

Personnel Policy Revisions 10.15.2021

~~Strike Through Text~~ – Original text that has been removed

Blue Underlined Text – Language added by legal Counsel

Red Text – Language added by the Policy Committee

Revision Summary

1. (II) Application of Personnel Policy revised by legal council
2. (III) Discrimination, Harassment and Retaliation Prevention Policy added by legal council
 - a. II & III were previously attachments to the policy provided by the Town. Legal council consulted the Town before adding to the policy. These are the most up-to-date language
3. (IV) Conflict of provision – legal counsel added (D) to recognize the collective bargaining agreement
 - a. Throughout the policy you will see the following language: *An employee who is represented by a collective bargaining representative should refer to the collective bargaining agreement.* This language has been included in sections that are different from the contract in order to help administration adjust to the contract.
4. (VII. F) Probationary Period was created to clarify the Introductory Period
5. (VIII. A) Hours work has been updated to clarify part time hours
6. (VIII. C) Meal Periods has been added to the Policy
7. (VIII. D.) Payrolls records rewritten to reflect new payroll practices
8. (XII) **Complaint** procedures has been changed to Grievance procedures. This section's language has been **cleaned** up for clearer interpretation of steps.
9. (XIII) Records – A section regarding responsibility to the collective bargaining unit have been included
10. (XV) Increments – has been removed from policy to align with collective bargaining agreement
11. (XV. E) Temporary Reassignment language now **matches** the collective bargaining agreement
12. (XVI) Vacation for Full Time has been reorganized. For Part Timers it now matches the collective bargaining agreement
13. (XVII) FT holidays have been updated and Part Time holidays has been updated to match collective bargaining agreement
14. (XVIII. B-F) Sick leave has been clarified
15. (XXIV) Jury Duty – Now matches collective bargaining agreement
16. (XXVII) Emergency Closure of Library Building has been updated to reflect the staff's ability to work from home and still provide virtual services