

Addendum to Personnel Manual

Approved June 6, 2019

DEFINITIONS

<u>ACCRUED VACATION:</u>	Accrued vacation is vacation leave that will be earned monthly after completion of thirty (30) day waiting period.
<u>BENEFITS:</u>	Any item of value other than wages including, but not limited to, retirement, insurance and compensated absences.
<u>CLASSIFICATION:</u>	The arrangement of jobs into grade levels based in part upon the similarities of duties and responsibilities, qualification requirements, physical exertion and environmental conditions.
<u>COMPENSATION:</u>	The salary, wages and all other forms of valuable consideration paid to any employee of the Town, but not including allowances for expenses incurred incidental to employment.
<u>DISCIPLINARY ACTION:</u>	Action taken to address behavior that does not conform to workplace conduct. Disciplinary action includes, but is not limited to, verbal reprimands, written reprimands, suspensions and termination.
<u>DIVISION OR DEPARTMENT HEAD</u>	The officer, board or other body having immediate supervision and control of a division or department.
<u>EMPLOYEE, REGULAR FULL-TIME</u>	Any person regularly scheduled to work thirty (30) or more hours per week. Regular Full-Time Employees are eligible for all benefits.
<u>EMPLOYEE, REGULAR PART-TIME:</u>	Any person regularly scheduled to work between twenty (20) and twenty-nine (29) hours per week. Regular Part-Time Employees are eligible for all benefits. Compensated absences will be pro-rated based on regularly scheduled hours.
<u>EMPLOYEE, PART-TIME:</u>	Any person regularly scheduled to work between fifteen (15) and nineteen (19) hours per week. Part-Time Employees are only eligible for compensated absence benefits; pro-rated based on regularly scheduled hours.
<u>EMPLOYEE, SEASONAL/TEMPORARY:</u>	Any person who works on an irregular basis, or for a specific project or season determined by the workload and/or climatic conditions. Seasonal/Temporary employees are <u>NOT</u> eligible for any benefits.
<u>EMPLOYEE, EXEMPT:</u>	An employee who is not subject to the overtime provisions of the Federal Fair Labor Standards Act.
<u>EMPLOYEE, NON-EXEMPT:</u>	An employee who is subject to the overtime provisions of the Federal Fair Labor Standards Act.
<u>FULL PAY STATUS:</u>	An employee who carries out a normal work assignment or is out on authorized paid leave as defined in these Guidelines shall be considered to be in full pay status.
<u>LEAVE OF ABSENCE:</u>	Authorized absence from assigned duties for a specified period.
<u>OVERTIME:</u>	Hours of work performed by an hourly employee in excess of 40 hours per week. Includes Sick, Vacation, Personal, and Holiday hours.

<u>PAY PLAN:</u>	An orderly arrangement of compensation based upon classification grades and which establishes pay steps within those grades.
<u>PAY STEP:</u>	A particular rate of compensation within a series of rate increments established for a classification. From the minimum to the maximum pay rate of a classification there may be several pay steps.
<u>PERFORMANCE EVAL:</u>	The total process of observing and reviewing work performance identifying needs for improvement, working with employees to improve their effectiveness and making full use of their skills
<u>PROMOTION:</u>	The change of an employee to a classification in a higher level from a classification in a lower level.
<u>RETIREE:</u>	Employee who has left the employment of the Town and is receiving benefits pursuant to Massachusetts General Laws, Chapter 32.
<u>STEP INCREASE:</u>	The pay increase between pay step rates within each job level
<u>WORKDAY:</u>	For purposes of calculation, a "workday" has been established as the weekly number of hours, divided by five (5); employees engaged in emergency services will use the combination of specified hours in a determined work period. This calculation shall be used for holiday, vacation, sick and personal leave pay.
<u>WORKWEEK:</u>	For purposes of these Guidelines, a workweek shall be considered to consist of five working days, unless otherwise designated in the job description.

