

# TOWN OF NARRAGANSETT



## POLICIES AND PROCEDURES HANDBOOK

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# TOWN OF NARRAGANSETT --- POLICES AND PROCEDURES HANDBOOK

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## **FOREWORD**

Whether you have just joined our staff or have been employed by the Town of Narragansett (“Town”) for a while, we are confident that you will find the Town a dynamic and rewarding place to work. The employees of the Town are one of its most valuable resources and we look forward to a productive and successful association. This handbook has been written to serve as a guide for the employer/employee relationship.

The intention of this handbook is to provide employees with a central source of accurate information to help them understand policies and to provide information. It is a general overview of the rights, responsibilities, and benefits of Town employees and is intended to highlight the policies, practices, and guidelines of the Town. It is not intended to modify or supersede existing federal, state, or local laws, terms of collective bargaining agreements, or Town regulations. It is neither a contract of employment nor a guarantee of any fixed terms.

The information provided in this document is accurate at the time of publication. The policies and procedures contained within this document may be revised at times and efforts will be made to update this publication in a timely manner but please note that the latest policy will prevail. If you have specific questions that are not answered within this document, please see your supervisor or Human Resources for more information.

For the most recent version, please visit:

<https://narragansettri.gov/DocumentCenter/View/19907/Full-Time-Employee-Handbook---November-2025>

## **STATEMENT OF PURPOSE AND SCOPE**

This handbook defines the Town’s policies, practices, and procedures for all Town employees except as otherwise provided for by law or a collective bargaining agreement. These policies further define the basis for administration of all Town employees and personnel matters. In their entirety, and as amended, they are effective upon approval by the Town Manager.

The Town is committed to providing excellent municipal services. In this continued obligation to the community and its electorate, the Town has, and continues to retain, the sole right to operate and manage its affairs in all regards except as may be limited by law, binding authority, or agreement. This includes, but is not limited to, services and their scope to be provided, funding of operations and capital improvements, structuring of Town government and its component organizations and/or operating units, determining the work to be performed, methods to be used in performing work, scheduling and assigning of work, employing, promoting, transferring, disciplining, laying off and discharging employees, and allocating or reallocating positions.

All employees (probationary, regular full-time, and regular part-time) are covered by this handbook. Unless specifically noted, when the term “employee(s)” is used in this guidebook, it refers to one, more, or all the employees or employee groups depending upon the context in which the term is used.

This handbook supersedes and replaces all previous personnel policies, procedures, rules, plans, practices, or regulations covered in this handbook except collective bargaining agreements in effect. This handbook compliments the existing Chapter 54 Personal section of the Town of Narragansett Code of Ordinances.

## **EMPLOYEE DEFINITIONS**

Probationary: Upon hiring, regular full-time permanent employees shall be assigned to a pre-determined probationary period as defined in the Town Ordinances and/or collective bargaining agreements.

Regular Full-time: Individuals who have successfully completed their probationary employment period and who have subsequently been assigned to a regular weekly work schedule of more than twenty (20) hours.

## **MISSION AND VALUES STATEMENT**

“The Town of Narragansett is dedicated to providing quality services while promoting our seaside way of life and protecting our historical heritage.” We accomplish this mission with the following core values:

- Productivity
- Integrity
- Enthusiasm
- Respect

## **OPEN DOOR POLICY**

The Town has an open-door policy and takes employee concerns and problems seriously. The Town values each employee and strives to provide a positive work environment. Employees are encouraged to bring workplace concerns they might have or know about to a supervisor, Human Resources, or the Town Manager.

## **EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION POLICY STATEMENT**

The Town is committed to the policies of Equal Employment Opportunity (EEO). The Town will not discriminate against employees or applicants for employment on any legally recognized basis included, but not limited to, race, age, color, religion, gender, gender identity, marital status, national origin, physical or mental disability, veteran status, pregnancy, sexual orientation, genetic conditions, predisposition to certain diseases, or ancestry, except where a bona fide occupational qualification exists. The Town will make reasonable accommodations to qualified disabled persons to assist them in fulfilling the essentials of a job, provided that such accommodations do not impose an undue hardship upon the Town.

The Town, through the Human Resources Manager, shall take affirmative action to:

- A. Base decisions on employment to further the principles of equal employment opportunity.
- B. Ensure that promotional decisions are in accord with principles of equal employment opportunity.
- C. Ensure that all personnel actions, such as classification, compensation, benefits, transfers, layoffs, reinstatements, training, and education through tuition reimbursement, will be

administered without regards to race, age, color, religion, gender, gender identity, marital status, national origin, physical or mental disability, veteran status, pregnancy, sexual orientation, or ancestry, except where a bona fide occupational qualification exists.

- D. Ensure that all facilities of Town government are available to employees on a non-discriminatory basis and that all sponsored benefits for employees be open to participation without regards to race, age, color, religion, gender, gender identity, marital status, national origin, physical or mental disability, veteran status, pregnancy, sexual orientation, or ancestry.
- E. The successful achievement of a non-discriminatory employment program requires maximum cooperation among employees. In fulfilling its part in this cooperative effort, the Human Resources Manager is obliged to lead the way by establishing and implementing affirmative action procedures and practices that will achieve the objective of equal opportunity for all. In accordance, it is the obligation of each department director and supervisor to conduct themselves in conformity with the principles of equal employment opportunity.
- F. The Town will communicate to all potential contractors, sub-contractors, vendors, and suppliers, either verbally or in writing, its commitment to Equal Employment Opportunity/Affirmative Action polices which require supportive action on their part.
- G. This policy prohibits any retaliation against an employee of the Town against any other employee or applicant for employment because that person made a charge, testified, or participated in the proceedings or investigation of employment discrimination.

Any employee or applicant who believes that they have not been treated consistently with the Town's policy for equal employment opportunity is encouraged to use the following procedure:

- Step 1: Immediately attempt to resolve the matter with your supervisor or department director
- Step 2: If the matter is not resolved by your supervisor and/or department director, contact the Human Resources Manager
- Step 3: If the Human Resources Manager does not resolve the matter to your satisfaction, prepare a written statement and send it to the attention of the Town Manager.

Be assured that all investigations will be handled thoroughly and discreetly.

## **TERMS OF EMPLOYMENT**

Per the Town personnel ordinance, both future and present employees are placed in positions without respect to race, color, religion, politics, gender, or other matters unrelated to merit and fitness. The Town Manager shall have the power and duty to appoint all administrators and department heads of the Town, and all employees subordinate to such department heads, except as otherwise specifically provided by Charter or law. Subject to Town Council adoption, the Town Manger shall draw up and provide all rules and regulations relative to personnel administration except where otherwise provided by Charter, law, or contract. Employment in the Town shall be based on ability and fitness, free of personal and political considerations. Just and equitable incentives and conditions of employment shall be established and maintained to promote efficiency and economy in the operation of the Town. Appointments, promotions, and other actions requiring the application of merit principles shall be based on systematic tests and evaluations. Every consideration shall be given to the rights and interests of employees

consistent with the best interests of the public and the Town. Every employee has a moral obligation and is expected to comply with the spirit and intent of this merit system.

All other terms of employment can be found in your employment offer letter and your respective collective bargaining agreement, if applicable. Please note that all employees also have the right to an administrative hearing with the Personnel Appeals Board for all disciplinary and termination matters.

## **DRUG AND ALCOHOL-FREE WORKPLACE POLICY**

The Town is committed to establishing and maintaining a safe, healthy, and productive workplace, and to providing the best public services possible to our citizens. Therefore, the policy of the Town shall be to forbid all unlawful possession and/or use of controlled substances (drugs), alcohol, and medication. It is recognized that this policy will play an integral role in the Town's ability to promote professional conduct and competence, and to safeguard the interests of its employees and the public that we serve.

### Authority:

The statutory authority for drug and alcohol testing can be found in the Rhode Island General Laws (RIGL) § 28-6.5-1 et seq. The authority for the development and subsequent implementation of any disciplinary measures associated with this Policy is derived from the Town of Narragansett Code of Ordinances, Chapter 2 Administration, Article VI "Personnel", and any "managements rights" (or other related) clauses that are contained within the current collective bargaining agreements.

### Relationship/Applicability to other policies:

This policy shall apply to all Town employees (full-time, part-time, temporary, etc.). It is not intended to be a substitute for or supersede the existing *Town of Narragansett Drug and Alcohol Testing Policy*, adopted December 1995 (as amended), which specifically applies to CDL/safety-sensitive positions.

### General Policy:

- A. No employee shall unlawfully manufacture, dispense, possess, use, or distribute any controlled substance, alcohol, or medication.
- B. No employee shall consume alcoholic beverages while working during work hours (including breaks or lunches) or immediately before work (if said consumption will impair said employees' job performance).
- C. No employee shall be impaired by a controlled substance, alcohol, or medication during their working hours (regular or non-regular, including overtime).
- D. Any employee that is impaired using a controlled substance, alcohol, or medication during non-working hours, and who is called in to work by the Town, shall so advise the person calling him/her, and shall decline the call-back. By declining, said employee shall not be subject to disciplinary action.
- E. No employee shall represent the Town in an official capacity while impaired by a controlled substance, alcohol, or medication.
- F. If any employee is using prescription or non-prescription medication that may impair their performance of duties, said employee shall report that fact to their supervisor.

Testing:

As reference above, drug and/or alcohol testing for employees that are not covered by the *Town of Narragansett Drug and Alcohol Testing Policy* shall be covered under RIGL § 28-6.5-1 et seq.

Consequences of a positive test:

An employee who first tests positive for the presence of drugs or alcohol, shall be entitled to the following procedural steps (pursuant to RIGL § 28-6.5-1 et seq.):

- A. Said employee shall be referred to a substance abuse professional through an Employee Assistance Program (EAP) for evaluation, assistance, and potential treatment.
- B. Said employee shall have the opportunity to have the sample tested or evaluated by an independent testing facility at the employer's expense.
- C. Said employee shall be provided with the reasonable opportunity to rebut or explain the results.

An employee who again tests positive for the presence of drugs or alcohol, shall be entitled to the procedural steps listed above, but will be subject to disciplinary action up to, and including, termination.

Confidentiality:

Employee alcohol and/or drug testing records shall be kept confidential to the extent allowed by law.

Sources of Assistance: Assistance and/or information related to controlled substances, alcohol, or medication abuse can be found through the following:

- A. Coastline EAP  
1-800-445-1195 (7 days/week, 24 hours/day)
- B. Substance Abuse and Mental Health Services Administration  
1-800-662-4357 or call or text 988 (7 days/week, 24 hours/day)
- C. The Substance Use and Mental Health Leadership Council of RI  
1-401-521-5759 (Monday – Friday 9am – 4pm)

**MEDICAL MARIJUANA**

The Town is committed to ensuring a safe, healthy, and productive work environment for all employees. Using marijuana in the workplace hurts productivity and poses a danger to everyone. For these reasons, the Town prohibits employees from using or possessing cannabis in the workplace and from being under the influence of cannabis while they are performing work, including remote work. Compliance with this policy is a condition of continued employment for all employees.

The Town complies with all state and federal laws and regulations regarding marijuana use. This policy addresses prohibition against using marijuana in the workplace.

Prohibited Conduct

Employees are prohibited from reporting to work or working while under the influence of marijuana, which can adversely affect their ability to perform their job duties safely and effectively.

Employees are further prohibited from consuming, smoking, or otherwise ingesting marijuana during work hours, including during meal and rest breaks.

The Town doesn't accommodate the medical use of marijuana in the workplace. Employees, including state-authorized medical marijuana users, are prohibited from using marijuana while at work.

## **SEXUAL HARASSMENT POLICY**

It is the policy of the Town to maintain a working environment where sexual harassment and harassment of any kind, including harassment based on an individual's race, color, national origin, gender, gender identity, sexual orientation, religion, disability, or age are not tolerated and where any form of intimidation, threat, coercion, and/or harassment that insults the dignity of others and interferes with their freedom to work is unacceptable.

All employees are absolutely prohibited from engaging in sexual harassment against other employees, visitors, and members of the public. Sexual harassment is unlawful. Because sexual harassment can be destructive to employee morale as well as to the Town's reputation, and it can be extremely costly to the Town in terms of lost productivity, lost employees, and out-of-pocket expense, no act of sexual harassment will be tolerated. Thus, any act or pattern of sexual harassment by any employee of the Town is beyond the scope of their authority as an employee, agent, supervisor, or servant of the Town and will be subject to disciplinary action up to, and including, the termination of employment.

The Town will administer all provisions of this policy without regard to race, color, religion, gender, gender identity, sexual orientation, age, national origin, disability, or veteran status.

The Human Resources Manager has overall responsibility for this policy and is responsible for the implementation and daily administration of this policy.

Mandatory training, as required by federal law, will be provided for all employees every other year unless there is a new addition or change to the current federal and/or state law.

Supervisory employees at all levels are responsible for implementing and enforcing this policy, and for assisting in investigating and processing employee complaints with the utmost priority and consideration for the rights of all concerned.

Every employee is responsible to report any incident of sexual harassment that they witness or learn of to their supervisor or the Human Resources Manager. The Town will maintain the highest degree of confidentiality possible with respect to such reports, consistent with its obligation to thoroughly investigate all such reports.

### Definitions and Examples of Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- 1) Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment.
- 2) Submission to or rejection of such by an individual is used as the basis for employment decisions affecting such individual.

