



EMPLOYEE HANDBOOK

WELCOME TO
OUR TEAM



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Town of Brunswick

Personnel Policy



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PERSONNEL POLICY

CHAPTER 1. INTRODUCTION

Sec. 1-1. Welcome

Welcome to the Town of Brunswick and thank you for choosing a career in public service. You've been selected based on your skills, experience, and commitment to excellence, and we are excited to have you as part of our team.

As a Town employee, you join a dedicated group of professionals who provide essential services to our residents and taxpayers. Your work is vital to our mission of delivering high-quality, responsive service to the community. In return, the Town is committed to fostering a positive, respectful, and productive work environment.

This Personnel Policy outlines what is expected of you as a member of the Town organization. It also provides important information about your rights, responsibilities, and benefits. While no policy can address every situation, these guidelines are intended to help you succeed in your role and support a fulfilling and rewarding career in municipal service.

Employees are encouraged to use sound judgment, professionalism, and discretion in the performance of their duties. Thank you for your service to the Town of Brunswick.

Sec. 1-2. History

Brunswick is a vibrant and historic community located in the heart of Maine's Midcoast region. First settled in 1628 and incorporated in 1739, the Town blends tradition, innovation, and natural beauty. Home to a population of engaged and forward-thinking residents, Brunswick offers a high quality of life with scenic outdoor spaces, strong schools, access to quality healthcare, and a wide range of employment opportunities.

The Town serves as a regional hub, offering amenities such as major retailers, grocery stores, professional services, and excellent medical resources—including Mid Coast Hospital, walk-in clinics, and a variety of specialty and primary care practices. These healthcare facilities provide accessible, comprehensive care for residents and neighboring communities alike.

Brunswick's downtown, designated a Maine Street Community in 2012, features a vibrant mix of shops, restaurants, public spaces, and cultural attractions. With its wide, walkable Maine Street, the downtown offers a welcoming environment that combines small-town charm with urban flair.

As a college town, Brunswick benefits from the presence of Bowdoin College—established in 1794—which enriches the community with world-class arts, museums, and educational programs. Additional institutions such as the University of Maine at Augusta, Southern Maine Community College, Midcoast Senior College, and Merrymeeting Adult Education provide lifelong learning opportunities for residents of all ages.

Brunswick's natural assets include 67 miles of coastline along the Androscoggin River and Atlantic Ocean, offering year-round outdoor recreation. Its convenient location—30 miles north of Portland and close to Freeport—is enhanced by access to I-295, U.S. Route 1, the Brunswick Executive Airport, and Amtrak's Downeaster passenger rail service to Boston and beyond.

Sec. 1-3 Town Government Organization

Citizenry: Brunswick citizens are the ultimate recipients of the services provided by Town employees. However, many citizens have little knowledge of the workings of Town Government. Typically, most citizens have only limited contact with one or two Town employees on a regular basis. For these reasons, all employees must always give the best possible impression. Individual employees must be aware that their job performance and how they conduct

themselves may be associated with Town Government by the public. Because of this association and perception, it is imperative that all employees conduct themselves professionally, courteously and honestly when providing a Town service.

Town Council: The Brunswick Town Council is composed of nine members who shall hold offices for a term of three years and until their successors are elected and qualified. Councilors are elected by the registered voters of the Town; two (2) shall be elected at large, and one (1) shall be elected from each of the seven (7) districts in which they reside and which they seek to represent. All candidates must be residents of the Town. Candidates for district seats must reside in the district at the time of nomination and throughout their term, while at-large candidates may reside in any part of the Town.

Under the Town Charter and the Laws of the State of Maine, the Town Council, by majority vote, exercises the powers and duties assigned to municipalities by the State Legislature. Such functions are the legislative and administrative functions of the Town Council, and are usually implemented by order, policy or resolve. Under the Council-Manager form of Government, most administrative responsibilities are assigned to the Town Manager. However, as elected officials, the Town Council retains the ultimate responsibility for the functioning of Town Government.

Town Manager: The Town Manager is the chief administrative officer of the Town. The Town Manager is appointed by the Town Council to carry out its policies and serves at its pleasure. In the performance of duties, the Town Manager is responsible for the oversight of the day-to-day activities of all Town Departments and the successful completion of projects and implementation of all policies adopted by the Town Council. The Town Manager is responsible for appointing Department Heads, with confirmation by the Town Council.

CHAPTER 2. AUTHORITY AND ADMINISTRATION

Sec 2-1. Authority for Personnel Policy

This Personnel Policy is adopted pursuant to § 402(d) of the Charter of the Town of Brunswick, Maine, and any other authority conferred by state or federal law.

Sec. 2-2. Applicability of Personnel Policy and Supplemental Policies.

This policy sets forth the principles and procedures which govern the relationship between the Town and its employees. It is intended to provide employees the opportunity to be properly informed as to their benefits, rights, and responsibilities and to provide a procedure for dealing with personnel issues on an equitable basis.

This policy applies to all regular full time, regular part time, non-regular part time, temporary, seasonal, on-call or call, and probationary employees, as defined herein.

The provisions set forth in this policy are not contractual. The Town may delete, amend, modify or change any or all provisions contained in this policy with or without prior notice to employees.

Where this policy or rules, adopted pursuant to it, are in conflict with a collective bargaining agreement (cba) or employment contract, the cba or employment contract shall prevail. This Personnel Policy, or rules adopted pursuant to it, shall prevail in instances where a cba is silent. However, this policy shall not extend compensation, retirement, insurance, or other benefits, beyond those specified in the cba.

Chapter 6 of this policy pertains only to the recruitment, hiring, and promotional processes for police officers and firefighters.

Supplemental policies that apply to specific employee groups or workplace matters are included in Appendix A. These supplemental policies provide additional guidance on topics not fully covered within this document. In the event of a conflict between a supplemental policy and this personnel policy, this policy shall govern unless otherwise specified.

Sec. 2-3. Positions and Officials not Subject to Policy.

This policy shall not apply to the following:

1. All elected officials and any person appointed as a member of any Town Board, Committee or Commission.
2. The Town attorney.
3. Volunteer personnel and personnel appointed to serve without pay.
4. Employees with individual employee contracts unless the contract specifically extends coverage.
5. Employees of the school department.
6. Independent contractors.

Although the provisions of this policy do not apply to the above, anyone under the direction of the Town in any capacity will be governed by Chapter 7 Conduct and Responsibilities Sections 7-1 through 7-6 which shall be made available to them.

Sec. 2-4. Administration of Personnel Policy.

In accordance with §402 (b) of the Brunswick Town Charter, the Manager or the Manager's appointee shall be the Personnel Director. Should the Town Manager appoint a Personnel Director, the position shall be referred to as either the Personnel Director or Human Resources Director. The terms shall be interchangeable. The Town Manager and Human Resources Director shall administer this policy in the best interests of the Town.

The Human Resources Director shall have the following duties:

1. Administer this policy under supervision of the Town Manager.
2. Attend all meetings of the Personnel Board and serve as staff to the Board.
3. Prepare and recommend amendments to this policy, for consideration by the Town Manager, and which, upon recommendation of the Town Manager, may be adopted by the Town Council from time to time.
4. Prepare and recommend for the Town Manager's consideration and adoption, additional regulations or policies governing the Town's relations with its employees.
5. Maintain or supervise the maintenance of all personnel records.

Sec. 2-5. Personnel Board.

The Personnel Board established by the Brunswick Town Charter shall assist in the hiring, promotional, and disciplinary processes of the Police and Fire departments as outlined in Chapter 6 of this chapter. The Board shall also act as an advisory board to the Town Manager on grievance procedures involving non-union employees as outlined in Chapter 14.

Sec. 2-6. Appointing or Hiring Authority.

The Town Manager is the appointing or hiring authority for all positions in the Town. With the exception of the appointment or hiring of Department Heads as identified herein, the Town Manager may delegate that authority to the Human Resources Director and/or Department Heads.

Sec. 2-7. Waivers and Modifications of Personnel Policy.

The Town Manager may waive or modify any provision of this policy, including provisions of Chapter 16, in instances the Town Manager may determine that strict application of the policy to a particular situation is impractical, would result in unintended hardship, or the Town Manager deems to be in the best interest of the Town. A waiver or

modification shall be considered only with respect to particular situation and a decision in one situation shall not create a precedent applicable to any other person or situation.

Sec. 2-8. Federal and State Law or Regulations.

Should a federal or state law or regulation, whenever adopted, be determined to supersede or extend the provisions of this policy, that law or regulation shall be followed.

Sec. 2-9 Severability.

If any provision of this policy or the application thereof to any person or circumstances is held invalid, this invalidity shall not affect other provisions or application of this policy which can be given effect without the invalid provision or application, and for this purpose the provisions of this policy are severable.

CHAPTER 3. PERSONNEL RECORDS

Sec. 3-1. Personnel Records.

The Human Resources Director shall maintain a personnel record for each employee in the service of the Town of Brunswick. It will contain the employee's name, address, phone number, the title of the position held, the department to which the employee is assigned, salary, changes in employment status, employee performance reviews, and such other information as may be considered pertinent. Medical information shall be maintained in a separate file.

The employee may have access to such records during normal working hours of the Human Resources Office and the office shall provide one (1) copy of any record upon request per calendar year. All personnel records shall be considered confidential to the extent permitted by law. All personnel records of each employee shall be retained in accordance with Maine Title 5, Chapter 6, §95-B Maine State Archives Local Government Record Retention Schedules.

Sec. 3-2. Employee's Information Changes.

All changes of address, telephone numbers or family status (births, adoptions, marriage, death, divorce, or legal separation) must be reported to the Human Resources Office immediately in order to maintain accurate records.

CHAPTER 4. EMPLOYMENT STATUS

Sec. 4-1. Employment Status.

All employees shall be considered one of the following employee types.

1. ***Regular employees:*** Regular employees are those employees who have satisfactorily completed the probationary period for their current position.
 - a. ***Regular full-time employees:*** are appointed to a budgeted position to work a standard work week of at least thirty-five (35) hours per week on a continuing and indefinite basis. Regular full-time employees are entitled to all benefits provided by this policy.
 - b. ***Regular part-time employees:*** are appointed to a budgeted position to work less than thirty-five (35) hours per week on a continuing and indefinite basis. Regular part-time employees who are regularly scheduled for a work week of at least twenty (20) hours shall accrue vacation, sick leave, holidays, personal days, and such other benefits as specifically identified in this policy as being applicable, on a pro-rata basis proportionate to the benefits available to a regular full-time employee in position classification.
2. ***Non-regular part-time employees:*** Non-regular part-time employees are appointed to a position to work less than twenty (20) hours per week on an indefinite basis. Part-time employees who are regularly

scheduled for a work week of less than twenty (20) hours are not entitled to any benefits, except as required by law.

3. **Temporary employees:** Temporary employees are appointed to work a standard work week or a part-time work week on a regular basis, but for a limited and defined period of time, usually not to exceed twelve (12) months. Extensions may be granted by the Town Manager. Temporary employees are not entitled to any benefits except as required by law.
4. **Seasonal employees:** Seasonal employment is an appointment to a temporary position in an industry designated by the State of Maine as a seasonal industry. The employee is terminated at the end of the applicable season, and such employees are not entitled to any benefits, except as required by law.
5. **On-call or call employees:** On-call or call employment is an appointment to work on an intermittent and as-needed basis. Employees who are on-call do not have a regular schedule but must be available to work as needed. On-call employees are not eligible for any benefits, except as required by law.
6. **Probationary employees:** Probationary employees are those employees who are still in the probationary period following an initial appointment or promotion to a regular full-time or part-time position. Probationary employees accrue benefits based on their status as full or part time employees.

Sec. 4-2. Acting Appointments.

Employees may be appointed to serve in an acting capacity during a vacancy in a superior position. Any change in the employee's compensation shall be arranged at that time by the Town Manager.

CHAPTER 5. RECRUITMENT AND APPOINTMENT

Sec. 5-1. Appointment on Merit.

The best qualified applicant, who is available within compensation levels established for Town employment, will be chosen for the position. First preference being given to residents of the Town of Brunswick when there are equally qualified candidates. Applicants may be subjected to examinations, background checks, and other reviews to determine their competency for the applied for position.

Sec. 5-2. Equal Employment Opportunity, Anti-Discrimination, and Anti-Retaliation.

The Town of Brunswick is an Equal Opportunity Employer and is committed to complying with all applicable laws providing equal employment opportunities, and all other employment laws and regulations. It is the Town's intent to maintain a work environment that is free of discrimination or retaliation because of protected status or protected activity as defined by applicable law.

Protected status includes race (including traits historically associated with race, which include, but are not limited to, hair texture, Afro hairstyles, and protective hairstyles such as braids, twists, and locks), color, citizenship, religion, sex, sexual orientation (including transgender status, gender identity or expression), familial status, pregnancy (including childbirth, lactation, and related medical conditions), gender identity and gender expression, national origin, ancestry, age, physical or mental disability, tobacco use during nonworking hours, domestic violence victim status, veteran status, uniformed servicemember status, genetic information (including testing and characteristics), or any other characteristic or status protected by applicable local, state or federal law.

Protected activity includes whistleblower activity as defined under the Maine Whistleblower's Protection Act; previous assertion of a claim or right under the Maine Workers' Compensation Act; receiving an order of protection from abuse under Title 19-A, Section 4007 of the Maine Revised Statutes; requesting an accommodation based on disability, religion, gender identity or expression, pregnancy-related conditions or familial status; reporting unlawful harassment, discrimination, or retaliation; opposing unlawful discrimination, harassment or retaliation in good faith; participating in an employment discrimination proceeding; or any other activity protected from discrimination or retaliation under applicable law.

Complaint/Investigation Procedure: Individuals are encouraged to immediately report any act of discrimination or retaliation to the Supervisor, Department Head, or the Human Resource Director. The Human Resource Director (or person designated by the Town Manager) will investigate and attempt resolution of complaints filed in accordance with the Personnel Policy. Persons receiving complaints should fully inform the individual of their rights, take appropriate steps to timely and adequately investigate, and when merited take prompt and effective remedial action.

The Town will not retaliate against any applicant or employee who raises a complaint of discrimination or retaliation in good faith.

Sec. 5-3. Reasonable Accommodation.

Consistent with and subject to the requirements of the Maine Human Rights Act (MHRA) and applicable federal law(s) governing reasonable accommodations of covered individuals, the Town will provide reasonable accommodations for the following protected classifications unless doing so would create an undue hardship for the Town:

- Reasonably accommodate a qualified individual with a disability (as defined under applicable law) if such accommodation would allow the individual to perform the essential functions of the job.
- Reasonably accommodate an employee's sincerely held religious belief, practice, or observance that conflicts with a job requirement.
- Reasonably accommodate an employee's known limitations related to pregnancy, childbirth, or related medical conditions.
- Reasonably accommodate an employee who requires one because of their familial status and whose requested accommodation relates directly to their need to provide necessary care to a protected family member. See 94-348-3 Me. Code R. § 17.
- To make reasonable accommodations in rules, policies, practices or services that apply directly or indirectly to gender identity or expression. (E.g., allowing an employee to go by the name of their choosing rather than their legal name while in the workplace). See 5 MRSA §4566(7); 94-348 CMR c. 3, §16.

The Town makes determinations about reasonable accommodations on a case-by-case basis based on an individualized assessment and applicable law.

Procedure for Requesting an Accommodation

- Any employee or applicant who would like to request an accommodation based on any of the reasons set forth above should contact the Human Resources Director. You may make the request orally or in writing. But the Town encourages employees and applicants to make their request in writing and to include relevant information such as a description of the accommodation you are requesting, whether the request is time-sensitive, and the reason you need an accommodation, to the extent such information is appropriate to provide under the circumstances.
- On receipt of an accommodation request, if further discussion is necessary, the Human Resources Director will meet with the individual and engage the individual in an interactive dialogue to determine the precise limitations or work requirement conflicts at issue and explore potential reasonable accommodations that could overcome those limitations or conflicts and enable the individual to perform their job.
- Where an employee requests a simple and easy accommodation for a known limitation related to pregnancy, childbirth or a related medical condition, such as using a portable fan at the employee's

workstation, or a simple and easy accommodation related to gender identity or expression, such as going by the name of their choosing rather than their legal name in the workplace, engaging in a lengthy back-and-forth is unwarranted. If not obvious and allowed under applicable law, the Town may request documentation of the individual's functional limitations to support the accommodation request.