5.1 Vacation Leave Revision

Purpose

The Town of Oxford recognizes that employees have diverse needs for time off from work and, as such, the Town of Oxford has established this vacation policy.

Eligibility

Employees are eligible for vacation leave either upon hire or transfer into an eligible position. Eligible employees must be scheduled to work a minimum of fifteen (15) hours per week on a regular basis to qualify for vacation leave. Vacation time will accrue monthly on the last pay period of each month. Newly hired employees will have a thirty (30) day waiting period from their date of hire prior to the start of accruing vacation time. Annual vacation accruals are based on years of service. Vacation time will be allotted as indicated below:

Employees become eligible for the higher accrual rate on the first day of the new fiscal year (July 1st). (Example: if an employee completes their fifth (5th) year of employment in May they will receive the additional week of vacation accrual amount the following July.

Procedures

Accruals and Payment

Accruals are based upon paid hours up to 2,080 hours per year for forty (40) hours a week employee, excluding overtime. Employees working less than forty (40) hours per week and at least fifteen (15) hours per week will earn vacation hours on a prorated basis. Length of service and hours worked per week will determine the rate at which the employee will accrue Vacation time. Vacation time will not accrue on unpaid leaves of absence, while employee is out on Workers Compensation or unpaid FMLA.

Accrual Rates:

	Code	Service	Monthly Accrual Amount	Carry Over Allowed
Gen 15 Vacation	G15V	Less than 1year- 2 weeks or 10 days (pro-rated)	2.500	30 hours
	G15V	1 year or more -2 weeks or 10 days	2.500	30 hours
	G15V	5 years or more -3 weeks or 15 days	3.750	30 hours
	G15V	10 years or more - 4 weeks or 20 days	5.000	30 hours
	G15V	25 years or more - 5 weeks or 25 days	6.250	30 hours
Gen 16 Vacation	G16V	Less than 1year- 2 weeks or 10 days (pro-rated)	2.667	32 hours
	G16V	1 year or more -2 weeks or 10 days	2.667	32 hours
	G16V	5 years or more -3 weeks or 15 days	4.000	32 hours
	G16V	10 years or more - 4 weeks or 20 days	5.333	32 hours
	G16V	25 years or more - 5 weeks or 25 days	6.667	32 hours
Gen 17 Vacation	G17V	Less than 1year- 2 weeks or 10 days (pro-rated)	2.833	34 hours
	G17V	1 year or more -2 weeks or 10 days	2.833	34 hours
	G17V	5 years or more -3 weeks or 15 days	4.250	34 hours
	G17V	10 years or more - 4 weeks or 20 days 10 years or more - 4 weeks or 20 days s	5.667	34 hours
	G17V	25 years or more - 5 weeks or 25 days	7.083	34 hours
Gen 18 Vacation	G18V	Less than 1year- 2 weeks or 10 days (pro-rated)	3.000	36 hours
	G18V	1 year or more -2 weeks or 10 days	3.000	36 hours
	G18V	5 years or more -3 weeks or 15 days	4.500	36 hours
	G18V	10 years or more - 4 weeks or 20 days	6.000	36 hours
	G18V	25 years or more - 5 weeks or 25 days	7.500	36 hours
Gen 19 Vacation	G19V	Less than 1year- 2 weeks or 10 days (pro-rated)	3.167	38 hours
	G19V	1 year or more -2 weeks or 10 days	3.167	38 hours
	G19V	5 years or more -3 weeks or 15 days	4.750	38 hours
	G19V	10 years or more - 4 weeks or 20 days	6.333	38 hours
	G19V	25 years or more - 5 weeks or 25 days	7.917	38 hours
Gen 20 Vacation	G20V	Less than 1year- 2 weeks or 10 days (pro-rated)	3.333	40 hours
	G20V	1 year or more -2 weeks or 10 days	3.333	40 hours
	G20V	5 years or more -3 weeks or 15 days	5.000	40 hours
	G20V	10 years or more - 4 weeks or 20 days	6.667	40 hours
	G20V	25 years or more - 5 weeks or 25 days	8.333	40 hours

