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Denmark Township Employee Personnel Policy

Adopted by the Town Board on _____, 2025

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DENMARK TOWNSHIP
EMPLOYEE PERSONNEL POLICY

GENERAL POLICY STATEMENT, ORGANIZATION & AUTHORITY

A. Purpose and Scope

The purpose of this Employee Personnel Policy ("Policy") is to establish a uniform and equitable system of personnel administration for employees of Denmark Township ("Town"). This Policy is not intended to cover every situation that might arise and may be amended at the sole discretion of the Town Board. This Policy shall apply to all Town employees and, as an employee, you are responsible for complying with this Policy. This Policy applies to the Town Clerk-Treasurer position. Except as expressly set forth in this Policy, the provisions of this Policy do not apply to the elected or appointed positions on the Town Board, the committees or commissions established by the Town Board, or to the Town's consultants, contractors, or volunteers.

B. No Contract Rights

The provisions of this Policy serve as a guide for administrative actions concerning Town personnel matters and shall not be construed as contractual provisions or as establishing terms of employment. All Town employees subject to these guidelines are "at will" employees. The Town may terminate any employee with or without cause at the sole discretion of the Town under guidelines of this employment Policy. These guidelines as set forth supersede past practices and/or written representation of regular terms or conditions of employment. Rules set out below are not necessarily all-inclusive because circumstances that have not been anticipated may arise, which require or warrant appropriate disciplinary action, including discharge.

C. Authority to Modify

The Town Board reserves the right to amend, modify, add to, or delete from the provisions of this Employee Personnel Policy as it, in its sole judgment, determines necessary and advisable. When revisions are made, employees will receive a supplement of, if necessary, a new handbook. Any promises, representations or actions by a Town official or employee that are contrary to this handbook are not the official Policy of the Town and are of no force or effect.

PART I

A. Statement of Policy

Equal Employment Opportunity. It is the Policy of the Town, in recognition of the essential rights of all employees and applicants as individuals, to provide equal opportunities without regard to race (including traits associated with race, including but not limited to, hair texture and hair styles such as braids, locs and twists), creed, color, religion, national origin, age, sex, sexual orientation or identity, disability, marital status, status with regard to public assistance, political affiliation, genetic information, gender, gender identity or gender expression, veteran status, familial status, ancestry, membership on a local human rights commission, lawful participation in the Minnesota

Medical Cannabis Patient Registry, or because of the exercise of rights under provisions of the Public Employment Labor Relations Act, Minnesota Statutes, sections 179A.01 to 179A.25. This Policy applies to all phases and aspects of employment including, but not limited to, recruitment, hiring and promotion in all job classifications.

Data Practices Advisory. Employee records are maintained in a location designated by the Town Clerk-Treasurer's office. Personnel data may be kept in personnel files, finance files, and benefit or medical files. Information is used to administer employee salary and benefit programs, process payroll, complete state and federal reports, document employee performance, etc. Employees have the right to know what data is retained, where it is kept, and how it is used. All employee data will be received, retained, and disseminated according to the Minnesota Government Data Practices Act.

Veteran's Preference. In compliance with the Minnesota Veterans Preference Act, the Town shall assign preference to any qualifying veteran who applies for employment together with any required paperwork verifying military status and who meets the minimum qualifications for the job posted Veterans are subject to the same probationary periods as other Town employees.

B. Resolutions and Policies Repealed

It is the intent of the Town Board for this Policy to be effective as of the adoption date listed on the cover page. Previous Town Board personnel resolutions and policies are hereby repealed.

C. Definitions

The following definitions apply throughout these rules, unless the context clearly requires another meaning:

Appointing Authority. "Appointing Authority" means the Town Board or other board or officer authorized by statute or lawfully delegated authority to make appointments to positions under the policies of the Town.

Authorized Hours. "Authorized Hours" means the number of hours an employee was hired to work. Actual hours worked during any given pay period may be different than authorized hours, depending on workload demands or other factors and upon approval of the Town Board.

Benefits. "Benefits" means privileges granted to qualified employees in the form of paid leave and/or insurance coverage.

Board. "Board" means the Town Board of Denmark Township.

Core Hours. "Core Hours" means the core hours that all Town Hall employees (exempt and non-exempt) are expected to work are 9:00 a.m. to 4:00 p.m. Monday through Friday.

Day. "Day" means calendar day except where otherwise stated in a specific rule.

Employee. "Employee" means any person employed by the Town who has successfully completed all stages of the selection process including the training period, in a position covered by these rules who is paid salary or wage.

FICA (Federal Insurance Contributions Act). "FICA" means the federal requirement that a certain amount be automatically withheld from employees' earnings. Specifically, FICA requires an employee contribution of 6.2% for Social Security and 1.45% for Medicare. Certain employees may be exempt or partially exempt from these withholdings.

Exempt Employee. "Exempt Employee" means an employee who is not covered by the overtime provisions of the federal or state Fair Labor Standards Act.

Fiscal Year. "Fiscal Year' means the period from January 1 to December 31.

Full Time Employee. "Full Time Employee" means an employee who is required to work thirty-two (32) to forty (40) hours per week year–round in an ongoing position.

Immediate Family. "Immediate Family" means employee's brothers, sisters, children, parents, spouse, spouse's immediate family, grandparents, and grandchildren.

Layoff. "Layoff" means the forced termination of employment because of shortage of funds or curtailment of services.

Medical Leave. "Medical Leave" means the leave of absence granted by state and federal law to employees meeting the medical qualifications as set forth in Policy.

Military Leave. "Military Leave" means the leave of absence granted by state law to employees entering active duty in the armed forces of the State of Minnesota or the United States of America.

Minimum Qualifications. "Minimum Qualifications" means the requirements of training and experience necessary to qualify for a given position.

Non-Exempt Employee. "Non-Exempt Employee" means an employee who is covered by the federal or state Fair Labor Standards Act. Such employee is normally eligible for overtime at 1.5 times their regular hourly wage for all hours worked over forty (40) in any given workweek.

Part-time Employee. "Part-time Employee" means an employee who is required to work a minimum of 20 hours per week year-round in an ongoing position and has done so for a minimum of 26 pay periods.

Pay Period. "Pay Period" means a calendar month, specifically beginning at 12:00 a.m. (midnight) on the 1st day of the month and ending at 11:59 p.m. on the final day of the month.

PERA (Public Employees Retirement Association). "PERA" means the statewide pension program in which all Town employees meeting program requirements must participate in

accordance with Minnesota law. The Town and the employee each contribute to the employee's retirement account.

Position. "Position" means a group of current duties and responsibilities, assigned by the Town Board, requiring the full or part-time employment of one person.

Promotion. "Promotion" means a change of an employee from one position to another with more responsible duties and a higher salary range.

Regular Employee. "Regular Employee" means an employee who is employed on a full-time or part-time basis.

Resignation. "Resignation" means the termination of employment at the request of the employee.

Seasonal Employee. "Seasonal Employee" means the nature of the work or its duration is tied to a specific season or seasons of the year. Employees who work only part of the year (180 days or less) are seasonal employees and may be assigned to work a full-time or part-time schedule. Seasonal employees do not earn benefits or credit for seniority.

Suspension. "Suspension" means an enforced leave of absence with or without pay, for disciplinary purposes pending investigation of charges made against an employee.

Temporary Employee. "Temporary Employee" means an employee hired for a specific number of days not to exceed 180 days. Temporary employees may be assigned to work a full-time or part-time schedule. Temporary employees do not earn benefits or credit for seniority.

Termination. "Termination" means retirement, resignation or dismissal of an employee.

Transfer. "Transfer" means a change from one position to another having the same salary range and usually involving the performance of similar duties and requiring essentially the same qualifications of training and experience.

Veteran. "Veteran" means all persons defined as veterans by Minnesota Statutes, section 197.45, as amended.

Veteran's Preference. "Veteran's Preference" means the preference granted to veterans by Minnesota Statutes, section 197.45 and Section 197.46 as amended.

Workweek. "Workweek" means seven consecutive 24 hour periods. For most employees, the workweek will run from Sunday, through the following Saturday. The Town Board may establish a different workweek based on coverage and service delivery needs.

D. Employee Recruitment and Selection

The Town Board or its designee will manage the hiring process for positions within the Town. While the hiring process may be coordinated by the Town Clerk-Treasurer, the Town Board is

responsible for the final hiring decision and must approve all hires to Town employment. All hires will be made according to merit and fitness related to the position being filled.

1. Features of the Recruitment System. The Town Board or its designee will determine if a vacancy will be filled through an open recruitment or some other method. The majority of position vacancies will be filled through an open recruitment process. Application for employment will generally be made on application forms provided by the Town. Other materials in lieu of or in addition to a formal application may be required in certain recruitment situations as determined by the Town Board or its designee. All candidates must complete and submit the required application materials by the posted deadline. The deadline for application may be extended by the Town Board or its designee. Pay rate adjustments, if any, will be determined by the Town Board.

2. Testing and Examinations. Applicant qualifications will be evaluated in one or more of the following ways: training and experience rating; written test; oral test or interview; performance or demonstrative test; physical agility test, or another appropriate job-related exam. The Town Board or its designee will establish minimum qualifications for each position. To be eligible to participate in the selection process a candidate must meet the minimum qualifications.