The Town will inform the individual of its decision on the accommodation request.

If the accommodation request is denied, employees will be advised of their right to appeal against the decision by submitting a written statement to the Town Manager explaining the reasons for the request. If the request on appeal is denied that decision is final.

Medical information on individual employees is treated confidentially. The Town will take reasonable precautions to protect such information from inappropriate disclosure. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

Sec. 5-4. Vacancies, Posting, and Advertising.

Vacancies in any position may be filled internally by posting, or from outside through advertising. The Human Resources Director shall ensure that all postings and advertisements are distributed as widely, and in such form as the director deems necessary to attract sufficient qualified applicants for the position. Vacancies in positions above entry level may be filled by promotion whenever in the judgment of the Human Resources Director and department head, it is in the best interests of the Town to do so. In making promotions, the appointing authority shall give appropriate consideration to each applicant's qualifications, record of performance, and seniority, although the appointing authority retains the discretion to appoint the person the authority believes is best qualified for the position.

Sec. 5-5. Applications.

Applicants for employment and promotions must submit a completed employment application on forms prescribed by the Town or through the Town's official online application system. Applicants for exempt positions shall also submit a resume and cover letter. Application forms may require whatever information is deemed necessary and applications must be signed by the person applying unless the applicant is physically incapable of doing so. The Town will only accept applications for positions when there are vacancies to be filled or when an eligibility list must be established (The Police and Fire Departments are the only exception to this provision. The Police and Fire Departments will accept applications at all times and will hold them for a one-year period).

Sec. 5-6. Proficiency Exams.

The Human Resources Director shall maintain an inventory of examinations to be utilized in the evaluation of an applicant's fitness and suitability for a specific position. Those include but are not limited to physical fitness, verbal and written communication skills, and other job-specific skills.

Sec. 5-7. Physical Exams and Other Evaluations.

After a conditional offer of employment is made, police officers, firefighters, non-administrative public works employees, non-administrative parks employees, and, to the extent permitted by applicable law, any others determined by the Human Resources Director, shall successfully complete a pre-employment physical exam, as well as any other examination necessary to determine the applicant's ability to perform the essential functions of the position, with or without accommodation, as identified in the position description. Police officer positions, and other positions as deemed necessary by the Human Resources Director, shall also require a polygraph and/or psychological evaluation.

Sec. 5-8. Background Checks.

The Town will conduct background checks prior to the hiring of an applicant. Offers of employment may be conditioned on satisfactory completion of these checks. The Human Resources Director and Department Head shall determine the appropriate items to include in a background check. The specific type of background checks conducted will vary depending on the position but may include, but not limited to the following:

1. Criminal History Check: to verify if the applicant has any criminal convictions that may be relevant to the position.
2. Employment Verification: To confirm past employment history and performance.
3. Education Verification: To verify academic qualifications and credentials.
4. Reference Checks: To gather information from previous employers or other relevant contacts.
5. Credit History Check: For positions involving financial responsibilities, in accordance with the Fair Credit Reporting Act (FCRA).
6. Driving Record Check: For positions requiring the operation Town-owned vehicles or machinery.
7. Fingerprinting: For certain positions, as required by state or federal law.

At a minimum, for all positions, the background check shall include a criminal history check and reference checks.

Before conducting any background check, the Town will obtain written consent from the applicant. Applicants will be informed of the types of checks to be conducted and their rights under the FCRA and other applicable laws.

Information obtained through background checks will be used solely for the purpose of determining the applicant's suitability for the position. Background check results will be evaluated fairly and consistently, with consideration of the nature and relevance of any findings. Any adverse action based on background check results will be communicated to the applicant, who will be given an opportunity to respond or provide additional information. All background check information is considered confidential and will be handled in accordance with federal and state privacy laws. Access to this information will be restricted to authorized personnel only.

The Human Resources Director shall either perform or oversee the background check process. The Town shall retain full discretion in the review and determination whether an applicant is suitable for employment based on these checks.

Sec. 5-9. Orientation.

Each new employee shall be given an orientation to the Town by the Human Resources Director or the director's designee under the direction of the director.

Sec. 5-10. Probationary Periods for Other than Police.

Initial appointment. Upon appointment, all employees shall be employed on a probationary status for a period of six (6) months. During the probationary period, employees will be evaluated at least once. The Department Head will forward the review form to the Human Resources Director who shall place it in the employee's personnel file. If in the judgment of the Department Head, the employee's performance is deemed unsatisfactory at any of the periodic appraisals, the employee shall be informed of any deficiencies and may be given an opportunity to correct them. An employee may be terminated at any time during the probationary period and such termination is not subject to review.

Promotional or transfer probation. Employees who are promoted or transferred to a new position shall be placed on a six (6) month promotional probation and will be reviewed at the midpoint and again one (1) month prior to the end of the probationary period. If the evaluation is found to be unsatisfactory, the employee may be removed at any time during the probationary period and demoted or transferred to their previous position or a comparable position, if available.

Sec. 5-11. Recruitment and Appointment Process for Police Officers and Firefighters/EMS

Special rules contained in Chapter 6 govern the recruitment, selection, appointment, and probationary periods for Police Officer and Firefighters/EMS.

CHAPTER 6. POLICE AND FIRE RECRUITMENT, APPOINTMENT AND PROMOTION

Sec. 6-1. Applications.

Applications for employment for Police Officer and Firefighter/EMS positions shall be submitted on forms prescribed by the Town or through the Town's official online application system and meet the specified requirements as advertised. Such forms may require whatever information is deemed necessary, and applications must be signed by the person applying unless the applicant is physically unable to do so.

The Police and Fire Departments may accept applications on an on-going basis and will hold applications for a one-year period. The departments will notify applicants at such time as a position opening is available or an eligibility list needs to be established. At that time, updated information may be required from the applicant.

Sec. 6-2. Qualifications of Applicants.

An applicant for appointment to the Police or Fire Departments must have the following qualifications:

1. *Citizenship.* Applicant must be either a U.S. citizen or legally authorized to work in the United States.
2. *Age.* Applicant must be at least eighteen (18) years of age.
3. *Physical condition.* Applicant must be physically, mentally and emotionally fit to carry out the essential functions of the position.
4. *Education.* Applicant shall have a high school education or equivalent.
5. *Character.* Applicant shall be of good moral character.
6. *Substance abuse.* Applicant shall not be a substance abuser which would tend to substantially impair physical, mental or emotional fitness.
7. *Criminal record.* Applicant shall not have been convicted of a felony.
8. *Operator's license.* Applicant shall have a valid motor vehicle operator's license.

Sec. 6-3. Examinations.

Examination may include any or all of the following:

1. *Written Examination:* The Human Resources Director shall arrange for written examinations to be given to all eligible applicants as needed to assist in the creation of an eligibility list.
2. *Oral Examination:* The Personnel Board shall provide for an oral examination in such form as to test the abilities and aptitudes of candidates for the duties to be performed.
3. *Physical Agility:* Testing shall be conducted by staff of the department for which an eligibility list is being established.
4. *Pre-employment Physical Examination:* After a conditional offer is made to an applicant, a physical examination shall be conducted by the Town's Health Care Provider. Such testing shall include an assessment of the applicant's ability to perform the essential functions of the position.
5. *Psychological testing:* After a conditional offer is made to an applicant, psychological testing shall be conducted.
6. *Polygraph testing:* Polygraph testing shall be conducted either pre or post offer of employment for police candidates only.
7. And any other tests which may be required by the department.

Sec. 6-4. Eligibility List.

After written, oral and agility testing has been conducted, the Human Resources Director shall compile the scores for each applicant and rank the applicants in order of their combined scores on the examinations.

The appointing authority shall review test results and determine the minimum acceptable standards for each individual test as well as the combined score. Applicants whose scores fall below these minimum standards shall not be considered for employment.

1. *Expiration.* An eligibility list expires one (1) year after the examination on which it was based.
2. *Layoff and Reinstatement.* An applicant appointed from an eligibility list who is laid off because of lack of work or insufficient appropriation must be placed at the top of the eligibility list and must be offered reinstatement before any new appointments are made from the list.
3. *Public Record.* The list of the names of the applicants in their order of standing on the examination is a public record.

Sec. 6-5. Appointment Process.

Appointments generally: The Human Resources Director shall provide the Police or Fire Chief (as appropriate) with the names of the three (3) persons ranked highest on the eligibility list who have indicated a willingness to accept appointment. When more than one (1) vacancy is to be filled, the number of names submitted must equal the number of vacancies plus two (2). If there are less than the required number of eligible applicants, the appointing authority may accept the eligible applicant(s) or it may request the Human Resources Director to readvertise the position, which the Human Resources Director shall do.

In situations where the number of applicants is insufficient or where there is an urgent need to fill a position, the appointing authority, with the approval of the Town Manager, may bypass the creation of eligibility lists and the oral examination typically conducted with the Personnel Board. In such cases, an internal interview panel—comprising the Police or Fire Chief, the Deputy Fire Chief or Police Commander, and the Human Resources Director—may be convened to evaluate candidates and provide a recommendation to the Town Manager. The Town Manager may then proceed with a direct appointment of a qualified candidate, bypassing standard examination and list-based procedures, provided that the decision is appropriately documented and justified. A report outlining the expedited recruitment process must be submitted to the Personnel Board upon completion of the hire.

All offers of employment shall be conditioned upon satisfactory performance on the required physical, psychological, polygraph, drug test and any other tests required by the Department which may be done after a conditional offer of employment has been made.

1. *Probation period.* All appointed and promoted employees in the police and fire departments are subject to a probation period. The probation period shall be six (6) months from the date of hire for all Firefighter/EMS positions, current certified blue pins from the Maine Criminal Justice Academy, or promotion except in the case of newly appointed Police Officers whose probation period shall be one (1) year after graduation from the Maine Criminal Justice Academy or the date the Board of Trustees of the Academy certifies the officer to work in Maine law enforcement.
2. During the probation period, the appointing authority may reject an employee who does not meet expectations. Written notification of such rejection shall be stated in writing to the employee and to the Personnel Board reporting the name of the person rejected, and the date of rejection and the reason for the rejection. Any rejected employee is permanently separated from the probation position and may be separated from the position previously held. The appointing authority is encouraged to restore a rejected promoted employee to the employee's former position whenever possible. A rejected promoted employee who has completed the probation period for the position they had previously held shall have the right to file a written reply with the appointing authority and the Personnel Board within fifteen (15) days from the date of the rejection. If such employee files a reply and requests a hearing within the prescribed period, the

procedures and rights regarding hearings before and finding of the Personnel Board, as set forth in the Personnel Policy shall apply.

3. *Appointment.* If the appointee successfully completes the probation period, they become a regular employee, as defined in the Personnel Policy.
4. *Special Police Officers.* The Police Chief may appoint Special Police Officers without examination. Their term of office expires on the first day of April following their appointment. Special Police Officers shall be considered on-call employees.

Alternate Process for Current Certified Law Enforcement Officers or Certified Firefighters/EMS Personnel: If the Police or Fire chief deems it necessary to fill an immediate vacancy, the Police or Fire Chief may, with the approval of the Town Manager, process the application of a candidate who is currently certified in Maine, or who possesses an equivalent certification from another state. The Personnel Board will convene to interview the applicant and will determine whether or not it supports hiring the candidate. If the Personnel Board supports hiring the applicant, the Police or Fire Chief may consider the candidate for an immediate offer of employment. Should the Personnel Board lack the ability to convene within seven (7) days, the Town Manager may waive the requirement for a Personnel Board interview. If at the conclusion of the testing process, the Police or Fire Chief chooses to appoint the candidate, the appointment shall supersede any outstanding eligibility list.

Conditional Appointments Permitted: Upon certification to the Town Manager that, despite making reasonable efforts to obtain a qualified applicant for a particular position, the Town Manager may authorize the Police or Fire Chief to fill the vacancy conditionally with those conditions to be specified by the Town Manager. The Police or Fire Chief shall follow the process outlined in this Chapter to the extent deemed to be in the Town's best interest by the Town Manager when filling positions with qualified personnel.

Sec. 6-6. Promotions.

All promotions of Police Officers and Firefighters/EMS shall be made by the Chief of the respective department from a promotion eligibility list which shall be based on efficiency, seniority, and fitness-for-service ratings in addition to oral interview and written examination scores. At the request of the appropriate Chief, the Human Resources Director shall submit the names of the three (3) people ranked highest on the promotion eligibility list. If there are less than three (3) names on the promotion eligibility list, all names must be submitted to the Chief.

All applicants for promotion must have served a minimum of two (2) years in the department.

The ranking of a participant on a promotion eligibility list shall be made available to the participant in the examination upon request.

Sec. 6-7. Physical and Psychological Examinations.

Annually, in accordance with respective contract provisions, each member of the respective department shall submit to a thorough physical examination; and at any other time, the Chief of the respective department may require a member of the department to submit to a physical or psychological examination. The examination is performed at the expense of the Town by a physician approved by the Human Resources Director. If the results of the examination show that the member involved does not have the physical or mental ability to perform the essential function of the position, with or without an accommodation, this shall be considered cause for disciplinary action, up to and including termination. The employee involved may submit evidence relevant to the employee's physical or mental condition for the consideration of the Chief before discharge becomes final.

CHAPTER 7. CONDUCT AND RESPONSIBILITIES

Sec. 7-1. Employee Responsibility for Understanding.

The Town shall make a copy of this policy available to all employees either electronically or in hard copy. The Town may also issue summaries of this policy, as well as supplemental information or manuals (electronically or hard copy) prepared by the Human Resources Director. All employees, officials, and volunteers of the Town of Brunswick, and all non-employees (defined as agents, consultants, guests, customers, invitees, vendors, suppliers, and furnishers of goods and services) are responsible to read and understand this policy, any amendments thereto, and any supplemental information or manuals.

Sec. 7-2. Conduct.

A positive attitude, proper courtesy, honesty, inclusiveness, and professional conduct—both on and off the job—are essential to the success of the individual and the Town. All employees, officials, and volunteers of the Town of Brunswick, and all non-employees (defined as agents, consultants, guests, customers, invitees, vendors, suppliers, and furnishers of goods and services) are engaged in public service subject to public scrutiny, regardless of whether they have direct contact with the public. All employees, officials, and volunteers of the Town of Brunswick, and all non-employees (defined as agents, consultants, guests, customers, invitees, vendors, suppliers, and furnishers of goods and services), regardless of whether contacts are direct or indirect, shall be courteous, respectful, efficient, and helpful in all their assignments and interactions.

The Town is committed to fostering a workplace culture that values diversity, inclusion, and mutual respect. Discrimination, harassment, or bullying of any kind—whether verbal, physical, or digital—will not be tolerated. Employees, officials, and volunteers must treat each other with professionalism and dignity, ensuring a workplace free from hostility or intimidation.

Sec. 7-3. Harassment Prohibited.

All employees, officials, and volunteers of the Town of Brunswick, and all non-employees (defined as agents, consultants, guests, customers, invitees, vendors, suppliers, and furnishers of goods and services) are expected to interact with co-workers in a respectful manner. If employees are subject to harassment or are aware of any violations of this Harassment Policy, they are encouraged and expected to report the incident to their Supervisor, Department Head, or Human Resources.

Definition of Harassment: Harassment occurs when an employee is subjected to unwelcome verbal or physical conduct because of their race, color, sex, age, physical or mental disability, sexual orientation, gender identity, genetic information, religion, ancestry or national origin. Federal and State laws prohibit harassment in the workplace on these grounds.

Examples of harassment which will not be tolerated in the Town of Brunswick are: verbal or physical abuse, threats, derogatory remarks, jokes, innuendo or taunts about any employee's religious beliefs, color, national origin, mental or physical disabilities, ancestry, genetic information, race, sexual orientation, gender, or gender identity. Conduct may qualify as harassment even if it was not intended to harm another employee or if other employees appear not to be bothered by it. The Town will not tolerate the display of pornographic, racist or offensive signs or images, or unwelcome invitations or requests.

Definition of Sexual Harassment: Sexual harassment is a violation of the Maine Human Rights Act as well as Title VII of the Civil Rights Act of 1964. Sexual harassment includes any unwelcome conduct related to sex or gender that (1) is imposed on a person as a condition of their employment; (2) is used as the basis for employment decisions affecting an employee; or (3) creates an intimidating, hostile, or offensive work environment.

