



Employee Handbook

TOWN OF CUMBERLAND, RHODE ISLAND

EFFECTIVE JANUARY 1, 2020

Please Note: This Employee Handbook is prepared to provide information and guidance for Town of Cumberland employees. The Town reserves the right to revise, supplement, or rescind any policies or portions of this Handbook as it deems appropriate in its sole and absolute discretion without warning.

Nothing in this Handbook is a contract or a promise.

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I. Introduction

The Town of Cumberland is committed to providing and promoting high quality services for our residents, visitors, and future generations, and working together to make Cumberland a better place to live, work, and play.

Town departments and employees are vital to our ability to carry out these goals. Town employees' have daily exposure to public scrutiny, comment, and criticism which requires employees to be mindful of how their conduct and appearance may reflect on the Town. Although the amount of public exposure may be limited for your position, you have a vital role in presenting the Town in a favorable light. You may be the first point of contact when the Town provides services to the public or responds to citizen inquiries and/or requests. Thus, you have a unique responsibility to make a positive impression with the citizens of our community.

Being an employee of the Town of Cumberland puts you in a unique position of trust. Therefore, it is important that you fully understand the emphasis the Town places on maintaining the public's trust in the Town and its employees. The Town expects that you will conduct yourself, personally and professionally, in a manner that will help maintain that trust.

This Handbook was created to provide guidelines to aid all employees of the Town of Cumberland in understanding policies, procedures and benefits that relate to their employment with the Town. It contains general statements of Town policy and should not be read as including the fine details of each policy, nor as forming an express or implied contract or promise that the policies discussed in it will be applied in all cases. The Town may add to these guidelines or revoke or modify them from time to time. The Town will try to keep these guidelines current, but there may be times when a policy will change before this material can be revised, published and communicated. The most up to date version of this Handbook can always be found on the Human Resources page of the Town's Website.

Notice: This handbook generally applies to all employees. However, in some instances based on negotiated effective dates found in collective bargaining agreements employees may be entitled to benefits that are not contained in this Handbook. The Human Resources Department is available to answer any questions regarding all human resources issues including benefits eligibility questions.

II. Purpose of Employee Handbook

This Employee Handbook contains many of the policies and procedures you are expected to follow as an employee of the Town of Cumberland. The Town has developed this Handbook to provide general information to its employees regarding topics that commonly arise during a person's employment. This Handbook is not meant to include all the many policies that may apply to you in your specific role with the Town.

This Handbook should be viewed as serving two important purposes: first, the handbook sets forth the Town's expectations for you as an employee; second, the handbook is meant to educate you on what you

can expect from the Town in your employment relationship. The overall intent is to assure fair, equitable, and open relations between you and the Town.

The Town expects its employees, when dealing with the public during the course of their employment, to respond to the public as the situation would dictate in a manner which will uphold the public image and traditions of the Town. Through this cooperative and collaborative relationship between all employees, the reputation and traditions of the Town for providing quality services will continue to be achieved. This Handbook is not an employment contract nor is it intended to be construed as such. It does not guarantee any rights to employees, but instead serves as a valuable resource document for employees of the Town.

Unless otherwise prohibited by law, final interpretation and implementation of the policies contained in this Handbook is vested solely with the Town of Cumberland through the Mayor. The Handbook is subject to change at any time and will be reviewed and revised periodically.

Human Resources policies clarify the behavior expected of you. These policies do not, however, contain all the procedures and regulations which may be applicable to a position with the Town of Cumberland. More detailed Departmental regulations may be adopted which are not inconsistent with these policies.

It is your responsibility to read and understand these policies. It is also your responsibility to ask questions regarding portions of the Handbook or other policies and collective bargaining agreements that are applicable to your position in the Town that you do not understand.

To the extent this Handbook conflicts with specific language in applicable collective bargaining agreements covering certain employees, the specific language of the collective bargaining agreement shall control over the language of the Handbook when required.

III. Employee Handbook Revisions

The Town of Cumberland retains the right to revise, supplement, or rescind any provisions of this Employee Handbook at any time, in its sole and absolute discretion, without notice. Nothing in this Handbook is a contract or promise. This handbook will be reviewed, amended if applicable, and approved by the Town Council at least once every three (3) years from the date of implementation.

IV. Employment At-Will

Your employment with the Town of Cumberland is at-will unless covered by one of the following collective bargaining agreements: Cumberland Town Employees Union, International Brotherhood of Police Officers, or International Association of Fire Fighters. At-will employment means that you are free to quit at any time for any reason, just as your employment by the Town can be terminated at any time for any reason, with or without notice and with or without cause. Employers cannot terminate an

employee if doing so would result in a breach of an employment contract, in retaliation, or based on discrimination.

Nothing in this handbook creates any express or implied contract of employment. A employment contract is only valid if: (1) the terms are in writing; (2) the document is labeled "Employment Contract," (3) the document states the term of employment; and (4) the document is signed by the Mayor and approved by a vote of the Town Council.

