balance of the unexpired term.

All members of the Personnel Board shall be residents of the Town and shall serve without compensation. No member of the Personnel Board, while serving, may at the same time be a Town employee, Elected Official of the Town, or member of any other standing board, committee, or commission of the Town.

The Personnel Board shall elect its own chairperson and vice-chairperson (who will act as chairperson in the absence of the chairperson). The Board shall keep a record of its official proceedings and actions and establish its own rules of procedure. Subject to appropriation, the Board may retain such clerical and other assistance, and make other expenditures, as may be necessary to the performance of its duties. Three members shall constitute a quorum for the transaction of the business of the Board and the affirmative vote of three members shall be necessary to any official act of the Board.

The Selectmen shall furnish the Board with such office space as it may require for the performance of its duties and the storage of its property.

Section 3 Bylaw Administration

The Personnel Board may issue, amend, or repeal administrative orders, procedural rules, and regulations for the purpose of implementing powers and duties vested in it by this Bylaw and by the vote of Town Meeting pertaining to Town personnel matters. It shall monitor the administration of all aspects of this Bylaw and shall make such recommendations to the Town Meeting in respect thereto as said Board deems necessary, proper and prudent, to maintain the integrity of the operation and policies of this Bylaw. No amendment to the Personnel Bylaw shall be promulgated or adopted at a Town meeting except after a public hearing held not less than two weeks nor more than two months after notice thereof shall be posted with the Town Clerk of the Town of Norfolk.

The Personnel Board shall review and investigate the work and standard rates of compensation of all positions under its jurisdiction, said reviews and investigations to cover all such positions annually. The Personnel Board may make such other investigations of the conditions of employment of Town employees, as it deems necessary and proper, and may investigate any complaint relative to such conditions, as may be filed with the Board by any department head, Town employee or Town Board or Committee member. All employees and elected officers shall comply with and assist in furnishing records, reports and other information requested by said Board.

Requests by department heads, individuals or groups of individuals for changes in the classification of personnel, for changes in the compensation of personnel, or for revisions of this bylaw shall be filed with the Personnel Board not later than four (4) months prior to a Town Meeting.

Section 4 Application

All Town departments and positions shall be subject to the provisions of this Bylaw except positions under the supervision of the School Committee, positions covered by a collective bargaining agreement, and positions which are filled by direct election. Nothing in this Bylaw shall be construed to limit any rights of employees pursuant to M.G.L. Chapter 150E. This Bylaw is intended to be in accordance with all applicable state and federal laws. In the event of inconsistencies, the Town will adopt the position which provides the greater benefit to the employee.

Section 5 Definitions

As used in this Bylaw, the following words and phrases shall have the following meanings unless a different construction is clearly required by the context or by the laws of the Commonwealth of Massachusetts

Appointment - The placement of a person in a position in the service of the Town.

Classification Plan - The classification plan established by Section 6 of this Bylaw and by votes of the Town Meeting in relation thereto, under authority of M.G.L. Chapter 41, Section 108A and 108C, as amended.

Classify - To establish the compensation grade level of a specific position by a detailed job description of the job functions, skills, education and experience requirements.

Compensation Schedule - The compensation schedule established by this Bylaw and by votes of the Town Meeting in relation thereto, under authority of M.G.L. Chapter 41, section 108A and 108C, as amended.

Compensatory Time - Paid authorized absence from work during normally scheduled working hours administered to employees in lieu of payment for hours previously worked but unpaid.

Continuous Employment - Uninterrupted employment in one or more consecutive permanent full-time or permanent part-time positions in Town service, from the first date of hire until the date of separation, subject to adjustment due to unpaid leaves of absence.

Employee - An appointee to the Town of Norfolk occupying a position in the Classification plan and designated as one of the following:

- Regular Full-Time - Work at least 35 hours per week throughout the year
- Regular Part-Time - Work at least 20 hours per week, but less than 35 hours per week, throughout the year.
- Part-time - Work less than 20 hours per week
- Temporary - May work either Full-Time or Part-Time, but are employed for a limited time period.

Exempt Employee - An employee who is exempt from the overtime provisions of the Federal Fair Labor Standards Act and applicable State Laws.

Fair Labor Standards Act - The United States Act first adopted in 1938, enforced by the U. S. Department of Labor, that sets minimum wage, overtime pay, equal pay, recordkeeping, and child labor standards for employees who are covered by the Act and not exempt from specific provisions.