Gen 25 Vacation	G25V	Less than 1year- 2 weeks or 10 days (pro-rated)	4.167	50 hours
	G25V	1 year or more -2 weeks or 10 days	4.167	50 hours
	G25V	5 years or more -3 weeks or 15 days	6.250	50 hours
	G25V	10 years or more - 4 weeks or 20 days	8.333	50 hours
	G25V	25 years or more - 5 weeks or 25 days	10.417	50 hours
Gen 35 Vacation	G35V	Less than 1year- 2 weeks or 10 days (pro-rated)	5.833	70 hours
	G35V	1 year or more -2 weeks or 10 days	5.833	70 hours
	G35V	5 years or more -3 weeks or 15 days	8.750	70 hours
	G35V	10 years or more - 4 weeks or 20 days	11.667	70 hours
	G35V	25 years or more - 5 weeks or 25 days	14.583	70 hours
Gen 37.5 Vacation	G375V	Less than 1year- 2 weeks or 10 days (pro-rated)	6.250	74.5 hours
	G375V	1 year or more -2 weeks or 10 days	6.250	74.5 hours
	G375V	5 years or more -3 weeks or 15 days	9.375	74.5 hours
	G375V	10 years or more - 4 weeks or 20 days	12.500	74.5 hours
	G375V	25 years or more - 5 weeks or 25 days	15.625	74.5 hours
Gen 40 Vacation	G40V	Less than 1year- 2 weeks or 10 days (pro-rated)	6.667	80 hours
	G40V	1 year or more -2 weeks or 10 days	6.667	80 hours
	G40V	5 years or more -3 weeks or 15 days	10.000	80 hours
	G40V	10 years or more - 4 weeks or 20 days	13.333	80 hours
	G40V	25 years or more - 5 weeks or 25 days	16.667	80 hours

Part-time employee's accrual rates will be prorated

Use and Scheduling of Vacation

Employees are required to use available vacation time when taking time off from work. Vacation may be taken in increments of as low as fifteen minutes (15).

Whenever possible, Vacation time must be scheduled in advance. Vacation is subject to Department Head/Manager approval, department staffing needs and established departmental procedures. Unscheduled absences will be monitored. An employee will be counseled when the frequency of unscheduled absences adversely affects the operations of the department.

An employee is required to use Vacation hours according to his or her regularly scheduled workday. For example, if an employee works a six-hour day, he or she would request six hours of Vacation time when taking a whole day off. Vacation time is paid at the employee's base rate.

A maximum of two weeks of vacation leave may be carried over fiscally.

Payment upon Termination

In accordance with Massachusetts law, after thirty (30) days of employment, an employee will be paid upon resignation, separation or retirement for all accrued but unused vacation hours. Employees whose hours regularly drop below 15 hours per week will be paid vacation time on the effective date of the reduced hours change. In the event of the death of an employee, accrued and accumulated, but unused vacation leave will be paid to the deceased employee's estate.

5.2 Sick Leave Revision

Purpose

Sick leave is an earned, paid leave granted to eligible employees for periods of absence because of personal illness, injury, medical, dental or optical treatments, or any temporary disability caused or contributed to by pregnancy, miscarriage or childbirth.

An employee may also use sick leave for an illness, injury, medical, dental or optical treatment for an immediate family member. Immediate family is defined as employee's spouse, domestic partner, child, stepchild, parent, stepparent, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother, sister, stepbrother, stepsister, or an adult who stood in loco parentis to the employee during childhood.