3. Pre-Employment Medical Exams. The Town Board or its designee may determine that a pre-employment medical examination, which may include a psychological evaluation, is necessary to determine fitness to perform the essential functions of any Town position. A medical examination will be required provided that: (a) an offer of employment has been made on condition that they meet the physical or mental requirements of the job; (b) the examination tests only for essential job- related abilities; (c) the examination is limited to determining whether the person's condition would prevent performance of the job; and (d) the examination will be required of all persons conditionally offered employment for the same position regardless of disability. Information obtained from the medical exam will be treated as confidential medical records.

   When required, the medical exam will be conducted by a licensed physician designated by the Town with the cost of the exam paid by the Town. (Psychological/psychiatric exams will be conducted by a licensed psychologist or psychiatrist.) The physician will notify the Town Board or its designee that a candidate either is or is not medically able to perform the essential functions of the job, with or without accommodations, and whether the candidate passed a drug test, if applicable. If the candidate requires accommodation to perform one or more of the essential functions of the job, the Town Board or its designee will confer with the candidate regarding reasonable and acceptable accommodations.

   If a candidate is rejected for employment based on the results of the medical exam, the candidate will be notified of this determination.

4. Selection Process. The selection process will be a cooperative effort between the Town Board and any designees. Any, all, or none of the candidates may be interviewed. The

process for hiring seasonal and temporary employees may be delegated by the Town Board with each hire subject to final Town Board approval.

5. Background Checks. All finalists for employment with the Town will be subject to a background check. Background checks are used to confirm information submitted as part of application materials and to assist in determining the candidate's suitability for the position. Except where already defined by state law, the Town Board or its designee will determine the level of background check to be conducted based on the position being filled.

E. Organization and Job Descriptions

The Town will maintain job descriptions for each regular position. The Town Board is responsible for developing and revising job descriptions as necessary to ensure that the position's duties and responsibilities are accurately reflected. Each job description will include: position title, supervisor, FLSA status (exempt or nonexempt), primary objective of the position, essential functions of the position, examples of performance criteria, minimum requirements, desirable training and experience, supervisory responsibilities (if any), and extent of supervisory direction or guidance provided to position. Good attendance and compliance with work rules and policies are essential functions of all Town positions. Prior to posting a vacant position the existing job description is reviewed by the Town Board to ensure that the job description is an accurate reflection of the position and that the stated job qualifications do not present artificial barriers to employment.

PART II

A. Procedures

1. Examination. There are currently no examinations in use for general Town employment.

2. Conditions of Employment. All regular full and regular part time employees may be required to pass a medical examination, psychological examination, or physical examination by a qualified licensed physician as a condition of employment. Any such examinations shall be paid for by the Town. A criminal background check may also be performed on job candidates who have received a conditional offer of employment from the Town. The results of the criminal background check will be evaluated pursuant to applicable state law. If the Town disqualifies an applicant based on conviction information, the Town will notify the applicant in writing in accordance with Minnesota Statutes, section 364.05.

3. Adverse Weather Conditions. Town facilities will generally be open during adverse weather. Due to individual circumstances, each employee will have to evaluate the weather and road conditions in deciding to report to work or leave early. If the Town closes Town facilities due to weather or other public emergency, employees may use any accrued PTO, compensatory time, or earned sick and safe leave or work remotely according to the terms of this Policy.

4. Performance Reviews. An objective performance review system will be established by the Town Board or its designee for the purpose of periodically evaluating the performance of Town employees. The quality of an employee's past performance will be considered in personnel decisions such as promotions, transfers, terminations, and salary adjustments. Performance reviews will be discussed with the employee. Employees do not have the right to change or grieve their performance review, but may submit a written response which will be attached to the performance review. Performance reviews are to be scheduled on a regular basis. The form, with all required signatures, will be retained as part of the employee's personnel file. Signing of the performance review document by the employee acknowledges that the review has been discussed with the supervisor and does not necessarily constitute agreement. Failure to sign the document by the employee will not delay processing.

5. Conduct as a Town Employee. Town employees are representatives of the Town. An employee's primary responsibility is to serve the residents of the Town. Employees should exhibit conduct that is ethical, professional, responsive, and must adhere to established policies, rules, procedures, and instructions of the Town Board.

   The following are job requirements for every position with the Town:

   a. Perform assigned duties to the best of their ability at all times.
   b. Provide patient, prompt, and courteous service to the public at all times.
   c. Read, understand, and comply with the rules and regulations as set forth in this Employee Personnel Policy.
   d. Conduct themselves with decorum toward both residents and Town Board supervisors.
   e. Maintain good attendance.

6. Attendance and Absence. The operations and standards of service in the Town require that employees be at work unless valid reasons warrant absence. Employees who are going to be absent from work are required to notify the Town Board or their supervisor as soon as possible in advance of the absence. If no Town employee is available at the time, the employee should leave a message that includes a telephone number where they can be reached. Failure to use the established reporting process will be grounds for disciplinary action. Employees who are absent for three (3) days or more and who do not report the absence in accordance with this Policy will be considered to have voluntarily resigned not in good standing. The Town may waive this rule if extenuating circumstances warranted such behavior. This Policy does not preclude the Town from administering discipline for unexcused absences of less than three (3) days.

7. Access to and Use of Town Property. Any employee who has authorized possession of keys, tools, cell phones, pagers, or other Town-owned equipment must register their name, the serial number (if applicable), and any identifying information about the equipment with the Town. All such equipment must be turned in and accounted for by any employee leaving employment with the Town in order to resign in good standing. Employees are responsible for the safekeeping and care of all such equipment. The duplication of keys owned by the

Town is prohibited unless authorized by the Town Board. Any employee found having an unauthorized duplicate key will be subject to disciplinary action.

8. Appearance. Appropriate dress and appearance are required to present or create a professional or identifiable appearance, ensure public recognition, promote good public relations, show respect to the taxpayers, the Town Board, and to those choosing to make The Town as their home and/or place of business. An employee's dress and appearance are a direct reflection on the professionalism of our services and our image. Personal appearance should be appropriate to the nature of the work and contacts with other people and should present a positive image to the public.

9. Conflict of Interest. Town employees are to remove themselves from situations in which they would have to take action or make a decision where that action or decision could be a perceived or actual conflict of interest. If an employee has any question about whether such a conflict exists they should consult with the Town Board. In certain cases, the Town Board should consult with the Town Attorney regarding whether an action or decision could be a perceived or actual conflict of interest.

10. Falsification of Records. Any employee who makes false statements or commits, or attempts to commit, fraud in an effort to prevent the impartial application of these policies will be subject to immediate disciplinary action up to and including termination and potential criminal prosecution. A timesheet is considered a record under this section. Reporting false information on a timesheet may be cause for immediate termination.

11. Cell Phone Policy and Personal Telephone Calls. Employees are expected to keep their cellular telephone turned on during times agreed upon to assure that they can be reached. Personal telephone calls are to be made or received only when necessary. They are not to interfere with Town work and are to be completed as quickly as possible

12. Political Activity. Town employees have the right to express their views and to pursue legitimate involvement in the political system. However, no Town employee will directly or indirectly, during hours of employment, solicit or receive funds for political purposes. Any political activity in the workplace must be pre-approved by the Town to avoid any conflict of interest or perception of bias such as using authority or political influence to compel another employee to apply for or become a member in a political organization.

13. Smoking. All Town buildings shall be designated as tobacco free, cannabis free, and lower potency hemp free, meaning that no person will smoke tobacco or other substances or use smokeless tobacco while in a Town facility. Smoking or vaping of any kind, including pipes, cigars, cigarettes, e-cigarettes and the use of chewing tobacco and edible cannabinoid products is prohibited for employees while on duty. Employees 21 and over are allowed to smoke only during their breaks and lunch, and only in areas designated for that purpose.

14. Time Reporting. Employees are expected to work the amount of hours identified in their job descriptions and will be paid according to the time reported on their time sheets. To comply with the provisions of the federal and state Fair Labor Standards Acts, hours worked and any

leave time used by non-exempt employees are to be recorded daily and submitted to payroll on a biweekly basis. Each time reporting form must include the signature of the employee.

15. Workplace Accidents, Injury, and Illness. Both Minnesota Worker's Compensation laws and the state and federal Occupational Safety and Health Acts require that all job injuries and illnesses be reported as soon as possible by the employee, or on behalf of the injured or ill employee, to the employee's supervisor. The employee's immediate supervisor is required to complete a First Report of Injury and any other forms that may be necessary related to an injury or illness on the job. If the employee has no identified supervisor, the report should be made to the Town Board.

16. Remote Work. As necessary, the Town may allow remote work only when doing so meets the Town's business needs. All remote work must be approved by the employee's immediate supervisor, taking into consideration the need for the allowance of remote work and whether work can only be completed in a specific geographical location.

For purposes of this section, the following terms are defined as follows:

a. "Remote Worker" means an employee who works regularly or occasionally from their home or another alternative location other than their assigned work location.
b. "Remote Work" means a work arrangement that allows an employee to perform work on a regular or occasional basis at a remote work location.
c. "Remote Work Location" means a worksite other than a Town worksite to which a remote worker is assigned. In most cases, the remote worker's remote work location will be the employee's home.