Job Title - The title of each position as listed in the Classification Plan shall be the official title of the position and shall be used to the exclusion of all others on payrolls, budgets, and other official records and reports pertaining to the position.

Longevity - The length of an employee's continuous employment.

Pay Grade - The designated pay range for each position as listed on the Compensation Schedule.

Probationary Period - The first 90 days of employment is a probationary period.

Promotion - The advancement of an employee from a position of a lower classification grade into a position of a higher classification grade.

Re-classify - To review and establish the compensation grade level of a position previously classified, by updating the existing job description to include the functions, skills, education and experience requirements currently being performed.

Re-evaluate - To review and establish the compensation grade level of a position previously classified, by updating the existing job description to include new

functions, skills, education and experience requirements not currently being performed.

Section 6 Classification Plan

The official Classification Plan, or list of positions in the service of the Town, shall consist of the titles listed in Schedule A, which is incorporated as a part hereof. Every job title is assigned to a particular grade, based on a description of the job's content, and a survey of pay levels for equivalent jobs in other Towns or in private sector. In particular, the job description identifies the duties and responsibilities of the position, the skills and abilities required, the variety and complexity of the problems to be solved, the authority to make decisions, the working conditions and the importance of the work performed. The Personnel Board will maintain the Salary Classification Plan for all positions under the jurisdiction of this Bylaw, and have responsibility for the review and approval of new or revised job descriptions, and the assignment of each job title to a pay grade in the salary structure.

Section 7 Compensation Plan

The official Compensation Plan, as provided in Schedule B which is incorporated as a part hereof, shall consist of the pay grades showing the minimum and maximum hourly rates and/or salaries, with step rate increases therefore, to be paid to employees in positions allocated to the Classification Schedule. The Personnel Board is responsible for conducting periodic surveys to determine whether a particular job is assigned to the correct pay grade, and/or whether an adjustment in the whole salary structure is appropriate. The Board shall furnish an annual recommendation for a wage adjustment based on information obtained from the U. S. Department of Labor, Bureau of Labor Statistics or other appropriate source. The Board may consult with the Advisory Board before submitting a recommendation to the Board of Selectmen.

Section 8 Amendments to Classification and Compensation Plans

The Personnel Board shall recommend to the Town such amendments to the Classification and Compensation Plan as it may deem appropriate. The pay grades, when and as adjusted by vote of the Town Meeting, shall be effective on the date so recommended by the Personnel Board and approved by the Town Meeting.

Section 9 Pay Period

Employees are paid by check on a weekly, monthly, bi-monthly, or quarterly basis, according to the payment plan for each specific department.

Section 10 Annual Step Increases

Each employee's performance shall be evaluated annually in accordance with the Performance Appraisal Program established by the Personnel Board. If an employee's overall rating is "Meets Expectations" or better, the employee shall advance on his/her Salary Anniversary Date to the next appropriate step annually until he/she reaches the maximum step in grade.

Once an employee reaches the maximum step in the position's designated Pay Grade, the employee will subsequently receive the applicable rate in effect for such

step on his/her Salary Anniversary Date.

Section 11 Recruitment, Selection and Employment

The Town of Norfolk is an equal opportunity employer and seeks to employ, promote, and retain the most qualified individuals. New or vacated positions to be filled must be posted "in-house" for a period of 10 business days concurrent with advertisement in the local newspaper or other medium. In-house posting does not guarantee placement for an existing employee, but strives to ensure all employees are given the opportunity to apply.

The appointing authority will make the final decision in filling any position that is subject to the Personnel Bylaw.

A new employee must complete a job application, W-4 forms, Form I-9 (Employment Eligibility Verification), and any other forms deemed necessary. A copy of the completed job application is to be forwarded to the Personnel Board.

All new employees are to be hired at Step 1. If the applicant is found to possess an experience level, education level or other job related certification that warrants a higher compensation level, the hiring supervisor may hire at Step 2 or Step 3 based on the following:

- New employees who possess an education level of 2 or more years above the minimum required for the job may be placed at step 2; and/or
- New employees who possess related experience in excess of the maximum required for the job may be placed at Step 2 (for 2 additional years of related experience) or Step 3 (for 4 or more additional years of related experience).