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

Some examples of employee conduct towards other employees prohibited by this policy include:

- A. Physical assaults of a sexual nature, such as:
  - a. Assault, rape, sexual battery, molestation, or threats or attempts to commit these acts.
  - b. Unwelcome intentional physical conduct, or threats of such conduct, which is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another person's body, or poking another person's body.
- B. 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.
  - b. Giving rewards or promises of rewards for submitting to sexual conduct, or retaliations or threats of retaliation for refusal to submit to sexual conduct.
  - c. Listening to a radio station or other audible media in the workplace that contains sexually explicit and offensive language.
- C. Sexual or discriminating displays in the workplace such as:
  - a. Displaying or otherwise publicizing materials in the work environment that are sexually revealing, suggestive, demeaning, or pornographic.
  - b. Displaying signs or other materials purporting to segregate an employee by sex in any area of the workplace (other than restrooms and similar semi-private lockers/changing rooms).
- D. Retaliation against an employee for making a complaint under this policy or for assisting or cooperating in an investigation of a complaint under this policy.
- E. Failure to cooperate fully with investigation of harassment complaints.

#### Issuance and Circulation of Policy Statement

The Human Resources Manager is responsible for publicizing this policy to all employees by inclusion in the Town of Narragansett Policies and Procedures Handbook.

The Human Resources Manager is responsible for developing a bulletin board notice for all employees for posting at the time that this policy is adopted by the Town. The notice will emphasize the importance of the policy, the obligation of every employee to report any incident of sexual harassment, the availability of supervisors and administrative staff to receive such reports, and the confidentiality with which these reports will be treated.

A copy of the policy will be given to all employees. New employees will be given a copy upon hire. Employees will provide written acknowledgement that they have received the policy and understand its terms.

#### Employee Report and Investigation Procedures

Employees may report sexual harassment to any supervisor or manager, or directly to the Human Resources Manager, 25 Fifth Avenue, Narragansett, RI 02882, 401-782-0654, or, if the Human Resources Manager is involved in the allegation of sexual harassment, to the Town Manager, 25 Fifth Avenue, Narragansett, RI 02882, 401-782-0665. If the Town Manager is involved in the allegation of sexual harassment, employees may report the incident to the Human Resources Manager.

The supervisor or manager will promptly inform the Human Resources Manager or, if the Human Resources Manager is involved in the allegation of sexual harassment, Town Manager of any report of sexual harassment.

The Human Resources Manager or the Town Manager will thoroughly investigate the report of sexual harassment as promptly as possible, keeping the matter as confidential as is practicable. After investigation, they will take whatever action is necessary to remedy any harm done by a proven instance of sexual harassment and the complaining employee will be notified of the action taken. If, after investigation, the Human Resources Manager or Town Manager is unable to establish that any act of sexual harassment has occurred, they will meet with the complaining employee(s) individually to explain both the results of the investigation and the Town's policy on sexual harassment. The Town Manager or Human Resources Manager may request the Town Solicitor or Police Chief to review the complete investigation.

#### Statement of Range of Consequences

Employees are subject to discipline up to, and including, termination for any act of sexual harassment which is proven to the satisfaction of the Town. The appropriate measure of discipline will be determined based on the Town's assessment of the nature and severity of the misconduct, along with any other relevant factors.

It is unlawful to retaliate in any way against an individual who has complained of sexual harassment or cooperated in an investigation of a complaint of sexual harassment. An employee may be disciplined up to, and including, termination for any such act of retaliation. The appropriate measure of discipline will be determined based on the Town's assessment of the nature and extent of the retaliation and any other relevant factors brought to the attention of the Town.

#### Enforcement Agencies

State and federal agencies generally expect that employees will have first recourses to the procedures under the employer's sexual harassment policy to put a stop to sexual harassment or retaliation. It is the purpose of this policy that no employee should ever have to go to an outside agency to resolve any situation involving sexual harassment.

However, the addresses and telephone numbers for the appropriate state and federal employment discrimination enforcement agencies are listed below for your convenience.

Rhode Island Commission for Human Rights  
180 Westminister Street, Third Floor  
Providence, RI 02903  
(401) 222-2661  
[www.richr.ri.gov](http://www.richr.ri.gov)

United States Equal Employment Opportunity Commission  
Boston Area Office  
John F. Kennedy Federal Building  
15 New Sudbury Street, Room 475  
Boston, MA 02203  
1-800-669-4000  
[www.eeoc.gov](http://www.eeoc.gov)

## UNPAID FAMILY MEDICAL LEAVE ACT (FMLA)

This policy establishes the rights and obligations of the Town and its employees with respect to taking unpaid leave necessary for the medical care of themselves or family members as defined below. Nothing in the policy shall be construed to affect the Town's obligations to comply with any collective bargaining agreements.

### Qualifications:

Every full-time employee who has been employed with the Town for twelve (12) consecutive months shall be entitled, upon advance notice (if foreseeable), up to thirteen (13) consecutive work weeks in a twelve (12) month period. A full-time employee as defined by the State of Rhode Island (RI Gen. Law § 28-48-1) is an employee who works an average of thirty (30) or more hours per week.

Eligible employees are entitled to unpaid FMLA leave to care for their own "serious health condition" or of a child, spouse, parent, or parent-in-law. The law defines a serious health condition as (a) measured by the duration of the incapacity itself (more than three (3) full consecutive days); (b) requires in-person treatment by a health care provider at least once within seven (7) days of the first day of incapacity; and (c) requires a regimen of continuing treatment initiated by the health care provider that is made in two (2) visits within thirty (30) days of the first day of incapacity.

The Town has the authority to grant an unpaid absence of five (5) or more days for serious health condition (as defined above) as FMLA leave without the employee requesting this leave.

The definition of a chronic condition is: one that (a) requires visits for treatment by a health care provider at least twice a year; (b) continues over an extended period (including recurring episodes of a condition); and (c) may cause episodic incapacity rather than a continuing period of incapacity.

The definition of "prenatal care" is to care for the pregnant spouse who has severe morning sickness or other prenatal complications (and may need physical care) and to accompany her to prenatal doctors' appointments (and may need to be driven to the appointment or need psychological support).

The definition of "needed to care for" is an employee that may take leave to care for a family member if needed to provide physical and/or psychological care.

The definition of "health care provider" is physician assistants who are authorized to practice under state law and all medical paraprofessionals who fall within the definition of "health care provider" (nurse practitioners, nurse mid-wives, clinical social workers, and physician assistant) who must be performing within the scope of their practice as defined under state law.

The definition of a "son or daughter" is (1) under eighteen (18) years of age; or (2) eighteen (18) years of age or older and incapable of self-care because of a mental or physical disability. The definition not only includes biological or adopted children, but also foster children, legal wards, or a child of any person standing in "loco parentis" (anyone who puts themselves in the situation of

a lawful parent by assuming the obligations incident to the parental relation). The Town will require a simple statement asserting that the requisite family relationship exists.

Notice of Leave:

If the need is foreseeable, the employee shall give at least thirty (30) days' notice of the intended date of the unpaid family/medical leave. The employee must request the Unpaid FMLA Leave Request form from the Human Resources Department.

If the need is unforeseeable, the employee must provide notice as soon as possible to the Human Resources Department or Department Director.

The employee will be notified if they are eligible to take FMLA leave within five (5) business days.

Availability of Leave:

Unpaid family/medical leave may be taken for any of the following reasons:

- For incapacity due to pregnancy, prenatal medical care, or childbirth.
- To care for a child after birth, or placement for adoption or foster care.
- To care for a spouse, child, parent, or parent-in-law ("covered relation"), who has a serious health condition.
- Your own serious health condition renders you unable to perform essential functions of your position.

Leave for either of the first two (2) reasons must be completed within the twelve (12) month period beginning on the date of birth or placement. In addition, in cases where a married couple is employed by the Town, the spouses may take a *combined total* of up to thirteen (13) weeks' leave during any twelve (12) month period for reasons 1 and 2, or to care for the same individual pursuant to reason 3.

The rolling twelve (12) month period for all employees is measured backward from the date an employee uses unpaid FMLA leave.

Medical Certification:

If you are requesting unpaid leave because of your own or a covered relation's serious health condition, you and the relevant healthcare provider must supply appropriate medical certification. The appropriate medical certification must include the physician's name and contact information, the nature of the medical condition, the duration of recovery or care needed, or, for the care of a covered relation, the nature of care needed. The Human Resources Department will provide the employee with the US Department of Labor Forms WH-380-E or WH-380-F for completion or information can be reported in writing from the healthcare provider. This information will be maintained confidentially in the Human Resources Department. The nature of the medical condition will only be discussed with the direct supervisor if required for job performance.

The Town may request medical certification within two (2) to five (5) business days after the employee provides notice of the need for unpaid FMLA leave. The employee has fifteen (15) days to provide the medical certification.

Once the medical certification is received, the employee will be notified in two (2) to five (5) business days if the certification is insufficient with an explanation. The employee then has seven (7) business days to correct the insufficient information. The time frame may be extended if reasonable, good faith efforts by the employee have been made to provide sufficient certification. The Town has the right to deny FMLA leave if an employee fails to provide medical certification.

Recertification:

The Town may require recertification every six (6) months in all cases, but only in connection with an absence that has occurred for that medical condition. A recertification will be required at any time if an extension to a leave is requested, circumstances described in the last certification have changed (such as a pattern of absences around an employee's stated scheduled days off), the Town receives information casting doubt on the employee's stated reason for an absence or the continuing validity of the last certification (such as an employee engaging in activities that are inconsistent with a need for time off due to the certified condition).

The Town can provide the health care provider with information about the employee's attendance and ask the provider to evaluate whether the employee's attendance pattern is consistent with the need to be absent for the condition in question. Failure to provide requested certification within fifteen (15) days, except in extraordinary circumstances, may result in a denial of further leave until it is provided.

Fitness for Duty Certifications:

The Town may require an employee who has taken leave for their own serious health condition to present a certification of fitness for duty from a health care provider. The certification of fitness for duty will assess whether the employee can perform the essential functions of the job based upon the job description. This assessment must be completed by a health care provider. A certification of fitness for duty will also be required in the event of intermittent or reduced scheduled leaves. The employee will be given fifteen (15) days to provide the certification of fitness for duty, and the Town cannot prohibit the employee from working while awaiting the certification.

Intermittent and Reduced Schedule Leave:

Under certain circumstances, employees may use unpaid FMLA leave on an intermittent or on a "reduced work schedule basis". Intermittent leave is taken in separate blocks of time due to a single qualifying reason as opposed to leave taken for one (1) continuous period. Intermittent leave can be taken in hour increments and/or taken periodically for months. Intermittent leave can also be taken on a "reduced leave schedule" that reduces the normal number of hours per workweek or workday. An employee on modified duty does not count toward the up to thirteen (13) weeks of FMLA entitlement.

Employees who take intermittent leave must follow the department's call-in procedures for reporting an absence unless there are unusual circumstances.

Employees who take intermittent leave for planned medical treatments must make a reasonable effort to schedule treatments to prevent unnecessary disruptions in the normal operation of the Town or their department.

In addition, while you are on intermittent or reduced schedule leave for a foreseeable leave based on planned medical treatment for the employee or family member, the Town may temporarily

transfer you to an available alternative position that better accommodates your recurring leave, and which has equivalent pay and benefits.

Bonuses and Awards:

The Town can deny payment of a bonus or award if the employee has not met the goal for a specified achievement (e.g., hours worked, safety, etc.) due to unpaid FMLA leave.

Medical and Other Benefits:

As stated in the Rhode Island Parental and Family Leave Medical Leave Act (section 28-48-3), an employee has the right to maintain their health and dental benefits while on paid or unpaid leave. To maintain health and dental benefits while on unpaid leave, payments from the employee must be received by the Town prior to commencement of unpaid parental or family leave. The employee shall pay to the Town a sum equal to the Town's portion of premium required to maintain the health benefits in force during the period of the unpaid leave. The payment shall be returned to the employee within ten (10) days following the employee's return to employment (28-48-c). The employee will receive notification prior to leaving from the Human Resources Department stating the amount due with a deadline date.

Healthcare coverage will cease if the premium payment is more than thirty (30) days late. If the payment is more than fifteen (15) days late, the employee will receive a letter to this effect. If the payment is not received within fifteen (15) days after the date of this letter, coverage may cease. If the employee elects not to return to work for at least thirty (30) calendar days at the end of the leave period, the employee will be required to reimburse the Town for the cost of the premiums paid for maintaining coverage during their unpaid leave, unless the employee cannot return to work because of a serious health condition or other circumstances beyond their control.

During Leave:

Employees will not accrue other benefits while on unpaid leave status, other than seniority.

An employee cannot be employed by another employer and working while on unpaid FMLA leave with the Town. If an employee is found to be working for another employer, the employee will lose protection under FMLA and may be terminated from the Town.

Holidays will be counted as unpaid FMLA leave if the employee is on FMLA leave the entire week in which the holiday falls.

Return to Work:

Upon return to their position, an employee is entitled to restoration to the former position or equivalent position.

**FAMILY MILITARY LEAVE ACT (Caregiver Leave for an Injured Servicemember)**

An employee is eligible for twenty-six (26) weeks of leave during a single twelve (12) month period, per injury, per service member for a spouse, child, parent or "next of kin" to provide care for a service member who either incurs a serious injury or illness while on active duty or aggravates an existing or preexisting injury by service in the line of duty.

Under the RI Family Military Leave Act, leave is available to qualifying family members of persons called to federal military service lasting longer than thirty (30) days. The employee must give the Town fourteen (14) days prior notice if the leave is expected to last for five (5) or

more consecutive workdays. If the leave is expected to last fewer than five (5) days, the employee must give notice as soon as possible.