Employment Conditions

a. Compliance with Federal/State Employment Laws. Remote work must comply with all applicable state and federal employment laws. This includes the Fair Labor Standards Act (FLSA), which regulates the payment of overtime for FLSA non-exempt employees.
b. Job Duties and Responsibilities. A remote worker is responsible for all the job duties, responsibilities and obligations of their position. Just as any other employee, remote workers are subject to discipline up to and including discharge if they fail to fulfill the duties or responsibilities of their position.

Remote Worker Expectations

a. Personal Activities. Remote work hours are regular work hours and may not be used to perform personal activities. Remote workers are expected to follow Town vacation and sick leave policies and procedures to request time off from work to engage in non-work activities. Employees should not be engaging in dependent care activities when performing job duties. While occasional, brief interruptions may occur, interruptions should be kept to a minimum to avoid work disruptions.
b. Work Schedule. The supervisor and remote worker must discuss the work schedule, including expected work hours and breaks and use of vacation and sick leave. The work schedule must comply with the FLSA, Town policies and procedures.

c. Communications. During the hours of the work schedule, remote workers must be reachable by co-workers and their supervisor, by the means and methods as determined by the supervisor. Remote workers must notify their supervisor if they leave their remote work location during work hours. They must also notify the supervisor if they are not performing work due to vacation or sick time and must follow the normal procedures for requesting time off.
d. Supplies and Expenses. Office supplies, such as pens, paper, and notepads, needed for remote work will be obtained through the normal office supply request procedures. Expenses will be reimbursed only if pre-approved and if consistent with Town policies. The Town assumes no responsibility for operating costs associated with the remote work location beyond a computer if provided by the Town, including but not limited to maintenance or modification of the remote work location, internet, telephone, furniture, utilities, and insurance.
e. Responsibilities for the Remote Work Location. The remote worker is responsible for establishing and maintaining a safe and adequate remote work location. The remote worker will be responsible for all costs related to modifications of the remote work location, including but not limited to providing any furniture, remodeling, electrical or any other space modifications. ADA reasonable accommodation requests related to the remote work location will be reviewed on a case-by-case basis and excluded from this policy. In-person business meetings may not be held in remote work locations; meetings may be conducted via video conference, phone conference, or other applicable technology.
f. Privacy and Security. Remote workers must make arrangements with their supervisor regarding any necessary access to confidential or sensitive information. Remote workers are responsible for protecting the privacy and confidentiality of data and information including at their remote work location, which includes compliance with enterprise security policies. Remote workers must ensure the security of data and information that is transported to and from their remote work location.
g. Insurance. Any insurance for Town-owned equipment is the responsibility of the Town. The Town is not responsible for insuring the remote work location. Remote workers are responsible for purchasing personal insurance for employee-owned equipment and for the remote work location, if desired. The Town is not responsible for any loss or damage to any employee-owned equipment or to the remote work location.
h. Return of Property. Any Town-owned property, documents, and other information used for remote work purposes must be returned upon separation from employment.
i. Notice to Supervisor. Remote workers are responsible for promptly notifying their supervisor of an equipment malfunction, failure of either Town-owned or employee-owned equipment needed to do assigned work, or connectivity issues. If the malfunction prevents the remote worker from working, the remote worker must notify the supervisor immediately.
j. Performance. Remote workers' duties and responsibilities are not altered by the remote nature of their work. Remote workers are responsible for meeting performance expectations and standards and maintaining satisfactory work performance.
k. Taxes. Federal and state tax implications of remote working and use of the home as a remote work location are the responsibility of the remote worker.

Equipment and Materials

a. Town-Provided Equipment. The Town must provide computer hardware equipment, and software deemed necessary for the remote worker to perform assigned work. A remote worker's use of Town-owned technology is subject to Town policies and procedures.
b. Record of Equipment. The Town must maintain an inventory record of Town-owned hardware, software, and other equipment located at the remote work location, and conduct periodic review and reconciliation of equipment.
c. Employee-Owned Equipment. The Town may authorize remote workers to use employee-owned computer hardware equipment and software that is necessary to perform assigned work. A remote worker's use of employee-owned technology for work purposes is subject to Town policies and procedures.
d. Maintenance and Repair of Town-Owned Equipment. The Town is responsible for maintaining and repairing Town-owned equipment with normal wear-and-tear, and the installation and testing of software and software upgrades for state-owned electronic equipment. Employees are responsible for transporting Town-owned equipment to the Town office unless installation, testing, maintenance and repair can be conducted remotely. Nothing in this policy waives the Town's ability as may be permitted by law to pursue costs for lost or stolen Town-owned property or for damages beyond normal wear-and-tear.
e. Repair of Employee-Owned Equipment. The Town will not provide maintenance and repair of employee-owned equipment, hardware and software used for remote work.
f. Business Use Restrictions. All equipment, hardware and software the Town furnishes to the remote worker remain the property of the Town and is subject to the same business use restrictions as if the property was located on Town premises. To address hardware and software security for Town-owned equipment, all software used for remote work must be approved by the Town. Town-owned software cannot be installed on employee-owned hardware unless authorized by the Town. Employee-owned software cannot be installed on Town-owned hardware. Remote workers must continue to comply with enterprise technology policies.

B. Terminations

1. Resignation. An employee may resign from Town employment by presenting the resignation in writing to the supervisor, with a copy to the Town Clerk-Treasurer. At least 14 calendar days shall be required to resign in good standing. An unauthorized leave of absence by an employee for three consecutive workdays shall be considered as a resignation by such employee.

2. Layoffs. The Town Board may lay off an employee whenever such action is necessary because of the abolition of a position, shortage of work or funds, or changes to the organization. In the event of a layoff, seasonal and temporary employees will be terminated from employment with the Town before other employees. Otherwise, the selection of employees to be retained will be based on merit and ability as determined by the Town Board.

3. Retirement. Employees intending to retire shall notify the Town Board at least 30 days prior to their last workday.

4. Termination of Employment Process. An employee desiring to terminate employment shall notify the Town Board in writing (signed and dated) of their intention to retire or resign. On the employee's final date of employment, they shall be responsible for the surrender of all Town property to include keys, equipment, materials, etc., to the Town Board or its designee. Said items returned shall then be verified by the Town as a separate entry in employee's personnel file. Items not returned will be invoiced to the employee. The Town shall issue the final pay and separation benefits and conclude the individual employee record.

5. Exit Interview. The Town Board may request to meet with the Town Board or its designee for a confidential exit interview. Participation in the exit interview is voluntary and not mandatory. Exit interviews will not be requested when there is an involuntary separation.

C. Promotions/Transfers

Promotions or transfers may be made when deemed practical by the Town Board. Whenever a regular employee transfers from one Town position to another, they shall carry with them to the new position any accumulated sick leave and PTO. Any and all personnel changes affecting any employee's pay, job description, or tasks shall be approved by the Town Board.

D. Evaluation

New employees shall receive training and periodic feedback as to their performance. The employee shall be evaluated using standard evaluation procedures. The evaluation date will be based on the position hire date. Each regular employee shall be evaluated annually and the results to be placed in the employee's personnel file. Evaluations shall be considered in determining wage/salary step increases and in making promotions, and dismissals.

E. Other Employment

Employees may not engage in any outside occupation, employment or business that might hinder their impartial or objective performance of their public duties, be incompatible with their Town employment or impair their efficiency on the job. There shall be no worker's compensation or sick leave or PTO payments to any individual injured in the course of outside employment. If a potential conflict exists with an employee's outside employment, the supervisor will consult with the Town Attorney. An employee may be required to resign from the outside employment if the Town Board determines that a conflict exists. If an employee refuses to resign the outside employment, the employee may be subject to discipline, up to and including termination.

F. Hours of Work

Work schedules for employees will be established by the Town Board. As possible, employees shall work the Town's Core Hours as defined in this Policy. The regular work week for employees

is five seven-hour days, Monday through Friday, except as approved by the Town Board. Eat at desk-don't take half hour unpaid lunch….

G. Meal Breaks and Rest Periods

A paid fifteen (15) minute paid break is allowed within each four (4) consecutive hours of work. In the event an employee works eight or more consecutive hours, an unpaid thirty (30) minute lunch period is provided. Exceptions must be approved by the Town Board. See above

H. Discipline

1. General Policy. The Town Board is responsible for maintaining compliance with Town standards of employee conduct. Town employees will be subject to disciplinary action for failure to fulfill their duties and observance of any applicable Town policies. An employee who believes that discipline applied was either unjust or disproportionate to the offense committed may pursue a remedy through the grievance procedure established in the personnel policies of the Town. The Town Board, or the Town Board's designee, will investigate any allegation on which disciplinary action might be based before any disciplinary action is taken.