Hiring supervisors must receive approval from the Personnel Board in order to place a new employee above Step 3 at hire.

The first ninety (90) calendar days of consecutive employment will be considered a probationary period. A performance evaluation shall be conducted prior to the 90th consecutive day of employment. If the employee's performance is satisfactory a regular appointment will be made. During the probationary period the grievance procedure may not be invoked by the employee.

Section 12 Promotions

The Town of Norfolk is an equal opportunity employer and seeks to promote, and retain the most qualified individuals. Employees who are promoted shall be recognized with an appropriate salary increase. The increase will be determined in accordance with the following promotion formula adopted by the Personnel Board.

The promotion formula establishes the minimum compensation for an employee who is promoted to a new position (or whose job has been re-evaluated to a higher grade). Such employees will be placed at step 2 of the new grade. If the employee's current compensation exceeds the new grade Step 2, then the employee will be placed at the next step just above the employees' current compensation level.

The effective date of the employee's promotion shall become an adjusted anniversary date for the purpose of computing future step increases. The Department Head shall review each position and respective employee on a case by case basis and may make recommendations for approving compensation above the promotion formula to the Personnel Board.

Section 13 Performance Appraisal Program

This program is intended to accomplish a number of goals:

- a. Provide a basis for evaluating an employee's performance for completion of probation; annual increase; promotion; and general performance.
- b. Provide a method of improving the effectiveness and the efficiency of the employees and the organization.
- c. Serve as a conduit for communications and feedback between employees and their supervisors outside of routine daily interactions.
- d. Provide a basis for formal personnel decision making.
- e. Serve as a basis for recognizing employee accomplishments, need for guidance, professional development, training and support.
- f. Provide a process of establishing performance goals and objectives.

Performance reviews shall be conducted annually not later than March 1st. Employees' performance shall also be evaluated prior to the end of any probationary period, and may be evaluated at any other time at the discretion of the supervisor. An employee may request a performance review at any time.

The Personnel Board shall designate performance appraisal forms to be used by all personnel. Upon completion of the review, the forms shall be signed by the immediate supervisor, the employee, and the second evaluator. A copy of the completed form will be given to the employee and the department head for filing, the Personnel Board receives the original form for their files.

Section 14 Employee Benefits

The following benefits apply to Regular Full-Time and Regular Part-Time employees. Employees who work less than 20 hours per week, or work on a temporary basis regardless of the number of hours, do not receive benefits with the exception of longevity.

All benefits are pro-rated based on the number of hours worked per week in relation to the established work week for the department.

14.1 Sick Leave

Sick leave is earned at the rate of 25% of the employees' scheduled weekly hours for each month of service, credit to begin the last working day of the month in which employed. Each employee must work at least seventy-five percent of their normal work schedule each month in order to receive sick leave. Employees may accrue sick leave up to a maximum of 150 days. In no event will unused sick leave be compensated for, monetarily or otherwise.

Sick leave is the absence from work without loss of pay for the following reasons, subject to the approval of the supervisor.

- A bona fide personal and non-service connected illness or injury for which no compensation is received under workman's compensation or MGL C41, S111f or other insurance coverage paid for by the Town.
- Caring for a spouse, child, parent, sibling, grandparent or grandchild of either the employee or their spouse, or a person for whom the employee is a legal guardian, who is seriously ill.
- Exposure to contagious disease that may jeopardize the health of others.
- Medical and Dental appointments that cannot be reasonably scheduled outside of working hours.

Immediate notice of any absence must be given to department heads or immediate supervisor. Failure to do so may result in loss of pay.

An employee who is incapacitated, by reason of injuries in the course of and arising out of employment by the Town, may elect to receive, from accumulated sick leave, the difference between his/her normal work week compensation and the weekly benefits of the Workmen's Compensation Act. Beginning the first day of incapacity the employee may be paid his/her normal week of compensation from his/her accumulated sick leave until Workmen's Compensation is approved and received. When it is received, deductions will be made from the employee's subsequent paycheck(s) for the difference paid and the appropriate amount of sick time shall be credited back to the employee's accumulated sick leave.

Injury, illness or disability self-imposed, or resulting from the abuse of chemical substances should not be considered a proper claim for a leave under this section.

A doctor's certificate may be required for an absence of three (3) consecutive work days or longer or may be required at any time at the discretion of the Town; the Town may designate a physician to conduct physical examinations at the Town's expense.