The RI Family Military Leave Act allows leave to be taken any time the service member is deployed, regardless of injury or any other "qualified exigencies".

A service member is defined as a member of the Regular Armed Forces (as well as current members of the National Guard or Reserves) who suffered an injury or illness while on federal active duty that may render the person unable to perform the duties of the member's office, grade, rank, or rating. Leave may also be granted for a service member who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list.

The definition of a "child" is the covered service member's biological, adopted, or foster child, stepchild, legal ward, or a child whom the service member stood in loco parentis and who is of any age.

The definition of "parent" is the covered service member's biological, adoptive, step or foster parent, or any individual who stood in loco parentis to the covered service member. The definition does not include parents-in-law.

The definition of "next of kin" is the service member's nearest blood relative (other than the spouse, parent, or child) in the following order of priority: blood relatives who have been granted legal custody of the service member, siblings, grandparents, sibling of parent, and first cousins.

The definition of "qualifying exigency" are the following: (1) Short-notice deployment, (2) military events and related events, (3) Childcare and school activities, (4) Financial and legal arrangements, (5) Counseling, (6) Rest and recuperation, (7) Post-deployment activities, and/or (8) Additional activities (to address other events that arise out of the covered military member's active duty or call to active duty status).

The Town will require that the employee provide certification from the military to verify the employee's eligibility and Form WH-384 (qualifying exigency certification form). The Town may verify the employee's explanation only when the employee has failed to provide the Town with the required certification.

The rolling twelve (12) month period for all employees is measured backward from the date an employee uses Military Leave.

The Town may request that an employee seeking to take military caregiver leave obtain medical certification that the service member's serious illness or injury was "incurred in the line of duty on active duty in the Armed Forces." The request may be supported by certification from (1) a Department of Defense (DOD) health care provider; (2) Department of Veteran's Affairs health care provider; (3) DOD TRICARE network authorized private health care provider, or (4) DOD non-network TRICARE authorized private health care provider.

Employees are permitted to take military caregiver leave on an intermittent basis not only in situations where intermittent leave is medically necessary for the treatment of the service member, but also where the employee is needed only intermittently - such as where other care is usually available, or responsibilities are shared with another family member or a third party. An

employee returning from family military leave has a right to job restoration with equivalent seniority status, benefits, pay, and other terms and conditions of employment.

The Town may request reasonable documentation (i.e., a simple written statement or other document from the employee) to confirm the employee's relationship with the covered service member.

## **MILITARY LEAVE AND REINSTATEMENT**

The Town recognizes that the obligations of citizenship may require a period of military duty and anticipates the return of employees to service with the Town following completion of military duty. Leaves of absence, provisions of which extend beyond the Selective Service Act, are provided for those entering military service. The following policy is applied with respect to pay for employees during military service. Additionally, employees are afforded all the rights under applicable federal and state law. In all administration of military leaves of absence, the Veteran's Reemployment Act will guide Town policy.

### Military Physical Examinations:

Employees required to report for military physical examinations are allowed the necessary time off with pay (not to exceed one full day in any instance). Employees requiring time off for this purpose should present to their supervisor a copy of the notification to report for a military physical examination as far in advance as possible.

### Short Training Periods:

A written request accompanied by the notice to report for training, or another appropriate document should be forwarded to the Human Resources office through the employee's supervisor at least two (2) weeks in advance of the training period. Unionized employees should refer to their respected collective bargaining agreement for the specific definitions of the length and pay during these short training periods. Pension plan benefits continue to accrue during an employees' training period.

For non-unionized employees, the defined length of leave is no more than fifteen (15) scheduled working days and they are eligible for the following two (2) pay options once they have completed one (1) full year of continuous service with the Town.

- (1) Designate their military training period as all or part of their vacation. In this case, employees receive their normal base salary plus their military salary; or
- (2) Taking their normal vacation at another time. In this case, employees are paid the difference between their normal weekly gross pay and their military pay, assuming their salary is greater, up to a maximum period of fifteen (15) days per calendar year.

### Long-Term Active Duty:

If a full-time employee is called to active duty by order of the military for up to four (4) years, the following shall apply:

- At least two (2) weeks before leaving, a written request should be submitted to the supervisor, who will forward it to the Human Resources Department along with a copy of the activation order, or other appropriate document.

- Medical and dental benefits will be provided by the Town until military benefits are in place. Other benefits such as life insurance will continue through deployment, but accidental death and dismemberment portion of the policy will be terminated while on active duty. This portion of the policy will be reinstated when the employee returns to full-time status with the Town.
- Pension plan benefits will continue to accrue during leave of absence. If active employment is not re-established after leaves of absence, these benefits are calculated with respect to the last day worked.
- Employees who are released from active duty but remain hospitalized for up to one (1) year after release from active duty must apply for re-employment within ninety (90) days of hospital release.
- Employees return to active employment at a pay level and status equal to that which they would have attained had they not entered military service.

The Town reserves the right to modify or discontinue this policy at any time for any reason it considers sufficient. Questions related to military leaves of absence, but not provided for in the above policy, should be referred to the Human Resources office. To the extent that any individual has any greater rights under applicable federal or state law, those laws will be followed.

### **RHODE ISLAND PARENTAL INVOLVEMENT LEAVE**

The Town will allow all full-time employees job protected unpaid leave to eligible parents or guardians to participate in their child(ren)'s educational/school activities. Parents are eligible for this leave if they have worked for one (1) year and must work at least thirty (30) hours a week. The Town will permit the employee to use accrued paid leave (vacation, personal, or compensatory time) if they choose this leave. The employee is granted ten (10) hours of leave per year. The employee must complete a leave form prior to the date of the leave and must be approved by their department head or supervisor. The form must be forwarded to Human Resources prior to the leave date. The Town may require that the employee provide documentation from the school to verify the purpose of the leave.

### **AMERICANS WITH DISABILITIES ACT (ADA) & AMENDMENTS ACT (ADAAA)**

The Americans with Disabilities Act (ADA) & Amendments Act (ADAAA) requires employers to reasonably accommodate qualified individuals with disabilities. It is the policy of the Town to comply with all federal and state laws concerning the employment of persons with disabilities.

It is the Town's policy not to discriminate against qualified individuals with disabilities regarding application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions, and privileges of employment.

The Town will reasonably accommodate qualified individuals with a temporary or long-term disability so that they can perform the essential functions of a job.

An individual who can be reasonably accommodated for a job without undue hardship will be given the same consideration for that position as any other applicant.

All employees are required to comply with safety standards. Applicants who pose a direct threat to the health or safety of other individuals in the workplace, which threat cannot be eliminated by reasonable accommodation, will not be hired. Current employees who pose a direct threat to the health or safety of other individuals in the workplace will be placed on appropriate leave until an organizational decision has been made regarding the employee's immediate employment situation.

The Human Resources Department is responsible for implementing this policy, including resolution of reasonable accommodation, safety, and undue hardship issues.

### Definitions:

As used in this policy, the following terms have the indicated meaning and will be adhered to in relation to the ADA policy.

- “Disability” refers to a person who has a physical or mental impairment that substantially limits one (1) or more major life activity. This includes people who have a record of such impairment, even if they do not currently have a disability. It also includes individuals who do not have a disability but are regarded as having a disability.
- “Direct threat to safety” means a significant risk to the health or safety of others that cannot be eliminated by reasonable accommodation.
- A “qualified individual with a disability” means a person who meets legitimate skill, experience, education, or other requirements of an employment position that they hold or seek, and who can perform the essential functions of the position with or without reasonable accommodation.
- “Reasonable accommodation” means a modification or adjustment to a job, the work environment, or the way things are usually done during the hiring process.
- “Undue hardship” means an action requiring significant difficulty or expense by the employer when considering several factors. These factors include the nature and cost of the accommodation in relation to size, resources, nature, and structure of the employer's operation.
- “Essential job functions” means the basic job duties that an employee must be able to perform, with or without reasonable accommodation.
- The definition of disability must be construed in favor of “broad coverage of individuals ... to the maximum extent permitted” by the statute.
- Major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.
- Major life activities also include “operation of a major bodily function” such as functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.
- An impairment that is “episodic or in remission” is a disability even when inactive “if it would substantially limit a major life activity when active.” Examples may include cancer, epilepsy, and post-traumatic stress disorder.

The determination of whether an impairment substantially limits a major life activity shall be made *without* regard to the ameliorative effects of mitigating measures such as medication, medical supplies, equipment, or appliances, low-vision devices (other than ordinary eyeglasses or contact lenses), prosthetics including limbs and devices, hearing aids and cochlear implants or other implantable hearing devices, mobility devices, oxygen therapy equipment and supplies, assistive technology, auxiliary aids or services, learned behavior or adaptive neurological

modifications, or reasonable accommodations. The use of ordinary eyeglasses and contact lenses may be considered, however, in determining whether impairment substantially limits a major life activity.

An individual meets the requirement of being “regarded as having such an impairment” *regardless of whether* the actual or perceived physical or mental impairment limits or is perceived to limit a major life activity. This does not apply to impairments that are transitory (actual or expected duration of six (6) months or less) and minor.

While employers may not discriminate against an individual who is regarded as disabled, employers need not provide reasonable accommodation to such individuals.

Employers may not use qualification standards, employment tests, or other selection criteria based on an individual’s uncorrected vision unless the standard, test or other selection criteria is shown to be job-related for the position and consistent with business necessity.

Employees without disabilities cannot sue for “reverse discrimination” under the ADA.

## **WORKPLACE VIOLENCE POLICY**

The Town is extremely conscious of the safety and security of its employees and our citizens. As an employer, we recognize our obligation to ensure the safest possible workplace. As a government entity, we recognize our responsibility to provide a safe environment for the public we serve. To ensure a safe workplace, and to reduce the risk of violence, all employees should review and understand all provisions of this workplace violence policy.

### Prohibited Conduct

We do not tolerate any type of workplace violence committed by or against employees, visitors, guests, or other individuals on Town property. Employees are prohibited from making threats or engaging in violent activities.

This list of behaviors, while not inclusive, provides examples of conduct that is prohibited:

- Causing bodily injury of any kind to another, assault, battery, or fighting on the premises or in connection with work-related matters.
- Making threatening remarks.
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress.
- Intentionally damaging employer property or property of another employee.
- Possession of a weapon while on the property or while on Town business.
- Committing acts motivated by, or related to, sexual harassment or domestic violence.

### Reporting Procedures

All Town employees must report any potentially dangerous situations (that they have witnessed, received, or have been told by another person who has received or witnessed) immediately to a supervisor or the Human Resource Department. If a supervisor is named in the incident, the report should be made to the department manager. If the department manager is named in the incident, the report should be made to the Human Resources Manager. Reports can be made anonymously. The initial report may be made verbally. A follow-up written complaint should be filed as soon as possible. Filing a complaint in this manner does not prevent any employee from

filing a grievance in accordance with the Code of Ordinances or their collective bargaining agreement.

All complaints will be investigated promptly by the department manager and/or the Human Resources Manager. The Town Manager will be kept informed of the investigation process. The investigation process will be conducted in such a manner as to maintain confidentiality to the extent practicable under the specific circumstances of the complaint. The investigation process may include private interviews with the person(s) filing the complaint, the person(s) alleged to have committed the offense, and any witnesses. At the completion of the investigation phase, the Town Manager and/or the Human Resources Manager may ask the Narragansett Police Department (through the Chief) to review the case for evidence of criminal intent or conduct. The Town Solicitor may also be asked to review the case, again at the discretion of the Town Manager and/or Human Resources Manager. All parties involved will be counseled and the results of investigations will be discussed with them.

If it is determined that inappropriate conduct has occurred, the appropriate authority (department manager, Town Manager, Human Resources Manager, or Chief of Police) will act promptly to address the cause by whatever means are deemed necessary and appropriate. Disciplinary action including, but not limited to, that which may be referenced within the Code of Ordinances and/or various collective bargaining agreements in effect, may also be imposed against any Town employee that was involved in the incident. Retaliatory actions of any kind against a complainant or witness are expressly prohibited and will be grounds for disciplinary action as described above.

#### Risk Reduction Measures

**Hiring:** The Human Resource Department takes reasonable measures to conduct background investigations to review candidates' backgrounds and reduce the risk of hiring individuals with a history of violent behavior.

**Safety:** The Safety Committee conducts annual inspections of the premises to evaluate and determine any vulnerabilities to workplace violence or hazards. Any necessary corrective action will be taken to reduce all risks.

**Individual Situations:** While we do not expect employees to be skilled at identifying potentially dangerous persons, employees are expected to exercise good judgment and to inform the Human Resource Department if any employee exhibits behavior which could be a sign of a potentially dangerous situation. Such behavior includes:

- Discussing weapons or bringing them to the workplace.
- Displaying overt signs of extreme stress, resentment, hostility, or anger.
- Making threatening remarks.
- Sudden or significant deterioration of performance.
- Displaying irrational or inappropriate behavior.

#### Dangerous/Emergency Situations

Employees who confront or encounter an armed or dangerous person should not attempt to challenge or disarm the individual. Employees should remain calm, make constant eye contact, and talk to the individual. If a supervisor can be safely notified of the need for assistance without endangering the safety of the employee or others, such notice should be given. Otherwise, cooperate and follow the instructions given.

## HEALTH INFORMATION POLICY

The Town is committed to maintaining a work environment that adequately protects the privacy of health information of its employees (RIGL § 5-37.3 “Confidentiality of Health Care Communications and Information Act”). In keeping with this commitment, the Town has developed the following policy regarding the health information of its employees.