2. Process. The Town may elect to use progressive discipline with any employee. There may be circumstances that warrant deviation from the suggested order or where progressive discipline is not appropriate. Nothing in these personnel policies implies that any Town employee has a property right to the job they perform. Documentation of disciplinary action taken will be placed in the employee's personnel file with a copy provided to the employee. The following are descriptions of the types of disciplinary actions:

    a. Oral Reprimand. This measure will be used where informal discussions with the employee have not resolved the matter. Oral reprimands are normally given for first infractions on minor offenses to clarify expectations and put the employee on notice that the performance or behavior needs to change, and what the change must be. The Town will document the oral reprimand including date(s) and a summary of discussion and corrective action needed.

    b. Written Reprimand. A written reprimand is more serious and may follow an oral reprimand when the problem is not corrected, or the behavior has not consistently improved in a reasonable period of time. Serious infractions may require skipping either the oral or written reprimand, or both. Written reprimands are issued by the Town Board or their designee. A written reprimand will: (1) state what did happen; (2) state what should have happened; (3) identify the Policy, directive or performance expectation that was not followed; (4) provide history, if any, on the issue; (5) state goals, including timetables, and expectations for the future; and (6) indicate consequences of recurrence. Employees will be given a copy of the reprimand to sign acknowledging its receipt. Employees' signatures do not mean that they agree with the reprimand. Written reprimands will be placed in the employee's personnel file.

c. Suspension With or Without Pay. The Town Board may suspend an employee with or without pay for disciplinary reasons. Suspension without pay may be followed with immediate dismissal as deemed appropriate by the Town Board, except in the case of veterans. Qualified veterans will not be suspended without pay in conjunction with a termination. The employee will be notified in writing of the reason for the suspension either prior to the suspension or shortly thereafter and will sign the letter acknowledging its receipt. Employees' signatures do not mean that they agree with the suspension. A copy of the letter will be placed in the employee's personnel file. An employee may be suspended or placed on involuntary leave of absence pending an investigation of an allegation involving that employee. The leave may be with or without pay. If the allegation is proven false, or is unsubstantiated, after the investigation, the relevant written documents will be removed from the employee's personnel file and the employee will receive any compensation and benefits due had the suspension not taken place.

d. Dismissal. The Town Board may dismiss an employee for substandard work performance, serious misconduct, or behavior not in keeping with Town standards. If the disciplinary action involves the removal of a qualified veteran, who has completed their initial probationary period, the appropriate hearing notice will be provided, and all rights will be afforded the veteran in accordance with Minnesota law.

I. Grievance Procedure

Any dispute between an employee and the Town relative to the application, meaning, or interpretation of these personnel policies will be settled in the following manner:

Step 1: The employee must present the grievance in writing, stating the nature of the grievance, the facts on which it is based, the provision or provisions of the personnel policies allegedly violated, and the remedy requested, to their supervisor or the Town Board if there is no supervisor, within twenty-one (21) days after the alleged violation or dispute has occurred. The Town Board or the supervisor will respond to the employee in writing within thirty (30) calendar days.

Step 2: If the grievance has not been settled in accordance with Step 1, it must be presented in writing, stating the nature of the grievance, the facts on which it is based, the provision or provisions of the Employee Personnel Policy allegedly violated, and the remedy requested, by the employee to the Town Board at the next regularly scheduled Town Board meeting after the supervisor's response is due. The Town Board or its designee will respond to the employee in writing within seven (7) calendar days. The decision of the Town Board is final.

Waiver. If a grievance is not presented within the time limits set forth above, it will be considered "waived." If a grievance is not appealed to the next step in the specified time limit or any agreed extension thereof, it will be considered settled on the basis of the Town's last answer. If the Town does not answer a grievance or an appeal within the specified time limits, the employee may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual agreement of the Town and the

employee without prejudice to either party. Performance evaluations, pay increases, and salary determinations are final decisions and may not be addressed through this grievance process.

PART III

A. Benefits and Services

1. Consolidated Omnibus Reconciliation Act (COBRA). Consolidated Omnibus Reconciliation Act (COBRA) is available for every eligible exiting Town employee. Terminating employees shall have the option to continue in force the Town's insurance Policy for the employees and dependents provided that the Policy remains in force for active employees of the Town. In order to continue coverage, eligible electing employees shall pay the Town or the contracted agency, on a monthly basis, the cost of the continued coverage. Eligible employees shall be allowed to continue the coverage until re-employment and eligibility for health care coverage under a group Policy, contract or plan sponsored by the same or another employer or for a period of eighteen (18) months after the termination of employment, whichever is shorter. An employee and their dependents are allowed to continue coverage when one of the following qualifying events occurs: i) a reduction in the employee's work hours (including strikes or layoffs); or ii) a voluntary or involuntary termination of the employee for reasons other than gross misconduct. The Town or the contracted agency shall be required to inform an eligible employee within ten (10) days after termination of employment of the following matters:

    a. Of the eligible employee's right to elect to continue coverage;
    b. The amount that must be paid monthly to the employer to retain coverage;
    c. The manner in which and the office to which the payment to the employer or contracted agency must be made; and
    d. The time by which the payments to the employer or contracted agency must be made to retain coverage.

    The COBRA forms are available through the Town Clerk-Treasurer's office. All full-time employees must notify the Town Clerk-Treasurer's office as to the last day of employment and coverages, benefits they wish to continue. In the event that an otherwise eligible terminated employee elects not to continue coverage, coverage for said employee and their dependents shall terminate on the last day of the month in which the employee is terminated.

2. PERA. All new qualified employees are covered under PERA (Public Employees Retirement Association). All PERA eligible employees must notify the Town Clerk-Treasurer's office upon termination of employment with the Town.

3. Holidays. The Town shall observe the following designated holidays by conducting no official business:

    a. New Year's Day, January 1st
    b. Martin Luther King Jr. Birthday, 3rd Monday in January

c. President's Day, 3rd Monday in February
d. Memorial Day, last Monday in May
e. Juneteenth, June 19th
f. Independence Day, July 4th
g. Labor Day, 1st Monday in September
h. Veteran's Day, November 11th
i. Thanksgiving Day, 4th Thursday in November
j. Friday following Thanksgiving Day, 4th Friday in November
k. Christmas Day, December 25th

Holidays falling on Sunday shall be observed on the following Monday. Holidays falling on Saturday shall be observed on the preceding Friday by such employees, with the exception of the New Year's Day Holiday, which will be observed the following Monday.

Full-time employees will receive pay for official holidays at their normal pay rates, provided they are on paid status on the last scheduled day prior to the holiday and first scheduled day immediately after the holiday. Part-time employees will receive prorated holiday pay based on the number of hours normally scheduled. Any employee on a leave of absence without pay from the Town is not eligible for holiday pay.

4. Pay. The Town Board shall review and, as appropriate, adjust the Town's pay structure in relation to changing economic and competitive patterns. Only those employees who are demonstrating satisfactory progress and experience will be eligible for continued pay adjustments. Employees who are fully satisfactory in progress and/or performance may receive a base pay structure adjustment.

5. Wage Disclosure Protection Law. Under the Minnesota Wage Disclosure Protection Law, employees have the right to tell any person the amount of their own wages. While the Minnesota Government Data Practices Act (Minnesota Statutes, section 13.43) specifically lists an employee's actual gross salary and salary range as public personnel data, Minnesota law also requires wage disclosure protection rights and remedies to be included in Town personnel handbooks. The Town therefore may not:
   - Require nondisclosure by an employee of their wages as a condition of employment.
   - Require an employee to sign a waiver or other document that purports to deny an employee the right to disclose the employee's wages.
   - Interfere with an employee disclosing their own wages.
   - Take any adverse employment action against an employee for disclosing the employee's own wages or discussing another employee's wages that have been disclosed voluntarily.
   - Retaliate against an employee for asserting rights or remedies under Minnesota Statutes, section 181.172, subd. 3.

   An employee's remedies under the Wage Disclosure Protection Law are to bring a civil action against the Town and/or file a complaint with the Minnesota Department of Labor and Industry at (651) 284-5075 or (800) 342-5354.

6. Paychecks. Paychecks are issued after the monthly Town Board meeting. Distribution of paychecks to Town employees is to be accomplished in a timely manner using accurate, consistent procedures. When paydays fall on a holiday, checks are normally issued the day after the holiday. Paychecks will not be given to anyone other than the person for whom they were prepared, unless the person has a note signed by the employee authorizing the Town to give the other person the check. All employees are responsible for notifying the Town payroll department of any change in status including changes in address, phone number, names of beneficiaries, marital status, and banking information through the payroll change form.

7. Paid Time Off (PTO). Every full-time employee shall earn paid time off (PTO) of up to eighty (80) hours per year. Employees shall not earn PTO during a leave of absence without pay or time otherwise not worked or paid, except for a military leave of absence without pay. All PTO must be used during the calendar year for which it is earned.

8. Earned Sick and Safe Time (ESST).

   Policy. Earned Sick and Safe Time (ESST) is paid time off granted to employees on an accrual basis and may be used as soon as it is accrued. All employees (including temporary, seasonal, and part-time employees) expected to work at least 80 hours in a year for the Town are eligible for ESST. ESST is paid at the same hourly rate that an employee is paid from employment with the Town. ESST does not accrue during an unpaid leave of absence. For purposes of this Policy, a year is a calendar year (i.e., January 1st to December 31st).

   Conditions on Uses of ESST. Employees are to use this paid leave only when they are unable to work for medical reasons or under the other authorized conditions explained below:

   - Full-time employees will accrue ESST at a rate of eight (8) hours per month. Accrued but unused ESST may be carried over into the following year. ESST is limited to 520 hours at any one time.
   - Part-time employees regularly scheduled to work at least 20 hours per week will accrue ESST on a pro-rated basis of the full-time employee schedule, but no less than one hour per 30 hours worked. Accrued but unused ESST may be carried over into the following year. ESST is limited to 520 hours at any one time. Part-time employees regularly scheduled to work fewer than 20 hours per week will accrue ESST at a rate of one hour per 30 hours worked, up to a maximum of 48 hours of ESST per year. Unused ESST hours may be carried over into the next year, but may not exceed 80 hours at any one time. Temporary and seasonal employees will accrue ESST at a rate of one hour per 30 hours worked, with a maximum of 48 hours per year. Unused ESST hours may be carried over into the next year, but may not exceed 80 hours at any one time.
   - ESST may be used only for days when the employee would otherwise have been at work and cannot be used for scheduled days off.