In the event of apparent abuse of any regulation pertaining to sick leave, the Town through its Board of Selectmen or other responsible Board/Commission may disallow sick leave and may take disciplinary action against the employee up to and including termination.

14.2 Vacation Leave

The established vacation year is the fiscal year, July 1 through June 30. Vacation time is accrued or earned based on the employee's length of service and time worked the preceding year and is credited to the employee on July 1st.

<u>Service Period</u>	<u>Paid Vacation</u>
First Fiscal Year	2/3 days per month worked
Fiscal Years 2 through 4	2 weeks
Fiscal Years 5 through 9	3 weeks
Fiscal Years 10 through 19	4 weeks
Fiscal Years 20 and over	5 weeks

Time worked shall include, in addition to days actually worked, paid vacation, holidays, sick or bereavement leave. Each employee must work at least seventy-five percent of their normal work schedule each month in order for the month to count in the computation of vacation accrual benefits. If an employee works less

than a full 12-month year (as defined above), vacation time will be computed at the rate of 2/3 days per month worked.

If a paid holiday should fall during vacation leave, an additional day of vacation shall be taken by mutual consent between the employee and the department head.

Vacation leave shall be utilized no later than June 30th in the fiscal year in which it is granted and shall not be accumulated. Under unusual circumstances the immediate supervisor may grant to an employee a carryover of up to 1 week of vacation time from one fiscal year to the next fiscal year. Each time a carryover is granted the Personnel Board shall be notified in writing. Carryover of vacation time in excess of 1 week must be approved by the Personnel Board.

If an employee has expended all earned sick days, but has a medical reason to extend his/her absence, the Town of Norfolk's policy is to assist the employee and retain benefits. If the person is eligible to receive vacation benefits, such leave may be deducted proportionally from the amount of vacation leave earned and due for the year in which the absence occurred. If the employee has already used all earned vacation benefits during a fiscal year, the absence may then be chargeable against the next succeeding vacation leave allowance for a maximum of not more than thirty (30) days.

Upon approval of the department head and the Town Administrator, an applicant may be granted early vacation entitlement.

Hiring Supervisors may start new hires with paid vacation benefits based on years of service from other job related experience with other industries and/or municipalities as if the new hire had Norfolk years of service, with written approval from the Town Administrator.

Upon separation from employment for any reasons, cash payment for accrued vacation shall be made in accordance with State/Federal requirements.

Under no circumstances will an individual be compensated for more than one pay category for the same period of time.

14.3 Paid Holidays

Town offices are closed on the following holidays.

New Year's Day	Martin Luther King Day
President's Day	Patriot's Day
Memorial Day	Independence Day
Labor Day	Columbus Day
Veteran's Day	Thanksgiving Day
Christmas Day	

Employees shall receive the holiday off with pay when said holiday falls on his/her regular work day. If any of the above holidays should fall on an employee's normal day off, or during a vacation period, an alternate day off shall be given, subject to the approval of the department head. Holidays must be taken and no compensation will be allowed for failure to do so.

Employees required to work on a scheduled Holiday due to an emergency will be given another day off with pay.

14.4 Personal Days

Three (3) personal days per fiscal year may be taken for such purposes as personal business, medical appointments, and family obligations pursuant to Massachusetts General Laws Chapter 149, Section 52D. A minimum notice of forty-eight (48) hours should be given to, and approval must be received from, the supervisor prior to taking a Personal Day. Personal Days not utilized by June 30th of the fiscal year in which it was granted will be forfeited.

14.5 Funeral or Bereavement Leave

Employees shall be granted leave without loss of pay in the event of a death in the immediate family. Such leave shall be for up to four (4) days which, under normal circumstances, will be consecutive with the day of death. The term immediate family shall mean the following: parent, spouse, child, step-child, step-parent, brother, sister, grandparent, grandchild, spouse's parent, spouse's brother/sister, spouse's grandchild, and any person who was a resident in the household of the employee at the time of death.

For the death of a relative other than those noted above, a leave of up to one (1) day with pay shall be granted.