Use of Sick Leave

The Town of Oxford is covered by the Family and Medical Leave Act and the Town of Oxford recognizes the business benefits from allowing employees to use their sick leave under certain circumstances related to family and medical needs. Employees are permitted to use accrued sick leave for the following purposes:

- To care for the employee's newborn or newly adopted child, provided that the leave qualifies as parental leave;
- To obtain prenatal care for the employee;
- To care for, or arrange care for any immediate family member with a serious health condition

Procedures

Accruals

Employees shall receive 15 days of sick time during a fiscal year. Sick time will accrue monthly on the last pay period of the month. Newly hired employees will have a thirty (30) day waiting period from their date of hire prior to the start of accruing sick time. Unused sick leave will be carried over annually on June 30th to a maximum accumulation of 120 days (based on employees work hours).

An employee who is sick shall inform their department head at least one-half hour prior to the start of their workday. If a sick day is going to be taken for a medical appointment the employee should provide notice as soon as possible after appointment has been confirmed.

After any absence for illness, the Town may request the employee provide their department head with a doctor's note excusing them from work. In the event of a prolonged illness (illness lasting more than three (3) consecutive workdays), an employee will be required to provide a return to work certificate from their physician.

Accrued but unused sick time will be forfeited as of the date of separation from the Town of Oxford for whatever reason.

If an employee is rehired by the Town of Oxford **within a one year period of time** said employee will be reinstated with the accumulated sick time that they had accrued as of the date of separation.

Accrual Rates:

	Code	Service	Monthly Accrual Amount	Carry Over Allowed
Gen 15 Sick	G15S	15 days of sick time per fiscal year	3.7500	360 hours
Gen 16 Sick	G16S	15 days of sick time per fiscal year	4.0000	384 hours
Gen 17 Sick	G17S	15 days of sick time per fiscal year	4.2500	408 hours
Gen 18 Sick	G18S	15 days of sick time per fiscal year	4.5000	432 hours
Gen 19 Sick	G19S	15 days of sick time per fiscal year	4.7500	456 hours
Gen 20 Sick	G20S	15 days of sick time per fiscal year	5.0000	480 hours
Gen 25 Sick	G25S	15 days of sick time per fiscal year	6.2500	600 hours
Gen 35 Sick	G35S	15 days of sick time per fiscal year	8.7500	840 hours
Gen 37.5 Sick	G375S	15 days of sick time per fiscal year	9.3750	900 hours
Gen 40 Sick	G40S	15 days of sick time per fiscal year	10.0000	960 hours

5.4 Personal Time- Revision

Purpose

Personal leave is any time off that is granted for reasons including (but not limited to) specialized experiences, family issues, extenuating personal needs,

Procedures

This type of leave includes the time off given to any employee for their own personal reasons. Personal days may be used for personal reasons when requested twenty-four hours in advance and approved by the employee's Department Head/Manager. A Department Head/Manager may waive the twenty-four hour requirement if an emergency situation. Personal days must be used prior to the beginning of the next fiscal year and cannot be carried over from year to year. Personal time may be taken in increments as low as fifteen minutes (15). A newly hired employee will have a thirty (30) day waiting period from their date of hire prior to receiving personal time. All Personal time will be front loaded on July 1st each year. Personal time cannot be carried over from one year to the next.

■ Accrual Rates

	Code	Service	Monthly Accrual Amount	Carry Over Allowed
Gen 15 Personal	G15P	3 days of personal time per fiscal year	9.0000	No
Gen 16 Personal	G16P	3 days of personal time per fiscal year	9.6000	No
Gen 17 Personal	G17P	3 days of personal time per fiscal year	10.2000	No
Gen 18 Personal	G18P	3 days of personal time per fiscal year	10.8000	No
Gen 19 Personal	G19P	3 days of personal time per fiscal year	11.4000	No
Gen 20 Personal	G20P	3 days of personal time per fiscal year	12.0000	No
Gen 25 Personal	G25P	3 days of personal time per fiscal year	15.0000	No
Gen 35 Personal	G35P	3 days of personal time per fiscal year	21.0000	No
Gen 37.5 Personal	G375P	3 days of personal time per fiscal year	22.5000	No
Gen 40 Personal	G40P	3 days of personal time per fiscal year	24.0000	No

5.5 Bereavement Leave-Revision

Purpose

The Bereavement Leave Policy establishes uniform guidelines for providing paid time off to employees for absences related to the death of immediate family members and fellow employees or retirees of the Town of Oxford

Eligibility

All benefit eligible active employees are entitled for benefits under this policy.