   Use of ESST. Employees may use available ESST hours for the following circumstances:

   a. An employee's own:

- Mental or physical illness, injury, or other health condition;
- Medical, dental, or other care provider appointments;
- Need for medical diagnosis, care or treatment, of a mental or physical illness, injury or health condition;
- Need for preventative medical or health care;
- Need to make arrangements for or attend funeral services or a memorial, or address financial or legal matters that arise after the death of a family member;
- Closure of the employee's place of business due to weather or other public emergency;
- The employee's inability to work or telework because the employee is prohibited from working by the Town due to health concerns related to the potential transmission of a communicable illness related to a public emergency, or seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease related to a public emergency and the employee has been exposed to a communicable disease or the Town has requested a test or diagnosis;
- Absence due to domestic abuse, sexual assault, or stalking of the employee provided the absence is to:
    - Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking;
    - Obtain services from a victim services organization;
    - Obtain psychological or other counseling;
    - Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault or stalking; or
    - Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking.

b. Care of a family member:

- With mental or physical illness, injury or other health condition;
- Who needs medical diagnosis, care or treatment of a mental or physical illness, injury or other health condition;
- To take a family member to medical, dental or other care provider appointments;
- Who needs preventative medical or health care;
- Whose school or place of care has been closed due to weather or other public emergency;
- When it has been determined by health authority or a health care professional that the presence of the family member of the employee in the community would jeopardize the health of others because of the exposure of the family member of the employee to a communicable disease, whether or not the family member has actually contracted the communicable disease;
- Absence due to domestic abuse, sexual assault or stalking of the employee's family member provided the absence is to:

- Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking;
- Obtain services from a victim services organization;
- Obtain psychological or other counseling;
- Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault or stalking; or
- Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking.

For ESST purposes, "family member" includes an employee's:

- Spouse or registered domestic partner;
- Child, foster child, adult child, legal ward, child for whom the employee is legal guardian, or child to whom the employee stands or stood in loco parentis;
- Sibling, step sibling or foster sibling;
- Biological, adoptive or foster parent, stepparent or a person who stood in loco parentis when the employee was a minor child;
- Grandchild, foster grandchild, or step grandchild;
- Grandparent or step grandparent;
- A child of a sibling of the employee;
- A sibling of the parent of the employee;
- A child-in-law or sibling-in-law;
- Any of the above family members of a spouse or registered domestic partner;
- Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship; or
- Up to one individual annually designated by the employee

For use of ESST, the employee will:

- Communicate with their immediate supervisor or the Town Board, as soon as possible after the scheduled start of the work day, for every day absent;
- Keep their immediate supervisor or the Town Board informed of the status of the needed leave;
- After three consecutive days of ESST, submit a physician's statement or other supporting documentation upon request. If the employee or employee's family member did not receive services from a health care professional, or if documentation cannot be obtained from a health care professional in a reasonable time or without added expense, then reasonable documentation may include a written statement from the employee indicating that the employee is using, or used, ESST for a qualifying purpose. The Town will not require an employee to disclose details related to domestic abuse, sexual assault, or stalking or the details of the employee's or the employee's family member's medical condition.
- For ESST arising out of domestic abuse, sexual assault or stalking, the Town will accept a court record or documentation signed by a volunteer or employee

of a victims services organization, an attorney, a police officer, or an antiviolence counselor as reasonable documentation. If documentation cannot be obtained in a reasonable time or without added expense, then reasonable documentation for the purposes of this paragraph may include a written statement from the employee indicating that the employee is using or used earned sick and safe time for a qualifying purpose related to domestic abuse, sexual assault or stalking.

Employees must use ESST prior to using paid vacation, or compensatory time and prior to an unpaid leave of absence during a medical leave.

After accrued sick leave or ESST has been exhausted, vacation leave may be used upon approval of the Town Board, to the extent the employee is entitled to such leave.

ESST cannot be transferred from one employee to another.

Any employee who makes a false claim for ESST will be subject to discipline up to and including termination.

Documentation for Use of ESST. After an absence, the Town may require an employee to provide a physician's statement or other medical documentation on the employee's first day back to work attesting to the employee's ability to return to work and safely perform the essential functions of the job with or without reasonable accommodation. Any work restrictions must be stated clearly on the return-to-work form. Employees who have been asked to provide such a statement may not be allowed to return to work until they comply with this provision. The Town has the right to obtain a second medical opinion to determine the validity of an employee's workers' compensation claim, or to obtain information related to restrictions or an employee's ability to work. The Town will arrange and pay for an appropriate medical evaluation when it is required by the Town.

Retaliation Prohibited. The Town shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting ESST rights, requesting an ESST absence, or pursuing remedies. The use of ESST will not be factored into any attendance point system the Town may use. Additionally, it is unlawful to report or threaten to report a person or a family member's immigration status for exercising a right under the ESST law.

Benefits and Return to Work Protections. During an employee's use of ESST, an employee will continue to receive any insurance contribution by the Town as if they were working, and the employee will be responsible for any share of their insurance premiums. An employee returning from time off using accrued ESST is entitled to return to their Town employment at the same rate of pay received when their leave began, plus any automatic pay adjustments that may have occurred during the employee's time off. Any seniority during ESST absences will continue to accrue as if the employee has been continually employed.

9. Other Permitted Leaves. An employee shall be granted leave with pay for:

    - Service upon a court jury.
    - Appearance before a court, legislative committee or other judicial or quasi-judicial body as a witness in an action involving a federal government, State of Minnesota, or a political subdivision thereof, in response to a subpoena or other direction by proper authority.

    Leave of Absence for a death shall be according to the following schedule:

    - 5 working days for spouse or child of an employee;
    - 3 working days for a mother, father, grandchild, mother-in-law, father-in-law, sister, brother; and
    - 1 working day for a sister in law, brother-in-law, or a grandparent of either an employee or the spouse of an employee.

10. Pregnancy and Parenting Leave under State Law. All employees are entitled to take an unpaid leave of absence under the Pregnancy and Parenting Leave Act of Minnesota. Female employees, for prenatal or incapaTown due to pregnancy, childbirth, or related health conditions, as well as a biological or adoptive parent in conjunction with after the birth or adoption of a child, are eligible for up to 12 weeks of unpaid leave. The leave must begin within 12 months of the birth or adoption of a child. A request for parental leave must be made ninety (90) days in advance of the first day of parental leave. The leave must begin not more than 12 months after the birth or adoption, unless the child remains in the hospital longer than the mother, then the leave must not begin more than 12 months after the child leaves the hospital. No PTO or other benefits shall accrue during the leave period. The employee shall be eligible for group health insurance benefits during the leave but will be responsible for any costs of insurance premiums. Employees are entitled to return to work in the same position and at the same rate of pay the employee was receiving prior to commencement of the leave. If the employee has any FMLA eligibility remaining, the leave will also count as FMLA leave. The two leaves will run concurrently until eligibility for either expires.

11. Adoptive Parents. Adoptive parents will be given the same opportunities for leave as biological parents (see provisions for Parenting Leave). The leave must be for the purpose of arranging the child's placement or caring for the child after placement. Such leave must begin before or at the time of the child's placement in the adoptive home.

12. Pregnancy Accommodations. In accordance with law and upon request of an employee, the Town will attempt to provide the following reasonable accommodations for health conditions related to pregnancy or childbirth:

    - More frequent or longer restroom, food, and water breaks;
    - Seating; and/or
    - Limits on lifting over 20 pounds.

Additionally, the Town will provide reasonable accommodations, including, but not limited to, temporary leaves of absence, modification in work schedule or job assignments, seating, more frequent or longer break periods and limits to heavy lifting to an employee for health conditions related to pregnancy or childbirth upon request, with the advice of a licensed health care provider or certified doula, unless the Town demonstrates the accommodation would impose an undue hardship on the Town's operations. In accordance with state law, no employee is required to take a leave of absence for a pregnancy nor accept a pregnancy accommodation.

The Town shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting reasonable accommodations pregnancy rights or remedies.

13. Reasonable Work Time for Nursing Mothers. In accordance with law, the Town will provide reasonable paid break time for any female employee who needs to express breast milk for her infant child. The break time must, if possible, run concurrently with any break time already provided to the employee. The Town will provide a clean, private, and secure room (other than a bathroom or toilet stall), in as close proximity to the employee's work area as possible, that is shielded from view and free from intrusion from coworkers and the public and includes access to an electrical outlet, where the employee can express her milk in private.

14. Military Leave. Employees who are in the service in the armed forces of the State or of the United States shall be entitled to leaves of absence with or without pay consistent with all applicable state and federal laws.

    a. Military Leave for Family Members. The Town will not discharge from employment or take adverse employment action against an employee because an immediate family member is in the military forces of the United States or Minnesota. Nor will the Town discharge from employment or take adverse employment action against an employee because they attend departure or homecoming ceremonies for deploying or returning personnel, family training or readiness events or events held as part of official military reintegration programs. Employees may substitute paid leave if they choose to do so.