V. Employment

A. Employment Status

1. Full-time Employees: Full-time employees work a regular schedule of at least thirty (30) hours each week, on average for a calendar month, unless otherwise provided herein.
2. Part-time Employees: Part-time employees work less than thirty (30) hours per week on average for a calendar month. Part-time employees are not eligible for benefits offered by the Town.
3. 75-Day Rule Employees: Retired state and municipal workers may be employed by the Town of Cumberland for up to seventy-five (75) working days or one hundred fifty (150) half days per calendar year. A half-day is up to four (4) hours per day. If an employee exceeds seventy-five (75) working days or one hundred fifty (150) half days, an applicable pension may be jeopardized.
4. Executive Staff: Any non-union affiliated employee is considered to be Executive Staff and must be appointed by the Mayor and approved by Town Council. His/her employment runs concurrently with the Mayor's term of office. The position must be created by the Cumberland Town Charter or by the Cumberland Code of Ordinances. Executive Staff may have an employment contract only if allowed by Charter.
 - i. Exempt: With few exceptions, to be exempt an employee must (a) be paid at least \$35,568 per year (\$648 per week), and (b) be paid on a salary basis, and also (c) perform exempt job duties. Job duties are exempt executive job duties if the employee (a) regularly supervises two or more other employees, and also (b) has management as the primary duty of the position, and also (c) has some genuine input into the job status of other employees (such as hiring, firing, promotions, or assignments). Most employees must meet all three "tests" to be exempt. The following Town employees are considered exempt under the Fair Labor Standards Act:
 - Mayor
 - Chief of Staff
 - Community Outreach Coordinator
 - Town Solicitor

- Director of Finance
- Deputy Director of Finance
- Director of Human Resource
- Director of Mayor’s Office of Children, Youth & Learning (OCYL)
- Program Coordinator OCYL
- Director of Parks and Recreation
- Director of Planning and Community Development
- Town Planner
- Chief of Police
- Deputy Chief of Police
- Director of Public Works
- Emergency Management Services Chief
- Director of the Senior Center
- Tax Assessor
- Deputy Tax Assessor
- Town Clerk
- Deputy Town Clerk
- Water Superintendent
- Assistant Water Superintendent
- Animal Control Officer

ii. Non-exempt: Non-exempt employees can be paid hourly or on a salary basis, but are entitled to overtime payment when they work more than forty (40) hours in any given week. The following Town Employees are considered non-exempt under the Fair Labor Standards Act:

- Building Official
- Building Inspector
- Zoning Clerk
- Electrical Inspector
- Plumbing Inspector
- Accounting Supervisor
- Accountant
- Assistant Engineer
- Zoning Inspector/Recycling Coordinator
- Administrative Assistant to the Water Superintendent
- Confidential Secretary to the Chief of Police
- Senior Services Social Director
- Senior Food Services
- Legal Assistant
- Municipal Court Clerk
- Probate Court Clerk
- Human Resources Clerk

5. Union Affiliated: Employees belonging to any one of the following collective bargaining units: Cumberland Town Employees Union (CTEU), International Brotherhood of Police Officers Cumberland Local 640 (IBPO), or International Association of Fire Fighters (IAFF) are considered Union Affiliated.
6. Temporary/Seasonal: Temporary/seasonal staff are individuals needed for a short-term situation, e.g. covering for employees on medical leave or extended leave; seasonal employees associated with the Recreation Department, per diem paramedics, and part-time teaching staff. Temporary positions are not eligible for any benefits. Temporary positions are recommended by the Director and approved by the Mayor provided that the position is funded within the budget.

B. Proof of Work Eligibility

Federal law requires employers to verify the identity and employment eligibility of all persons hired to work in the United States. Accordingly, Section 1 of Form I-9 must be completed on or before an employee's first working day and new employees will be required to fully complete the I-9 verification process and produce the appropriate documentation within three (3) business days of starting work. All offers of employment are contingent upon a candidate's fulfillment of this requirement and a failure to do so will result in immediate termination. The Director of Human Resources will provide new employees with the I-9 form and information as to what documents are needed to prove eligibility to work in the United States.

As an E-Verify employer, the Town of Cumberland will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information regarding each new employee's Form I-9 to confirm work authorization.

C. Pre-employment Screening

All employees will be required to have a Rhode Island background check (BCI) performed at the employee's expense once a provisional offer of employment has been extended. Your employment with the Town of Cumberland is contingent upon a report which demonstrates that there are no disqualifying events. Potential employees who have not lived in the State of Rhode Island for more than five (5) years shall be required to have a National Background Check.

All employees holding a Commercial Driver's License (CDL) as a condition of employment with the Town of Cumberland will undergo an initial drug test and other health exams as deemed necessary. In addition, random drug screens are performed at the Town's expense.

All employees provided with access to a Town of Cumberland vehicle may undergo random drug and alcohol screens performed at the Town's expense.

An employee's medical information is kept separate from other employee information and maintained confidentially.

D. Nepotism

The Town of Cumberland will not refuse to hire someone simply because he or she is related to one of our current employees.

However, if employing a relative has the potential to create a conflict of interest that individual will not be employed. Individuals in the same immediate family may not be employed or continue to be employed if one directly or indirectly supervises another or interacts with another in the handling of money or compensation.