Procedures

An employee who wishes to take time off due to the death of an immediate family member should notify his or her Department Head/Manager as soon as possible. If an employee leaves work early on the day he or she is notified of a death in the family, that day will not count as bereavement leave. Bereavement pay is calculated based on the base pay rate at the time taken, and it will not include any special forms of compensation, such as overtime or shift differentials.

Paid bereavement leave will be granted according to the following schedule:

- Employees will be allowed up to five (5) days of paid leave off from regularly scheduled work duty with regular pay in the event of the death of the employee's immediate family member. In extenuating circumstances, the employee may be granted additional bereavement time, using their accumulated sick/personal leave, at the discretion of the Department Head/ Manager and Town Manager.
- Immediate family is defined as employee's spouse, domestic partner, child, stepchild, parent, stepparent, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother, sister, stepbrother, stepsister, or an adult who stood in loco parentis to the employee during childhood. grandparents, grandchildren, or any relative residing in the employee's household.
- Employees are allowed one (1) day off from regular scheduled duty with regular pay in the event of death of the employee's brother-in-law, sister-in-law, aunt, uncle.
- Employees are allowed up to a half day (1/2) of time off with pay to attend the funeral of a close friend.

- Special or unusual situations (such as the need for extra time for travel) will be considered on an individual basis by the Town Manager.

5.6 Jury Duty Revision

Objective

The objective of this policy is to provide income protection while an employee carries out his or her civic responsibility. An employee who is called to jury duty shall be paid his or her regular wages by the Town for the first three (3) days, or part thereof, of Massachusetts jury service, if such jury service occurs during his or her regularly scheduled workday. If an employee serves on a jury for more than three (3) days the Town of Oxford will provide the difference between jury duty pay and an employee's regular day's pay for time spent serving on jury duty. You will be expected to provide a copy of any paycheck you receive from the courts for any time served after the first three (3) days of jury duty.

Eligibility

Regular full-time and regular part-time and part time employees are eligible to receive this benefit.

Responsibility

Upon receipt of notification from the state or federal courts of an obligation to serve on a jury or to act as a court witness, the employee should notify his or her Department Head/Manager. The employee is required to provide copies of the subpoena or jury summons to his or her Department Head/Manager as well as Human Resource department. The employee will request time off for Jury Duty through the Employee Forward portal of the Harpers Payroll system, which will then be approved by their respective Department Head/Manager.

Employees appearing in their own case as a plaintiff or defendant or for a non-subpoenaed court appearance will not receive paid time off. Vacation or unpaid time will be used for such instances. Employees are expected to work with their Department Head/Manager to ensure that serving jury duty does not adversely impact your customers and your coworkers.

DISCLAIMER

THE TOWN RESERVES THE RIGHT TO ADD TO OR DELETE PROVISIONS OF THESE POLICIES AND TO UNILATERALLY CHANGE THE CONTENTS OF THE POLICIES AT ANY TIME WITHOUT NOTICE. THESE POLICIES DO NOT CREATE A CONTRACT OF EMPLOYMENT. UNLESS OTHERWISE PROVIDED BY LAW, YOUR EMPLOYMENT WITH THE TOWN IS ON AN AT-WILL BASIS. ACCORDINGLY, YOU OR THE TOWN MAY TERMINATE YOUR EMPLOYMENT AT ANY TIME FOR ANY OR NO REASON WITHOUT NOTICE.