       Unless the leave would unduly disrupt the operations of the Town, employees whose immediate family member, as a member of the United States armed forces has been ordered into active service in support of a war or other national emergency, will be granted an unpaid leave of absence, not to exceed one day's duration in any calendar year, to attend a send-off or homecoming ceremony for the mobilized service member.

    b. Military Leave for Family Member Injured or Killed in Active Service. Employees will be granted up to ten (10) working days of unpaid leave whose immediate family member (defined as a person's parent, child, grandparents, siblings or spouse) is a

member of the United States armed forces who has been injured or killed while engaged in active service. The ten (10) days may be reduced if an employee elects to use appropriate accrued paid leave.

15. Bone Marrow/Organ Donor Leave (Minnesota Statutes, section 181.945 and 181.9456). Employees who average 20 or more hours per week may take paid leave, not to exceed 40 hours, and subject to verification, to undergo medical procedures to donate bone marrow or for the purpose of donating organs. The 40 hours is over and above the amount of accrued time the employee has earned. The Town may require a physician's verification of the purpose and length of the leave requested to donate bone marrow or an organ. If there is a medical determination that the employee does not qualify as a bone marrow or organ donor, the paid leave of absence granted to the employee prior to that medical determination is not forfeited. The Town will not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting bone marrow donation or organ donation leave rights or remedies.

16. School Conference and Activity Leave (Minnesota Statutes, section 181.9412). All employees may take unpaid leave up to 16 hours per year to attend school conferences or classroom activities related to the employee's child, provided the conference or activity cannot be scheduled during non-work hours. When the leave cannot be scheduled during non-work hours and the need for the leave is foreseeable, the employee must provide reasonable prior notice of the leave and make a reasonable effort to schedule the leave so as not to disrupt unduly the operations of the Town. Employees may choose to use vacation leave hours for this absence but are not required to do so.

17. Time Off for Elections. An employee selected to serve as an election judge pursuant to Minnesota law, will be allowed time off with pay for purposes of serving as an election judge, provided the employee gives the Town at least twenty days written notice, including a certification from the appointing authority stating the hourly compensation to be paid the employee for service as an election judge and the hours during which the employee will serve. The Town may reduce the wages of an employee serving as an election judge by the amount paid to the election judge by the appointing authority during the time the employee was absent from the place of employment. Employees will be paid the difference between their pay as an election judge and their regular rate of pay for their normal workday.

    The Town reserves the right to restrict the number of employees absent from work for the purpose of serving as an election judge to no more than 20 percent of the total work force at any single worksite.

    All employees eligible to vote at a State general election, at an election to fill a vacancy in the office of United States Senator or Representative, or in a Presidential primary, will be allowed time off with pay to vote on the election day. Employees wanting to take advantage of such leave are required to work with their supervisors to avoid coverage issues. Employees may be absent from work for the time necessary to vote, including being absent during the time allowed for voting in person before election day.

18. Victim or Witness Leave. The Town will allow a victim or witness, who is subpoenaed or requested by the prosecutor to attend court for the purpose of giving testimony to attend criminal proceedings related to the victim's case. Additionally, a victim of a violent crime, as well as the victim's spouse or immediate family member (immediate family member includes parent, spouse, child or sibling of the employee) may have reasonable time off from work to attend criminal proceedings related to the victim's case. An employee must give 48 hours advance notice to the Town of their need to be absent unless it is impracticable, or an emergency prevents them from doing so. The Town may request verification that supports the employee's reason for being absent from the workplace.

B. Family and Medical Leave Act

1. Family and/or Medical Leave. Regular part-time and regular full-time employees who have been employed for 12 months or more and who worked at least 1,250 hours during the 12-month period prior to requesting the leave may be granted up to twelve (12) weeks of unpaid family and/or medical leave in a 12-month period under the provisions of the federal Family and Medical Leave Act (FMLA). FMLA leave may be granted for the following reasons:

    - The birth of the employee's child, and to care for the newborn child;
    - The placement of a child with the employee for adoption or foster care;
    - To care for the employee's spouse, child, or parent who has a serious health condition;
    - To care for him or herself during a serious health condition which makes the employee unable to perform the functions of his or her position; or
    - Because of a qualifying exigency arising out of the spouse, son, daughter, or parent of the employee who is on active duty or has been notified of an impending call or order to active duty in the Armed Forces

2. FMLA to Care for Injured Servicemember. Regular part-time and regular full-time employees who have been employed for 12 months or more and who worked at least 1,250 hours during the 12-month period prior to requesting the leave may be granted up to 26 weeks of unpaid injured servicemember leave during a single 12-month period. Injured servicemember leave may be granted for the following reasons:

    - To care for the employee's spouse, child, parent, or next of kin who is a member of the Armed Forces (including the National Guard or Reserves) and who, as the result of serious injury or illness or injury incurred or aggravated during military service, is undergoing medical treatment, recuperation, or therapy, or who is otherwise in outpatient status or on the temporary disability retired list due to that serious illness or injury.
    - To care for the employee's spouse, child, parent, or next of kin who is a veteran who, as a result of serious injury incurred or aggravated during military service, is undergoing medical treatment, recuperation, or therapy, and who was a member of the Armed Forces (including the National Guard or Reserves) at any time during the 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

3. Relationship with Parenting Leave. If requested FMLA leave also qualifies as parenting leave (Section 27), and the employee has parenting leave eligibility remaining at the time his or her FMLA leave commences, this leave will also count as parenting leave. The two leaves will run concurrently until eligibility for either leave expires.

4. Accrued Leave. The Town requires that the employee use all their accumulated paid leave, as part of the 12-week FMLA leave, Parenting Leave, or 26-week injured servicemember leave, in the following order: compensatory leave, floating holiday/personal days followed by the employee's choice of sick and vacation or a combination of both. An employee may not go on unpaid FMLA leave if any paid leave is available.

5. Unpaid Leave. If paid leave is exhausted, employees will be granted unpaid leave for the balance of the remaining FMLA leave period. During an unpaid leave, employees will not accrue or receive vacation, sick or holiday leave or pay. Seniority does not accrue during any period of unpaid leave (except as allowed when the leave is also covered by workers' compensation or is also covered as leave for military duty). Seniority accrued prior to commencement of an unpaid leave will not be lost.

6. Health Insurance. During an FMLA leave, the employee's health insurance will continue to be paid as if the employee were working. The Town's obligation to maintain health insurance ceases if the employee's premium payment is more than thirty (30) days late, provided that the Town has given the employee written notice that the payment has not been received. Such written notice must be given at least fifteen (15) days before coverage will cease.

   If the employee pays his or her share of the premium during the leave but does not return to work after the leave, the Town may require repayment of its share of the medical premium, unless the reason the employee does not return to work is due to (1) the continuation, recurrence, or onset of a serious health condition which would entitle the employee to FMLA leave or (2) other circumstances beyond the employee's control (e.g., spouse is transferred to job more than 75 miles from employee's work site).

7. Medical Certification. If an employee seeks FMLA leave for his or her own serious health condition or the health condition of a family member, the employee must submit a medical certification from a health care provider on a form supplied by the Town. In its discretion, the Town may require periodic re-certification of the medical condition or may require a second-opinion medical certification (at the Town's expense).

8. Certification. An employee seeking to utilize FMLA leave as a military caregiver or for a qualifying exigency may be required to submit a certification on the form provided by the Town.

9. Intermittent Leave or Reduced Leave Schedule. In the case of the employee's own serious health condition, the serious health condition of the employee's parent, son, or daughter, or the serious injury or illness of a covered servicemember, the employee may take leave intermittently or on a reduced leave schedule, where medically necessary. Leave due to a qualifying exigency may also be taken on an intermittent or reduced leave schedule basis.

The Town may require an employee who needs foreseeable intermittent leave or leave on a reduced schedule for planned medical treatment to transfer temporarily to an alternative position, with equivalent pay and benefits, for which the employee is qualified, and which better accommodates recurring periods of leave than does the employee's regular position.

10. Notice. If the need for leave is foreseeable, the employee must provide at least 30 days written notice of their intention to take such leave. If 30 days' notice is not practicable nor foreseeable, the employee must provide notice as soon as possible.

11. Return to Work. The employee is entitled, at the end of a covered FMLA leave, to be restored to the same position that they held before their leave or to an equivalent position with equivalent pay, benefits, and other terms and conditions of employment.

C. Employee Education, Licensure, and Business Expenses

1. Participation in Training and Conferences. The Town promotes employee education as an essential, ongoing function needed to maintain and improve cost effective quality service to residents. The Town will pay for the costs of an employee's participation in training and attendance at professional conferences, provided that such training or attendance is approved in-advance by the Town Board. A request for such payment shall be made in writing to the Town Board as described below.

2. Professional Licensure, Memberships, and Dues. The purpose of professional licensure and memberships to various professional organizations must be directly related to the betterment of the services of the Town. The Town will pay for the costs of an employee's licensure and membership dues, provided that such licensure or membership is approved in-advance by the Town Board. A request for such payment shall be made in writing to the Town Board as described below.

3. Business Expense Reimbursement. It is the Policy of the Town to reimburse employees for general business expenses incurred in the performance of duties as a Town employee, including those related to training, conferences, professional licensures, and memberships. Within budgetary limitations and in accordance with applicable state law, the Town Board is authorized to make reimbursement for expenses which meet the requirements of this Policy. Employee requests for reimbursement shall be submitted within 60 days of the expense being paid or incurred. Employee requests for reimbursements submitted later than 60 days may become taxable compensation and appropriate withholdings will be withheld by the Town. Receipts are required for each item for all reimbursement requests.