For purposes of this policy, immediate family is defined as spouse, parent, child, grandparent, grandchild, sibling, aunt, uncle, cousin, parent-in-law, grandparent-in-law, brother-in-law and sister-in-law. The immediate family is also considered to include stepparents, stepchildren, stepbrothers and stepsisters. Unrelated employees residing together or otherwise engaged in a close personal relationship (such as domestic partner, cohabitant, or significant other) are treated as being within the immediate family of each other for the purposes of the nepotism policy.

If employees become related by marriage and create a situation prohibited by this policy, one of the employees may be transferred to another position so as not to conflict with this policy.

Situations not specifically addressed in this policy that, in the Town's opinion, create a conflict of interest or give the appearance of a conflict of interest, will be handled at the Town's discretion.

Exceptions to this policy can be made by the Mayor with the approval of the Town Council.

This policy shall not apply to those employees who were employed and supervised by immediate family prior to the implementation date of this Handbook.

E. Approval by Town Council

This Handbook is controlling regarding executive staff benefits and compensation. Any agreement not consistent with the provision herein are required to be approved by Town Council. Verbal agreements are not binding and shall not be honored.

VI. General Policies

A. Equal Employment Opportunity

The Town of Cumberland provides equal opportunity to all applicants for employment and administers hiring, conditions and privileges of employment, compensation, training, promotions, transfer and discipline without discrimination because of gender, race, color, age, national origin, religion, disability, genetic information, marital status, sexual orientation, gender identity/reassignment, citizenship, pregnancy or maternity, veteran status, or any other status protected by applicable federal, state, or local law.

The Town also prohibits retaliation against employees who report discrimination. Any employee who believes that he/she has been discriminated against in violation of this policy should report the matter to the Director of Human Resources.

B. Harassment Will Not Be Tolerated

The Town of Cumberland will not tolerate harassment in the workplace as it undermines workplace morale and our commitment to treat each other and the public with dignity and respect.

1. Harassment: Harassment is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward an individual because of their inclusion in a protected class or the determination that their relatives, friends, or associates are members of the protected class. In addition, it is our desire to provide a working environment in which employees are free from discomfort or pressure resulting from jokes, ridicule, slurs, threats, and harassment either relating to such discrimination or simply resulting from a lack of consideration for a fellow human being.
2. Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitute sexual harassment when: submission to the conduct is an explicit or implicit term or condition of employment; or submission to or rejection of the conduct is used as the basis for an employment decision; or the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented kidding or teasing, practical jokes, jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, "put-downs" or condescending or derisive comments or terms based on gender, and physical conduct, such as patting, pinching or inappropriate brushing against another person. This policy prohibits such conduct regardless of the gender of the perpetrator or victim. Disputes sometimes arise as to whether conduct was "welcome" or "unwelcome." Conduct that would violate this policy if it were unwelcome violates the policy if anyone complains of it.

3. Complaint Procedure and Investigation: If you believe this policy has been violated by anyone with whom you come in contact during the course of your employment, regardless of whether it is by a fellow worker, a supervisor, or a member of the general public, you should report the incident(s). You may do this by contacting the Director of Human Resources. The comfort level of the employee is a priority to the Town of Cumberland.

We encourage you to come forward with complaints: the sooner we learn about the problem, the sooner we can take steps to resolve it. The Town of Cumberland will not retaliate, or allow retaliation, against anyone who complains of harassment, assists in a harassment investigation, or files an administrative charge or lawsuit alleging harassment.

Harassment allegations will be investigated, and the investigatory process may vary from case to case. The investigation is conducted as confidentially as possible consistent with the effective handling of the complaint and the goals of this policy. All employees have a responsibility both to cooperate fully with the investigation and to keep the matter confidential, whether the employee is the accused person, the complaining one, or merely a witness. Persons who are interviewed should not discuss the matter with co-workers, friends, or management. This does not mean, however, that employees may not complain to civil rights agencies.

Supervisors and managers who become aware of harassment should immediately report this information to the Director of Human Resource.

Below are the addresses and telephone numbers for the appropriate state and federal employment discrimination enforcement agencies:

Rhode Island Commission for Human Rights
180 Westminster Street
Suite 201
Providence, RI 02903
Telephone: (401) 222-2662.

United States Equal Employment Opportunity Commission
John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203
Telephone: (800) 669-4000.

4. Discipline: Complaints will be investigated quickly. Those who are found to have violated this policy will be subject to appropriate disciplinary action, up to and including immediate termination. If a Town employee is found to have violated this policy and is reprimanded but not terminated on the first offense, the employee is warned that any future violation of this policy may result in immediate termination.

C. Drug-Free Workplace

The Town of Cumberland is committed to protecting the safety, health, and wellbeing of all employees and other individuals in our workplace. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment for the sake of the general public. This policy recognizes that employee involvement with alcohol and other drugs can be very disruptive, adversely affect the quality of work and performance of employee, pose serious health risks to users and others, and have a negative impact on productivity and morale.