The privacy of health information of employees in the workplace is important. There are times in which the Town receives health information regarding its employees. For example, in the context of a work-related injury or because of illness, injury or disability requiring the employee to be absent from work or to require accommodation. This policy outlines the procedures for safeguarding employees’ personal health information and the circumstances and procedures under which such information may be disclosed.

### Scope

This policy governs the maintenance of personal health information of employees in the context of the employment relationship.

This policy applies to all employees of the Town.

### Responsibility

The Human Resources Manager has overall responsibility for this policy. The Human Resources Manager is responsible for the implementation and daily administration of this policy.

Supervisory employees at all levels are responsible for implementing and enforcing this policy and for assisting in investigating and processing employee complaints regarding the privacy of their personal health information.

### Definition of Health Information

For purposes of this policy, health information is defined as “all information relating to an employee’s health care history, diagnosis, condition, treatment, or evaluation obtained from a health care provider who has treated the employee.” Although this policy discusses the safekeeping of health information in written form, oral communication of health information is also covered by this policy. If there is any doubt whether specific information is considered confidential health care information for the purposes of this policy, the Human Resources Manager shall be contacted.

### Safeguarding of Health Information

All confidential health information of employees received from any source shall be kept in a separate file and not in the employment file. These files must be kept in a secure area in a locked cabinet. Access to such files shall only be given to those individuals who have a valid need to review such information. Accordingly, the Human Resources Manager shall be responsible for the safeguarding of employee health information in accordance with this provision and for determination of any request to review this information by any other person. A written log of all individuals accessing an employee’s separate health information file shall be kept including the name of the individual provided access, the date of the access and the purpose of such access. The Human Resources Manager shall consult with legal counsel if there is any uncertainty about a request for access to an employee’s health information.

Any confidential health information of an individual who is not an employee of the Town that is received by the Town shall also be safeguarded in accordance with this policy. For example, if an employee provides health information of a family member for purposes of a family medical leave request, such information shall be kept in a separate file in accordance with the provisions above.

Any employee that as part of their job responsibilities receives written health information from an employee, shall promptly provide such information to the Human Resources Manager for placement in the employee's separate health information file.

#### Disclosure of Health Information

At times, the disclosure of an individual employee's health information is necessary to the operation of Town's workplace. For the purposes of this policy "disclosure" includes any release by the Human Resources Manager or other agent of the Town to an individual outside of the Town. In addition, "disclosure" shall also include release to another individual also employed by the Town. If requested to disclose employee health information to anyone, including another employee of the Town, the employee may only do so if the disclosure is a necessary part of such an employee's duties and after consultation with the Human Resources Manager. Employee health information shall only be disclosed as necessary to the Town's operation and as allowed by law.

## **BENEFITS**

#### Health and Dental Insurance

The Town provides each new full-time employee Blue Cross/Blue Shield Healthmate Coast to Coast \$250 deductible\* (BCBS) and Delta Dental insurance coverage which is provided at nominal cost for you and your family as a payroll deduction. You are eligible for coverage on the 1<sup>st</sup> day of the month following your date of hire. A buyback option is available for health and/or dental coverage that is waived upon satisfactory proof of alternate coverage.

\*All members of IAFF Local 303 will receive a Health Savings Account (HSA) in lieu of BCBS per the terms of the collective bargaining agreement. All newly hired members of IAFF will receive BCBS until January 1<sup>st</sup> at which time they will be converted to the HSA.

#### Life Insurance

The Town also offers a \$50,000.00 Accidental Death & Dismemberment (AD&D) life insurance policy to all full-time employees at no cost to the employee per collective bargaining agreement. The waiting period is thirty (30) days of hire for full-time regular employees. Additional life insurance up to three (3) times your salary and dependent life insurance options may be purchased through payroll deduction.

#### Employee Assistance Program

The Town is also proud to offer to all employees and their families an Employee Assistance Program (EAP). The EAP is a **confidential resource** for a wide variety of personal concerns. Coastline EAP provides immediate support as well as referrals and follow-up services 24 hours a day, 365 days per year. For more information, please call 1-800-445-1195 or visit the Coastline EAP website: [www.coastlineeap.com](http://www.coastlineeap.com)

### Pension

The Town has an established private pension plan. Full-time employees are fully vested after ten (10) years. Weekly employee contribution is 10% to 11% (as of the date of this handbook, pursuant to collective bargaining agreements and/or Town Ordinance) of the salary depending upon position and/or collective bargaining agreement.

### Open Enrollment

Employees may only make changes to their benefits from June 1<sup>st</sup> – June 30<sup>th</sup> with an effective date of change to be July 1<sup>st</sup> except when there is a qualifying event. When making changes to your benefits during open enrollment, applicable applications and supporting documentation need to be submitted timely.

### Qualifying Events

Employees and/or dependents may enroll in your health and dental plan as a special enrollee under the following circumstances within thirty (30) days of the qualifying event with submission of required documentation:

- Marriage
- Divorce/legal separation
- Remarriage
- Birth
- Legal adoption
- Judgement or decree requiring coverage
- Loss of prior coverage

### Health & Dental Insurance Buy-back

Employees may choose not to be covered under the Town health and/or dental coverage upon presentation of proof of alternative coverage. Eligible employees will receive 50% of the Town's contribution level had the employee been enrolled in the plan. The buyback is calculated at the level of insurance you are eligible for (i.e., individual, two-person family, or family plan) and prorated based on days of actual coverage waived. Eligible employees need to complete an opt-out form during open enrollment each year to receive the buy-back. Payments to eligible employees shall be made in July for the previous year (July – June) in which they were not covered under the Town's insurance plan(s) unless otherwise determined by collective bargaining agreement.

### Deferred compensation

The Town offers voluntary 457b Deferred Compensation Plans that employees may enroll in and have the premium deducted from their paycheck on a pre-tax basis. For questions regarding vendors and enrollment, employees should contact Human Resources.

## **HOLIDAYS**

The Town grants paid time off to all employees on the holidays listed below unless otherwise determined by collective bargaining agreement:

New Year's Day (January 1st)  
Martin Luther King Day  
President's Day

Memorial Day  
Juneteenth  
Independence Day (July 4)  
Labor Day (first Monday in September)  
Victory Day  
Columbus Day (second Monday in October)  
Veterans' Day (November 11)  
Thanksgiving (fourth Thursday in November)  
½ day on Christmas Eve  
Christmas (December 25)  
½ day on New Year's Eve

For all non-public safety employees, a holiday that falls on a Saturday will be observed on the preceding Friday and a holiday that falls on a Sunday will be observed on the following Monday unless stated otherwise in your collective bargaining agreement.

Easter Sunday shall be a holiday for Police Dispatchers, Animal Control Officers, Police Officers, and Firefighters only!

Additional holidays may be granted by your collective bargaining agreement terms.

Compensation for holiday pay and working on a paid holiday can be reviewed in each individual collective bargaining agreement.

**\*\*An employee who is absent on leave without pay shall not be paid for an official holiday\*\***

## **VACATION POLICY**

The Town provides paid vacation time to full-time employees for rest, relaxation, and personal pursuits. The amount of paid vacation time an employee receives, each year, increases with the length of their employment as shown in the following schedule:

**Vacation Days Schedule** (number of days may vary per collective bargaining agreement):

10 days 1-5 years

15 days 5-10 years

20 days 10-15 years

20 days plus 1 day per year for over 15 years (maximum of 25 days per year)

**\*\*A vacation day is equivalent to the regular workday of an employee. \*\***

Conditions for using and receiving approval for vacation days should be reviewed by everyone in their respective collective bargaining agreement.

Vacation time with pay not to exceed two (2) weeks shall be granted during the first year of employment to newly hired senior management team members who have had at least fifteen (15) years of related professional service in previous employment.

## **TIME BANK**

### **ESTABLISHMENT:**

There is hereby established a Time Bank to enable full-time permanent employees of the Town of Narragansett, who have depleted their sick, personal, vacation and compensatory time, to receive compensation in case of a non-job-related illness/injury that requires hospitalization, surgery, and/or long-term absence from work by requesting withdrawal of time from the Time Bank.

### **COMMITTEE:**

A committee will be established to authorize regulated procedures, approve/deny time withdrawal requests and maintain all pertinent records.

The following method shall be used in the establishment of the above Committee:

- A. Each of the four (4) unions shall select one (1) union member to serve on the Committee with each union having a member within the bank.
- B. Non-union/management personnel shall have one (1) individual serving on the Committee who is a member within the bank: to be appointed by the Human Resources Manager.
- C. The Human Resources Manager shall be a member and chair of the Time Bank Committee.
- D. All members of the Committee shall be considered Agents of the Town and, in the event of legal action against said members; the Town shall be liable for all claims.

### **PROVISIONS:**

- 1) Commencing January 1, 2024, the Time Bank will have an open enrollment period in January of each year and will be open continuously throughout the remainder of the calendar year for additional donations. New full-time employees will have the option of joining the time bank within the first three (3) months of hire. Each employee donating time to the Time Bank shall automatically become a member of the Time Bank and shall become eligible to apply for withdrawal of sick time as outlined below.
- 2) Donations: To become and remain a member in good standing, an employee must donate at least one (1) working day of sick, personal, or vacation time to the Time Bank annually during open enrollment. Each donated working day will give the member ten (10) eligible withdrawal days, up to a maximum of forty (40) withdrawal days total annually. Each employee donating time shall complete the "Donation of Sick, Personal, or Vacation Time" form and forward it to Human Resources.
- 3) Final donation: At the end of a full-time employee's employment that employee may donate up to all their unused accrued leave.
- 4) Eligibility for withdrawal: There will be a thirty (30) day delay for first-time donors to be eligible to request a withdrawal from the Time Bank. Employees who do not contribute time to the Time Bank will not be eligible to withdraw time from the Bank unless waived by the Committee.
- 5) Renewal of Eligibility: An employee withdrawing days from the Bank must contribute one (1) day of any type of leave for every ten (10) days withdrawn to the Bank within six (6) months to remain a participating member or forfeit their membership until such time the donation is made to the Bank.
- 6) Requests: The maximum amount of time allowed to be withdrawn by an employee within one (1) year shall not exceed forty (40) days. The one (1) year period begins from the first date that the withdrawal is used from the Bank. An employee requesting a

withdrawal of time from the Time Bank shall complete the “Request for Time Bank Withdrawal” form and forward it to the Human Resources Manager to be reviewed by the entire committee. The Committee will review the leave usage history at the time of the request. Any medical information provided will not be released to any other party without the prior written consent of the requesting employee. The Human Resources Manager will schedule a meeting with the Committee within a reasonable time to “approve” or “deny” the employee’s request. The employee will receive written notification of approval or denial. The Time Bank Committee may suggest a special time bank drive for an individual with extenuating circumstance once they have reached their maximum withdrawal limit.

- 7) Annual Review: The Time Bank program shall be reviewed on a yearly basis by the Committee to determine the Bank’s status and the feasibility of its continuation as well as to review the policy. Should the program be discontinued, all donated days will be considered lost. If the Time Bank exceeds one-hundred sixty (160) days, the annual required donation will be suspended.
- 8) All decisions of the Time Bank Committee are final.

## **ATTENDANCE POLICY**

The Town recognizes that in addition to planned absences such as vacation, personal leave, or even sick leave (i.e., for scheduled doctor's visits), it may be occasionally necessary for employees to be absent from work due to illness or circumstances beyond their control. This is acceptable when absences are within reasonable limits. All employees must realize that attendance and punctuality are very important parts of the employee’s job performance. Absenteeism places a burden on other employees who must perform the absent employee’s duties and may also increase the Town's overtime costs. For these reasons, this policy has been developed to address unreported and unexcused absences and tardiness.

The purpose of this policy is to provide guidance to managers, supervisors and employees regarding attendance and the use of appropriate disciplinary action to keep unexcused absenteeism and tardiness within acceptable limits. This policy applies to all full-time Town employees except sworn police and fire personnel.

The Town requests that employees consider scheduling appointments (doctor, dentist, etc.) before or after working hours, first thing in the morning, late in the day, or as your scheduled lunch. Time off needed during working hours for scheduled appointments (doctor, dentist, etc.) requires at least two (2) days prior notice and written approval by the employee’s supervisor.

Unless otherwise stated in your collective bargaining agreement, the Town requires that an employee using vacation time must give the same number of days’ notice equal to the vacation time requested. For example: A five (5) day vacation will require five (5) working days’ notice. The employee must submit a leave request form to their direct supervisor for approval.

Employees may use up to five (5) accrued vacation days within six (6) months of their next anniversary date with prior approval from their department director. Employees do not have the right to take an unexcused day or days off without compensation (in the absence of accrued time) except as provided for in Section 54-117.

## **Definitions:**

No Call/No Show Absence: Employees will be considered to have a no call/no show absence when they fail to report for their scheduled work shift and have failed to notify their supervisor prior to the start of their work shift. If an employee can provide a valid reason for failing to report to work without calling a supervisor, the department director has the authority to determine that that incident is a non-offense.

Excused Absence: Approved absences include, but are not limited to sick leave, vacation time, personal time, bereavement leave, jury duty, compensation time, military leave, Family Medical Leave of Absence (FMLA), worker's compensation, approved leave of absence and/or injury on duty leave in accordance with and as defined by the applicable collective bargaining agreements, departmental policies, Town Ordinances, and/or state and federal law.