D. Town Employee Policies

1. Mutual Respect Policy. Mutual respect, consideration, and courtesy are traditional at The Town and are expected of every member of its staff. All staff members of the Town have the right to pursue their careers without fear of intimidation or harassment. An individual who experiences harassment is asked to report it to their supervisor, the Town Board, or the Town Attorney. Supervisors are required to report such incidents immediately when brought

to their attention. Complaints will be investigated and appropriate corrective action will be taken.

2. Harassment Policy. the Town is committed to providing a work environment that is free of discrimination. Harassment based upon a person's race, color, religion, sex, gender, national origin, age, disability, or sexual preference is unlawful. In keeping with this commitment, the Town strictly prohibits unlawful harassment in any form, including verbal, physical, and visual harassment. If an employee believes they have been harassed by a co-worker, supervisor, or agent of the Town, they should report any incidents of harassment to their supervisor, the Town Board, or the Town Attorney. The supervisor, Town Board, or Town Board, whichever applicable, will promptly investigate all such claims and take appropriate corrective action. No employee who reports possible harassment will be retaliated against in any way. Retaliation of any type shall also be categorized as harassment. Confidentiality when investigating a claim cannot be guaranteed.

3. Sexual Harassment Policy.

   a. General. The Town is committed to creating and maintaining a public service workplace free of harassment and discrimination. Such harassment is a violation of Title VII of the Civil Rights Act of 1964, the Minnesota Human Rights Act, and other related employment laws. In keeping with this commitment, the Town maintains a strict Policy prohibiting unlawful harassment, including sexual harassment. This Policy prohibits harassment in any form, including verbal and physical harassment. This Policy statement is intended to make all employees, volunteers, members of boards and commissions, and elected officials sensitive to the matter of sexual harassment, to express the Town's strong disapproval of unlawful sexual harassment, to advise employees, volunteers, members of boards and commissions, and elected officials against this behavior and to inform them of their rights and obligations. The most effective way to address any sexual harassment issue is to bring it to the attention of the Town Board.

   b. Applicability. Maintaining a work environment free from harassment is a shared responsibility. This Policy is applicable to all Town employees, volunteers, members of boards and commissions, the Town Board Chair and Town Board supervisors. This Policy applies both in the workplace and at Town-sponsored social events.

   c. Definitions. To provide persons to whom this Policy is applicable with a better understanding of what constitutes sexual harassment, the following definitions, based on Minnesota Statutes, section 363A.02, subdivision 43, are provided.

      Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature, when:

      - Submitting to the conduct is made either explicitly or implicitly a term or condition of an individual's employment; or

- Submitting to or rejecting the conduct is used as the basis for an employment decision affecting an individual's employment; or
- Such conduct has the purpose or result of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Sexual harassment specifically includes, but is not limited to the following:

- Unwelcome or unwanted sexual advances, including stalking, patting, pinching, brushing up against, hugging, cornering, kissing, fondling or any other similar physical contact considered unacceptable by another individual.
- Verbal or written abuse, kidding, or comments that are sexually oriented and considered unacceptable by another individual. This includes comments about an individual's body or appearance where such comments go beyond mere courtesy, telling "dirty jokes" or any other tasteless, sexually oriented comments, innuendos or actions that offend others. The harassment Policy applies to social media posts, tweets, etc., that are about or may be seen by employees, customers, etc.
- Requests or demands for sexual favors, including subtle or obvious expectations, pressures, or requests for any type of sexual favor, along with an implied or specific promise of favorable treatment (or negative consequence) concerning one's current or future job.

d. Expectations. The Town recognizes the need to educate its employees, volunteers, and officials on the subject of sexual harassment and stands committed to providing information and training. All Town employees, volunteers, and officials are expected to treat each other and the general public with respect and assist in fostering an environment free from offensive behavior or harassment. Violations of this Policy may result in discipline, including possible termination. Each situation will be evaluated on a case-by-case basis.

e. Reporting and Responding to Sexual Harassment. A person who feels they have been a victim of sexual harassment, or persons who are aware of such harassment, should immediately report their concerns to any of the following a supervisor, the Town Board, or the Town Attorney. If there is a concern about the possibility of violence, the person should also use their discretion to call 911. In addition to notifying one of the above persons and stating the nature of the harassment, the person is also encouraged to take the following steps if they feel safe and comfortable doing so:

- Communicate to the harasser the conduct is unwelcome. Professionally, but firmly, the person should tell whoever is engaging in the disrespectful behavior how they feel about the person's actions and request the person to stop the behavior because they feel intimidated, offended, or uncomfortable. If practical, the person should bring a witness along for this discussion.
- In some situations, such as with an offender from the public, it is preferable for the person to avoid one-on-one interactions. The person should talk to their supervisor, the Town Board, or the Town Attorney about available options to ensure there are others available to help with transactions with an offender.

- To reiterate, it's important that the person notify their supervisor, the Town Board, or the Town Attorney of their concerns. These people are responsible for documenting the issues and for giving the complainant a status report on the matter. If, after a reasonable length of time, the complainant believes inadequate action is being taken to resolve their complaint or concern, the next step is to report the incident to the Town Attorney.

f. Reporting. The Town urges any conduct which is viewed as offensive be reported immediately to allow for corrective action to be taken. The Town is obligated to prevent and correct unlawful harassment in a manner which does not abridge the rights of the accused. To accomplish this task, the cooperation of all employees is required. In the case of a harassment complaint by an employee, an employee's supervisor must report the allegations promptly to the Town Board or the Town Attorney. A supervisor or the Town Board must act upon such a report even if requested otherwise by the victim.

The Town will take action to correct any and all reported harassment to the extent evidence is available to verify the alleged harassment and any related retaliation. All allegations will be investigated. Strict confidentiality is not possible in all cases of harassment as the accused has the right to answer charges made against them; particularly if discipline is a possible outcome. Reasonable efforts will be made to respect the confidentiality of the individuals involved, to the extent possible.

The Town is not voluntarily engaging in a dispute resolution process within the meaning of Minnesota Statutes, section 363A.28, subdivision 3(b) by adopting and enforcing this workplace Policy. The filing of a complaint under this Policy and any subsequent investigation does not suspend the one-year statute of limitations period under the Minnesota Human Rights Act for bringing a civil action or for filing a charge with the Commissioner of the Department of Human Rights.

g. Special Reporting Requirements. When an employee's supervisor or a Town Board supervisor is the alleged harasser, a report must be made to the Town Attorney. The Town Attorney will assume the responsibility for investigation with the Town Board. If a Town Board supervisor is the alleged harasser, the report will be made to the Town Attorney who will undertake the necessary investigation. If a Town Board supervisor is the victim of harassment, the Town Attorney will be consulted as to the appropriate course of action. The Town Attorney will report their findings to the Town Board as necessary, which will take the action it deems appropriate.

h. Retaliation. The Town will not tolerate retaliation or intimidation directed towards anyone who makes a complaint of employment discrimination or harassment, who serves as a witness or participates in an investigation, or who is exercising their rights, including when requesting religious or disability accommodation. Retaliation is broader than discrimination and includes, but is not limited to, any form of intimidation, reprisal, or harassment. While each situation is very fact dependent, generally speaking retaliation can include a denial of a promotion, job benefits, or

refusal to hire, discipline, negative performance evaluations, or transfers to less prestigious or desirable work or work locations because an employee has engaged or may engage in activity in furtherance of equal employment opportunity laws.

Retaliation or intimidation may also include threats of reassignment, removal of supervisory responsibilities, filing a civil action, deportation, or other action with immigration authorities, disparagement to others or the media and making false report to government authorities because an employee has engaged or may engage in protected activities. Any individual who retaliates against a person who testifies, assists, or participates in an investigation may be subject to disciplinary action up to and including termination.

If an employee feels retaliation or intimidation is occurring, it should be reported immediately to a supervisor, the Town Board, or the Town Attorney. Supervisors who have been approached by employees with claims of retaliation will take the complaint seriously and promptly report the allegations promptly to the Town Board or the Town Attorney, who will decide how to proceed in addressing the complaint.

4. Computer, E-mail, Internet, Network, and Personal Devices Policy. Everything included in this section is subject to the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13. This Policy serves to protect the security and integrity of the Town's electronic communication and information systems by educating employees about appropriate and safe use of available technology resources. Computers and related equipment used by Town employees are property of the Town. The Town reserves the right to inspect, without notice, all data, e-mails, settings or any other aspect of a Town-owned computer or related system, including personal information created or maintained by an employee. The Town Clerk-Treasurer may also distribute information regarding precautions and actions needed to protect Town systems; all employees are responsible for reading and following the guidance and directives in these communications. An employee who violates any aspect of this Policy may be subject to revocation of certain system privileges or disciplinary action up to and including termination.

   a. Personal Use. The Town recognizes that some personal use of Town-owned computers and related equipment has and will continue to occur. However, some controls are necessary to protect the Town's equipment and computer network and to prevent abuse of this privilege. Town employees should adhere to the following guidelines for personal use of Town-owned computers:
      - Only Town employees may use Town-owned computers and related equipment.
      - Family members or friends of employees are not allowed to use Town-owned computers and related equipment.
      - Personal use must take place during non-work hours (e.g., breaks, lunch hour).
      - Reasonable, incidental personal use of Town-owned computers, related equipment, and software (e.g. word processing, spreadsheets, e-mail, Internet, etc.) is allowed but should never preempt or interfere with work use.
      - Employees shall not connect their own peripheral tools or equipment to Town-owned computers and related equipment (e.g., digital cameras, USB drives,

printers, disks or flash drives, etc.), without prior approval from the Town Board.