The Town of Cumberland has no intention of interfering with the private lives of its employees unless involvement with alcohol and other drugs off the job affects the job performance of the employee or public safety. As a condition of employment, the Town of Cumberland requires that employees adhere to a strict policy regarding the use and possession of drugs and alcohol. The Town of Cumberland encourages employees to voluntarily seek help with drug and alcohol problems.

1. Covered Employees: This drug-free workplace policy applies to any employee, full-time, part-time or temporary, who is acting within the scope of his or her employment and any individual, including, but not limited to, employees, contractors, volunteers, interns, applicants, and elected and appointed officials who are conducting business in or on Town property.
2. Prohibited Behavior: It is a violation of the drug-free workplace policy, for any individual covered by this policy, to use, possess, sell, trade, and/or offer for sale illegal drugs or intoxicants at any time or place. It is also a violation of this policy to use, possess or be under the influence of alcohol while acting within the scope of employment, or while conducting business in or on Town property.

Prescription and over-the-counter drugs are not prohibited when taken in standard dosage and/or according to a physician's prescription. Any employee taking prescribed or over-the-counter medications will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with safe performance of his/her job. If the use of a medication could compromise the safety of the employee, fellow employees or the public, it is the employee's responsibility to use appropriate personnel procedures (e.g., use accrued time, request an FMLA leave, request change of duty, notify supervisor, and/or notify the Director of Human Resources) to avoid unsafe workplace practices.

The illegal or unauthorized use of prescription drugs is prohibited. It is a violation of our drug-free workplace policy to intentionally misuse and/or abuse prescription medications. Appropriate disciplinary action will be taken if job performance deterioration and/or other accidents occur.

3. Notification of Convictions: Any employee who is convicted of a criminal drug violation in the workplace must notify the Town of Cumberland in writing within five (5) calendar days

of the conviction. The Town of Cumberland will take appropriate action within thirty (30) days of notification. Federal contracting agencies will be notified when appropriate.

4. Discipline: One of the goals of our drug-free workplace program, is to encourage employees to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, the consequences are serious. In the case of an applicant, if he or she violates the drug-free workplace policy, the offer of employment can be withdrawn, and the applicant may be directed not to reapply. If an employee violates the policy, he or she will be subject to progressive disciplinary action up to and including termination and may be required to enter rehabilitation. An employee required to enter rehabilitation, who fails to successfully complete it and/or repeatedly violates the policy will be terminated from employment. Nothing in this policy prohibits the employee from being disciplined or discharged for other violations and/or performance problems.
5. Return to Work Agreement: Following a violation of the drug-free workplace policy, an employee may be offered an opportunity to participate in rehabilitation. In such cases, the employee must sign and abide by the terms set forth in a return-to-work agreement as a condition of continued employment.
6. Assistance: The Town of Cumberland recognizes that alcohol and drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. To support our employees, our drug-free workplace policy:
 - i. Encourages employees to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem.
 - ii. Offers all employees and their family assistance with alcohol and drug problems through the Employee Assistance Program (EAP).
 - iii. Allows the use of accrued paid leave while seeking treatment for alcohol and other drug problems.
 - iv. Treatment for alcoholism and/or other drug use disorders may be covered by the employee benefit plan. However, the ultimate financial responsibility for recommended treatment belongs to the employee.
7. Confidentiality: All information received by the Town of Cumberland through the drug-free workplace program is a confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.
8. Shared Responsibility: A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. Both employees and management have important roles to play. No employee shall report to work or be subject to duty while their ability to perform job duties is impaired due to on- or off-duty use of alcohol or other drugs. In addition, employees are encouraged to:

- • Be concerned about working in a safe environment.
- • Support fellow workers in seeking help.
- • Use the employee assistance program.
- • Report dangerous behavior to their supervisor.

i. It is the supervisor's responsibility to:

- Inform employees of the drug-free workplace policy.
- Observe employee performance.
- Investigate reports of dangerous practices.
- Document negative changes and problems in performance.
- Refer employees to the employee assistance program.
- Clearly state consequences of policy violations.

ii. Communicating our drug-free workplace policy to both supervisors and employees is critical to our success. To ensure all employees are aware of their role in supporting our drug-free workplace program:

- All employees will receive a written copy of the policy.
- The policy and assistance programs will be reviewed at safety meetings.
- Employee education about the dangers of alcohol and drug use and the availability of help will be provided to all employees.
- Every supervisor will receive training to help him/her recognize and manage employees with alcohol and other drug problems.

D. Smoke-Free Workplace

In accordance with the Public Health and Workplace Safety Act of the Rhode Island General Laws, the “Smoke-Free Workplace Policy” is in effect for all town-owned buildings or other facilities that are considered public workspaces or sites of operations for staff or visitors.

1. Smoking is prohibited in town-owned buildings, enclosed facilities, or other workplaces of employment or assembly. The latter includes the use of tobacco products, electronic cigarettes or other forms of vaping for smoking purposes.
2. Enclosed facilities shall also include town-owned vehicles, including passenger cars, trucks, construction equipment, or other enclosed vehicle or equipment requiring an operator.
3. Further, smoking outside is not allowed within fifty (50) feet of any entrances or windows of a town-owned building or other facility.
4. It is further understood that “No Smoking” is prohibited near gasoline containers, pumps, or other fuel storage facilities, or while dispensing gasoline fuel at any location. This directive also includes the carrying of lit tobacco products while working with combustible fuels or other flammable materials.