The following examples are also considered sexual harassment and are not permitted:

1. Physical assaults of a sexual nature such as:
 - a. Rape, sexual battery, molestation or attempts to commit these assaults; and

- b. Intentional physical conduct which is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another employee's body, or poking another employee's body.
- 2. Unwanted sexual advances, propositions or other sexual comments, such as:
 - a. Sexually-oriented gestures, noises, remarks, jokes, or comments about a person's sexuality or sexual experience directed at or made in the presence of any employee who indicates or has indicated in any way that such conduct in their presence is unwelcome;
 - b. Preferential treatment or promise of preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward; and
 - c. Subjecting, or threatening to subject, an employee to unwelcome sexual attention or conduct or making performance of an employee's job more difficult because of that employee's sex.
- 3. Sexual or discriminatory displays or publications anywhere in the organization by employees, such as:
 - a. Displaying pictures, posters, calendars, graffiti, objects, promotional materials, reading materials, or other materials that are sexually suggestive, sexually demeaning, or pornographic, or bringing in the work environment or possessing any such material to read, display or view at work.
 - b. Reading or otherwise publicizing in the work environment materials that are in any way sexually demeaning or pornographic; and
 - c. Displaying signs or other material purporting to segregate an employee by sex in any area of the workplace (other than restrooms and similar semi-private lockers/changing rooms).

Complaint Procedure: All complaints will be investigated promptly and adequately. Once a complaint is received, an investigation will be undertaken immediately and all necessary steps taken to resolve the problem.

Any employee who believes he or she has been harassed should take the following steps :

- 1. If you find someone's behavior offensive, you may attempt to resolve the behavior by calmly but firmly informing the individual that you find the behavior offensive and requesting that the behavior cease.
- 2. If you do not feel comfortable discussing the behavior with the individual(s) involved, if you feel the conduct or its impact on you is significant enough that management should be put on notice, or if you believe some employment consequence may result from your confrontation with the individual whose behavior offends you, you should register a complaint, preferably in writing, with your supervisor, Department Head, or with the Human Resources Director.
- 3. If what you consider to be a reasonable length of time has gone by and you believe inadequate corrective action has been taken by your supervisor, Department Head, or the Human Resources Director; you should register your complaint in writing with the Human Resources Director or the Town Manager (if your original complaint was filed with the Human Resources Director).

Fact Finding/Investigation:

- 1. Both the complainant and the alleged harasser will be interviewed, as will any individuals who may be able to provide relevant information. The Town may in some cases choose to involve an outside investigator to ensure neutrality and objectivity.
- 2. If the investigation reveals evidence to support the complaint of harassment, the harasser will be disciplined appropriately. Discipline may include demotion, suspension or termination, and the incident will be documented in the harasser's file. No documentation will be placed on the complainant's file where the complaint is filed in good faith, whether the complaint is upheld or not.

Confidentiality: The Town of Brunswick understands that these matters can be extremely sensitive and, so far as practical under the circumstances, every effort will be made to keep all information relating to harassment complaints in confidence.

Retaliation Prohibited: Regardless of the outcome of a harassment complaint made in good faith, the employee lodging the complaint, as well as anyone providing information, will be protected from any form of retaliation by either co-workers or superiors. This includes dismissal, demotion, unwanted transfer, denial of opportunities within

the Town or harassment of an individual as a result of their having made a complaint or having participated in the investigation process.

Note: Employees may, at any time, file a complaint with the Maine Human Rights Commission, which is located at #51 State House Station, 19 Union Street, Augusta Maine 04333; telephone number (207) 624-6290. A complaint must be filed with the Maine Human Rights Commission within six months of the alleged incident.

Sec. 7-4. Confidentiality.

Many employees, officials, and volunteers have access to confidential information pertaining to persons or property in the Town. This privileged information shall not be used to their private advantage or to the advantage of anyone else. No information which is not required to be released under Maine's Freedom of Access Law (FOAA), shall be released to anyone other than persons entitled to that information by law or lawfully executed subpoena.

Sec. 7-5. Conflict of Interest and Bias.

A conflict of interest or bias, or the perception of a conflict or bias, may make it difficult for an employee, official, and volunteer of the Town of Brunswick, or a non-employee (defined as agents, consultants, guests, customers, invitees, vendors, suppliers, and furnishers of goods and services) to objectively and effectively perform in the best interest of the Town. All employees, officials, and volunteers of the Town of Brunswick, and all non-employees (defined as agents, consultants, guests, customers, invitees, vendors, suppliers, and furnishers of goods and services) must disclose and discuss any potential conflict or bias with the Town Manager.

A conflict of interest means any financial interest in a question or matter which may, in actuality or appearance, tempt a person to serve their personal interest over the public interest.

Bias or source of bias means any inclination, predisposition, or prejudice in regard to any question or matter, including a disqualifying familial relation under 1 M.R.S.A. § 71(6), which may, in actuality or appearance, prevent a person from rendering an impartial decision on a question or matter.

Sec. 7-6. Receipt of Gifts.

All employees, officials, and volunteers of the Town of Brunswick, and all non-employees (defined as agents, consultants, guests, customers, invitees, vendors, suppliers, and furnishers of goods and services) are prohibited from soliciting or accepting any gift, gratuity, favor, entertainment, loan, or any other item of monetary value from any person, within or outside Town employment, whose interests may be affected by the employees' performance or nonperformance of their official duties. Acceptance of nominal gifts, such as food and refreshments in the ordinary course of business meetings or unsolicited advertising or promotional materials such as pens, note pads, calendars, etc., is permitted.

Sec. 7-7. Political Activity.

Employees may seek or accept nomination or election to any office in the Town government. However, no employee may hold any elective Town office while employed by the Town. Employees shall refrain from using their influence publicly in any way for or against any candidate for elective office in the Town government. Employees shall not circulate petitions or campaign literature for elective Town officials or be in any way concerned with soliciting or receiving subscriptions, contributions, or political service from any person for any political purposes pertaining to the Town government. This rule is not to be construed to prevent Town employees from becoming, or continuing to be, members of any political organization, from attending political meetings, from expressing their views on political matters, or from voting with complete freedom in any local, state or national election.

Sec. 7-8. Outside Work.

Employees may engage in outside employment, subject to the conditions stated herein. However, no employee may engage in outside employment which in any manner interferes with the proper and effective performance of the

duties of their position, results in a conflict of interest, or if it is reasonable to anticipate that such employment may subject the Town to public criticism or embarrassment. Employees must inform their Department Head of their outside employment. If the Town Manager determines that such outside employment is disadvantageous to the Town, based on the above criteria, the Town Manager shall notify the employee in writing that the outside employment must be terminated.

Secs. 7-9. Insubordination.

Employees are expected to follow lawful and reasonable instructions from supervisors, managers, and Department Heads in the performance of their duties. Insubordination occurs when an employee refuses to comply with a direct order, exhibits defiant behavior, or engages in actions that undermine authority or workplace operations. Additionally, bullying—whether directed at supervisors, colleagues, or subordinates—erodes workplace morale and is strictly prohibited.

Examples of insubordination and bullying include, but are not limited to:

- Open refusal to carry out legitimate work-related instruction.
- Disrespectful, argumentative, or disruptive behavior toward a supervisor, manager, or colleague.
- Verbal, written, or digital harassment, including inappropriate, threatening, or demeaning language.
- Failure to complete assigned duties or tasks without justification.
- Undermining supervisory authority through willful disregard of policies, procedures, or expectations.
- Repeated intimidation, humiliation, or exclusion of a coworker that creates a hostile work environment.

The Town is committed to maintaining a professional and respectful workplace. Employees engaging in insubordination or bullying will be subject to disciplinary action, up to and including termination.

CHAPTER 8. EVALUATIONS AND TRAINING

Sec. 8-1. Performance Evaluations.

The Town Manager and Human Resources Director shall establish a performance evaluation system to be used in the evaluation of all employee performance. At a minimum, employee performance shall be evaluated on an annual basis. New employees and recently promoted employees shall, at a minimum, be subject to at least one performance evaluation during the probationary period.

Sec. 8-2. Promotion.

Vacancies in positions above entry level may be filled by internal posting and promotion, or by advertisement and recruiting of outside applicants. When such a position is advertised, current employees may compete for the promotional position and will be given preference among equally qualified applicants for the position.

Current employees may be given training opportunities to qualify for promotion. Training to improve an employee's skills to qualify them for promotion may be done prior to, or post-promotion. If done-post promotion failure to meet the training requirements may result in demotion or termination.

Sec. 8-3. Transfers.

Transfers are assignments to another position and may be initiated by the Town Manager, with the approval of the Department Head, for the good of the Town, or initiated by the employee, subject to the approval of the Department Heads and Town Manager. The employee's date of hire will not change.

Sec. 8-4. Training and Educational Opportunities.

The Town is committed to maintaining a well-trained and highly educated workforce. To support this commitment, the Human Resources Director will:

1. Promote professional development by facilitating training programs.
2. Collaborate with Department Heads to identify and implement relevant training opportunities for employees.
3. Ensure training is available for specific job functions, career advancement, and overall fitness for public service.

Additionally, the Town Manager will establish an Education Assistance Plan to reimburse employees for post-secondary education and other educational opportunities offered by accredited institutions. This plan aims to encourage lifelong learning and professional growth among our workforce.

CHAPTER 9. COMPENSATION AND PAY PLAN

Sec. 9-1. Payroll/Pay Period.

Payroll is processed by the finance department on a biweekly basis. Time entry must be completed and approved by supervisors as scheduled by each department and submitted as required by the Finance Department. The payroll period shall be Sunday to Saturday, unless an alternative pay period is prescribed by contract or approved by the Town Manager. Direct deposit advices shall generally be available on Fridays unless the Town Hall is closed, or some unforeseen event causes them to be issued on another day.

Sec. 9-2. Direct Deposit.

All employees are required to receive their wages via direct deposit. This ensures timely, secure, and efficient payroll distribution while reducing administrative costs.

Enrollment: Employees must provide valid bank account information and complete the necessary authorization forms during the new hire orientation. Enrollment requires submission of one of the following:

- bank-issued direct deposit letter
- voided check
- pre-printed deposit slip with bank information to verify account details.

Account Changes: Employees are responsible for updating their banking information promptly to avoid payroll disruptions. Any changes must be submitted in writing at least seven (7) calendar days before the next scheduled pay date, along with an updated bank-issued direct deposit letter, voided check, or pre-printed deposit slip.

Exceptions: Requests for exemptions due to extenuating circumstances will be considered on a case-by-case basis and must be submitted in writing to Human Resources for review.

Failure to provide or maintain valid direct deposit information may result in delayed payroll processing.

Sec. 9-3. Compensation and Pay Plan.

It is the intent that Town employees be paid on a basis that is commensurate with salaries and wages for comparable public and private work. It shall consider market salaries and wages and such other relevant factors the Town Manager deems necessary to attract and retain well-qualified employees. For this purpose, the Town Manager, in consultation with the Human Resources Director, shall develop, maintain and update a pay plan comprised of position classifications and corresponding compensation schedules. Each position shall be assigned to a job class based on the nature and level of duties performed. The position classification and compensation schedule shall specify a salary or wage range, including minimum and maximum rates of pay for each position.

Sec. 9-5. Annual Cost of Living Adjustment.

Employees may receive a general increase in compensation annually as a cost of living adjustment (COLA). In determining the increase, the Town Manager may consider the Consumer Price Index, the general increase awarded

by Brunswick area firms, ratified union contracts with the Town, increases in other similar municipalities, and other relevant factors.

Sec. 9-6. Description of the Pay Plan.

The Pay Plan covers employees not covered by a collective bargaining agreement. This includes positions determined to be exempt from the overtime positions of the Fair Labor Standards Act (FLSA) because they are administrative, professional, or managerial in nature. The Pay Plan also includes certain hourly positions which are outside the existing collective bargaining units.

The Compensation Schedule provides a hierarchy of pay grades and pay ranges within each grade. The ranges depict an expected range of compensation. Although the ranges are shown with a minimum, mid-point, and maximum salary for each grade, the compensation schedule does not require that an employee be compensated at the minimum or maximum pay for the range.

Sec. 9-7. Administration of the Pay Plan.

The Town Manager is responsible for the administration and maintenance of the Pay Plan. The Town Manager shall periodically review the compensation schedule and make adjustments considering wage inflation, market conditions, organizational responsibilities, changes in position responsibilities, or other factors the Town Manager determines appropriate. Adjustments to the pay ranges are independent of adjustments in compensation provided to employees. In other words, employees may receive an increase in pay even if the range is not adjusted. Similarly, an adjustment to the range does not necessarily require an increase in an employee's compensation.

The Town Manager shall periodically review the administrative procedures of the Pay Plan and make recommendations to the Town Council for any adjustments.

Sec. 9-8. Placement on the Compensation Schedule.

New Hires: New hires shall generally be placed between the minimum and the midpoint of the range ("normal hiring range"). New hires meeting the requirements for the position, but with limited experience will normally be hired near the minimum for the pay range. Candidates with more significant experience and qualifications may be hired closer to the midpoint of the pay range. Hiring within the normal hiring range provides the greatest incentive for merit increases.

There may be occasions when the Town Manager may authorize a higher placement than the "normal hiring range" depending on an employee's experience and education, market conditions, or other factors the Town Manager deems relevant to the placement. Requests for hiring rates above the normal hiring range must be submitted for review and approval of the Town Manager.

Promotions: Employees earning a promotion will be placed on a grade and range so that they receive a minimum five percent (5%) increase in pay. Because certain promotions typically occur from "within the ranks" (e.g. Police Commander, Deputy Fire Chief), consideration shall also be given to maintaining adequate separation between supervisors and those they supervise.

Sec. 9-9. Progression Within the Ranges.

Increases within the pay ranges shall be determined by the Town Manager based on:

Expectations: Expectations of salary adjustments may be discussed with employees when they were hired or promoted. Although not contractually obligated, the Town shall endeavor to honor those expectations.

Longevity: An employee can expect to move towards the higher end of the range based on additional years of service, provided the employee receives a satisfactory performance evaluation. For the purposes of this section, a satisfactory performance evaluation shall mean that no more than two items on the evaluation shall be rated "Unsatisfactory." An employee who is not evaluated shall still be eligible for a longevity increase. However, the lack

of an evaluation shall not be considered evidence of satisfactory performance for any other purpose. Because the learning curve is generally greater in the earlier years, employees can expect percentage pay increases to be higher in the earlier years in a position.

Merit Based: The Town shall endeavor to reward merit by linking non-union employees' pay—wherever feasible—to the attainment of defined performance standards. The Town Manager may recognize outstanding performance by granting additional progression within the employee's pay range.

Competitive: The Town Manager, may consider additional progression within the range if the Town Manager is convinced that market conditions or competitive factors warrant a salary adjustment.

Sec. 9-10. Compensation Outside of the Ranges.

The Town Manager is authorized to make exceptions, in extraordinary circumstances and pay employees "off the compensation schedule", either higher than the maximum or lower than the minimum for the pay range. Extraordinary conditions may include competitive or other factors the Town Manager determines warrant payment outside of the range.

Sec. 9-11. Exceptions to the Pay Plan.

The Town Manager is authorized to make exceptions to this policy that the Town Manager deems to be in the best interest of the Town of Brunswick.

CHAPTER 10. HEALTH, RETIREMENT, AND OTHER BENEFITS

Sec. 10-1. Health Insurance.

The Town makes available to eligible employees group health insurance plan(s) offered through the Maine Municipal Employees Health Trust (MMEHT) or such other plan(s) as determined by the Town Council. An application is required to participate in the plan(s).

Regular full-time employees and part-time employees who work more than twenty (20) hours a week on a year-round basis are eligible to participate. An employee must apply for coverage under the insurance plan.

The Town Manager shall set the employer and employee cost shares for participating at the available plan coverage levels. The Human Resources Director shall publish the cost shares on an annual basis, or at such other time as the coverage premiums are changed by the insurer. The employee share shall be funded through a payroll deduction.

Sec. 10-2. Stipend in Lieu of Health Insurance.