Unexcused Absence: Unexcused absences are defined as absences that are not approved leave as defined by the applicable collective bargaining agreement, departmental policies, Town Ordinances, or state or federal law. An example of an unexcused absence is an employee who has no leave time of any kind available, and the leave does not fall under FMLA.

Tardiness: Employees will be considered tardy when they fail to report on time to their designated work area at the beginning of their shift and/or from approved breaks.

## **Procedures:**

### No Call/No Show Absences/Excessive Unexcused Absences/Excessive Tardiness:

- a. The first offense will result in a verbal warning.
- b. A second offense within ninety (90) days of the verbal warning will result in a written warning.
- c. A third offense within ninety (90) days of the verbal warning will result in suspension.
- d. A fourth offense within ninety (90) days of the verbal warning may result in termination (no termination action will be taken without prior approval of the Town Manager)

The employee must meet the measureable performance goals as stated in the performance correction notice within ninety (90) days or the performance correction period may be extended.

According to Personnel Ordinance Section 54-117 (Leave without pay): an employee with permanent status may be granted leave without pay for personal illness or other reasons deemed proper upon approval of the department head. Unpaid leave of more than two (2) days requires approval from the Town Manager. If an employee's leave is extended beyond six (6) months through leave without pay, the Town Manager shall not be required to reinstate the employee in the former position (unless otherwise stated in a collective bargaining agreement).

Employees must complete a leave request form within two (2) days after any unplanned absence as required above.

It is the responsibility of the employee to call when they are reporting to work late or will be absent to the individual designated by the department director or as stated in specific department policy. If the employee is unable to personally make the call to their supervisor, an immediate

family member should make the call. A supervisor is not responsible for calling or otherwise contacting the employee when the employee has not reported for work.

Employees represented by a collective bargaining agreement should refer to their agreement regarding the requirement for physician's notes. Non-union employees will be required to submit a physician's note after three (3) consecutive days off for reasons of illness or non-job-related injury.

### **SICK AND PERSONAL DAYS**

All full-time employees will receive one and a half (1 ½) paid sick days each month up to a total of one hundred eighty (180) days. Sick leave buyback is available after accruing one hundred eighty (180) days. Newly hired full-time employees will have available sick days after completing three (3) months of employment.

Sick leave is intended solely to provide income protection in the event of illness, injury or important personal or family obligations when the employee is unable to report to work.

Any employee who, because of illness, cannot report to work as scheduled, shall, except in the case of an emergency, notify their supervisor or other designated person, prior to the commencement of the workday. A failure to notify prior to the commencement of the workday shall be cause for the disapproval of sick leave for that employee and may be cause for disciplinary action.

All full-time employees will receive three (3) paid personal days per fiscal year with the ability to earn up to two (2) additional days each year if no sick leave is taken January 1<sup>st</sup> – June 30<sup>th</sup> and July 1<sup>st</sup> – December 31<sup>st</sup>. All personal leave must be used by June 30 of each fiscal year. Unused personal leave shall not be paid out or continue to be accrued.

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

### **BEREAVEMENT LEAVE**

Union personnel need to refer to their respective collective bargaining agreements.

Non-union personnel will receive no more than three (3) working days when the employee's presence is required to be with his immediate family due to the death or serious illness of the family member. This leave shall be with pay but shall not be granted until the employee has one (1) year of continuous service. Additional leave may be granted by the Town Manager for unusual circumstances.

The Town defines "immediately family" as the employee's spouse, parent, child, sibling, grandparent or grandchild, or in-laws of an employee's spouse or employee's child of the same degree of kinship.

## **JURY DUTY**

The Town encourages employees to fulfill their civic responsibilities by serving jury duty when required. Any employee summoned to jury duty will be paid their regular salary, minus whatever compensation is received as jury duty pay. This time will not count as leave.

## **REMOTE AND HYBRID WORK POLICY**

Employees may obtain approval for a limited duration remote work accommodation from their department head on a case-by-case basis. An approval form must be completed by the department head and submitted to Human Resources. Human Resources will maintain a record of all employees that are authorized to work remotely and provide same to the Town Manager

## **WORKER'S COMPENSATION**

As required by law, the Town provides Worker's Compensation benefits for the protection of employees with work-related injuries and illnesses. Employees who sustain work-related injuries must immediately notify their department supervisor and complete an Employee Incident Report. Failure to report a work-related illness or injury promptly could result in denial of some benefits. The Town is self-insured and self-administered for its workers' compensation program. Claims are handled by Human Resources. Employees receiving statutory workers' compensation benefits are required to contribute to their health insurance coverage at the applicable rate to continue receiving health insurance coverage.

## **COMPENSATION**

All salaries and pay rates are determined by your respective collective bargaining agreement or by a resolution adopted by the Town Council. When the adopted resolution provides a range of pay, actual compensation will be determined by the department head and/or the Town Manager.

## **OVERTIME**

Unless otherwise stated in your collective bargaining agreement, time and one-half shall be paid when all work required by your supervisor is performed more than forty (40) hours in any week (hours worked between the regular workweek and forty (40) hours is regular time) and/or all work performed on holidays. Department heads are not eligible for overtime but may be granted flex time or administrative compensatory time from the Town Manager. Other non-union full-time employees are only eligible for overtime in extenuating circumstances with prior approval of the Town Manager and may be granted flex time per approval of the Town Manager.

## **PAYDAYS**

All employees receive weekly paychecks on Thursday. Each paycheck will include earnings for all work performed though the end of the current payroll period. The current payroll period ends on the Sunday prior to the Thursday payday.

If a regularly scheduled payday falls on a Town paid day off such as a holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

If a regular payday falls during an employee's vacation, the employee may receive his or her earned wages before departing for vacation if a written request is submitted at least one (1) pay period prior to departing for vacation.

Direct deposit is strongly encouraged for all employees. Advanced written authorization must be provided to Human Resources or the Payroll Department to be paid directly to their bank account(s). Employees will receive an itemized statement of wages in the same format as a payroll check via email or paper copy. To secure information via email, all payroll information that is emailed is password protected. Your password is the last four (4) digits of your Social Security Number.

### **PAYROLL DEDUCTIONS**

Speaking of paydays, below are items that will be deducted from your salary:

- Federal and state withholding taxes
- FICA
- Health & dental contributions (unless waived)
- Pension contribution
- Union dues (if you are covered by a Collective Bargaining Agreement)
- Any elected deductions (i.e., deferred compensation, supplemental life insurance, AFLAC, etc.)
- Basic AD&D life insurance (no deduction to you, but you will see the Town's cost of your policy)

In addition to financial deductions, at the bottom of the advice, you will see your leave accruals, deductions, and balances.

### **OUTSIDE EMPLOYMENT**

Per the Town's Personnel Ordinance, upon proper notification to the Town Manager, an employee may engage in outside employment. However, no employee may engage in additional employment which in any manner interferes with the proper or 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. If such outside employment is disadvantageous to the Town, it shall be terminated. An employee who engages in employment outside of their regular working hours shall be subject to request to perform their regular Town duties first. The Town shall, in no respect, be liable nor grant sick leave or disability leave in any case of an injury to an employee while they are engaged in outside employment, nor any occupational illness attributed thereto.

An outside employment disclosure form must be completed and returned to Human Resources to engage in outside employment.

## DEPARTMENT OWNED VEHICLE POLICY

It is the policy of the Town to issue “take-home” vehicles for overnight use by certain key personnel from time to time. Such issuance is for the convenience of the Town, and therefore subject to guidelines to ensure that abuse does not occur.

The purpose of this written directive is to set forth the limitations and requirements for the overnight assignment and use of Town owned vehicles.

### Reasons for assignment

It is in the best interest of the Town that various department members be available for rapid response to emergencies within job function on a 24-hour a day basis. To facilitate such a response, the Town may, from time to time, allow certain employees, as designated by the Town Manager, to take Town vehicles home and utilize them to commute from home to Town business and return, as well as to use them for other official purposes.

### Limitations

The overnight assignment of a Town-owned vehicle is strictly for the convenience of the Town and is in no way a prerequisite of a particular position nor a fringe benefit or entitlement of a particular job. The Town Manager reserves the right to curtail this practice at any time, based on budgetary or cost considerations, the unavailability of a vehicle, changes in conditions or assignments that obviate the necessity for such assignments or for disciplinary reasons or violations of this policy.

### Service obligations

Any person to whom a vehicle is issued for overnight assignment shall be responsible for the cleanliness of the interior and exterior of the vehicle and to ensure that the vehicle receives the necessary routine maintenance and is kept in good condition. Any damage shall be reported promptly to the department head who will make notification to the Town Manager. The fuel tank shall be topped off whenever the fuel level drops at or below a half-tank.

### Personal use prohibited

Individuals who are permitted the overnight use of Town-owned motor vehicles shall not use the vehicles for personal business or pleasure purposes. This policy is intended to be interpreted in a common-sense fashion to effectuate its purposes to eliminate abuse but not be unreasonably restrictive.

The following examples of permissible and non-permissible uses of Town owned vehicles are not intended to be all-inclusive, but simply to furnish guidance:

1. Commuting between work and the individual’s personal residence and back or to a temporary seasonal residence is permissible. Commuting time will not be considered time on duty.
2. A brief stop for a minor personal errand such as lunch, a haircut, a visit to a local doctor or dentist, pick up mail at the Post Office, the daily newspaper, or bread or milk on the way home from work would not violate this policy.
3. A meeting or conference for the Town to which spouses or significant others are invited would not violate this policy.

4. Use of the vehicle to transport a person's wife or child(ren) to school or daycare, family members to work, trips to entertainment events, social visits, vacation trips, etc., are **strictly** prohibited.
5. Use of the vehicle for personal shopping (other than the limited personal errands described in paragraph 2 above) or conducting other personal business or for commercial purposes is **strictly** prohibited.
6. Town-owned vehicles shall not be used to pick up liquor or alcoholic beverages or to visit drinking establishments or gambling casinos other than official business. Town owned vehicles shall not be driven by anyone with the odor of alcoholic beverages on their breath, while they are impaired to any degree by the consumption of liquor or drugs, or they have a blood alcohol concentration of 0.02 or more.
7. There is no personal expectation of privacy while assigned or operating any vehicle owned by the Town.

#### Gas keys

Individuals who are permitted the use of department keys shall not use the Town provided gasoline for any purpose other than the operation of vehicles for approved department business.

#### Disciplinary actions

Violations of this policy may result in disciplinary action in accordance with policy.

### **TRAVEL AUTHORIZATION AND ALLOWANCE POLICY**

The purpose of this policy is to reaffirm policies and procedures related to Town-sponsored travel, including but not limited to meetings, conferences, and job-related travel tasks.

The provisions of this policy are applicable when a Town employee desires to be reimbursed for any part of the expense incurred for job-related travel.

The individual engaged in travel for the benefit of the Town will have the responsibility of keeping accurate and complete cost records and submitting requests for reimbursement, which are in accordance with this policy.

#### Authorization

Travel in the interest of the Town can usually be anticipated and is a regularly budgeted item. For travel to be approved, funds must be available in the unencumbered balance of professional development or meeting expense appropriation.

Approval of all travel is required in advance from the applicable department head, the Purchasing Manager, the Finance Director, and the Town Manager.

An electronic requisition that clearly states all pertinent information must be entered into the computer for all requested travel. This will assist senior management in deciding whether this travel is in the best interest of the Town. The literature describing the program to be offered, a meeting itinerary, or the schedule of events should be electronically attached to the requisition. This should be submitted to the Purchasing Manager at least two weeks prior to the proposed

travel date with the total estimated cost of the trip. The Purchasing Manager will check budget appropriations, and if in order, will approve the requisition. The Finance Director and Town Manager will also approve the requisition. **AFTER** the requisition has been converted into a purchase order, the individual making the request can finalize the reservations/registration, etc.

In emergency situations when the requisition cannot be submitted two weeks in advance, authorization may still be requested as outlined above by use of a memo to the Town Manager, specifying the nature of the emergency.

#### Advances for Anticipated Expenses

Upon approval of the travel by all applicable personnel, a travel advance may be requested for certain expenses (meals, airfare that has been paid, etc.). The requisition for the advance must include the purpose of the advance, the amount of the advance and any backup information available in calculating the advance. Advancing money for travel does not constitute approval for spending the entire advanced sum. Only approved actual and necessary documented expenditures will qualify for reimbursement. An advance must be accounted for after the trip and any funds not spent must be returned to the Town. This reconciliation of the expenses must be done **within two weeks of the completion of the trip.**

#### Expenses Approved for Reimbursement

The following types of expenses are approved for reimbursement contingent upon documentation and their meeting the usual test of appropriateness and reasonableness in specific instances:

Transportation – Coach class air passage will be considered a standard travel cost for reimbursement purposes.

Personal car – The use of a personal car for Town employee's travel may be approved under certain circumstances when the convenience of the employee is served, and when it is in the best interest of the Town. However, please be advised that The Trust (The Town's insurance company) does not offer insurance coverage to Town employees or volunteers who use their own vehicles while undertaking Town business. If a personal car is used and involved in an accident, the individual's automobile insurance policy will be utilized. The Trust is able only to provide coverage for vehicles and equipment which are owned or leased by the Town itself.

If Town employees and/or volunteers or any official of the Town are using their personal vehicles on Town business, The Trust would only respond to an auto liability accident involving an individual employee and/or volunteer vehicle while in the conduct of Town business if that individual's (employee or volunteer) own primary level of insurance was insufficient. Trust coverage is in excess or secondary to the individual's personal and primary insurance policy. This is a customary provision in business insurance packages.