E. Conflicts of Interest

The Town of Cumberland does not allow employees to engage in any activities or relationships that create either an actual conflict of interest or the potential for a conflict of interest. Although every activity or relationship that would create either an actual or potential conflict of interest cannot be listed, examples of activities that violate this policy include the following:

1. Working for a vendor as a part-time employee, full-time employee, consultant, or independent contractor, or in any other capacity;
2. Owning an interest in a vendor, or anyone else who seeks to do business with the Town;
3. Using the resources of this Town for personal gain; and
4. Using your position in this Town for personal gain.

Employees who violate this policy face disciplinary action, up to and including termination.

F. Cash Handling Policy

It is the goal of the Town of Cumberland to have all monies received by the Town promptly submitted to the Finance Department for deposit or promptly deposited into a Town depository bank account.

1. Timely Deposits

Town Hall Departments should submit all cash and checks to the Finance department daily. A receipt should be retained by the submitting department from the Finance department.

All offsite departments should submit all cash and checks to the Finance Department within three (3) business days. Any amounts over Two Thousand Dollars (\$2,000.00) should be made the next business day. A receipt should be retained by the submitting department from the Finance department.

2. Recording of Cash Receipt Transactions

Departments should promptly record cash receipt transactions on a department log.

Pre-numbered remittance advices and mail logs should be used to document over-the-counter collections and cash received through the mail. The use of mechanical receipting devices such as cash registers or computer software, which accomplish the same purpose as pre-numbered remittance advices, is acceptable.

Cash should be maintained in a safe or other locked storage device until deposited. Frequent cash drops from a register to a vault should be made in order to avoid a large amount of cash in the public's view. All amounts over Five Thousand Dollars (\$5,000.00) in cash should be transferred as soon as possible to a safe.

A copy of all logs and/or receipts should be transmitted to the Finance Department along with the deposit.

3. Counterfeit Currency

All authorized cash handling personnel are responsible for exercising reasonable care in screening cash transactions for counterfeit currency. Use counterfeit detecting pens on any suspect bills.

If a questionable bill is presented, the possessor of this bill should report to the Finance Department where they will be directed to take the suspected bill to a bank.

If you receive a counterfeit bill, contact the Cumberland Police Department and provide as much information on the passer's identity as possible without causing harm to yourself.

For more information about recognizing counterfeit currency, please visit www.moneyfactory.gov

4. Procedure of Check Receipts

All checks should be made payable to the Town of Cumberland unless they are paying a separate billing system, for example - Cumberland Water or Sewer.

Do not accept stale-dated or post-dated checks.

Do not accept foreign checks.

Written amount and numerical amount should agree. If the check is presented and there is a conflict between the "written amount" and the "numeric amount", the written amount is considered the legal and controlling value. If that value does not satisfy the payment of the transaction intended, the original check owner should be notified of the balance remaining. With bank automation "the numeric amount" is more routinely processed so the Town's bank recommends that the check is returned to the presenter for correction before depositing.

All checks presented in person should have an address, phone number, and license number listed on the check.

All checks must have the payer's signature.

Upon receipt, all checks should be stamped with restrictive endorsement "For deposit only, Town of Cumberland"

Under no circumstances should any employee alter any check. Any modifications to a check can only be made by the account owner. If it is determined that an employee altered a check for any reason, it may be grounds or discipline up to and including suspension and/or termination.

5. Department Log

All checks/cash should be listed on the departments receipt log. In the case of a separate log for each program run by the department the log should include the participant name, a contact number for the participant, the check number (if paid by check), and the amount received.

All receipt logs should include the date of receipts, the total cash, the total checks and the grand total of the deposit. All logs should identify the revenue line item that should be credited. If it's a new revenue source, please contact the Finance Department for the account coding. The preparer of the deposit should initial the log when submitting the receipts to the Finance Department.

6. Deposit Policy

At day's end, or as expeditiously as possible, receipts should be balanced to the log or automated system report and sent to the Finance Department for deposit. The Tax Collection department prepares their own deposits and forwards the deposit batch reports along with a copy of the deposit slip including the batch name, the employee's initials and the initials of a "proofing" employee if time permits for "proofing".

The Finance Director (or designee) will be responsible for depositing cash received by the Finance/Collection Department to the proper bank depository account daily. Local sites that deposit funds directly to the Town bank depository accounts shall submit detailed supporting documentation to the Finance department within twenty four (24) hours of each deposit.

During transport of monies, prudent measures shall be taken to assure that funds are adequately safeguarded.

Under no circumstances should disbursements be made from cash receipts. Cash receipts should be accounted for in detail and reconciled against the corresponding source journal. No checks are to be cashed from the cash receipt currency originally collected. Refunds of cash for checks are not permissible. Such refunds or returns must be processed through the town's cash disbursement system with normal disbursement oversight and control.