Employees who are eligible for health insurance may elect a stipend in lieu of such coverage (aka Buyback). To participate, an employee must complete an application provided by the Human Resources Director and show proof of health coverage under a non-town sponsored plan. The stipend will be limited to forty percent (40%) of the Town's cost of single employee coverage. Effective July 1, 2025, new hires who choose to participate in the health insurance buyback program shall receive a one-time, annual payment of \$2,000. Said benefit shall be paid on the second payroll every January. Current employees as of July 1, 2025 will continue to be eligible for 40% of the Town's savings of the single rate.

Stipend in Lieu of Health Insurance amounts change when premium rates for the plan(s) change. Employees who are eligible to be covered on another employee's health insurance plan, Medicare, or MaineCare are not eligible for the Stipend in Lieu of Health Insurance.

Any employee receiving a Stipend in Lieu of Health Insurance based on a different calculation, such as the previously available calculation based on a reduction rather than an elimination of coverage shall continue to receive the stipend based on that calculation.

Sec. 10-3. Flexible Spending Accounts and Dependent Care.

The Town shall offer medical reimbursement and dependent care reimbursement program(s). Employees contribute 100% of the cost of these programs through a payroll deduction on a pre-tax basis.

Sec. 10-4. Life Insurance.

The Town offers life insurance through two (2) options: (1) Maine Municipal Employees Health Trust; (2) Maine Public Employee Retirement System (MainePERS). For information on life insurance, see the Human Resources Director.

Sec. 10-5. Disability Insurance.

The Town administers payroll deductions for the payment of premiums (paid on a one hundred (100) percent basis by the employee) for coverage in the Maine Municipal Employee Health Trust Income Protection Plan. The plan offers a range of coverage options for non-work-related disabilities which results in a loss of income for the employee. Employees must be regularly scheduled for at least twenty (20) hours per week to be eligible for this insurance. For details, see the Human Resources Director.

Sec. 10-6. Dental insurance.

Payroll deduction for dental insurance premiums is offered by the Town to those employees eligible to participate in a dental plan. There is no employer contribution to this benefit. For more information about eligibility, see the Human Resources Director.

Sec. 10-7. Employee Assistance and Wellness Programs.

The Town offers an Employee Assistance Program (EAP) which provides confidential assistance by certified counselors for help in addressing a wide range of problems including depression, anxiety, alcoholism, drug abuse, marriage and family problems, and financial problems. The plan provides for free initial sessions for an assessment of the problem(s) and a treatment plan which may include free or low-cost, on-going counseling.

The Town participates in the Maine Municipal Employees Health Trust Wellness Program. This program offers free information on a variety of health-related issues. For more information on either of these programs, contact the Human Resources Director.

Sec. 10-8. Social Security and Medicare.

In accordance with a Section 218 Agreement, Social Security contributions are required of most regular employees, excluding qualified firefighting positions. Medicare contributions are required for most employees. Social Security and Medicare rates are established by those entities.

Sec. 10-9. Maine Public Employees Retirement System (MainePERS).

The Town of Brunswick is a Participating Local District (PLD) in the Maine Public Employees Retirement System (MainePERS). The MainePERS PLD plan is a defined benefit plan. Employees meeting the requirements of MainePERS are eligible to join. Each member is required to contribute, through payroll deduction, at the contribution rate determined by MainePERS. The Town also contributes in accordance with the rates established by MainePERS.

MainePERS and membership is governed by strict laws and rules and employees must be fully aware of those when opting to participate. Information regarding membership, contributions, benefits and withdrawals may be obtained from the Human Resources Director of the Maine Public Employees Retirement System.

Sec. 10-10. Deferred Compensation Plans.

Eligible employees may participate in a section 457 deferred compensation plan sponsored by the Town. The 457 plans allow employees to defer a portion of their compensation, and thereby the tax, until retirement or withdrawal.

If an employee chooses to participate in a 457 plan rather than MainePERS, the Town shall contribute two (2) times the employee contribution, to a maximum of six percent (6%) of the individual's gross weekly compensation. If an employee chooses to participate in both the MainePERS and a 457 plan, the Town will not contribute to the 457 plans.

In the event that the Town enters into a retire/rehire agreement with a former employee, any Town match to a 457 deferred compensation plan shall be addressed in the terms of the individual employment agreement.

Sec. 10-11. Education Reimbursement Plan.

Employees become eligible after completing their probationary period as defined in their union contract or the Town's Personnel Policy. Part-time employees who become part-time due to taking Educational Courses during working hours remain eligible. Employees on an approved Leave of Absence can continue to participate if the course was approved before the leave.

Benefits: Up to a maximum annual reimbursement is \$5,250 in accordance with IRS Code Section 127(a) for eligible educational expenses.

Employees are responsible to pay registration costs for university or college credit courses to enroll and may request the town pre-pay 50% of the registration, tuition, and book costs.

Reimbursement Sliding Scale Based on Course Grades

Grade	Reimbursement Rate
A (90-100%)	100%
B (80-89%)	75%
C (70-79%)	50%

This sliding scale ensures that higher academic performance results in greater financial assistance from the Town of Brunswick.

Eligible participants can receive benefits for covered costs incurred after becoming participants.

Pre-registration and approval from the Department Head and Town Manager or Human Resources Director are required before receiving benefits.

Reimbursement requires submission of enrollment evidence, course completion, and grade attainment within 30 days after the semester ends.

Limitations:

- Financial assistance from other sources reduces the Benefits under this plan.
- Maximum of 8 credit hours per semester.
- A minimum grade of "C" is required for reimbursement; otherwise, the Town must be reimbursed.
- Maximum annual reimbursement is \$5,250 in accordance with IRS Code Section 127(a).
- Reimbursement per credit hour is capped at the University of Southern Maine's rate.
- Maximum of 18 credit hours per benefit year.
- Benefits are subject to the Town's budget and Department Head discretion.

Funding: The Town funds the benefits from its current budgetary allowance. No special fund or employee contributions are required.

Administration: The Town Manager or designee administers the plan, makes rules, and decides on eligibility. The plan is not an employment contract and does not guarantee continued employment. The plan is governed by the laws of Maine, except where federal law preempts. Notice of the plan's availability is given to eligible employees. Accurate records of Benefits paid are maintained.

Taxation: Taxable Benefits are reported to federal and state authorities on the employee's W-2. The Town determines the taxability of Benefits, which may vary year by year.

Covered and Non-covered Expenses:

- Covered: Tuition, fees, and books.
- Non-covered: Tools, supplies, meals, lodging, transportation, sports/games/hobbies, more than two courses or eight credit hours per semester.

Filing a Claim: Pre-register for the course using the Pre-Registration for Educational Assistance Benefit Request Form. Submit the Request for Educational Reimbursement Form with evidence of enrollment and payment. Provide evidence of course completion and grade within 30 days of semester end.

Claims Denial: Denied claims receive a written explanation.

Termination of Benefits: Benefits end upon ineligibility, termination of employment, or plan changes.

Future of the Plan: The Town may terminate, modify, or amend the plan at any time.

Definitions:

Accredited Institution: A college or university offering formal instruction with a regular faculty and student body.

Benefits: Payment or reimbursement of covered costs for educational courses.

Code: Internal Revenue Code of 1986, as amended.

Covered Costs: Tuition, fees, and books for educational courses.

Educational Course: Eligible business-related courses at an Accredited Institution, excluding sports, games, or hobbies.

Employee: Full-time employee or one on an educational Leave of Absence.

Employer: Town of Brunswick.

Leave of Absence: Absence from the Employer for up to two years or for military service.

Non-covered Expenses: Tools, supplies, meals, lodging, transportation, sports/games/hobbies, more than two courses or eight credit hours per semester.

Part Time Employee: Employee not working full-time and not covered under this plan.

Plan Administrator: Person designated to administer the plan.

Plan Year: January 1 to December 31.

Years of Service: Time elapsed since the first date of employment.

Forms:

[Education Preregistration Form](#)

[Education Reimbursement Form](#)

Sec. 10-12. Parks and Recreation Fitness Center Membership.

All active regular full-time employees are eligible to receive a complimentary membership to the Brunswick Parks and Recreation Fitness Center. This benefit provides access to the strength and cardio spaces at no cost to the employee.

Please note that, in accordance with IRS regulations, the value of this membership is considered a taxable fringe benefit. As such, the fair market value of the membership will be reported as income and subject to applicable payroll taxes. This amount will be reflected on the employee's pay stub and included in year-end tax reporting (e.g., Form W-2).

This benefit is limited to the employee only and is not available to family members or dependents of the employee.

Employees who choose to participate in this benefit must complete a membership form and waiver through the Parks and Recreation Department. Use of the facility is subject to all applicable rules, regulations, and hours of operation as determined by the department.

Sec. 10-13. Curtis Memorial Library.

The Curtis Memorial Library is a valuable resource to the Town of Brunswick. Town employees are eligible to receive a free library card without a residency requirement and are encouraged to utilize the many quality collections and services they offer to the public.

CHAPTER 11. WORK SCHEDULING

Sec. 11-1. Hours of Work.

It is necessary, owing to the variations in the different services provided by the Town, that there will be variations in the hours worked per week in positions of the same class in different departments. The working hours for any department shall be established by the Town Manager and shall be designated as the standard work week for the department.

Sec. 11-2. Scheduling of Work.

The Town Manager may consider requests for alternative work schedules when such schedules benefit both the Town and the employee. Any such schedule shall be subject to change if in the opinion of the Town Manager, the interests of the Town are so required.

1. *Flextime:* The Town Manager may authorize, at the request of the Department Head, a flexible schedule for an employee.
2. *Job sharing:* The Town Manager may authorize, at the request of the Department Head, position-sharing of a regular full-time position by two (2) or more employees. If eligible, benefits would be pro-rated for each employee based on hours worked.
3. *Part-time work:* The Town Manager may authorize, at the request of the Department Head, a regular full-time position to be filled on a part-time basis. Benefits would be pro-rated based on hours worked.
4. *Remote work:* The Town Manager may authorize, at the request of the Department Head, an employee to conduct work remotely. The Department Head shall require, and the employee shall provide, appropriate documentation of the hours worked remotely.

Sec. 11-3. Attendance at Work.

All employees are important in the effective operation of the Town's services. It is important for employees to report to work and report on time. Employees shall record work time using the methods prescribed by the Town. If it is impossible for the employee to report to work or report on-time, the employee shall notify the supervisor prior to the employee's scheduled start time. The employee's supervisor should be notified on a daily basis of the

employee's absence unless a prior schedule of the time absent was given. Requests for leave shall be made in the method prescribed by the Town and approved by the appropriate supervisor. Attendance records shall be reviewed by Department Heads.

Sec. 11-4. Lunch Periods.

Lunch scheduling will be determined by Department Heads, consistent with federal and state law, as well as the staffing requirements of the department.

Sec. 11-5. Overtime.

Workweek: For most employees, other than law enforcement and fire protection, the standard workweek for purposes of the Fair Labor Standards Act (FLSA) is defined as a period of 168 hours during 7 consecutive 24-hour periods. It may begin on any day of the week and at any hour of the day established by the Town. Law enforcement officer and fire protection positions, as defined in the FLSA, different work periods may apply in accordance with Section 7(k) of the Act. The specific work period for these positions shall be determined by the Town Manager.

Overtime: Employees other than law enforcement and fire prevention, who are in positions classified as non-exempt under the provisions of the Fair Labor Standards Act (FLSA), shall be compensated for overtime at a wage rate equal to one and one-half (1½) times the employee's regular wage rate for hours worked beyond forty (40) in the workweek as defined above. For the purposes of overtime calculation, the following shall be counted as hours worked:

1. Hours actually worked;
2. Hours compensated for by holiday pay;
3. Hours compensated for by bereavement leave;
4. Hours compensated for by vacation pay;
5. Hours compensated for by sick leave.

The overtime calculation for law enforcement and fire prevention shall be based on the work period set for those positions, the provisions of the FLSA, and any collective bargaining agreement.

The Human Resources Director, in consultation with the Town Manager, shall identify any employees exempt from the Fair Labor Standards Act overtime requirements.

Call back: Employees called back to work shall receive a minimum of two (2) hours pay at the rate of one and one-half (1½) times their base hourly rate, or at the rate prescribed in a collective bargaining agreement. If the time worked is annexed to either the beginning or end of a regular shift, then the time worked should be charged as either straight time or if over the forty (40) hour workweek limit, overtime.

Sec. 11-6. Compensatory Time.

Compensatory Time for non-exempt employees: At the discretion of the Department Head, an employee, other than law enforcement or fire prevention, whose position is non-exempt under the Fair Labor Standards Act (FLSA), may be compensated with compensatory time rather than overtime wages. For those non-exempt positions working the standard workweek, compensatory time for overtime services will be awarded at the rate of one and one-half (1½) hours for every hour an employee works above forty (40) hours in the workweek. Compensatory time for law enforcement and fire preventions shall be calculated in accordance with the work period established for those positions and the collective bargaining agreements.

1. Contemporaneous documentation is required to be kept and submitted to the Finance Department and Department Head on a monthly basis.
2. Employees will be allowed to convert up to twenty-six and two-thirds (26 2/3) hours of overtime (a total of forty (40) hours of compensatory time) instead of overtime pay per fiscal year. Employees shall

not maintain an accumulated balance of more than forty (40) hours of compensatory time at any point throughout the fiscal year. Compensatory time up to forty (40) hours may be carried forward to the next fiscal year.

3. Compensatory leave time will be requested and approved in the same manner as vacation leave.
4. An employee shall be paid for unused accrued compensatory time at the time employment is terminated, at the final normal hourly rate received by the employee.

Compensatory Time for exempt employees: Given the many hours of additional time that non-union exempt employees must work over the course of a year in order to meet work deadlines, attend various Council and Committee and/or Board meetings, etc., this policy provides for a credit of forty (40) hours of compensatory time to be given to non-union exempt employees annually on a fiscal basis. The forty (40) hours shall be credited as of the July 1 of each fiscal year and any time not used by the following June 30 shall be lost.

1. Compensatory leave time will be requested and approved in the same manner as vacation leave.
2. There shall be no payment for unused compensatory time at the time of termination of employment.

Sec. 11.7. Inclement Weather and Emergency closures.

In the event that inclement weather or other emergency makes it unsafe for employees or the public to travel, the Town Manager (or their designee), may close municipal offices or postpone opening.

This policy shall address the positions that are deemed essential and required to report to their work locations regardless of the reason for the closure. It shall also address how employees who are deemed essential and non-essential shall be compensated during the time of the closure. Finally, the policy shall address how closure information will be disseminated to employees and the public.

Essential Public Safety Personnel: The following employees of the Town are considered *Essential Public Safety Personnel* and are expected to work regardless of weather conditions. There is no eligibility for compensatory time for this category of employee.

- All Sworn officers of the Police Department.
- All Police Department Communications Officers.
- All employees of the Fire Department except for positions covered by AFSCME.
- All employees of the Public Works Department except for positions covered by AFSCME.

Essential Non-Public Safety Personnel: The following positions are considered Essential Non-Public Safety Personnel and may be required to work on declared Inclement Weather Days. This category of employee will be compensated with compensatory time off for actual hours worked on "Inclement Weather Days" at the rate of one hour compensatory time for one hour of work time. In order to provide for sufficient staffing, the employee must receive the approval of the Department Head prior to taking the compensatory time off. The compensatory day(s) off must be taken in full day increments (or the actual amount of time earned on any given "Inclement Weather Day") and must be taken within three months of the date earned or be forfeited.

The following employees are Essential Non-Public Safety Personnel:

Custodian Full- and Part-time (Municipal Building)	Working Foreman (Parks and Recreation Dept.)
Parks & Facilities Manager (Parks and Recreation Dept.)	Maintenance Workers (Parks and Recreation Dept.)

Non-Essential Personnel: Non-Essential Personnel are any other employees of the Town in positions that are not included in the definition of Essential Public Safety Personnel or Essential Non-Public Safety Personnel. These employees will be paid for any hours not worked at a straight time rate. An employee who has been pre-approved for leave on a day in which the Office is closed shall not be credited with any earned time due to the closure of the Office.