- Personal files should not be stored on Town-owned computers and related equipment. This also applies to personal media files, including, but not limited to, mp3 files, wav files, movie files, or any other file created by copying a music CD, DVD, or files from the Internet. Exceptions would be recordings for which the Town has created, owns, purchased, or has a license.
- Town-owned computers and related equipment shall not be used for personal business interests, political activities, or other uses deemed by the Town Board to be inconsistent with Town activities.

b. Computer Hardware and Software. The Town will provide all computer hardware and software required for an employee to perform their job duties. Requests for new or different computer hardware or software should be made to the Town Board. Employees are responsible for the proper use and care of Town-owned computers, related equipment, and software. Town-owned computers and related equipment should not be exposed to extreme temperatures or humidity. Employees are responsible for notifying the Town's technology consultant about computer problems or odd computer behavior. Employees should err on the side of caution when reporting issues because small problems may indicate a more serious network or computer system issue. Town employees shall not download or install any software on their computers without the prior approval of the Town Board or its designee. The Town reserves the right to remove any unauthorized programs or software, equipment, downloads, or other resources

c. Electronic Mail. The Town provides employees with an e-mail address for work-related use. Some personal use of the Town's e-mail system by employees is allowed, provided that it does not interfere with an employee's normal work and is consistent with all Town policies. Employee e-mails (including personal e-mails) may be considered public data for both e-discovery and information requests and may not be protected by privacy laws. E-mail may also be monitored as directed by the Town Board or its designee and without notice to the employee. The following policies relate to e-mails of both business and personal content:

- Use common sense and focus primarily on using e-mail for Town business.
- Use caution or avoid corresponding by e-mail on confidential communications (e.g., letters of reprimand, correspondence with attorneys, medical information)
- Do not respond to or open e-mail attachments or links from an unknown sender.
- Delete junk or "spam" e-mail without opening it if possible.
- Do not use harassing language or any other remarks that may be considered insensitive, offensive, or derogatory language.
- All e-mails must comply with all Town policies, including, but not limited to, those related to respectful workplace, harassment prevention and workplace violence.
- If an employee needs to access information contained in other Town officials or employees' email accounts (i.e., to respond to data requests, etc.), they must make a request to the Town Board. The Town Board may consult with the

Town Attorney on the need for access in order to obtain the requested information. If the access is approved, the Town Clerk-Treasurer will make the request to the Town's information technology provider to obtain the requested information.

- E-mail that is simple correspondence and not an official record of Town business should be deleted (both from the "Inbox" and the "Deleted" box) as soon as possible and should not be retained by the employee for more than three months.
- E-mail that constitutes an official record of Town business must be kept in accordance with all records retention requirements.

d. Internet. The Town provides Internet access to employees for work on Town business. Employees may use this access for work-related matters in a professional manner. Occasional personal use of the Internet by employees is acceptable, provided that it does not interfere with an employee's normal work and is consistent with all Town policies. Internet use during work hours must be limited to subjects directly related to job duties. Employees may not at any time access inappropriate sites. Some examples of inappropriate sites include, but are not limited to, adult entertainment, sexually explicit material, or material advocating intolerance of other people, races or religions, or in manners that otherwise violate Town policies related to respectful workplace and harassment prevention. This prohibition includes information on social media sites such as Facebook, X (formerly Twitter), blogs, and similar social media sites. If an employee is unsure whether a site may include inappropriate information, the employee should not visit it. If an employee's use of the Internet compromises the integrity of the Town's network, the Town Board may temporarily restrict that employee's access to the Internet. The Town may monitor any employee's use of the Internet for any purpose without prior notice, as deemed appropriate by the Town Board.

e. Passwords. Employees are responsible for maintaining computer passwords and following these guidelines:

- Passwords must be at least eight characters long and include both lower and upper case characters, at least one number and at least one non-alpha-numeric character (e.g., *, &, %, etc.).
- Passwords should not be shared or told to anyone, including other employees.
- Passwords should not be stored in any location on or near the computer or in any mobile device or cell phone.
- Employees must lock their workstations (press Ctrl-Alt-Del keys) if they will be away from their desks or offices for more than five minutes.
- Employees should use caution if they leave equipment unattended because it is generally small and portable.

f. Network Access. Non-Town-owned computer equipment used in the Town's buildings should only use the wireless connection to the Internet and must not be connected to the Town's computer network via a network cable.

g. Personal Devices. Employees may choose to use their own personal computer equipment, mobile devices, and cellular phones to read or compose e-mail or other Town data as governed in this Policy. Employees must understand that by connecting their personal devices to the Town's e-mail server, they may be searched during e-discovery, in response to a data request, or pursuant to court order and agree to grant access to their personal devices should such a situation arise. All data collected, stored, processed, or disseminated by Town employees on their personal devices is owned by the Town is governed by the Data Practices Act.

5. Drug and Alcohol Policy.

a. Use and Possession of Alcohol, Drug(s), and Cannabis Prohibited. Employees are prohibited from the use, possession, transfer, transportation, manufacture, distribution, sale, purchase, solicitation to sell or purchase, or dispensation of alcohol, drugs, or drug paraphernalia while on duty; are on Town premises; while operating any Town equipment; or when performing any Town business, except (1) pursuant to a valid medical prescription used as properly instructed; or (2) the use of over-the-counter drugs used as intended by the manufacturer. The Town also prohibits the use, possession of, impairment by any cannabis or medical cannabis products on the worksite by a person working as an employee at the Town. Having a medical cannabis card, patient registry number, and/or cannabis prescription from a physician does not allow anyone to use, possess, or be impaired by that drug while performing Town duties. The federal government still classifies cannabis as an illegal drug, even though the State of Minnesota has decriminalized its possession and use. There is no acceptable concentration of marijuana metabolites in the blood or urine of an employee who is on one of the Town's worksites. Applicants and employees are still subject to being tested under this Policy. A Town employee is subject to being disciplined, suspended, or terminated after testing positive for cannabis if the employee used, possessed, or was impaired by cannabis, including medical cannabis, while on the premises of the place of employment or during the hours of employment.

b. While Impaired of Alcohol or Drug(s). Employees are prohibited from being under the influence of alcohol, cannabis, or drugs or having a detectable amount of an illegal drug in the blood or urine when reporting for work; while on duty; while being on the Town's premises; or when performing any Town business, except: (1) pursuant to a valid medical prescription used as properly instructed; or (2) the use of over-the-counter drugs used as intended by the manufacturer.

c. Driving While Impaired. A conviction of driving while impaired while conducting Town business, may result in disciplinary action.

d. Criminal Drug Convictions. Any employee convicted of any criminal drug statute must notify their supervisor and the Town Board in writing of such conviction no later than five days after such conviction. Within 30 days after receiving notice from an employee of a drug-related conviction, the Town will take appropriate personnel action against the employee. This action may include disciplinary action,

termination, or a requirement that the employee to satisfactorily participate in a drug abuse assistance or rehabilitation program as an alternative to termination. In the event notice is not provided to the supervisor and the employee is deemed to be incapable of working safely, the employee will not be permitted to work and will be subject to disciplinary action, including dismissal from employment. In accordance with the Federal Drug-Free Workplace Act of 1988, if the Town is receiving federal grants or contracts of over $25,000, the Town will notify the appropriate federal agency of such conviction within 10 days of receiving notice from the employee.

e. Failure to Disclose Lawful Drugs. Employees taking a lawful drug, including prescription and over-the-counter drugs, which may impair their ability to perform their job responsibilities or pose a safety risk to themselves or others, must advise their supervisor of this before beginning work. It is the employee's responsibility to seek out written information from their physician or pharmacist regarding medication and any job performance impairment and relay that information to their supervisor. In the event of such a disclosure, the employee will not be authorized to perform safety-sensitive functions.

6. Credit Card Policy. Employees shall comply with the credit card policy adopted by the Town Board (June 1, 2023) including, but not limited to, obtaining receipts for all Town credit card purchases and that there shall be no personal purchases or charges allowed on a Town credit card. There are no exceptions unless authorized by the Town Board.

7. Prohibiting Firearms at Work Policy. The Town prohibits the possession or use of firearms on Town property, in Town vehicles, or in any personal vehicle which is being used for Town business. The following exceptions to the firearms prohibition are as follows:

a. Employees legally in possession of a firearm for which the employee holds a valid permit, if required, and said firearm is secured within an attended personal vehicle or concealed from view within a locked unattended personal vehicle while that person is working on Town property.
b. A person who is showing or transferring the weapon or firearm to a police officer as part of an investigation.
c. Police officers and employees who are in possession of a firearm in the scope of their official duties.

Denmark Township Employee Policy Handbook Acknowledgment

I have received and read the above policies. I have had an opportunity to ask any questions. I understand that my failure to follow these policies may result in disciplinary action including revocation of employment privileges or termination.

_____
Employee Signature

_____
Print Employee Name

_____
Date