7. Guidelines in the Event of a Robbery

The following guidelines are provided to help ensure staff safety and minimize loss to the Town. Unnecessary risks should never be taken.

Cooperate with the robber. Avoid any confrontation and facilitate a rapid departure.

Stay as calm as possible. Take no risks. Try not to panic or show any signs of anger or confusion.

Make a mental note of any descriptive features or distinguishing marks on the robber, such as his/her clothing, hair, eye color, scars, tattoos, etc. Touch nothing in the areas where robbers were and note specific objects touched by robbers.

If it is safe to observe, the direction the robber took should be determined. If possible, observe color and make of vehicle and plate # of vehicle leaving the scene.

Call 911 to alert Cumberland Police as soon as it is safe.

The robbery should not be discussed with anyone until the Police arrive.

The employees should remain calm and try to remember the details. Each employee should write the details down while waiting for Police.

G. Gifts and Gratuities

No employee may directly or indirectly solicit, accept, or receive a gift under circumstances in which it could be inferred that the gift was intended to influence him/her in the performance of his/her official duties or was intended as a reward for an official act on his/her part. A gift is defined as any benefit, favor, service, privilege or thing of value that could be interpreted as influencing an employee's impartiality.

This policy is not intended to prohibit the acceptance of items of nominal value that are distributed generally to all employees.

A determination as to whether this policy has been violated is in the Mayor's sole discretion. Employees who violate this policy face disciplinary action, up to and including termination.

H. Dual Office Holding

No paid employee of the Town shall be eligible to hold any elective office in the Town; nor shall any elective official of the Town be eligible for appointment to or for the holding of any position as a paid employee of the Town while serving as such elective official for one (1) year following the expiration of the term for which he or she shall have been elected. For purposes of this section, paid employees of the School Department shall be deemed to be paid employees of the Town.

I. Political Activities

Certain partisan political activities by Town employees is prohibited in order to promote the efficiency and effectiveness of Town government, the avoidance of conflicts of interest, the unreasonable disruption of Town operations, the maintenance of good working relationships, the undivided loyalty of officers and employees, and the integrity of public service.

Nothing contained in this policy shall be construed to restrict the right of an employee to hold membership in, and support, a political party, organization or club, to vote as he or she chooses, to express his or her personal opinions on all political subjects and candidates, to maintain political neutrality and to attend political meetings after working hours. All Town employees are encouraged to vote and participate in the political process.

1. Prohibitions:

- i. An employee may not use, directly or indirectly, working time or Town resources, uniforms or funds for any partisan political purpose. This includes making political speeches, solicitations and distributing political literature at the polls favoring or opposing any candidate for election or nomination to a Town elected office.
- ii. An employee may not use his/her official authority to interfere with or affect the results of an election or nomination for office.
- iii. An employee may not use the person's official authority or influence to coerce the partisan political activity of any person or party.
- iv. An employee may not be obliged to contribute to any political fund or to render any political service, nor shall the person be removed or otherwise prejudiced for refusing to do so.
- v. An employee may not discriminate in favor of or against, any officer or employee because of a political contribution or the refusal to make one.
- vi. No employee who is in a supervisory or management position shall solicit a contribution related to any candidate from any Town employee who is directly supervised by the requesting officer or employee.
- vii. No employee may hold a municipal elective office in the Town of Cumberland to the extent prohibited by law.

Employees who violate this policy face disciplinary action, up to and including termination.

J. Social Networks, Personal Websites and Blogs

Electronic message boards, conversation pages, personal websites, and blogs have become common methods of self-expression. The Town of Cumberland respects the right of employees to use social media during their personal time. Employees may not access social media sites, including but not limited to Facebook, Twitter, Instagram, Snapchat, other than for business use, during working hours.

Employees must understand that material posted on social media may be read by persons other than those for whom it is intended. Employees are cautioned that they are responsible for the content of social media posts they make. Posts that contain obscene or harassing material, that are unlawful, that contain personal attacks on coworkers, that reasonably call into question the employee's judgment, or that reasonably cause concern among the public may result in discipline, up to and including termination from employment. Similarly, conduct that would violate Town policies if done in person also violates Town policy if done through social media. Employees may not disclose confidential information over social media or similar sites.

Employees who post on social media sites and who have identified themselves as a member or employee of the Town on those sites must make it clear that they are expressing their own views and not those of the Town of Cumberland.

As public employees, it is important to understand that speech on or off the job, made pursuant to their official duties, is not protected speech under the First Amendment and may form the basis for discipline, if deemed detrimental to the Town.

Town of Cumberland employees shall not post, transmit or otherwise disseminate any information to which they have access as a result of their employment without written permission from the Mayor.

Any violation of this policy will result in disciplinary action, up to and including termination.

K. Complaint Procedure and Reporting

This policy aims to ensure that all employees involved in a complaint are treated fairly, by providing a straightforward process for dealing with workplace complaints. All complaints will be dealt with as quickly as possible and information will only be shared with parties involved.