An employee in this category may be asked to work on an "Inclement Weather Day" by their supervisor. If the employee agrees to come to work on an "Inclement Weather Day", the employee will be compensated with compensatory time off for hours worked. In order to provide for sufficient staffing, the employee must receive the approval of the Department Head prior to taking the compensatory time off. The compensatory day(s) off must be taken in full day increments (or the actual amount of time earned on any given "Inclement Weather Day") and must be taken within three months of the date earned or be forfeited.

If the Town Office remains open, but an individual employee chooses to stay home (or leave work early), the employee must select to take the time absent as either Vacation or a Personal Day. Employee must notify the Department Head that he/she will not be in prior to the beginning of the work shift.

Notification: Information on closures will be broadcast over local radio and television stations. If an employee is unsure of whether the Town Office is open or not, he or she shall confirm this by calling their supervisor prior to leaving home for work.

CHAPTER 12. HOLIDAYS, VACATIONS, AND LEAVE

Sec. 12-1. Holidays.

Paid holidays for employees of regular full-time standing (and regular part time employees on a pro-rata basis) shall be as follows:

1. New Year's Day.
2. Martin Luther King, Jr. Day.
3. Presidents Day.
4. Patriots' Day.
5. Memorial Day.
6. Juneteenth.
7. Fourth of July.
8. Labor Day.
9. Indigenous Peoples Day.
10. Veterans Day.
11. Thanksgiving.
12. Personal Day in lieu of Day after Thanksgiving (***Included in 12-2 below***)
13. Christmas.

If a holiday falls on a Sunday, the following Monday shall be deemed a holiday. When a holiday occurs on a Saturday, the preceding Friday shall be deemed a holiday.

Holiday Adjustment for Friday Observance: In the event that New Year's Day (January 1), Juneteenth (June 19), Independence Day (July 4), Veterans Day (November 11), or Christmas Day (December 25) fall on a Friday or Saturday, employees shall be granted one (1) additional personal day for each such holiday to be used within the fiscal year in lieu of the holiday. These personal days must be scheduled in accordance with departmental procedures and shall not be carried over beyond the fiscal year in which they are granted.

Should the federal or state government legislate a new holiday, that holiday will be observed and added to the list above.

Sec. 12-2 Personal Days.

At the start of the fiscal year, regular full-time employees will be granted three (3) "Personal Days" per year which may be taken upon approval of the Department Head. Regular part-time employees shall be granted Personal Days

on a pro-rated basis. The personal days must be taken prior to the end of the fiscal year, or it shall be forfeited. Personal days cannot be accumulated and are not eligible for payout upon separation of employment.

Prorated Personal Days for New Hires.

- Employees hired between July 1st and December 31st will be awarded three (3) personal days upon hire, to be used by June 30th of the current fiscal year.
- Employees hired between January 1st and May 31st will be awarded one and a half (1.5) personal day upon hire, to be used by June 30th of the current fiscal year.
- Employees hired on or after June 1st are not eligible for personal days until the start of the next fiscal year on July 1st.

Sec. 12-3. Vacation.

Regular full-time employees and regular part-time employees who are scheduled to work twenty (20) or more hours per week shall be awarded annual vacation time with pay. Requests for leave must be approved by the employee's supervisor who shall take into consideration adequate staffing requirements. In accordance with the employee's current term of continuous employment based upon the standard work week, vacation shall be awarded as follows:

TABLE

Years of Service	20-35	36
For years 1—5 (Two 40 hour weeks/year) Weekly Accumulation (in hours)	Prorated	1.538
For years 6—13 (Three 40 hour weeks/year) Weekly Accumulation (in hours)	Prorated	2.308
For years 14—19 (Four 40 hour weeks/year) Weekly Accumulation (in hours)	Prorated	3.077
For years 20+ (Five 40 hour weeks/year) Weekly Accumulation (in hours)	Prorated	3.846

1. If a holiday falls within the employee's vacation period, the employee will not be charged vacation for such holiday.
2. Employees will be eligible to use any accrued vacation time as earned, subject to the approval of the supervisor or Department Head. Once an employee's approved vacation time has commenced, no other paid leave time may be substituted for the approved vacation time.
3. No employee shall be entitled to receive both their normal pay and vacation pay for the same days actually worked unless authorized in writing by the Town Manager.
4. Employees, regardless of length of service, may carry a balance of up to two hundred forty (240) hours of vacation leave, measured annually each June 30. Any balance in excess of two hundred forty (240) hours shall be forfeited unless the Town Manager authorizes an exception to this requirement. Any exception shall be in writing and shall expire at the next measurement date, unless again extended in writing by the Town Manager. A request to carry a balance of more than three hundred twenty (320) hours shall also require the approval of the chair of the Town Council. The Manager shall report, to the Town Council, balances in excess of three hundred twenty (320) hours.
5. Vacation accruals will be based on the employee's anniversary date rather than calendar year. On the anniversary date in which the employee progresses to a new, higher rate (on anniversary year numbers 5, 13, and 19) they will begin accruing vacation at the new, higher rate, which may be used as accrued.
6. Accrued vacation leave shall be paid to an employee upon separation from service, or to the employee's estate upon death.
7. Computation will be made by decimals, rounded to three (3) points, i.e., 1.346 hours to 5.833 hours, and shall be calculated as of the last day of each pay period.
8. The Town Manager may make exceptions as set forth in subsections (3) and (4) above only when the Town Manager determines it is in the best interest of the Town.

Initial employment: For all non-union employees, the Town Manager shall have full discretion in the negotiation of vacation benefits. In recognition of prior experience, market conditions, and any other relevant considerations, the Town Manager may authorize an accelerated vacation accrual which shall be properly documented in the final offer letter written by the Town Manager or the Human Resources Director.

Sec. 12-4. Sick Leave.

Sick leave may be used for personal illness or physical incapacity to such a degree as to render the employee unable to perform the duties of their position, or for a personal medical or dental appointment.

Sick leave may be granted to an employee because of the illness of a member of the employee's immediate family. "Immediate family" shall mean the following individuals living in the employee's household: spouse, father, mother, child, stepchild, significant other, or other family member living in the same household. Exceptions may be made at the discretion of the Department Head for approval of use of sick leave under this section for immediate family members living outside the employee's household.

Sick leave will be earned as follows:

TABLE

Avg. hours worked per week	20-35	36
Monthly Accumulation (hours)	Prorated	8 hours

After more than three (3) days of continuous use of sick leave time, the Town Manager may, as a condition precedent to the continuation of sick pay, require a certificate from the employee's physician.

If an employee's frequent use of sick leave significantly interferes with department operations, the Town reserves the right to:

- Deny further sick leave, requiring the employee to return to work or use another form of leave, or
- Designate the leave as intermittent FMLA if the condition qualifies under the Family and Medical Leave Act (FMLA), subject to medical certification.

The Town may request additional medical documentation to support sick leave usage that impacts operational efficiency.

An employee, upon retirement or separation in good standing upon reaching age sixty (60) or after twenty (20) years of full-time employment by the Town of Brunswick, will be paid an amount equal to wages for one-third of the number of days of accrued sick leave upon the date of separation.

In the event of the death of an employee, unused accrued sick leave shall be paid to the surviving spouse, if none, then to the trustee of minor children if any, or another beneficiary, on the same basis established in the preceding paragraph.

Probationary employees shall be entitled to utilize any accrued sick leave from the date of hire.

Sick leave may be taken on an hourly basis as needed.

Sick leave may be accumulated to a maximum of one thousand fifty-six (1,056) hours. If an employee is on sick leave, credit will still accrue.

Regular part-time employees accrue sick leave on a pro-rata basis of hours worked.

Misuse of sick leave: Use of sick leave on false claims of sickness or disability, or falsification of proof to justify such sick leave, shall be cause for disciplinary action that is deemed appropriate by the Town Manager. Therefore, it may not be used for any other purpose except those specifically permitted under this policy.

Sec. 12-5. Bereavement Leave.

A regular full-time employee may be allowed bereavement leave with pay as follows:

- A maximum of one regularly scheduled working week off with pay for the death of a parent, spouse, significant other (defined as having resided in the same household), or a child/stepchild.
- A maximum of three (3) working days off with pay for the death of other family members to include the following: sister, brother, grandparent, grandchild, stepparent, father-in-law, mother-in-law, legal guardian.
- One (1) day off with pay will be allowed to attend the funeral of an aunt or uncle, when the funeral occurs on a scheduled workday.
- One (1) day with pay may be used for attendance at a funeral or service at the discretion of the Department Head.

In the event the funeral or service is held after the third or fifth day following the death of a person for which bereavement leave is granted, one (1) day of bereavement leave may be reserved for attendance at the funeral or service.

Sec. 12-6. Jury Duty or Subpoenaed Witness.

All employees shall be granted an unpaid leave of absence any time they are required to report for jury service or when subpoenaed to testify in court, unless otherwise provided for in this Section or under applicable law. If such an employee is excused by the court for any reason, they shall return to work promptly thereafter except if arrangements have been made for a replacement for a given work period.

1. Regular full-time employees only:

- a. The employee will continue to be paid their full wage during the term of the leave, provided the employee agrees to reimburse the Town in the amount received for witness fees or jury pay.
- b. The employee must promptly report to the Town the number of regularly-scheduled working days they were required to serve as a juror or witness and to provide the Town with documentation demonstrating any fees paid to the employee for such jury/witness service upon conclusion of the service.
- c. The Town shall pay the employee the difference between the amount of regular pay and the juror's or witness' fee, by deducting any juror's pay or witness fee received for services on a regular workday from the following week's wages.

Sec. 12-7. Family Medical Leave.

Family Medical Leave Act (FMLA). This section outlines the rights and responsibilities of the Town of Brunswick and its eligible employees regarding family and medical leave as required by the Maine Family Leave Act and federal Family and Medical Leave Act (FMLA).

Employee Eligibility: Employees who satisfy the following criteria may be eligible for certain family/domestic partnership or medical leave rights under federal and/or state law:

- Completed one (1) full year of employment with the Town and have worked for at least 1,250 hours during the preceding 12-month period
- Worked for the Town for at least 12 consecutive months (regardless of the number of hours worked) and work at a permanent worksite with 15 or more employees.

Applicable law and individual circumstances will, in part, determine what rights an employee may have under this policy, and specific eligibility questions should be directed to Human Resources.

Reasons for Leave: Family/domestic partnership and medical leaves of absence may be taken for the following reasons.

1. The birth of the employee's child or to care for the newborn child (including a stepchild, legal ward, or child of an employee who is standing in loco parentis to the child). For Maine FML, the birth of the employee's domestic partner's child is also covered.
2. The placement of a child with the employee or the employee's domestic partner for adoption or foster care or to care for the newly placed child. For Maine FML, foster care placements are not covered and the adopted child must be 16 years of age or less.
3. To care for the employee's spouse, child, or parent with a serious health condition. Maine FML also covers caring for the employee's domestic partner's child, grandchild domestic partner's grandchild, domestic partner, or sibling with a serious health condition.
4. The employee's own serious health condition that makes the employee unable to work .
5. To care for the employee's spouse, son, daughter, parent or next of kin who is a covered service member who has sustained an injury or illness. For Maine FML, the injury or illness must have been sustained while the covered servicemember was on active military duty and domestic partners and siblings are also covered relatives.
6. The employee has a "qualifying exigency" arising out of the fact that the employee's spouse, child or parent is on active duty or has been notified of an impending call to active duty in the US military.
7. Employee's organ donation for a human organ transplant.

How Much Leave May be Taken: Eligible employee may be entitled to take up to 12 weeks of unpaid leave during a 12-month (or 2-year) period for certain of the above qualifying reasons. For federal FML, the 12-month period to be used for calculating leave entitlement shall consist of the 12 months measured backward from the date an employee uses any family or medical leave. Married employee couples may be restricted to a combined total of 12 weeks leave within the 12-month period for childbirth, adoption or placement of a foster child, or to care for a parent with a serious health condition, but not for any other qualifying reason.

Under federal FML, any eligible employee who qualifies for leave pursuant to reason 5 above, is eligible for up to 26 workweeks of unpaid leave during a single 12-month period. This leave is available only during a single 12-month period and constitutes the combined total amount of leave that can be taken during that single 12-month period for all FMLA qualifying reason(s).

Use of Paid and Unpaid Leave: Unless otherwise required by applicable law, any PFML leave will run concurrently with FMLA leave under this policy. Provided the FMLA leave period is not otherwise paid by PFML (as full or partial wage substitution), employees must utilize accrued paid leave concurrently with unpaid FMLA leave but can elect to retain one week of sick leave and one week of vacation leave upon returning from FMLA leave. If the employee is collecting Income Protection benefits, the leave is considered paid (Short-term Disability or workers' compensation) and the leaves run concurrently.

When an employee is absent due to a work-related injury or illness and receiving workers' compensation benefits, and the injury or illness also qualifies as a serious health condition under the FMLA, the Town will designate the absence as FMLA leave and it will run concurrently with the workers' compensation leave. Employees will be notified in writing when leave is designated as FMLA, and such designation will not interfere with their right to receive workers' compensation benefits.

Note: This provision is not meant to imply that accrued paid leave or PFML can extend the FMLA leave period; the total amount of leave may not exceed 12 weeks in any leave year as defined above.

Procedure for Requesting Leave: Employees taking leave or planning to take leave for more than three (3) consecutive days or scheduled shifts for any FMLA leave reason must contact or report to HR to ensure compliance with FMLA procedures.

The Town has an Employee FMLA Request Form included in the Appendix. Please submit a written request, using this form, when requesting FMLA leave. If an employee's need for FMLA leave is foreseeable, the employee must give the Town at least 30 days' prior written notice. If this is not possible, the employee must at least give notice as soon as practicable (*i.e.*, within one to two business days of learning of employee's need for leave). Failure to provide this notice may be grounds for delaying or denying FMLA-protected leave, depending on the particular facts and circumstances. Leave for the birth or placement of a child must be taken within twelve (12) months of that birth or placement.

Medical Certification: Employees must provide certification from a healthcare provider to support a request for family or medical leave under this policy concerning an employee's own serious health condition or to care for a relative's serious health condition (including a relative who is a covered servicemember). (See Employee & Family Member Medical Certification Forms linked in Appendix). The certification must state the date on which the health condition commenced, the probable duration of the condition, and the appropriate medical facts regarding the condition. Additional information may be required as set forth on the certification forms.

Failure to provide required medical certifications within 15 calendar days may result in denial of leave or intermittent leave requests.

Intermittent Leave: Employees may take leave intermittently or on a reduced-leave schedule: 1) to care for a covered relative (including a relative who is a covered servicemember) with a serious health; or in the case of an employee's own serious health condition, when medically necessary; or 2) for the birth or adoption (or foster care placement) of a child only with the prior approval of the Town Manager and Department Head.

Benefits Coverage during Leave: During any period of leave under this policy, an employee's group health insurance coverage will be maintained at the same level and under the same conditions as before the leave began.

1. Employees who normally make a contribution toward their health insurance coverage must continue to do so. If on paid leave, the employee's contribution will be collected in the same manner as if the employee were reporting to work. During periods of unpaid leave, the employee must arrange with payroll office, prior to commencement of the leave, for payment of the employee's share of the premium for any health insurance, retirement, life insurance, dental insurance, income protection or other similar benefit.
2. An employee who does not return to duty from leave under this policy will be liable for their share of the Town's group health insurance premium contribution paid by the Town during any period(s) of unpaid leave, unless the failure to return to duty is caused by continuation, recurrence, or onset of a serious health condition that would entitle the employee to leave under this policy or for circumstances beyond the employee's control. Where recovery of premiums is permitted, the Town shall be entitled to off-set the amount against any final pay or monetary benefit to which the employee would otherwise be entitled. The Town also reserves the right to initiate legal action against the employee to recover such costs.
3. Employees will not accrue other benefits while in an unpaid leave status, (*i.e.*, after utilization of sick and/or vacation time), including seniority rights, sick leave and vacation time. However, use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an eligible employee's FMLA leave.

Return to Work: On returning from approved FMLA leave, employees have the right to be restored to the same job or an equivalent position, subject to the terms, limitations, and exceptions provided by law.

An employee who has taken leave for their own serious health condition above will be required to present a certification of fitness for duty from a health care provider prior to commencement of work. Failure to provide the certification may cause denial of reinstatement.

Failure to Return from Leave: Any employee who does not return on their prearranged return date and who does not contact Human Resources, or the Department Head may be assumed to have resigned.