This contrasts with the situation involving vehicles owned (or leased) by the Town which are involved in an accident, in which case coverage is directly provided by The Trust. This is true whether the driver of the Town-owned vehicle is an employee and/or volunteer. However, for liability coverage specific to the actions of volunteers outside the use of driving personal vehicles, these individuals must be acting on the Town's behalf with the specific prior approval or knowledge of a responsible Town official. A person cannot just declare himself a "volunteer".

Any Town employee and/or volunteer using their personal vehicle in the conduct of Town business must carry the RI-mandated minimum insurance.

If a Town employee is injured while in the conduct of Town business but driving their own vehicle, then the Town's workers' compensation policy would be in force.

When an individual uses their own personal vehicle for travel, they may receive mileage reimbursement that is established by the Town at the current mileage rate (adjusted annually based on the GSA standard).

Town-owned or leased vehicle – The use of a Town vehicle may be authorized and encouraged by the Town Manager when it is in the best interest of the Town.

Lodging – Lodging will only be authorized and reimbursed if the conference or meeting is out of state and an overnight stay is necessary. Hotel accommodation should be appropriated for the purposes of the trip at the single room rate. Receipts of all lodging costs are to be secured and turned in to Accounting upon return from the trip. Additional expenses at the hotel besides lodging will NOT be reimbursed (Wi-Fi, movie rentals, laundry, use of mini bar, etc.).

Meal reimbursement – Expenses for meals will be reimbursed at the following per diem rates:

Breakfast	\$12.00
Lunch	\$15.00
Dinner	\$28.00

Or \$55.00 per day.

Receipts are not needed to receive the per diem rates.

Convention or group sponsored meals may be approved and reimbursed separately since such meals are required and usually obtainable at the time of registration. Meals included in registration must be noted and will not be otherwise reimbursed (if the conference provides lunch, the individual may not request lunch money for that day). Alcoholic beverages will not be reimbursed.

Local transportation- Local transportation costs including taxi fare (including tips), parking expenses, and tolls may be reimbursed. Receipts must be submitted to be reimbursed. Local car rentals may be allowed in certain situations but must be specifically authorized in advance by the Town Manager.

Telephone and email expenses – Expenses incurred for telephone and email services will be allowed only when their necessity for Town purpose is fully accounted for.

Registration fee – Fees for registration for any meeting or convention are allowed for reimbursement. A receipt for the registration is required.

Tips – Expenses for tips should be included on the bill. Receipts must be submitted to be reimbursed. Gratuities are not reimbursable individually. For meal expenses, the reimbursable tip amount shall not exceed 15%.

Alcoholic beverages – Expenditures for alcoholic beverages are not reimbursable.

Rental cars – Rental cars up to, and including, mid-size may be authorized (in advance) when it is in the best interest of the Town and approved by the Town Manager.

### Reimbursement

To apply for reimbursement after the trip/conference, an electronic requisition for all expenses must be completed in the computer system. The receipts must accompany the requisition (scanned as an attachment) as well as any explanation of expenses.

Once the department head, Purchasing Manager, Finance Director, and Town Manager have approved the electronic requisition, the requisition will be converted to a purchase order and submitted to accounts payable for final review and payment.

The reimbursement requisition should be completed and submitted to the Purchasing Manager **no later than two (2) weeks** following completion of the trip. Requests submitted later than two (2) weeks may not be reimbursed. If any portion of the travel advance has not been spent, the unspent portion must be repaid to the Town.

The Controller is responsible for following up on delinquent travel advances and is authorized to hold employee's payroll. The travel advance privilege will be revoked by the Town Manager for those who become problem delinquents.

A representative of the Town is expected to practice good judgement regarding expenses in traveling. The traveling employee should make every effort to keep meals, hotels, and other travel expenses moderate and as minimal as possible. Expenses for the members of one's family who accompany them on a trip are not reimbursable. The expense report should be prepared to reflect only the actual and necessary expenses relating to the employee authorized to make the trip and the level of expenses in all categories must be appropriate and reasonable.

## **BUSINESS CASUAL DRESS POLICY**

The Town wants our office employees to be able to work as comfortably as possible while projecting a professional image to our visitors and guests. We expect employees to take pride in their personal appearance and use their good judgment in selecting casual business wear.

Uniforms will be provided to certain employees of Water, Wastewater, Public Works, Parks and Recreation, Police and Fire departments as stated in collective bargaining agreements and are required to always wear the uniform while on duty in the manner prescribed by the department they work. Employees who are required to wear personal protective equipment such as hard hats, his-vis uniforms, reflective vests, safety goggles, etc. are required to wear them when on site.

Listed below is a general overview of inappropriate attire for an office environment:

- Revealing clothing that exposes your back, chest, stomach, navel, underwear (front or back) or that reveals too much cleavage.

- T-shirts of a casual nature, such as those printed or embroidered with sayings or team logos (other than Town of Narragansett), as well as those intended to be worn as undershirts.
- Tops with spaghetti straps, halter tops, or muscle shirts.
- Tops that are transparent or see-through, or that give the appearance of such.
- Shorts, skorts, or very short skirts.
- Excessively baggy pants or other clothing items.
- Items adorned with language or images that can be considered foul, vulgar, or obscene.
- Apparel with holes, rips, or tears.
- “Workout attire”, including sweatpants, sweat suits, sweatshirts, hoodies, tennis attire, or athletic shoes.
- Beachwear, including swimwear, swimsuit cover-ups, or casual flip flops.
- Hats, caps, sweatbands, or bandanas

Jeans and work boots, preferably steel-toed boots, are appropriate for certain positions within the Town that require fieldwork responsibilities more than 50% of the time. Your supervisor will advise you of these responsibilities. Please remember that although you are wearing business casual clothing, it is essential that you extend a level of professionalism and courtesy to your co-workers, visitors, and guests.

On Fridays, employees that are not required to wear a uniform are allowed to dress down in exchange for a donation of a non-perishable food item or item from the special theme of the month that is emailed in advance. A collection box is in the Town Manager’s office on Fridays.

### **POLICY ON JEWELRY AND TATTOOS**

All employees should exercise sound business judgment regarding personal appearance, dress and grooming to enable them to be most effective in the performance of their duties. However, the Town recognizes that personal appearance is an important element of self-expression. As a result, the Town wishes to make no effort to control or dictate employee appearance, specifically about jewelry or tattoos, unless they conflict with an employee’s ability to perform effectively in the position they hold or the specific work environment they are in.

Factors used to determine whether jewelry and tattoos pose a conflict with the job or work environment will include, but are not limited to:

- Safety of self or others
- Productivity or performance of tasks
- Perceived offenses are based on race, gender, gender identity, religion, etc.
- Community norms
- Visitor or resident complaints

If a potential conflict is identified, the employee will be encouraged to identify appropriate solutions such as removal of excess jewelry, covering of tattoos, transfer to alternative positions, etc.

Supervisors and managers will be responsible for answering questions and resolving issues related to this policy on a case-by-case basis to ensure unique circumstances are appropriately considered. An environment of cooperation is the Town’s goal.

## IDENTIFICATION CARD

A Town identification card with your name, photo, and department will be issued to you during your first week of employment. This ID card will be useful in the case of an emergency and areas of Town that are restricted to unauthorized individuals. Everyone is required to have an ID card on themselves while working for the Town either during normal working hours or emergency situations. Some ID cards will also have electronic access to locked facilities and areas.

All employees are prohibited from using their ID cards for personal gain and/or benefit. Any employee found to be using their ID card for this purpose will be subject to disciplinary action up to, and including, termination.

If your identification card is lost or stolen, you must obtain a replacement. Lost or stolen cards should be reported to Information Resources as soon as possible to deactivate access.

Upon termination, employees will be required to return ID badges to Human Resources as part of the exit interview process.

## EMPLOYEE CONDUCT AND WORK RULES

The Town takes pride in having professional, qualified, and capable employees. Given the size of our workforce and the interaction required by the many people who work together, some rules and regulations are necessary to promote a smooth and effective delivery of services.

The following is an example of prohibited actions which violate the general principle stated above. The list is not all-inclusive. Consequently, taking, or attempting to take, any of these actions or participating in or causing or inducing others to do so, is prohibited in so far as they relate in any way to the Town or its employees and will subject the offender to disciplinary action up to, and including, termination of employment.

All employees are expected to familiarize themselves and comply with the general and specific Town rules, including rules now in effect or hereafter issued.

- Activities prohibited by the Town Charter or a Town Ordinance.
- Theft or destruction of Town property.
- Failure to meet prescribed standards of work, morality and ethics to an extent that makes an employee unsuitable for employment with the Town.
- Incompetence, inefficiency, or negligence in the performance of duties.
- Insubordination that constitutes a serious breach of discipline.
- Unwillingness to perform normal quality or quantity of work.
- Conviction of a criminal offense.
- The use of abusive language toward a superior or the public.
- Notoriously disgraceful personal conduct.
- Fraudulently obtaining sick or injury leave.
- Unauthorized absences or abuse of leave privileges.
- Acceptance of any valuable consideration which was given with the expectation of influencing the employee in the performance of their duties.
- Falsification of records or use of an official position for personal advantage.

- Dishonesty, deliberate untruthfulness, drunkenness, recklessness on the job, habitual tardiness, misconduct, and attitudes which constitute an unwholesome influence on other employees.
- Action or conduct affecting or impairing the efficiency of Town service or that may bring the Town into disrepute.
- Engaging in horseplay.
- Possessing alcohol or drugs on municipal property and in Town vehicles.
- Selling or attempting to sell alcohol or drugs to other employees.
- Sleeping while on duty (except to nightshift firefighters).
- Creating or contributing to unsanitary or unsafe working conditions.

## **CODE OF ETHICS**

Ethics are the moral principles that guide your behavior. And while some ethics are universal, an individual's personal code of ethics can vary greatly from another's. Meaning what one person thinks is right might contradict what someone else thinks, causing potentially serious problems. Our employee code of ethics is a way to align how everyone in our organization conducts business. That way, we're all on the same page regarding what is legally right, morally best, and healthiest for everyone involved.

The code of ethics policy is based on our local and federal laws, and what the Town has deemed morally correct. It can be simplified into following 7 core pillars:

1. Respect – respect is treating people like you want to be treated. For example, giving your coworker personal space, taking note of their personal boundaries, demonstrating empathy, and showing kindness are all signs of respect. At the Town, we expect everyone to always treat others with respect – even in the face of workplace disagreements. The following will not be tolerated and may trigger disciplinary action:
  - a. Bullying
  - b. Rudeness
  - c. Victimization
  - d. Harassment
  - e. Discrimination

If you feel that your team members are not showing you respect, please talk to your supervisor or Human Resources.
2. Integrity – Integrity is conducting business as if your supervisor is looking over your shoulder. For example, imagine you're in a situation where you can cut a corner and think your manager won't notice. Integrity takes the extra minute to do the job properly. At the Town, the following will not be tolerated and may trigger disciplinary action:
  - a. Petty or deceptive behavior
  - b. Retaliation
  - c. Cheating
  - d. Lying
  - e. Stealing

All integrity issues will be fully investigated by Human Resources and responded to according to the severity.

3. Conflict of interest – please see the conflict-of-interest section below for more information.
4. Justice – By justice, we’re referring to upholding the objectivity of our workplace. Meaning, that all individuals have equal opportunities to succeed in the Town regardless of race, religion, gender, gender identity, and sexual orientation and that all employees in the same position are evaluated against the same expectations – no favoritism. This applies to prospective candidates as well. For example, if you’re involved in the hiring process, you should ask all candidates the same set of questions. That way, it’s easier to make decisions based on capability and potential, not appearance. To uphold this pillar, we ask that all employees be able to justify their decisions and leave a paper trail whenever possible. This will help expedite any Human Resource investigations if a potential issue arises. If you feel that you have discriminated against in any way, please contact Human Resource immediately.
5. Lawfulness – You are required to follow all local and federal laws – both inside and outside of work. This includes, but is not limited to, all laws around assault, bribery, fraud, corruption, privacy protection, and cybersecurity. Depending on your role in the Town, you may have laws that pertain specifically to your position, and you are responsible for knowing and following them. When drafting contracts, ordinances, etc., please check with our Town Solicitor before submitting them. If you have any questions about the legality of an activity, please reach out to our Town Solicitor immediately. All inquiries to the Town Solicitor must go through the Town Manager’s office.
6. Accountability – We expect you to fulfill all your job obligations and responsibilities outlined and to communicate your progress to your supervisor proactively. This includes issues and obstacles as they arise and to report any mistakes. Not meeting expectations, underperforming (especially if it becomes routine), consistently slacking off, not owning your mistakes, failing to address foreseeable obstacles, and lack of dependability may trigger disciplinary action. If you have concerns about anyone’s performance on your team, please talk to your supervisor or Human Resources.
7. Teamwork – We have teams for a reason. Work is a lot easier when people are looking out for you, your progress, and your projects. So, we expect all our employees to act as team players by working well together, communicating effectively and proactively, sharing knowledge, holding your team members accountable, helping fix mistakes, meeting deadlines, getting the project done, and being open to other’s ideas and feedback. If you have concerns about someone on your team’s behavior, please talk to your supervisor or Human Resources.

### **CONFLICTS OF INTEREST**

Conflicts of interest are prohibited under the Rhode Island Code of Ethics. A conflict of interest arises when a public official or employee develops a private interest of any nature which is in substantial conflict with the proper execution of their duties or employment. A conflict of interest arises when it is reasonably foreseeable that a decision you are helping to make as part of your public duties:

- 1) Will result in a financial benefit or detriment to:

- a) You,
  - b) Your family or household member,
  - c) Your outside employer, or
  - d) Your business associate\*.
- 2) OR, even if there is no financial impact, if a family member, household member, employer, or business associate is a party to, or is participating in, the matter being discussed.