Each employee is encouraged to resolve workplace problems informally and in an atmosphere of mutual respect. An employee should bring any work-related problem to the attention of his or her immediate supervisor and/or director as soon as possible so the problem may be resolved. The supervisor and/or director should discuss with the employee those concerns to attempt to resolve the problem in a timely manner.

The following complaint procedure and reporting process should be followed:

1. Contact your supervisor and/or director to discuss your concerns.
2. In the event the complaint cannot be resolved informally with the person involved, contact the Director of Human Resources to lodge a formal complaint in writing. The written complaint must include full details of the alleged incident/s, time, place, who was involved and any other relevant information.
3. The Director of Human Resources will provide a full investigation of the complaint including interviewing the alleged perpetrator, requiring the alleged perpetrator to provide a written response to the allegations, and interviewing potential witnesses as appropriate.
4. Upon completion of his/her investigation of the complaint, the Director of Human Resources will reach a final decision regarding the outcome of the investigation and present his/her findings to the Mayor for a final decision.
5. The decision of the Mayor will be actioned, and the complainant and alleged perpetrator advised of the outcomes. Disciplinary action can include termination.

6. All documentation associated with complaints and investigations of discrimination or harassment will be handled strictly in accordance with the relevant privacy legislation.

VII. Work Hours

A. Scheduled Work Hours

The Town Hall's hours of operation are Monday through Friday from 8:30 A.M. to 4:30 P.M., holidays excepted. Your immediate supervisor will be responsible for setting designated times for breaks and meals. Outside departments may establish different hours based on services provided. Please refer to department head for required hours.

B. Summer Work Hours

The Town Hall observes summer hours beginning the first Monday in July and ending the first Monday after Labor Day. Summer hours are Monday through Friday from 9:00 A.M. to 4:00 P.M. Outside departments may establish different hours based on services provided. Please refer to department head for required hours.

C. Overtime, Compensatory Time and Flextime

All employees, excluding exempt executive staff, shall be entitled to overtime compensation should they work more than forty (40) hours with prior approval from the Director of the Department.

No Town employee, unless allowed under the collective bargaining agreement, shall be entitled to take compensatory time.

Compensatory time, however, should not be confused with "flextime." Flextime allows an employee to schedule their regular working hours in a way that accommodates their personal preferences and family commitments. In certain circumstances, and with prior approval from the Director of the Department, employees may utilize flextime to accommodate a personal circumstance. As a guideline, flextime should be used within ten (10) working days. It is the responsibility of the Director to maintain records regarding flextime earned and taken. Failure to maintain accurate records will result in disciplinary action, up to and including termination.

VIII. Paid Holidays, Paid Time-Off and Leaves of Absence

A. Paid Holidays

Full-time employees shall be entitled to the following holidays when these holidays fall within their standard work week except as otherwise noted. Part-time employees are not entitled to receive compensation for these holidays.

Designated paid holidays are:

1. One-half day on New Year's Eve. [Note: If this day falls on a Saturday, on-half day is observed on the preceding Friday, if the holiday falls on a Sunday, the holiday is not observed.]
2. New Year's Day [Note: If this day falls on a Saturday or a Sunday, the following Monday will be taken as the holiday.]
3. Martin Luther King Day
4. President's Day
5. One-half day on Good Friday
6. Memorial Day
7. July 4th, if the holiday falls on a Saturday or Sunday, the following Monday will be the holiday
8. Victory Day
9. Labor Day
10. Columbus Day
11. Veteran's Day
12. Thanksgiving Day
13. Day after Thanksgiving
14. Election Day in every Election Year
15. One-half day on Christmas Eve [Note: If this day falls on a Saturday, one-half day is observed on the preceding Friday, if the holiday falls on a Sunday, the holiday is not observed.]
16. Christmas Day [Note: If this day falls on a Saturday the preceding Friday shall be taken as the holiday, if the day falls on a Sunday the following Monday shall be taken as the holiday.]

17. Day after Christmas [Note: If this day falls on a Saturday or a Sunday, the following Monday will be taken as the holiday.

B. Paid Time-Off (PTO)

1. Full-time employees: Full-time employees are entitled to receive paid time-off.
2. Part-time employees: Part-time employees are not entitled to receive paid time-off and shall not receive additional compensation to make up for the lack of paid time-off.
3. Union Affiliated Employees Who Become Members of Executive Staff: A union affiliated employee who, prior to becoming a member of the Executive Staff, has unused accumulated sick time and/or vacation time shall be paid out for those accrued benefits pursuant to the applicable collective bargaining agreement prior to their appointment as Executive Staff. His/her accrual for paid time-off as a member of the Executive Staff shall be calculated based on their initial hire date with the Town of Cumberland.

C. Accrual of Paid Time-Off (PTO)

The purpose of Paid Time-Off (PTO) is to provide employees with flexible paid time-off from work that can be used for such needs as vacation, personal or family illness, doctor appointments, school, volunteerism, and other activities of the employee's choice. The Town's goal is to reduce unscheduled absences and the need for supervisory oversight.

ALL PTO begins to accrue on the employee's start date and is prorated for the first year. Paid time-off resets each year on the first of January. Each full-time employee will accrue their allotted PTO benefits in January and can take them in full day or hourly increments.