14.6 Family and Medical Leave Act

The Family and Medical Leave Act (FMLA) of 1993 provides an entitlement of up to twelve (12) weeks of job-protected, unpaid leave during any 12-months for the following reasons:

- 1) The birth of a child
- 2) The placement of an adopted or foster child
- 3) To care for a child, spouse, or parent with a serious health condition
- 4) For the employee's own serious health condition

If the employee has accumulated sick leave, vacation leave or other personal leave, the employee may use such paid leave to offset a portion of this unpaid leave.

The FMLA also requires the employer provide health coverage under any "group health plan" for the duration of such leave at the level and under the conditions coverage would have been provided if the employee had continued in employment continuously for the duration of such leave. After completion of the leave, the employee must be restored to the same or equivalent position.

14.7 Leave of Absence

Leaves of absence for personal reasons not covered under any other section of this Bylaw, if approved by the immediate supervisor and the Town Administrator will be unpaid. The employee may utilize vacation leave. Such absences, however, may not be charged to vacation leave beyond that which the employee has earned at the time of such application. A leave of absence under this section shall be without compensation (unless the employee has the required time available) and shall be for a maximum of thirty (30) days. After the thirty (30) day period,

employees will be required to obtain the written approval of the Department Head and the Town Administrator if an extension is requested. In the absence of written approval beyond the thirty (30) day period, the Department Head may consider the position vacant and begin the hiring process.

14.8 Jury Duty

An employee called for jury duty shall be paid the difference between regular pay and the compensation received as a juror, exclusive of travel allowances. Employees summoned as a witness on behalf of the Town shall be granted leave and paid the difference of their regular pay and the witness fee, exclusive of travel allowance.

14.9 Military Leave

Military leave shall be granted to employees in accordance with the requirements of State and Federal Law.

14.10 Broken Service

A rehired employee will be eligible to receive an adjusted date of hire after returning to work within thirty-six (36) months of the date of separation. The employee will be credited with the same number of years or months as the original length of service. This adjusted date of hire will be used for Employee Benefit calculations regarding vacation leave and longevity.

Section 15 Call Back Pay

Any Town employee called back to their position by management for the specific purpose of emergency service to the Town shall receive a minimum of two hours compensation.

Section 16 Work at Home

Employees will perform their work at their designated Town Work Site. If an employee cannot perform his/her duties at their designated Town Work Site due to extraordinary circumstances, written authorization is required in advance by the employee's supervisor and the Town Administrator. Once approved, at-home work must be separately noted on an employee's time sheet, including days and hours worked. A copy of the authorization will be on file in the Finance Department and a copy forwarded to the Personnel Board immediately.

Section 17 Compensatory Time

Compensatory time is paid time off from work in exchange for unpaid time previously worked in excess of an employee's regular scheduled work hours.

Exempt Employees are not entitled to compensatory time and will not receive additional payment, or time off for excess work hours under any circumstances.

At times it may be deemed advisable for a non-exempt employee to work beyond the regular scheduled number of hours and be granted compensatory time in lieu of compensation. Such compensatory time will be granted in lieu of compensation at the discretion of the employee. The immediate supervisor must approve, in

advance, in writing, requests for accrual of compensatory time. Use of compensatory time must be approved by the immediate supervisor in advance.

Non-exempt employees may accrue compensatory time up to an amount equal to their regular week's scheduled work hours. No employee shall lose any accrued compensatory time.

Compensatory time will accrue at straight time for eligible hours which otherwise would be compensated at straight time, and will accrue at a rate of 1.5 for eligible hours which otherwise would be compensated at that rate.

Section 18 Longevity Program

ELIGIBILITY - Paid annually in July; employees having completed thirty-six (36) months or more of service on June 30 of the previous fiscal year will be qualified to receive a longevity payment provided the employee was employed by the Town on June 30th of the previous fiscal year. The lump sum payment is based on the number of hours worked in the previous fiscal year, up to Two Thousand Eighty (2080) hours per year (for a 52 week year), according to the schedule below. Should an employee retire or die during the previous year, that employee or his/her estate will receive a pro-rated portion of longevity pay based on the number of hours worked for that fiscal year. Said funds are to be distributed by the Finance Department with approval of the Town Administrator and Personnel Board.

Months of Service Completed as of June 30 th	Per Hour Rate
0 - 35	0
36 - 59	.10
60 - 83	.20
84 - 107	.30
108 - 131	.40
132 - 143	.50
144 - 155	.60
156 - 167	.70
168 - over	.80

Section 19 Insurance

LIFE INSURANCE in the amount of \$10,000.00 will be available to all qualified employees. Retirees of the Town will be eligible to receive \$5,000.00 in life insurance. The Town will contribute a portion of the premium each year as specified by the Board of Selectmen and submitted to the voters of the Town of Norfolk annually via the Omnibus Budget.