\*A business associate is any person or entity with whom you are joined to achieve a common financial objective. Your business associates are not only your business partners but also people you have hired as attorneys, accountants, realtors, contractors, etc. Your business associates are also any business or organization, even if not-for-profit, for which you are an officer or director.

Having a conflict of interest is not a violation of the Rhode Island Code of Ethics but if you identify a conflict of interest, you must take the following steps:

- 1) Recuse – meaning, do NOT participate in any aspect of the work or decision-making relating to the matter; and
- 2) Complete a Statement of Conflict-of-Interest form, and
  - a) Present the original to your supervisor, and
  - b) Send a copy to the Rhode Island Ethics Commission; and
- 3) Inform your supervisor – if it is necessary that another person handle the matter, you cannot reassign yourself. Rather, you must inform your supervisor so that they can reassign it.

#### Gifts and other variations on conflicts of interest

You may not accept from an interested person\*:

- 1) A gift of cash, debt forbearance, or debt forgiveness in any amount; or
- 2) A gift of goods or services having either a market value or actual cost greater than \$25; or
- 3) Multiple gifts in one calendar year having an aggregate market value or actual cost of greater than \$75.

\*An interested person is a person, business, or representative that has a direct financial interest in a decision that you participate in making.

There are limited exceptions to these gift prohibitions. When in doubt, consult materials prepared by the Rhode Island Ethics Commission and/or seek advice.

Additional conduct covered by the Rhode Island Code of Ethics in Government include:

- Nepotism and favoritism
- Honoraria
- Outside employment
- Acting as agent or attorney
- Appearances before your own agency
- Revolving door
- Contracts with state or local government
- Transactions with subordinates

You are encouraged to familiarize yourself with the resources available on the Rhode Island Ethics Commission website: [www.ethics.ri.gov](http://www.ethics.ri.gov) .

## **DISCIPLINARY ACTIONS**

Whenever an employee's performance, attitude, work habits, or personal conduct falls below a desirable level, supervisors shall inform them promptly and specifically of such lapses and give counsel and assistance. If appropriate and justified, a reasonable period for improvement may be allowed before initiating disciplinary action. In some instances, a specific incident may justify severe disciplinary action in and of itself, however, the action to be taken depends on the seriousness of the incident and the whole pattern of the employee's past performance and conduct.

### **Reprimand:**

In situations where a verbal warning has not resulted in expected improvements, or where more severe initial action is warranted, a written reprimand shall be sent to the employee, and a copy shall be placed in the employee's personnel file.

### **Suspension:**

A regular full-time employee may be suspended by the Town Manager or department manager with or without pay for reasons of misconduct, negligence, inefficiency, insubordination, disloyalty, unauthorized absence, or other justifiable reasons when alternate personnel actions are not appropriate. Within 48 hours, exclusive of Saturday, Sunday or holidays, the Town Manager and the employee shall be furnished with a written statement of such action specifically setting forth the reasons for the suspension and the appeals procedure. Any regular employee so suspended shall have the right to appeal as provided in the grievance section of the Personnel article of the Town Ordinances.

### **Dismissal or demotion:**

The Town Manager may dismiss or demote an employee for the good of the Town. A department manager may recommend such action to the Town Manager. Reasons for such action may include, but shall not be limited to, the actions listed above in the Employee Conduct and Work Rules section.

Within 48 hours, exclusive of Saturday, Sunday or holidays, the Town Manager and the employee shall be furnished with a written statement of such action as recommended by the department manager specifically setting forth the reasons for the action and the appeals procedure. Any regular full-time employee dismissed or demoted shall have the right to appeal. If the employee fails to appeal, the action of the department manager or Town Manager shall be effective on the date specified. It is the policy of the Town not to rehire employees who have been dismissed or resigned while charges are pending.

## **SMOKING POLICY**

The Town complies with Rhode Island State Law which states there is no smoking within any buildings and is prohibited in all Town-owned vehicles. Employees who do smoke are asked to only smoke in designated areas and during scheduled break times as stated in collective bargaining agreements. All employees are prohibited from smoking on any residents' properties

while conducting business for the Town. This policy also applies to electronic cigarettes and vapes.

### **LACTATION/BREASTFEEDING**

Any employee who is breastfeeding will be provided with reasonable break times to express breast milk. The Town will designate a room for this purpose. Any employee wishing to express and preserve breast milk should contact Human Resources for assistance in planning.

### **BUSINESS COMMUNICATION SYSTEMS**

The Town maintains a variety of business communications systems including phones, email, voicemail, and inter-office mail systems. These business communication systems are provided solely for conducting the business of the Town. All communications and/or messages composed and sent and/or received on these systems are the property of the Town and are not the private property of an employee. The Town reserves the right to review, audit, intercept, and disclose all messages created, received, or sent over these systems. Please be sure to use these systems appropriately. Use of these systems for any other purpose other than to conduct the business of the Town may result in an employee being subject to disciplinary action up to, and including, termination.

### **PERSONAL CELL PHONE POLICY**

This policy outlines the use of personal cell phones at work, including special issues related to camera phones and the safe use of cell phones by employees while driving Town vehicles.

Personal Cellular Phones: While at work employees are expected to exercise discretion in using personal cellular phones. Excessive personal calls or text messaging during the workday can interfere with employee productivity and be distracting to others. A reasonable standard is to limit personal calls and texting during work time to no more than twice (2) per day as needed. Employees are therefore asked to make any other personal calls or text messages on non-work time and to ensure that friends and family members are aware of the Town's policy. Flexibility may be provided in circumstances demanding immediate attention.

If an incoming call is an emergency, you need to step away from your working area to answer the call. Finally, personal cell phones should have the ringers set to low or on vibration mode.

The Town will not be liable for the loss of personal cellular phones brought into the workplace.

Camera Phones: The Town prohibits employees from using cameras in the workplace for personal use, including camera phones, as a preventative step believed to be necessary to secure employee privacy and other business information.

Safety Issues for Cellular Phone Use: Employees whose job responsibilities include regular or occasional driving are expected to refrain from using their phone while driving in a Town vehicle unless using a hands-free device. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to

keep the call short, use hands-free options if available, refrain from complicated or emotional discussions and keep their eyes on the road. Special care should be taken in situations where there is traffic, inclement weather, or the employee is driving in an unfamiliar area.

Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions.

Violations of this policy will be subject to the highest forms of discipline, including termination.

#### Special Responsibilities for Managerial Staff

As with any policy, management employees are expected to serve as role models for proper compliance with the provisions above and are encouraged to regularly remind employees of their responsibilities in complying with this policy.

### **TOWN ISSUED CELLULAR PHONE POLICY**

The Town issues individual cellular phones to specific Town employees whose positions always require immediate access to the Town. While cell phones are a necessary convenience, we require that our employees follow the guidelines listed below for their own and others' safety. All employees are required to be professional and conscientious when using Town issued phones.

#### Usage

The Town's policy is that employees who are issued a cellular phone understand the phones are issued for Town business use. Employees are expected to make every effort not to exceed the current contracted allowed minutes. Cellular phone bills are reviewed when they arrive. Any employee who exceeds their contracted allowed minutes is subject to additional usage review. Excessive personal usage will be subject to reimbursement to the Town by the employee.

Employees are prohibited from accessing the Internet and using any text messaging features, unless for Town business. The employee will be responsible for reimbursing the Town if the above-mentioned functions are used.

#### Safety Issues for Cellular Phone Use

Employees whose job responsibilities include regular or occasional driving are expected to refrain from using their phone while driving in a Town vehicle unless using a hands-free device. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short, use hands-free options if available, refrain from complicated or emotional discussions and keep their eyes on the road. Special care should be taken in situations where there is traffic, inclement weather or the employee is driving in an unfamiliar area. Should the State of Rhode Island adopt legislation that is more restrictive than this, the more restrictive conditions shall apply.

Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions.

#### Employees' Responsibility

Employees in possession of Town issued cellular phones are expected to protect the equipment from loss, damage, or theft. Upon resignation or termination of employment, or at any time upon request, the employee may be asked to produce the phone for return or inspection. Employees unable to present the phone in good working condition within the time requested (i.e., 24 hours) may be expected to bear the cost of a replacement.

Employees who separate from employment with outstanding debts for equipment loss or unauthorized charges will be considered to have left employment on unsatisfactory terms and may be subject to legal action for recovery of the loss.

The Town reserves the right to amend or alter the terms of this policy.

### **USE OF PERSONAL LISTENING DEVICES**

The Town prohibits the use of personal listening devices during working hours via headphones or earbuds. This policy applies to personal entertainment devices such as MP3 players, iPods, and phone music apps. It is also understood to include newly developed devices employing any form of technology which provides any device with similar listening capabilities. These devices may present a safety concern to yourself and other employees because you may not hear an approaching vehicle or verbal communication from another employee. Any accidents or incidents that result from the use of these devices will result in disciplinary action.

### **TECHNOLOGY USE POLICY**

The Town computer system is provided to assist employees in conducting Town-related business. To ensure that its technology resources are used properly by its employees and to protect its technology assets, the Town has created this Technology Use Policy.

- a. All “Technology Resources” are the property of the Town and may be used only for purposes consistent with this policy.
- b. It is every employee’s duty to use all the Town’s “Technology Resources” responsibly, professionally, ethically, and lawfully.
- c. The rules and obligations described in this policy apply to all users of the Town’s computer systems, wherever they may be located.

This policy shall supersede all previous provisions of any Town computer use policies and shall be effective for all Town employees, contractors, subcontractors, casual and seasonal employees, and all other users.

#### Definitions

- a. **Malware** – Is short for “malicious software” – computer programs designed to infiltrate and damage computers without the user’s consent. “Malware” is the general term covering all the different types of threats to your computer safety such as viruses, spyware, worms, Trojans, rootkits, and so on.
- b. **Virus Protection** – Virus protection software is designed to prevent viruses, worms, and Trojan horses from getting into a computer, as well as remove any malicious software code that has already infected a computer.
- c. **Technology Resources** – “Technology Resources” as used herein refers to the Town’s entire computer network and includes, but is not limited to, workstations laptops, cell phones, tablets, file servers, mail servers, application servers, Web servers, email systems, network equipment, printers, data files, and software.

- d. **Physical Media** – Physical media includes, but is not limited to, Flash Drives, DVDs, CDs, SD Cards, Hard Drives, Cell Phones, and other related storage devices.
- e. **Outside Media or Hardware** – Shall be defined as, but not limited to, computers, laptops, network equipment, TVs, streaming devices, game consoles, Flash Drives, CDs, DVDs, SD Cards, Cell Phones, Hard Drives, or anything brought in by any employee, vendor, consultant, or member of the public that could be used on a computer.

### Privacy

Users of the “Technology Resources” are advised that all network activities including wireless access, the Internet, and the local area network (LAN) are the property of the Town and therefore is not private. In addition:

- a. Items generated or created via the Town’s computer resources (i.e., email messages, etc.) may be public records and therefore available to the public for review upon request.
- b. The Town reserves the right to monitor and/or log all network activity without notice, including all internet communications.
- c. Therefore, users should have no reasonable expectation of privacy in the use of these resources.

### Permissible and Non-permissible Use of “Technology Resources”

“Technology Resources” are provided to employees for business use **only**. All other use is strictly forbidden. **Non-permissible** use of “Technology Resources” includes, but is not limited to:

- a. Spending excessive amounts of time on the internet
- b. Accessing your personal email
- c. Downloading games or other entertainment software
- d. Playing games
- e. Participating in non-work-related chat groups
- f. The streaming of audio and video
- g. The use of non-work-related social media
- h. Downloading work related data for non-work-related purposes
- i. Unauthorized access to “Technology Resources”
- j. Unauthorized manipulation of Town data and software
- k. Outside Business Ventures

### Computer Password Security

Password protected login IDs enable the Town to restrict access and secure data on computerized systems. Personnel with computer login IDs are responsible for all activity generated from their login ID. To exercise control over this responsibility, the staff should take the following precautions:

- a. Do not disclose your password to anyone or write it where anyone can see or find it.
- b. For security purposes, you are required to lock your computer when leaving your work area.
- c. If you suspect your password has been compromised, contact the Information Technology Department immediately.

### Electronic Mail (Email)

The email system provides employees with a means of efficient paperless correspondence. The Town provides email to its employees to allow them to communicate with individuals or groups within the Town or externally to carry out the business of the Town. Email messages are considered public records pursuant to the Access to Public Records Act.

- a. Employees shall not use email for correspondence that may be reasonably judged offensive, discriminatory, defamatory, disparaging, harassing, or threatening to an employee, person, or entity.
- b. The Town's policies against sexual harassment and discrimination apply fully to the use of all "Technology Resources" including email.

### Internet Use

The internet is an efficient communication tool that can be used to accomplish government functions and to conduct the Town's business within its organization, with other cities/towns or agencies, with business partners, and with the public. The Internet can also be a valuable source of information and research. Use of the Internet, however, must be tempered with common sense and good judgement.

Materials that shall not be downloaded, viewed, or stored, unless work related are:

- a. Fraudulent
- b. Harassing
- c. Embarrassing
- d. Sexually explicit
- e. Profane
- f. Obscene
- g. Intimidating
- h. Defamatory
- i. Otherwise unlawful or inappropriate

The Town may choose to provide employees, vendors, consultants, or others as needed with access to a secure Guest Wi-Fi Network for use with select personal devices, such as cell phones, laptops, and tablets. However, this access may be revoked at any time without notice for any reason or violation of this policy.