Sec. 12-8. Maine Paid Family and Medical Leave.

The Town complies with the Maine Paid Family and Medical Leave (PFML) program, which, beginning on May 1, 2026, provides eligible employees with partial wage replacement during qualifying leave periods.

Eligibility: Eligibility and benefit amounts are determined by the State of Maine based on an employee's earnings history.

Qualifying Reasons for Leave: Employees may apply for PFML benefits for the following reasons:

- To bond with the covered individual's child during the first 12 months after the child's birth or the first 12 months after the placement of the child for adoption or foster care with the covered individual.
- To care for a family member with a serious health condition.
- A covered individual with a serious health condition that makes the covered individual unable to work.
- To attend to a qualifying exigency.
- To care for a family member of the covered individual who is a covered service member.
- To take safe leave.
- Any other reason set forth in 26 MRSA section 843, subsection 4.

Requesting Leave and Coordination with Other Benefits:

- Employees must apply for PFML benefits directly through the State of Maine's PFML program and provide required documentation.
- Employees must also notify the Town and follow internal leave request procedures to ensure proper coordination of benefits.
- PFML benefits shall run concurrently with other leave entitlements, including the Family and Medical Leave Act (FMLA) and Town-provided paid leave (such as accrued vacation, sick, or personal time), where applicable and permitted by law.
- Employees should consult with Human Resources to discuss how PFML may interact with Town policies and benefit programs.

Job Protection: To the extent required by applicable law, an employee that has been employed with the Town for at least 120 consecutive calendar days is entitled, upon return from leave, to be restored to the position held by the employee when the leave commenced, or to be restored to an equivalent position with equivalent employment benefits, pay and other terms and conditions of employment.

Sec. 12-9. Reserve Service Leave.

In accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), the Town will grant reserve service leave to regular full- and part-time employees, nonregular part-time employees, and probationary employees for active duty, active duty for training, initial active duty for training, inactive duty training, full-time National Guard duty, and absences for examinations required for service in any "uniformed service," as defined by USERRA.

To be eligible for reemployment rights, the employee's separation from service must be under honorable conditions and must satisfy all applicable legal requirements for reemployment eligibility. Time limits for returning to work

depend on the duration of military service, ranging from the next workday to up to 90 days. Employees may be asked to provide documentation of their service.

The Town complies with all USERRA protections, including the right to be free from discrimination and retaliation based on military service or intent to serve.

For more information about these rights and obligations, employees should contact the Human Resources Director.

Sec. 12-10. Leave of Absence Without Pay.

A regular employee in good standing may be granted a leave of absence without pay by the Town Manager upon recommendation of the Department Head concerned. Such leave of absence without pay shall not exceed one (1) year in length and shall only be granted when it appears because of the past record of the employee, or because of the purpose for which the leave is requested, that it is in the best interest of the Town to grant the leave. An employee who does not return from the leave of absence as scheduled and approved shall be terminated as of that date.

An employee that is granted a leave of absence shall retain all rights to accrued vacation and accrued sick leave, but shall not earn vacation or sick leave, or accrue seniority, while on a regular unpaid leave of absence.

Secs. 12.11. Earned Paid Leave.

Earned Paid Leave will be provided to non-regular covered employees as defined in the Employment Security Act, 26 M.R.S. §1043(11), unless otherwise exempted under 26 M.R.S. §1043(11)(F)(17) or 26 M.R.S. §1043(11)(F)(35). Non-regular covered employees may include, but are not limited to, individuals employed by the Town in a non-regular part-time, probationary, temporary (non-seasonal), on-call or call employees. Earned paid leave does not apply to employees in positions classified as regular full-time or regular part-time, or those covered by a collective bargaining agreement.

Earned Paid Leave (EPL) shall accrue for all covered Town employees, as defined by the Employment Security Act, 26 M.R.S. §1043(11), at a rate of one (1) hour earned for every forty hours worked in one year of employment. A "covered employee" may include a person who is employed by the Town in a full time, part time or per diem capacity. No more than 40 hours of earned paid leave will be accrued during any one-year period of Town employment. The one-year "EPL eligibility period" shall be defined as follows:

1. Existing Town employees hired prior to 1/1/2021: Accrual of EPL for existing employees will begin on 01/01/2021; such existing employees shall thereafter accrue and use EPL on a calendar year basis (January 1st through December 31st annually).
2. Employees hired after 01/01/2021: Employees hired on or after 1/1/2021 will accrue EPL on a rolling one (1) year basis, commencing on their date of hire; such employees shall thereafter accrue and use EPL on an anniversary year basis.

Accrual of EPL begins on 1/1/2021, or at the start of employment if on or after 1/1/2021, as applicable. Existing employees who have been employed more than 120 days as of 1/1/2021 may begin using EPL as of 1/1/2021. All other employees, including employees hired on or after 1/1/2021, may not use EPL until after 120 days of Town employment.

Covered employees with accrued and unused hours of EPL from the previous year of EPL eligibility (as defined on Section 2 above) will have those unused EPL hours available for (rolled over) in their next year of EPL eligibility, up to a maximum of forty (40) hours. EPL will thereafter continue to accrue up to forty (40) hours in their next EPL eligibility period; however, at no time in any given EPL eligibility period may any employee (i) have more than 40 hours of EPL in their EPL bank; (ii) continue to accrue EPL so that their EPL bank exceeds 40 hours; or (iii) use more than 40 hours of EPL in any given EPL eligibility period.

All EPL used will be paid at the employee's regular rate of pay as established in the week immediately prior to taking the earned leave.

EPL does not have a cash value and will not be paid out at termination of employment. Any employee who returns to work for the Town within a one-year period of the last day of previous employment will have any unused balance reinstated.

EPL can be used for any purpose in one-hour increments.

Employees are expected to provide supervisors with reasonable advance notice of their intent to use available EPL. Time off should be scheduled to prevent undue hardship on the employer.

For planned purposes: Employees shall provide written notice four weeks in advance of their intent to use EPL or may have their request for time off denied. Planned earned paid leave cannot be used for more than three (3) consecutive workdays in a row; on the days immediately before and/or after a holiday; or on any other days determined by the supervisor to conflict with operational needs.

For unplanned purposes: An unplanned purpose is leave used for an emergency, illness, or other sudden necessity where advance notice may not be feasible and then notice must be given as soon as practicable. For the purposes of this policy, "emergency" or "sudden necessity" includes anything within reason that is unavoidable, unforeseen, and requires the employee to interrupt their work schedule. Employees must provide supervisors with a general reason for any unplanned EPL. Employees should be prepared to provide documentation supporting the need for unplanned absences exceeding three (3) consecutive days.

Employees who exceed the amount of EPL available to them, fail to comply with the EPL notification requirements, or otherwise abuse the EPL policy may be subject to disciplinary action, up to and including termination.

CHAPTER 13. INJURY ON THE JOB

Sec. 13-1. Reporting and Treatment of Injury.

Reporting: All injuries sustained in the course of employment must be reported immediately to the employee's supervisor or Department Head, regardless of whether leave or medical attention is required. If the supervisor or Department Head is unavailable, the employee should report the injury to Human Resources or another designated manager.

The supervisor must complete a First Report of Occupational Injury or Illness and submit it to the Human Resources Department within twenty-four (24) hours of being notified. This internal deadline ensures the Town meets the statutory requirement under Maine law to submit a First Report of Injury (WCB-1) to the Workers' Compensation Board within seven (7) days of knowledge of an injury that results in one or more days of lost time from work.

Prompt reporting helps ensure proper medical care, protects employee rights, and maintains compliance with state law.

Treatment: In accordance with Maine Workers' Compensation law, the Town may designate a health care provider to treat an employee for a work-related injury or illness during the first ten (10) days following the initial treatment. The appointment for evaluation and treatment may be made by the employee's supervisor or the Human Resources Office.

If the injury is serious or life-threatening, the employee should go immediately to the nearest hospital emergency room or urgent care facility. Follow-up assessment by the Town's designated provider can occur afterward, if applicable.

An employee who has not yet received treatment will be directed to the Town's designated provider for the initial visit. After ten (10) days from the first treatment, employees have the right to select their own health care provider for continued treatment under the Town's workers' compensation coverage.

Employees should notify the Town of any change in providers to ensure proper documentation and continuation of benefits under the workers' compensation system.

Sec. 13-2. Worker's Compensation Payment.

The Town of Brunswick provides worker's compensation insurance coverage for all employees. It is the responsibility of any injured employee to assist their supervisor in completing a first report of occupational illness or injury.

Any employee who sustains a personal injury or compensable illness arising out of and in the course of their employment shall be paid during each week of total incapacity resulting from the injury an amount sufficient, when added to the weekly payment of the worker's compensation paid within the laws of the state, to equal one hundred (100) percent of their regular salary or normal wage, for the twenty (20) weeks immediately following the injury. The employee is responsible for one hundred percent (100%) of insurance premiums after the twenty (20) week period.

Such supplemental payments shall not be continued beyond twenty (20) weeks except upon order passed by the Town Council. No supplemental payments shall be made in any instance when, the accident occurred as a result of intoxication, willful intent, violation of rules and regulations by the employee, or while the employee is in the employ of any other person, firm, or corporation. The Town of Brunswick shall be entitled to recoup any such supplemental payments made to an employee who is determined by the workers' compensation to be ineligible for coverage. An employee may elect to charge lost time to either sick leave, vacation, or compensatory time if the employee has accrued such time, otherwise, the employer is authorized to make payroll deductions to recover the amount paid to the employee.

Sec. 13-3. Transitional/Modified Work Duty.

The Town of Brunswick is committed to the health, safety, and well-being of its employees. As part of this commitment, we work collaboratively with employees and the Town's designated occupational health provider to support the return of injured or ill employees to the workplace through temporary, meaningful assignments that align with their medical capabilities.

Eligibility for Modified Duty: Employees with a work-related injury or illness, as certified by their treating physician, may be offered modified duty for the duration of their temporary restrictions, provided such duty is available. Assignments must be approved by the Department Head, the Human Resources Director, and the Town Manager. The Town may request documentation at any time from a licensed healthcare provider, describing the employee's physical capabilities, limitations, and progress toward recovery.

Modified duty may be offered when:

- There is a reasonable expectation that the employee will return to full duty within 180 calendar days; and
- Appropriate work is available that is beneficial to the Town and consistent with the employee's medical restrictions.

Employee Responsibilities: Employees are expected to:

- Actively participate in the transitional work process.
- Provide updated M-1 Practitioner's Reports following each medical appointment.

- Notify Human Resources of any changes in their work restrictions.
- Adhere to all medical restrictions as outlined in the M-1 or otherwise agreed upon with the Town.

Employer Responsibilities: When modified work is available and the employee has the capacity to perform such work, the Town will assign appropriate tasks that are safe, productive, and consistent with medical restrictions. Assignments are not guaranteed and may vary in duration, tasks, or location depending on department needs.

This policy works in conjunction with:

- Collective Bargaining Agreements (CBAs)
- Applicable department Standard Operating Procedures (SOPs)
- Applicable local, state, and federal laws, including the Family and Medical Leave Act (FMLA) and the Americans with Disabilities Act (ADA)

Note: Modified duty is not intended as a form of permanent reasonable accommodation under the ADA.

All modified duty assignments are temporary and do not constitute permanent job placements.

Transitional Work Task List: The following is a non-exhaustive list of tasks that may be assigned to employees on modified duty. Tasks are selected based on the employee's current medical capabilities, the availability of meaningful work, and operational needs. Assignments may be rotated to reduce repetitive motion and accommodate individual restrictions. (*Sit/stand* indicates flexibility to alternate between sitting and standing.)

1. Shredding documents — Sit/stand
2. Filing — Sit/stand, non-forceful pinch gripping
3. High-volume photocopying — Stand; may alternate tasks; weight restrictions respected
4. Answering phones — Sit/stand, keying, headset or handset use
5. Mail handling — Sit/stand, walk short distances, stamp use
6. Data entry/word processing — Sit, computer use
7. Minor office maintenance — Sit/stand; adjusted per restrictions
8. Cleaning and minor equipment repair — Sit/stand/walk/drive; limited bending/lifting as allowed
9. Taking meeting minutes — Sit/stand, write/type
10. Inventory in storage areas — Sit/stand/walk; lifting as allowed
11. Organizing training materials — Sit/stand
12. File transfers — Sit/stand/walk, computer use
13. Ordering supplies — Sit/stand, phone, computer
14. Cleaning phones/computers — Sit/stand
15. Fire extinguisher checks — Sit/stand/walk
16. Light indoor custodial work — Sit/stand/walk; adaptable
17. Light outdoor custodial work — Sit/stand/walk; adaptable
18. Intra-department courier — Sit/stand/walk, drive
19. Event preparation — Sit/stand/walk; light lifting
20. MSDS book updates — Sit/stand, computer or handwriting
21. Light indoor painting — Sit/stand/walk; adaptable
22. Light outdoor painting — Sit/stand/walk; adaptable

Defining Physical Requirements: To clarify physical expectations for healthcare providers, the following terms are used:

- **Occasionally:** Up to 3 hours/day
- **Frequently:** Up to 6 hours/day
- **Constantly:** Up to 8 hours/day or more
- **Additional time-based descriptors:** less than, equal to, or greater than $\frac{1}{3}$, $\frac{1}{2}$, or $\frac{2}{3}$ of the workday

Physical Activity Considerations:

1. Lifting — Minimum and maximum weight thresholds
2. Overhead work
3. Climbing, bending, stooping, kneeling, twisting — Frequency
4. Sitting, standing, walking — Duration and flexibility to alternate
5. Pinch gripping — Thumb/index finger use
6. Flexion/extension of major joints (neck, shoulders, spine, wrists, elbows, hips, knees, ankles)
7. Exposure to vibration (e.g., drills, sanders)
8. Repetitive motion (≥ 6 repetitions per minute)
9. Temperature extremes (below 30°F or above 90°F)
10. Confined space work or sustained awkward positions

Summary: This policy is aligned with applicable federal and state regulations, including the FMLA and ADA, and the Town's internal policies and labor agreements. It is designed to support recovery while maintaining operational effectiveness. **No temporary work assignment described in this policy is intended or offered as a permanent assignment.**

CHAPTER 14. DISCIPLINE AND APPEALS

Sec. 14-1. Investigations and Reporting Misconduct.

If an employee suspects misconduct or policy violations, they should report their concerns to their supervisor. The supervisor must refer the matter to Human Resources (HR) for further review. HR will assess the situation and determine whether an internal investigation is appropriate or if an external investigator is necessary. All investigations will be conducted fairly, impartially, and confidentially to the extent possible, ensuring compliance with applicable laws and workplace policies.

Sec. 14-2. Disciplinary Action.

Whenever, in the supervisor's judgment or as a result of an internal or external investigation, employee performance, attitude, work habits, or personal conduct fall below acceptable levels, a disciplinary action may be imposed. Disciplinary action may include the following, but not necessarily in order:

1. Oral reprimand.
2. Written reprimand.
3. Suspension (with or without pay; following hearing).
4. Demotion (following hearing).
5. Reduction in pay (within salary range in compensation schedule; following hearing).
6. Discharge (following hearing).

In determining the appropriate disciplinary action, consideration shall be given to the severity of the performance problem, misconduct or other issues, and prior disciplinary action, if any, against the employee. Repeated misconduct or continuing performance problems may be considered cumulatively and subject to more severe discipline, even if the conduct or performance problems vary in nature or severity.

An oral reprimand will be given in a manner that will not embarrass the employee before other employees or the public.

An employee shall be provided seven (7) working days notice in writing that suspension, demotion, reduction in pay or discharge is contemplated. The notice shall inform the employee of the reason for the potential discipline and of a time and place for a hearing with the employee's Department Head or Town Manager.

Sec. 14-3. Disciplinary Hearing and Appeals.

Disciplinary Hearing: A Department Head or the Town Manager seeking to impose a disciplinary action, where notice and hearing is required, shall outline the reasons for the proposed action. The employee may be represented by counsel and shall be given an opportunity for rebuttal. Witnesses, evidence and other pertinent information may be brought to the hearing. Witnesses shall be subject to cross examination. Within seven (7) working days following the hearing the Department Head or the Town Manager shall render a decision. A decision rendered by a Department Head may be appealed to the Town Manager. A Town Manager's decision, following notice and hearing, shall be final. The deadlines herein may be extended by mutual agreement.