HEALTH INSURANCE is provided by the Town with the Town contributing a portion of the premium of said health insurance. Increases in the Town's share of the premium payment are approved by the Board of Selectmen and submitted to the voters of the Town of Norfolk annually via the Omnibus Budget.

Section 20 Retirement

Qualifying employees must participate in the Norfolk County Retirement System. All other employees must be covered by the State mandated 457 (OBRA) Plan.

Section 21 Issue Resolution Process

Employees covered by the Town Personnel Bylaw have recourse if they feel that their rights or conditions of employment have been violated. The employee must first discuss the matter with their supervisor. If this does not result in a satisfactory solution, the employee should state their case in writing to their supervisor with a copy to the Personnel Board; the supervisor has seven days to provide a written reply. Employees still dissatisfied have seven days to submit a written statement to the Personnel Board. The Board will hold a hearing on the matter within fourteen days of receipt of the grievance and render a final decision within fourteen days of the hearing. A copy of the final decision is to be sent to the Equal Employment Opportunity Director.

Section 22 Drug Policy

The Town of Norfolk strives to provide a drug free work environment and has established the following Drug Free Workplace Policy Statement:

- All employees of the Town of Norfolk will review and retain a copy of this statement.
- All employees are notified that unlawful manufacturing, distribution, dispensation, possession, or use of a controlled substance is prohibited when working.
- An employee found in violation of the above statement will be subject to disciplinary action, up to and including termination.
- As a condition of employment, all employees must abide by the terms of this statement and notify the Department Head or Town Administrator within five (5) days of any criminal drug statute conviction.
- The Town of Norfolk will, within thirty (30) days of receiving any such notice under (d) above, take appropriate personnel action with an employee, which may include disciplinary action up to and including termination; and/or may provide the opportunity for the employee to participate satisfactorily in an approved drug abuse or assistance program.
- The Town of Norfolk will make a good faith effort to maintain a drug free workplace through implementation of this policy statement.

Section 23 Disciplinary Action

If it is determined that inappropriate conduct has been committed by an employee, the Town will take such action as is appropriate under the circumstances. Such action may range from training to termination from employment, and may include such other forms of disciplinary action as deemed appropriate under the circumstances.

Section 24 Resignations

Employees shall provide notice of their intent to resign in writing to his/her supervisor at least two (2) weeks in advance of his/her resignation date.

Section 25 Responsibilities when Separating from Employment

Upon an employee's separation from employment, at the time of leaving, it is the employee's responsibility to return all Town property, such as equipment used on the job, keys, uniforms, etc. If not returned, the employee will be expected to reimburse the Town for such property. Final paycheck may be picked up at the Town treasurer's office after checkout is completed, or arrangements may be made for mailing. Employees who are separated from employment will receive all accrued and unpaid salary and vacation pay in accordance with the Fair Labor Standards Act.

Section 26 Calendar

Anytime	Requests for Classification of New Positions
March	Performance Appraisals completed and original sent to the Personnel Board no later than March 1 st .
April	Public Hearing by Personnel Board for all changes proposed on the Annual Town Meeting Warrant.
April	Response to Performance Appraisals (when appropriate)
July	Longevity paid
September	Public Hearing by Personnel Board for all changes proposed on the Fall Town Meeting Warrant.
December/June	Requests for re-classification and/or re-evaluation of positions, approved by the Department head and the Town Administrator, must be received at least four (4) months prior to a Town Meeting.