### Software

The Town and employees must comply with the terms of software vendor's license agreements. The Town does not permit, and will not tolerate, the use of software that has been copied or installed in violation of copyright of license agreements.

- a. A valid license and proof of purchase must support all software used on the Town's computer systems.
- b. All software purchases are to be authorized by the Information Technology Department.
- c. Employees may not install personal software of any type.
- d. Any unauthorized software that is discovered on an employee's computer will be removed.

### Malware/Virus Protection

Files obtained from sources outside of the Town, including flash drives brought from home, files attached to email, files downloaded from the Internet and files from outside sources (including, but not limited to, consultants and vendors) may contain dangerous computer viruses that can potentially damage the Town's computer network. Employees should never:

- a. Download files from the Internet unless authorized by the Information Technology Department.
- b. Accept email attachments from unknown senders.
- c. Use physical media from any source(s) without prior approval of the Information Technology Department.

- d. Intentionally disable the virus protection software installed on their computers.

**\*\*\*If you suspect that a virus has been introduced into the Town's networks, notify the Information Technology Department immediately. Do not attempt to correct the situation, particularly by following instructions contained within an email message or on-screen messages. \*\*\***

#### Outside Hardware and Media

The use of Outside Hardware or Media on the Town's network or computers is strictly forbidden.

#### Training Requirements

Employees that make use of any "Technology Resources" provided by the Town are required to complete security awareness training bi-annually. The Town Information Technology Department will undertake the responsibility for providing the training, which may be offered through a variety of mediums. The training shall include the following:

- a. Individual copies of all information security policies that pertain to employees. Policies shall be formally delivered to and signed by covered personnel if the policies are updated.
- b. Training appropriate for work responsibilities.
- c. Training on social engineering and how to detect and respond to it.
- d. Training on the acceptable use of Town resources.
- e. Training on any other topic or topics deemed necessary by the Information Technology Manager, Town Manager, or other qualified personnel.

#### Violations

By participating in the use of "Technology Resources" provided by the Town, users agree to abide by policies governing their usage. Management will review alleged violations of this policy on a case-by-case basis. Clear and willful violations may be subject to appropriate disciplinary actions up to, and including termination, depending upon the severity of the transgression and policy abuse, consistent with Collective Bargaining Agreements, state and federal laws, and Town Ordinances. Criminal or civil action may be initiated in appropriate instances.

### **PASSWORD POLICY**

The Town computer system is provided to assist employees in conducting Town-related business. To ensure that its technology resources are used properly and securely by its employees and to protect its technology assets, the Town has created this Password Policy. This policy shall supersede all previous provisions of any Town password policy and shall be effective for all Town employees.

#### Definitions

- a. **Password/Passphrase** – a secret value that must be used to gain admission to something.

#### Password/Passphrase Requirements & Guidelines – per NIST guidelines (NIST 800-63B)

- a. Minimum of 8 characters.
- b. Maximum of 64 characters.
- c. Expires every 6 months.
- d. May include upper- and lower-case letters, numbers, and special characters.

- e. Must be verified against a list of values known to be commonly used, expected, or compromised.
- f. No repetitive or sequential characters.
- g. Shall not include any part of the username, service, department, or any derivatives thereof.
- h. Shall not include the name of the Town, zip code, or any variation thereof.
- i. Shall not include the address of any building or location owned by the Town.

CJIS Security Policy V5.7 Password (Narragansett Police Department Only)

- a. Minimum of 8 characters.
- b. Not be a dictionary word or proper name.
- c. Not be the same as the User ID.
- d. Expires within a maximum of 90 calendar days.
- e. Not identical to the previous 10 passwords.
- f. Not transmitted in the clear outside the secure location.
- g. Not displayed when entered.

Disciplinary Actions

Failing to abide by the Town policies and procedures may be cause for disciplinary action up to, and including, termination in accordance with ordinances and collective bargaining agreements.

**GUEST WI-FI POLICY**

To establish a uniform policy for devices not owned by the Town and their access to Town network resources.

Definitions

- a. Bring Your Own Device (BYOD) – any device not owned by the Town, this will include any computers of any type, cell phones, tablets, TVs, streaming devices, game consoles, flash drives, and any form of storage media.

BYOD use is strictly forbidden

- a. Non-Town owned equipment shall have no access to network resources, this includes any employee, non-employee, or vendor owned equipment.
- b. Any non-Town owned equipment found connected to Town network resources shall be confiscated.

Guest Wi-Fi

- a. A guest Wi-Fi system may be provided and removed at any time.
- b. The use of the guest Wi-Fi system is subject to the “Technology Use Policy.”
- c. Any violation of this policy or the terms of the “Technology Use Policy” will result in disciplinary action and revocation of guest Wi-Fi access.
- d. Any equipment found to be infected with malware of any form will be permanently banned from the guest Wi-Fi network.

Guest Wi-Fi Privacy

- a. Users of the guest Wi-Fi system are advised that all network activities may be monitored; and
- b. No expectation of privacy should be expected.

### Disciplinary Actions

Failing to abide by the Town policies and procedures may be cause for disciplinary action up to, and including, termination in accordance with Town ordinances and collective bargaining agreements.

## **SOCIAL MEDIA**

To address the fast-changing landscape of the Internet and the way residents communicate and obtain information online, Town departments may consider using social media tools to reach a broader audience. The Town encourages the use of social media to further the goals of the Town and the missions of its departments, where appropriate.

All Town related communications through social media should remain professional in nature and should always be conducted in accordance with the Town's policies, practices, and expectations. Employees must not use official Town social media for political purposes, to conduct private commercial transactions, or to engage in private business activities. Town employees should be mindful that inappropriate use of official Town social media can be grounds for disciplinary action. If social media sites are used for official Town business, the entire site, regardless of any personal views, is subject to best practices guidelines and standards.

Only individuals authorized by the Town may publish content to the Town's social media sites.

Town employees may have personal social media sites. These sites should remain personal in nature and be used to share personal opinions or non-work-related information. Town employees should never use their Town email account or password in conjunction with a personal social media site. Any Town employee who decides to have a personal social media site or who decides to comment on posts about official Town business should state your name and, if relevant, role when discussing Town business and use a disclaimer such as "The postings on this site are my own and don't reflect or represent the opinions of the agency for which I work."

## **MEDIA INQUIRIES**

All inquiries from the media must be reported to the Town Manager.

## **EMPLOYEE SELF SERVICE SYSTEM**

The Employee Self Service (ESS) system through MUNIS will allow you to access several items: W2s, Payroll Direct Deposits, and leave balances. Currently this system is read-only but in the future further functionality will become available.

To access the system:

<https://narragansettri.munisselfservice.com/login.aspx>

Username is your first initial and last name (i.e., jdoe)

Password is the last 4 digits of your social security number (the system will prompt you to change the password on your first login).

The first screen you will see includes personal information, time off, and paychecks. Prior year W2s are available through a link in the paychecks section at the bottom.

If you should have any questions, contact the payroll department.

## **EMERGENCY NOTIFICATION SYSTEM**

Employees are encouraged to sign up for CodeRed, the Town's emergency notification system. This system will notify you via text, phone, and/or email in the event of an emergency including, but not limited to, severe weather, evacuations, boil water alerts, missing persons, or other important information that may affect public safety. If you don't reside in the Town, just use your work address to sign up. During the sign-up process, you can choose what notifications you wish to receive and how you want to be notified. This is not a requirement but is a very helpful tool. To learn more and to sign up go to <https://public.coderedweb.com/CNE/en-US/BF4AD05330A8>. Also, if you know someone in the Town who may benefit from signing up, please pass this information along.

## **INSPECTION OF PERSONNEL FILES**

The Town will allow any employee to inspect their own confidential personnel file upon written request from the employee with not less than seven (7) days advance notice (holiday, Saturdays and Sundays excluded). This inspection shall be made in the presence of the Human Resources Manager and during normal business hours. The employee is allowed to make inspection requests of the personnel file no more than three (3) times per calendar year. The employee will not be permitted to make any copies or remove their personnel file from the Human Resources Department.

The inspection of personnel files will include files being used or those that have been used to determine the employee's qualifications for employment (as well as supporting documentation), training records, payroll change forms, termination, or disciplinary action. This inspection does not apply to records of the employee relating to the investigation of a possible criminal offense or records prepared for use in any civil, criminal, or grievance proceedings.

## **EMPLOYEE RECORDS CONFIDENTIALITY PHILOSOPHY**

The Town's philosophy is to safeguard personal employee information in its possession to ensure the confidentiality of the information. Additionally, the Town will only collect personal information that is required to pursue its business operations and to comply with government reporting and disclosure requirements.

Personal information collected by the Town includes employee names, addresses, telephone numbers, email addresses, emergency contact information, equal employment opportunity data, social security numbers, dates of birth, employment eligibility data, benefits plan enrollment information (which may include dependent personal information), and school/college or certification credentials. All pre-employment inquiry information and reference checking records conducted on employees and former employees are maintained in locked, segregated areas and are not used by the company during its business operations.

Personal employee information will be considered confidential and as such will be shared only as required and with those who have a need to have access to such information. All hard copy records will be maintained in locked, secure areas with access limited to those who have a need for such access. Personal employee information used in business system applications will be safeguarded under company proprietary electronic transmission and intranet policies and security systems. Participants in company benefit plans should be aware that personal information will be shared with plan providers as required for their claims handling or record keeping needs.

Town-assigned information, which may include organizational charts, department titles, staff charts, job titles, department budgets, recording systems, telephone directories, email lists, and Town facility or location information and addresses, is considered by the Town to be proprietary information to be used for internal purposes only. The Town maintains the right to communicate and distribute such information, as it deems necessary, to conduct business operations and to abide by all open records law enforced by state and federal laws.

If an employee becomes aware of a material breach in maintaining the confidentiality of their personal information, the employee should report the incident to Human Resources. Human Resources has the responsibility to investigate the incident and take corrective action.

Please be aware that a standard of reasonableness will apply in these circumstances. Examples of the release of personal employee information that will not be considered a breach include the following:

- Release of partial employee birth dates (i.e., day and month) is not considered confidential and will be shared with department heads that elect to recognize employees on such dates.
- Personal telephone numbers or email addresses may be distributed to department heads to facilitate work schedules or business operations.
- Employee identifier information used in salary or budget planning, review processes and for timekeeping purposes will be shared with department heads.
- Employee and dependent information may be distributed in accordance with open enrollment processes for periodic benefit plan changes or periodic benefits statement updates.

## **EMPLOYMENT TERMINATION**

Below are examples of some of the most common circumstances under which employment is terminated:

Resignation - Voluntary employment termination initiated by employee. Any employee may resign from Town service in good standing by submitting in writing the reasons therefore and the effective date to the department head at least fourteen (14) calendar days in advance. The department head may permit a shorter period of notice because of extenuating circumstances. Failure to comply may be cause for denying future employment with the Town.

Removal – At any time during the probationary period, the Town Manager may separate, in accordance with the probation guidelines set in the Town Ordinances or collective bargaining agreements, an employee whose performance does not meet required standards.

Layoff – Involuntary employment termination initiated for non-disciplinary reasons.

Retirement – Employee shall be separated no later than the day prior to reaching the mandatory age and/or time restrictions in the pension plan.

At the time of separation, and prior to final payment, all records, assets, or other items of Town property in the employee's custody shall be transferred to the department manager or designated

person. Any amount due because of a shortage in the above shall be withheld from the employee's final compensation or collected through other appropriate action.

Employees who separate from Town service in good standing will receive payment for all earned salary, compensatory time, and vacation leave, subject to deduction for any indebtedness as stated above.

Benefits will not be paid, nor will they continue upon resignation, removal or lay-off of employment (i.e., sick and vacation leave, life insurance, medical insurance, etc.). Employees will be eligible to continue medical insurance coverage under the provisions of COBRA.

## ACKNOWLEDGEMENT OF RECEIPT/DISCLAIMER

The contents of this Policies and Procedures Handbook are presented as a matter of information only. It is intended to serve as a reference guide for all employees regarding the Town of Narragansett's policies, procedures, and benefits. This handbook contains information about your responsibilities as an employee of the Town. It is important that you read, understand, and agree to comply with all the material set forth in this guide, as well as other Town plans, policies, and procedures. The Town reserves the right to modify, revoke, suspend, terminate, or change any or all such policies or procedures, in whole or in part, at any time as management sees fit, with or without notice.

The policies and procedures described in this guidebook are not conditions of employment and the language is not intended to create, nor is it to be construed, an employment contract between the Town and any one or all its employees. Therefore, an employee may terminate employment at any time, with or without reason, and the Town maintains the same right.

If you have any additional questions after reading this guidebook, your supervisor or the Human Resources Manager will be glad to assist you.

### **Employee's Acknowledgement:**

I have received my copy of the Town of Narragansett Policies and Procedures Handbook, and I understand that it is my responsibility to read and comply with all policies and procedures contained in this handbook and any future revisions. I further understand that failing to abide by the Town policies and procedures may be cause for disciplinary action. I also acknowledge that this guidebook is not a contract of employment and that either the Town or I may terminate my employment at any time, with or without notice as stated in collective bargaining agreements and/or Town Ordinances.

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Employee Printed Name

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Employee Signature

Date

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Department Manager or Human Resources Signature

Date