Appeal Hearing: Decisions rendered by a Department Head, following notice and hearing, shall be subject to appeal to the Town Manager. Appeals must be filed with the Town Manager within seven (7) days. The Town Manager shall act as a hearing officer and shall conduct the hearing. The employee may be represented by counsel and shall be given an opportunity for rebuttal. Witnesses, evidence and other pertinent information may be brought to the hearing. Witnesses shall be subject to cross examination. The Town Manager's decision shall be final, subject only to the consent of the Council when a Department Head is dismissed.

Sec. 14-4. Grievance procedure.

Grievances for reasons other than disciplinary action subject to notice and hearing shall be processed in accordance with the following steps:

1. **Step 1:** The employee will raise the grievance with their immediate supervisor, including a Department Head if that Department Head is the immediate supervisor. The supervisor shall make an effort to settle the grievance within seven (7) working days after its presentation.
2. **Step 2:** If after the Step 1 grievance is presented to the supervisor, the employee is still dissatisfied, the employee may present the grievance within seven (7) working days to the Department Head, who shall attempt to settle the grievance within seven (7) working days after it is presented. If the Department Head is the immediate supervisor, this step shall be skipped.
3. **Step 3:** If a satisfactory and timely solution is not reached at the Department Head level, the employee may then present the grievance in writing to the Town Manager within seven (7) working days of the Department Head's decision. If the employee wishes to exercise the right to an advisory hearing with the Personnel Board as set forth in Section 14-5, they should include that request with the grievance. The Manager shall give a written reply within seven (7) working days of submission of the grievance or, if a hearing has been requested, seven (7) working days of the Personnel Board hearing.

Sec. 14-5. Hearing by Personnel Board

If an employee files a written request with the Town Manager for a hearing with the Personnel Board within the prescribed period, a hearing shall be held in accordance with the following steps:

1. **Step 1:** The Chair of the Personnel Board shall set a time and place for hearing. The hearing must be held within seven (7) working days after the request for a hearing is filed with the Town Manager. At the discretion of the employee, the hearing may be private or public, and the employee may be represented by counsel.
2. **Step 2:** Findings of Personnel Board. Within seven (7) working days following the hearing, which may be informal, the Personnel Board shall issue written findings and a recommended decision, which may recommend a course of action or a change in the earlier decision, copies of which shall be provided to the employee and the Town Manager. The Board's findings and recommendations are advisory in nature, and the Town Manager may affirm the original action or modify it pursuant to the Board's recommendations.
3. **Step 3:** The final written decision of the Town Manager must be made within seven (7) working days after receipt of the findings and recommendations of the Personnel Board; the Town Manager's decision is final and not subject to further appeal.

CHAPTER 15. DISCONTINUING EMPLOYMENT

Sec. 15-1. Failed Probationary Period.

A probationary employee may be terminated at any time during, or at the end of, the probationary period.

Sec. 15-2. Lay-offs.

Any permanent employee may be laid off whenever it is necessary because of a shortage of funds, lack of work, or related reasons which do not reflect discredit upon the employee. Lay-offs shall be on the basis of seniority in each particular classification within each department so far as possible. Temporary employees may be laid off at any time by the Department Head without consideration of seniority.

Sec. 15-3. Termination.

Termination is the permanent separation of an employee from service due to death, disability, discharge, resignation, layoff, or retirement.

Sec. 15-4. Loss of Job as Result of Loss of License or Certification.

If it is a requirement for an employee in a specific position to possess a valid license and/or class of license or certification, then it shall be a condition of employment for that employee to maintain such a license and/or certification. Failure to do so may result in job loss.

Sec. 15-5. Resignation; Sufficient Notice.

To resign in good standing, a full-time employee must submit their resignation in writing at least ten (10) working days prior to the effective date of their resignation. Failure to resign in good standing shall be noted in the employee's personnel file.

The Town Manager may, after consultation with the Department Head, provide the employee with ten (10) working days pay in lieu of the required notice, in which case the employee's resignation shall become effective upon notification to that effect.

Sec. 15-6. Exit Interview.

Employees who are departing from their positions may be asked to participate in an exit interview. The Town of Brunswick may collect feedback through an online Exit Interview Survey or, upon request, through a scheduled in-person or virtual conversation. The purpose of the exit interview is to ensure that employees are informed of their rights and benefits and to gain insight into their experiences with the Town and their department.

Information gathered through exit interviews may be shared with the Department Head and the Town Manager to help identify opportunities for organizational improvement. Individual responses will be handled with discretion and used constructively to support a positive and responsive workplace culture.

CHAPTER 16. GENERAL POLICIES OF THE TOWN

Sec. 16-1. Drug- free Workplace Statement.

In accordance with the Drug-Free Workplace Act of 1988 and applicable state and federal laws, it is the policy of the Town of Brunswick to maintain a workplace that is free from the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances.

The use of controlled substances, as identified in Schedules I through V of Section 202 of the Federal Controlled Substances Act (including but not limited to marijuana, cocaine, heroin, morphine, barbiturates, and

amphetamines), is inconsistent with the professional and responsible behavior expected of employees. Such use presents safety risks to employees and the public and undermines the Town's ability to operate effectively and safely.

Prohibited Conduct: All Town employees are strictly prohibited from:

- Unlawfully manufacturing, distributing, dispensing, possessing, selling, or using controlled substances in the workplace, on Town premises, in Town vehicles, or while conducting Town business offsite.
- Reporting to work or performing work-related duties while under the influence of controlled substances or prescription medications that impair safe or effective job performance.

This prohibition includes substances that may be legal under Maine law (e.g., marijuana) but are still classified as illegal under federal law, which governs this policy due to the Town's receipt of federal grants and contracts.

Mandatory Reporting: As a condition of employment, any employee who is convicted under a criminal drug statute for a violation occurring in the workplace or while performing work for the Town must notify the Human Resources Director in writing within five (5) calendar days of the conviction.

Upon receiving such notice, the Town is obligated to notify the appropriate federal agency (if applicable due to a federal contract or grant) within ten (10) days of receiving notice of the conviction.

Disciplinary Action and Rehabilitation: Employees who violate this policy are subject to disciplinary action, up to and including termination of employment. At the Town's discretion, and in accordance with applicable laws and collective bargaining agreements, employees may also be required to satisfactorily complete a drug abuse assistance or rehabilitation program as a condition of continued employment or in lieu of disciplinary action.

Impairment and Safety Concerns: Employees are also prohibited from being under the influence of any substance—including prescribed medications or over-the-counter drugs—that impairs their ability to safely and effectively perform their job duties.

Supervisors who observe unusual behavior or other signs that may indicate drug use or impairment are expected to promptly report their observations to their Department Head, the Human Resources Director, or the Town Manager.

Notice to Employees and Federal Compliance: The Town is responsible for ensuring that this policy is distributed to all employees involved in federal grants or contracts, as required by the Drug-Free Workplace Act. All such employees must acknowledge receipt of the policy as a condition of employment on grant- or contract-related work.

Sec. 16-2. Alcohol Use.

The Town prohibits the use of alcohol on Town premises or while conducting Town business off Town premises and further prohibits employees from being under the influence of alcohol while on the job or performing Town business.

Sec. 16-3. Bloodborne Pathogen Training.

The Town has identified certain positions as having occupational exposure to bloodborne pathogens such as Hepatitis B and HIV. The Town provides training and also offers Hepatitis B vaccinations to employees in these positions. For more information, refer to the Bloodborne Pathogen Exposure Control Plan or contact the Human Resources Director.

Sec. 16-4. Smoking Prohibited.

Smoking is prohibited in all Town buildings. There is a designated outdoor smoking area for the Municipal Building which has been located away from the building so that smoke does not enter the building through open windows and doors. See the Human Resources Director for the location. All other Town buildings have similar designated

outdoor smoking areas. See your supervisor for locations. For assistance in smoking cessation, contact the Town's wellness coordinator.

Sec. 16-6. Workplace Threats and Violence Prevention.

The Town of Brunswick (hereinafter referred to as "the Town") is committed to providing a safe and respectful work environment. The Town maintains a zero-tolerance policy toward violence or the threat of violence by any employee, customer, vendor, member of the public, or any person conducting business with the Town.

The Town strives to maintain a workplace free from intimidation, threats, physical attacks, harassment, property crimes, or any other violent acts. This includes, but is not limited to, intimidating, threatening, or hostile behaviors, physical abuse, vandalism, the use of weapons, or any other act that is reasonably perceived as inappropriate in the workplace. Comments or behavior that constitute threats, incitements to violence, or create a hostile work environment will not be tolerated.

While the Town has a zero-tolerance approach to workplace violence, all allegations will be thoroughly investigated, and appropriate disciplinary or legal action will be taken in compliance with due process requirements, applicable laws, and collective bargaining agreements (where applicable).

Prohibition of Firearms and Weapons in the Workplace: To maintain workplace safety, the possession, carrying, or use of firearms, explosives, or other dangerous weapons is strictly prohibited on Town property or in Town buildings, except for law enforcement personnel and authorized security personnel acting within the scope of their duties.

Exception for Secured Firearms in Vehicles: In accordance with Maine law, employees may store legally owned firearms in locked personal vehicles in Town parking lots, provided that:

- The firearm remains out of sight and secured inside the locked vehicle.
- The employee does not remove or carry the firearm on Town premises.
- This exception does not apply to Town-owned vehicles, where firearms are strictly prohibited unless authorized by policy.

Response to Threats and Violence: Any person who makes substantial threats, exhibits threatening behavior, or engages in violent acts on Town property shall be removed from the premises as quickly as safety permits and shall remain off Town premises pending the outcome of an investigation. The Town will initiate an appropriate response, which may include:

- Suspension or termination of employment;
- Criminal prosecution, if warranted;
- Other corrective action deemed necessary by management.

Employees who experience or witness workplace violence should immediately report the incident to their supervisor or the Human Resources Office. Complaints will receive immediate attention and will be promptly investigated.

Prohibition of Retaliation: The Town strictly prohibits retaliation against any employee who, in good faith, reports workplace violence or participates in an investigation. Any form of retaliation will result in disciplinary action.

Key Components of Workplace Violence Prevention: An effective workplace violence prevention program includes:

- **Management Commitment** – Leaders are responsible for ensuring a safe work environment.
- **Employee Involvement** – Employees play a crucial role in identifying and reporting concerns.
- **Worksite Analysis** – The Town will conduct periodic assessments to identify potential workplace violence risks.
- **Hazard Prevention and Control** – Strategies will be implemented to mitigate risks.
- **Training** – Employees and supervisors will receive regular training on identifying, preventing, and responding to workplace violence.

Employee Responsibilities: All employees are responsible for:

- Refraining from acts of violence;
- Seeking assistance to resolve personal issues that may contribute to workplace violence;
- Reporting dangerous or threatening situations to Managers and supervisors;
- Notifying their Manager or supervisor of any protective or restraining order that includes a Town location as a protected area. Employees must provide a copy of such orders to the designated Town representative.

The Town respects the privacy of reporting employees and will handle all reports confidentially, to the extent possible.

Management Responsibilities: Managers and supervisors are responsible for:

- Assessing situations and responding appropriately to reports of workplace violence;
- Initiating the investigation process in collaboration with Human Resources;
- Implementing corrective actions, including discipline when necessary;
- Ensuring affected employees have access to support resources.

Town Manager Responsibilities: The Town Manager, or their designee, is responsible for:

- Developing procedures for a prompt and appropriate response to workplace violence incidents;
- Overseeing investigations and ensuring accountability;
- Establishing avenues of support for affected employees;
- Communicating this policy and related procedures to all employees.

Emergency Response Procedures:

- **In an emergency situation, call 911 immediately.** Employees must also notify their supervisor or Manager as soon as possible.
- The Department Head will contact the Human Resources Director, who will coordinate the response to the incident.
- If the situation involves criminal activity or an emergency, the Human Resources Director will notify the Town Manager and the Police Department for assessment.
- For non-emergency incidents that do not require law enforcement involvement, the Human Resources Director will determine whether an internal investigation is warranted. If so, they will coordinate the process.

Confidentiality: The Town will maintain confidentiality regarding workplace violence investigations to the extent possible. While anonymous complaints may be acted upon when there is a reasonable belief that a violation has occurred, disciplinary action will be based on verified evidence.

Policy Violations: Any individual who violates this policy, whether on Town property or while conducting Town business off-site, will be subject to disciplinary action, up to and including termination, and may face legal consequences as appropriate.

Sec. 16-7. Whistleblowing.

The Town is committed to maintaining a workplace culture of transparency, accountability, and legal compliance. Employees are encouraged to report any violations of law, unethical conduct, or unsafe workplace conditions without fear of retaliation.

No employee shall be discharged, disciplined, threatened, discriminated against, or otherwise retaliated against for reporting, in good faith, any violation of law, policy, or safety regulation.

This policy is in accordance with Maine law (Title 26 MRSA, Section 839) and applicable federal whistleblower protections, including but not limited to:

- The Whistleblower Protection Act (5 U.S.C. § 2302(b)(8)-(9))
- The Occupational Safety and Health Act (OSHA) (29 U.S.C. § 660(c))
- The False Claims Act (31 U.S.C. § 3730(h))

Reporting Procedures: Employees may report concerns through the following channels:

1. Internal Reporting: Employees are encouraged to report concerns to their supervisor, Department Head, or the Human Resources Director.
2. External Reporting: Employees have the right to report concerns directly to the appropriate state or federal agency, including but not limited to:
 - The Maine Human Rights Commission
 - The Maine Department of Labor
 - The U.S. Department of Labor (OSHA)
 - The Office of the Inspector General (where applicable)

Enforcement and Compliance:

1. All reports will be taken seriously and investigated promptly and adequately.
2. Employees who knowingly make false or malicious reports will be subject to disciplinary action.

Sec. 16-8. Safe Harbor Policy for Exempt Employee Wage Deductions.

The Town is committed to full compliance with the Fair Labor Standards Act (FLSA) and applicable state wage and hour laws. This policy outlines the Town's commitment to maintaining the salary basis of exempt employees and the process for addressing any concerns regarding improper wage deductions.

Policy Overview

Employees who are classified as exempt from overtime under the FLSA must be paid on a salary basis. This means they receive a predetermined salary that is not subject to reduction based on the quality or quantity of their work, except in specific, legally permissible situations.

The Town prohibits improper deductions from the salaries of exempt employees. If an error or improper deduction occurs, it will be corrected promptly upon notification and confirmation.

Permissible Deductions

Salary deductions for exempt employees are only allowed under the following circumstances permitted by law:

- Full-day absences for personal reasons not covered by paid leave;
- Full-day absences due to illness or disability when the employee has exhausted available paid leave, or when covered under a bona fide sick leave policy;
- Offsets for amounts received as jury or witness fees or military pay;
- Disciplinary suspensions of one or more full days for violations of written workplace conduct rules;
- Deductions for unpaid leave taken under the Family and Medical Leave Act (FMLA);
- Prorated salary payments for the initial or final week of employment when the employee does not work the entire week;
- Deductions in accordance with applicable local, state, or federal law, or as otherwise required by court order or employee authorization.

Reporting Improper Deductions

Employees who believe an improper deduction has been made from their salary should immediately notify their

Department Head or the Human Resources Department. The Town will investigate all reports promptly and thoroughly.

If an improper deduction is confirmed, the employee will be reimbursed as soon as practicable, and steps will be taken to prevent future occurrences.

Good Faith Compliance and Non-Retaliation

The Town acts in good faith to comply with all salary basis requirements. Retaliation against any employee who brings forward a concern regarding pay deductions is strictly prohibited.

Sec. 16-9. Dress Code.

Employees are expected to dress in a manner that is professional, appropriate for their job duties, and consistent with the Town's public service values. Attire should be neat, clean, and in good condition. Employees should exercise good judgment in selecting workplace attire and should avoid clothing that may be considered inappropriate or unprofessional.

Appropriate Attire:

- Business attire (e.g., dress pants, collared shirts, blouses, skirts, dresses, blazers) for office-based employees.
- Business casual attire (e.g., khakis, polo shirts, sweaters) for employees with less formal job functions.
- Uniforms, safety gear, or other specialized attire as required by job duties or department regulations.
- Footwear should be appropriate for the work environment, with closed-toe shoes required in certain work areas for safety reasons.