Schedule A
Classification Schedule

Grade 1	Library Page
Grade 2	Clerk (Fire Dept., ConComm, ZBA, Planning Board, CPC) Records Assistant (Town Clerk's Office) Payroll Clerk
Grade 3	Library Associate (Public or School) Custodian
Grade 4	Department Assistant (Recreation)
Grade 5	Department Assistant (Personnel, Advisory, P.B.C.) Animal Inspector
Grade 6	Outreach Worker Veterans' Agent Dispatcher
Grade 7	Assistant Wiring Inspector Gas Inspector/Assistant Plumbing Inspector Plumbing Inspector/Assistant Gas Inspector Wiring Inspector Assistant Town Treasurer/Collector
Grade 8	Assistant Town Accountant Executive Assistant (Town Administrator)
Grade 9	Assistant Town Clerk Associate Director of Libraries Town Treasurer/Collector Council on Aging Executive Director Information Technology Coordinator Recreation Director Chief Assessor Fire Lieutenant
Grade 10	Deputy Fire Chief Human Resource Manager Superintendent of Public Works
Grade 11	Director of Municipal Finance Director of Libraries
Grade 12	Fire Chief Building Commissioner
Grade 13	Town Administrator

D. FLSA EXEMPT POSITIONS

The following positions are considered to be EXEMPT under the FLSA, as defined in the Code of Federal Regulations, Title 5, and Section 551.

Grade 8	Children's Librarian/Media Specialist - School
Grade 9	Assistant Town Clerk Associate Director of Libraries Town Treasurer/Collector Council on Aging Executive Director Information Technology Coordinator Recreation Director Chief Assessor
Grade 10	Deputy Fire Chief Human Resource Manager Superintendent of Public Works
Grade 11	Director of Municipal Finance Director of Libraries
Grade 12	Fire Chief Building Commissioner
Grade 13	Town Administrator

Schedule B
Compensation Schedule

The Personnel Board will continue to review the Compensation Schedule annually and recommend adjustments. Recommended adjustments will be based on information obtained from the U. S. Department of Labor, Bureau of Labor Statistics or other appropriate sources. The Board will also review general economic conditions, conduct salary surveys and consider the general availability of qualified labor in the market place.

Schedule C
Performance Evaluators

POSITION	EVALUATOR	SECONDARY EVALUATOR
Advisory Board: Dept. Assistant	Advisory Board	Town Administrator
Building & Facilities Dept: Building Commissioner	Town Administrator	Board of Selectmen
Assistant Wiring Inspector	Building Commissioner	Town Administrator
Building & Facilities Assistant	Building Commissioner	Town Administrator
Assistant Plumbing Inspector	Building Commissioner	Town Administrator
Plumbing Inspector/ Assistant Gas Inspector	Building Commissioner	Town Administrator
Local Inspector	Building Commissioner	Town Administrator
Wiring Inspector	Building Commissioner	Town Administrator
Community Preservation Committee: Clerk	Community Preservation Comm.	Town Administrator
Conservation Commission: Clerk	Administrative Assistant	Conservation Commission
Council on Aging: Director	Council on Aging	Town Administrator
Outreach Worker	Council on Aging Director	Council on Aging
Finance Department: Dir. of Municipal Finance	Town Administrator	Board of Selectmen
Assistant Town Accountant	Dir. of Municipal Finance	Town Administrator
Town Treasurer/Collector	Dir of Municipal Finance	Town Administrator
Asst. Town Treasurer/Collector	Town Treasurer/Collector	Dir of Municipal Finance
Chief Assessor	Dir. of Municipal Finance	Board of Assessors
Fire Department: Fire Chief	Town Administrator	Board of Selectmen
Deputy Fire Chief	Fire Chief	Town Administrator
Dept. of Public Works: Superintendent of Public Works	Director of Public Works	Town Administrator
Library: Director of Libraries	Library Trustees	Town Administrator
Associate Director	Director of Libraries	Library Trustees
Library Associate	Associate Director	Director of Libraries
Library Page	Associate Director	Director of Libraries
Permanent Building Committee: Department Assistant	Permanent Building Committee	Town Administrator
Personnel Board: Personnel Board Assistant	Personnel Board	Town Administrator
Planning Board: Clerk	Administrative Assistant	Planning Board
Police Department: Animal Inspector	Police Chief	Town Administrator
Dispatcher	Police Chief	Town Administrator

Recreation Dept:

Recreation Director
Department Assistant

Recreation Commission
Recreation Director

Town Administrator
Recreation Commission

Town Administrator Office:

Executive Assistant
Veterans' Agent

Town Administrator
Town Administrator

Board of Selectmen
Board of Selectmen

Town Clerk's Office:

Assistant Town Clerk
Records Assistant

Town Clerk
Assistant Town Clerk

Town Administrator
Town Clerk

Zoning Board of Appeals:

Clerk

Administrative Assistant

Zoning Board of Appeals