Inappropriate Attire: The following are examples of attire that are not permitted in the workplace:

- Clothing that violates any Town Personnel Policy, including but not limited to the Anti-Discrimination and Anti-Harassment policies..
- Ripped, torn, or excessively worn clothing.
- Exercise clothing, including leggings.
- Pants shorter than capri length.
- Flip-flops, slippers, or excessively casual footwear.
- Sheer garments, clothes that reveal undergarments, or clothes that bear significant leg/midriff/chest/back.

Exceptions and Accommodations: Reasonable accommodations will be made for religious, cultural, or medical reasons. Employees requiring accommodations should consult with Human Resources.

Enforcement: Supervisors are responsible for ensuring compliance with the dress code. Employees who fail to adhere to this policy may be asked to change into appropriate attire or may be sent home to change. Violations may result in disciplinary action.

Sec. 16-10. Use of Town vehicles.

The purpose of this policy is to establish standards and expectations for the use of Town-owned vehicles by employees and authorized personnel. This policy ensures that all vehicle use supports Town operations, minimizes liability, and protects public resources. This policy applies to all employees, interns, and authorized personnel who operate Town-owned vehicles, whether on duty or off duty. Department-specific rules may apply but must be consistent with the provisions of this policy.

General Guidelines:

1. Authorized Users: Only Town employees, interns, and personnel authorized by their Department Head or the Town Manager are permitted to operate Town-owned vehicles.

2. Permissible Use: Town vehicles are to be used solely for Town business. Personal use is prohibited except as expressly authorized in this policy.
3. Driver Requirements: All drivers must possess a valid driver's license and always follow applicable traffic laws and safety protocols.
4. Vehicle Care: Employees are responsible for the safe operation, cleanliness, and routine checks (e.g., fuel level, tire pressure) of Town vehicles before and after use.
5. Use of Town Vehicle Priority: Employees are encouraged to use a Town vehicle for business travel whenever one is available and appropriate. If an employee departs directly from home rather than a facility where Town vehicles are stationed for a work-related trip or training, mileage reimbursement under the travel policy may be applicable. Otherwise, mileage reimbursement will only apply if a Town vehicle is unavailable or not suitable for the trip.
6. Prohibited Actions:
 - Cell Phone Use: To ensure driver safety, the use of mobile devices is prohibited while operating Town vehicles unless using a hands-free device. Non-hands-free use of cell phones (texting, dialing, or holding the device) is strictly forbidden while driving.
 - Smoking and Vaping: Smoking or vaping is not permitted inside any Town-owned vehicle to maintain a safe and clean environment for all users.

On-Duty Use:

1. Authorized Activities: Town vehicles are intended to support job duties, including travel to job sites, public meetings, and other work-related activities within Town limits or to approved external sites.
2. Commuting for On-Call Employees: Employees who are required to be on-call may use Town vehicles to commute between their residence and their work location, provided they are following departmental guidelines and obtain prior approval from the Town Manager or Department Head.
3. Documentation: Each department may require employees to log mileage, time of use, and purpose of trips. Records should be submitted as required by department policy for auditing and tax compliance purposes.

Off-Duty Use:

1. Authorized Off-Duty Use: Off-duty use of Town vehicles is generally prohibited. Exceptions may be made for employees in specific roles, such as emergency responders, who need access to vehicles during off-duty hours to respond to critical incidents. Such off-duty use must be approved in advance by the Town Manager or Department Head.
2. Personal Use: Any personal use of Town vehicles while off-duty is prohibited unless specifically authorized. Commuting is generally considered a taxable fringe benefit and may be subject to documentation and reporting requirements.
3. Geographic Limitations: Off-duty use, if authorized, is restricted to within Town boundaries unless approval is granted for specific tasks that require travel outside Town limits.

Marked and Unmarked Public Safety (Police and Fire) Vehicles:

1. Authorized Use for Public Safety Personnel Public safety vehicles (both marked and unmarked) designated for use by police and fire department personnel are considered essential for emergency response and public safety operations. These vehicles may be used both on- and off-duty if approved by the department supervisor and the Town Manager, in accordance with the Town's policies and the IRS guidelines for law enforcement and emergency response vehicles.
2. Tax Exemption for Marked Vehicles According to IRS regulations, the use of clearly marked police or fire department vehicles by public safety personnel for commuting and incidental personal use is generally exempt from taxable income reporting, provided the use is essential for emergency response readiness. Marked vehicles should display visible signage or insignia, making them identifiable as public safety vehicles.
3. Unmarked Vehicle Use and Documentation Requirements Unmarked vehicles used by eligible public safety personnel for on- and off-duty purposes may be subject to different tax reporting requirements. Personnel

using unmarked vehicles must maintain a detailed log, including dates, times, and mileage, for commuting and personal use to ensure compliance with IRS fringe benefit reporting rules. Logs are to be submitted to the Finance Department monthly or as specified by department policy.

4. Emergency Response Readiness Public safety personnel authorized to use Town vehicles, whether marked or unmarked, must remain prepared for immediate response to emergencies while off-duty. This readiness requirement justifies off-duty vehicle use under IRS guidelines but does not permit unrestricted personal use. All use must support the goal of enhancing public safety and operational readiness.
5. IRS Compliance and Reporting Departments must ensure that personnel operating marked and unmarked vehicles comply with all relevant IRS documentation and reporting requirements. Any personal use beyond commuting and incidental emergency-readiness must be reported to the Town's Finance Department for appropriate tax documentation and compliance.

Responsibilities and Compliance:

1. Safety and Reporting:
 - All drivers must adhere to safety guidelines, including wearing seat belts, following speed limits, and avoiding the use of mobile devices while driving.
 - Any accident, injury, or traffic violation occurring in a Town vehicle, whether on-duty or off-duty, must be reported immediately to local law enforcement (regardless of the accident's severity), the Department Head and the Town's Finance Director.
2. Log and Documentation: Employees authorized for off-duty use must maintain a log of vehicle use detailing dates, times, locations, and purpose of each trip. This log is to be submitted to the Finance Department or as specified by department policy.
3. Tax Implications: Off-duty vehicle use may be considered a taxable fringe benefit per IRS regulations. Employees are responsible for providing documentation of commuting and personal use mileage to ensure accurate tax reporting.
4. Consequences of Unauthorized Use: Unauthorized or improper use of Town vehicles may result in disciplinary action, up to and including termination. Additionally, employees may be held personally responsible for costs or damages incurred due to unauthorized use

Department-Specific Guidelines: Individual departments may establish additional guidelines consistent with this policy to address specific operational needs. Any such guidelines must be approved by the Town Manager to ensure compliance with overall Town policies and regulations.

Intern Use of Town Vehicles:

1. Authorized Intern Use: Interns may only use Town vehicles for duties directly related to their roles and with Department Head approval. All other use, including personal or off-duty use, is strictly prohibited.
2. Documentation: Interns must log all vehicle use and submit this information to their Department Head. Vehicle insurance coverage is limited to official business use, and interns must report any incidents promptly.

Vehicle Safety and Maintenance:

1. Routine Checks and Safety Protocols:
 - All drivers should conduct a pre- and post-use inspection of the vehicle, ensuring it is in good working order and noting any visible issues (e.g., tire condition, lights, fuel level).
 - Any safety concern or maintenance issue, including brake performance or unusual noises, must be reported immediately to the employee's supervisor or designated maintenance staff.
2. Maintenance Documentation:
 - Departments must maintain a standardized maintenance log for each vehicle, documenting all reported issues and tracking resolutions. Department Heads are responsible for ensuring any reported

issues are promptly addressed and that vehicles are taken in for service as needed. Maintenance logs will be reviewed periodically to ensure compliance and accountability.

3. Uniform Standards:
 - All departments must use a standardized vehicle maintenance log provided by the Town to ensure consistency across Town departments. The Department Head or their designee is responsible for Fleet Management and will periodically review these logs to monitor vehicle condition and respond to recurring issues.

Collision and Incident Reporting:

1. Immediate Actions:
 - In the event of any collision or vehicle-related incident, the driver must:
 - Safely pull over, if possible, and assess the situation.
 - Contact local law enforcement to file an accident report, regardless of the accident's severity.
 - Notify the Department Head or their designee immediately.
2. Documentation in Vehicle:
 - Each Town vehicle must carry up-to-date insurance documentation, registration, and emergency contact numbers for ease of access in the event of an accident.
3. Post-Collision Procedures:
 - The driver must complete an incident report within 24 hours, detailing the circumstances of the collision, any injuries, and observed damage.
4. Incident Review:
 - Following any collision or incident, the Town will conduct an internal review to determine contributing factors and identify corrective measures. This review may include driver retraining, vehicle inspection, or policy adjustments if needed.

Consequences of Unauthorized Use: Unauthorized or improper use of Town vehicles may result in disciplinary action, including potential termination. Additionally, employees may be held responsible for any costs or damages incurred due to unauthorized use.

Sec. 16-11. Recycling.

The Town of Brunswick has a mandatory Recycling Policy. Therefore, employees shall participate in the recycling program while at work. Questions regarding proper recycling procedures may be directed to the Public Works Department.

Sec. 16-12. Travel and Mileage Expense Reimbursement.

The Town supports and encourages the professional development of all staff members. To enhance employees' skills and knowledge, travel to regional and out-of-state professional meetings, seminars, and workshops is sometimes necessary. Attendance at these sessions, while important, is a privilege. Employees must ensure that their time and the Town's financial resources are well-spent. This policy governs the reimbursement of travel expenses incurred during the conduct of Town business, ensuring cost-effective and equitable reimbursement within the Town's budgetary parameters.

Approval for Travel:

1. Prior to attending any seminar, workshop, or professional association meeting that requires the expenditure of Town funds for travel or lodging, employees must receive supervisor approval. Out-of-state travel also requires the Town Manager's approval.
2. Employees must comply with this policy when incurring travel expenses. Non-compliance may result in delayed, partial, or forfeited reimbursement.
3. Supervisors approving travel expense reports are responsible for ensuring compliance with Town reimbursement guidelines. Any deviation must be explained on the report.

4. **Eligibility for Travel Expenses:** All elected and appointed Town officials and employees are eligible for travel reimbursements when traveling for professional organization memberships, meetings, training sessions, or other official duties.

Limitations:

1. Reimbursements are for travel within the continental United States unless approved by the Town Manager.
2. Expenses for spouses or guests are not reimbursable.
3. Employees must choose the most economical and practical travel mode in terms of time and cost.
4. Employees attending the same event must share a vehicle unless a supervisor approves otherwise.

Reimbursable Expenses:

1. **Transportation/Mileage**
 - **Personal Car:** Reimbursement at the current IRS rate covers all auto costs (fuel, repairs, insurance) except parking and tolls.
 - **Air and Other Modes of Travel:** Employees should choose the most cost-effective travel arrangements within practical considerations. Reimbursement will be at the coach rate only.
 - **Local Transportation:** Reimbursement for cab fare to and from convention centers, hotels, and airports is allowed if less expensive services (hotel vans, shuttles, etc.) are unavailable. Public transportation is encouraged.
 - **Receipts are required for all transportation expenses.**
2. **Meals**
 - Only the cost of the employee's meals will be reimbursed. Reimbursement for meals purchased for other staff or staff of other municipalities requires appropriate documentation. Alcoholic beverages are not reimbursable.
 - Meal reimbursement will be guided by the **GSA Per Diem Rates** ([available here](#)). Employees should refer to these rates to determine maximum allowable meal expenses for the travel destination.
 - **Receipts are required for all reimbursable meal expenses.**
3. **Lodging**
 - Employees must perform cost comparisons and choose the most cost-effective lodging, considering factors like distance from the meeting site and potential travel costs. Travel for out of state conferences, employees should, whenever possible, book at the recommended hotel accommodations. All other lodging expenses will be guided by the **GSA Per Diem Rates** ([available here](#)).
 - The Town pays only the standard room rate. At the time of registration, the employee should state that they are a Town employee in order to ascertain whether or not a government rate is available.
 - Under certain circumstances when the Town is a host to other jurisdictions or when special facilities are required, the cost of a suite is an allowable expense with the Town Manager's prior approval. Full justification is required in order to qualify for such reimbursement.
 - **Receipts are required for all hotel expenses.**
4. **Other**
 - Tips are reimbursable expenses, provided they are reasonable (not to exceed \$1.00 per suitcase, \$5.00 per night for room cleaning, or 15% of meal costs).
 - Laundry and dry cleaning expenses are not reimbursable unless the travel time exceeds seven (7) days.
 - **Receipts are required for all miscellaneous reimbursable expenses (excluding reasonable tips).**

Non-Reimbursable Expenses:

1. Additional costs related to employee's family or friends accompanying the employee.
2. Childcare fees.
3. Pet care fees.
4. Entertainment.
5. Personal phone calls.

6. Meal costs exceeding the per diem rate.
7. Other non-work-related expenses.

Expense Report Processing:

1. **Timeframes**
 - Out-of-state travel must be documented on a travel expense report within ten business days after the trip.
 - In-state travel as well as regular mileage reimbursement should be submitted monthly.
2. **Travel Report Forms**
 - The Town's authorized travel/mileage expense report form must be used. Please ensure the correct IRS mileage reimbursement rate applicable to the date of travel is used.
 - A receipt, ticket stub or other appropriate documentation must be attached to the form to substantiate each itemized expense (excluding reasonable tips). Items not sufficiently justified may be disallowed.
3. **Authorization**
 - Travel expense reports must be approved and signed by a supervisor, who will review for accuracy and policy compliance.
4. **Reimbursements**
 - Reimbursement checks will be processed according to the regular accounts payable schedule.

Sec. 16-13. Lactation Support.

In compliance with federal and state law, the Town of Brunswick provides a supportive work environment to enable nursing mothers to express their milk during work hours for up to three (3) years following birth.

For up to three (3) years following childbirth each time such an employee has need to express milk, the town will provide:

- **Time to Express Milk or Nurse:** The Town of Brunswick will allow nursing mothers to express milk, or to breastfeed their child during work hours by offering two, 20-minute, paid breaks in addition to their normal mealtimes. If this time is insufficient, the employee should discuss with their supervisor. The supervisor may consider allowing the employee to use personal leave or vacation time.
- **A Place to Express Milk or Breastfeed (Lactation Room):** A clean room or other location (other than a bathroom) shall be available for employees to express milk or to nurse their child. The room will be private, clearly marked with a sign indicating its current occupancy to prevent access by other individuals, will have an electrical outlet equipped with a place to sit, and a table/counter space that employees can use to place their pump. Human Resources will work with each nursing mother and their department to determine a private and secure area. If employees prefer, they may also express milk in private offices, or in other comfortable locations agreed upon in consultation with the employee's supervisor.

Employee Responsibilities:

- **Communication with Supervisors:** Employees who wish to express milk during the workday shall keep supervisors informed of their needs so that appropriate accommodations can be made to satisfy the needs of both the employee and the operational requirements of the department.
- **Maintenance of Rooms:** Employees shall be responsible for keeping the room they use as neat and as clean as possible.
- Employees assume responsibility for the storage and safety of the breastmilk. Town refrigerators may be used.

Information about lactation support after returning to work shall be provided to employees prior to their maternity leave as much as feasible. More information can be found in this [Return to Work Toolkit](#).

The Town will not discriminate or retaliate against employees who request to express or express milk in the workplace in accordance with this policy.

Additional Resources: [**Lactation Support Poster**](#)
[**Lactation Room Privacy Sign**](#)

APPENDIX A

A

[Alcohol and Controlled Substance Testing Policy - PUBLIC WORKS ONLY](#)

B

[Back Injury Prevention and Safe Lifting Policy](#)

[Blood Borne Pathogens Plan](#)

C - E

[Emergency Response Plan](#)

F - H

[FMLA Employee Request Form](#)

[Hazardous Communication Plan](#)

[Hearing Conservation Policy](#)

I

[Incident Review Policy](#)

[Information Systems Acceptable Use Policy](#)

J - P

[Personal Protective Equipment \(PPE\) Policy](#)

Q - S

[Safety and Health Policy](#)

[Slip and Fall Prevention Policy](#)

T

[Town Safety Committee Program](#)

U - V

[Video Display Terminal \(VDT\) Policy](#)

W - Z