Beginning January 1, 2020, the accrual of paid time off shall replace the accrual of personal, sick, and vacation days. All employees hired before January 1, 2019 shall be entitled to retain any sick time, up to a maximum of seventy (70) days, accrued through December 31, 2019 to be used in the event of an illness or injury of the employee or an immediate family member.

Employees are permitted to retain up to ten (10) days of paid time off, to be rolled over into the following year. At the end of the first week of January, the employee must notify the Director of Human Resources how to allocate their rolled over paid time-off. Rolled Over PTO can be allocated as follows:

1. The ten (10) days are rolled over into a bank of sick days, up to a maximum of seventy (70) days, to be used in an event of an illness or injury to the employee or an immediate family member; or
2. A maximum of seven (7) days of time can be allocated to PTO and the remainder is to be deemed sick time and rolled over into a bank of sick days, maximum of seventy (70) days,

to be used in an event of an illness or injury to the employee or an immediate family member; and

3. Any PTO rolled over must be used by June 30th of that year or it shall be forfeited by the employee. Accrued rolled over PTO is not compensable at the time of separation from employment and is only to be used during the time of employment.

All Executive Staff shall receive four (4) weeks of paid time-off each year. Once an executive staff member has been employed by the Town for five (5) years, he/she shall accrue five (5) weeks of paid time-off each year thereafter. Following the employee's ten (10) year anniversary, he/she shall be entitled to six (6) weeks of paid time-off.

D. Guidelines for Paid Time-Off Use

Paid Time-Off taken off during summer work hours will be deducted as a full working day or seven (7) hours per day.

Employees must provide four (4) weeks of notice if they intend to use more than five (5) consecutive days of PTO unless an emergency occurs. Paid Time-off shall be approved by the Director of the Department. All Directors shall have their time approved by the Mayor. Employees with seniority shall have preference in setting up their PTO at the discretion of their Department's Director.

In the event the employee leaves the Town of Cumberland and has accrued paid time-off remaining, up to two (2) weeks or seventy (70) hours of paid time-off shall be considered "vacation" time for purposes of separation benefits.

When there is a change of administration, and the employee has been previously notified that they will no longer be employed by the Town of Cumberland following the inauguration of the new administration, the employee shall not be entitled to accrued time-off as of January 1.

E. Inclement Weather

The closing of Town Hall and/or departments at other locations will be announced on the Town's website and/or by email.

In the event the Governor of Rhode Island declares a State of Emergency and requests that non-essential employees remain off the roads, all non-essential employees with the exception of the Superintendent of Public Works, Highway Superintendent, plow drivers and the highway clerk are not required to report to work but shall be required to utilize a day of paid time-off.

If an employee elects not to report to work or leaves work on a day of inclement weather and the Town does not close the office or department, the employee will not be compensated for that time unless he/she elects to use paid time-off.

F. Worker's Compensation Leave

The Town provides workers' compensation insurance for all employees and pays the full cost of this coverage. For you to receive benefits, the injury or illness must arise out of or in the course of your employment with the Town and be approved as qualifying for workers' compensation by the Town's workers' compensation insurer.

In the event of work-related injury or illness, you should seek medical treatment and immediately contact your supervisor and the Director of Human Resource. This notification is required within twenty-four (24) hours of the injury/illness. This is necessary to ensure that any subsequent claim is handled correctly and to comply with legal reporting and record maintenance requirements. Failure to immediately report such injury or illness may result in your claim for workers' compensation benefits being denied by the Town's insurer or the Workers' Compensation Court.

Workers' compensation benefits include partial payment of lost wages and/or payment for required medical treatment. Wage benefits begin three (3) days after disability occurs. The benefit amount is determined by the insurance company, in accordance with state law. If you are not able to work due to your work-related injury or illness, your leave of absence will be a combined workers' compensation/FMLA leave. Your time-off will count toward the leave to which you are entitled under FMLA.

G. Bereavement

Unless specifically provided otherwise by union contract, full-time employees shall be entitled to five (5) consecutive workdays off for the death of their spouse or child, three (3) consecutive work days off for the death of a member of the immediate family. Part-time employees are not entitled to receive compensation for bereavement. The day of the funeral must be one of the three days. Scheduled days off and holidays will not count toward the three (3) consecutive days or the day of the funeral. Leave may also be granted in the case of death of relatives other than the immediate family subject to approval of the Mayor.

H. Jury Duty

If you are called for jury duty, you are entitled to take time-off, as necessary, to fulfill your jury obligations. You must show your jury duty summons to your supervisor and the Director of Human Resources immediately upon receipt. If you are chosen to sit on a jury, you must inform your supervisor and the Director of Human Resources as to how long the trial is expected to last.

I. Family and Medical Leave

It is the policy of the Town to provide eligible employees with leaves of absence in accordance with the provisions of the federal Family and Medical Leave Act of 1993 and the Rhode Island Parental and Family Medical Leave Act.

Employees who have worked for the Town for at least twelve (12) months and who have worked at least one thousand two hundred fifty (1,250) hours in the preceding twelve (12) months, are entitled to up to twelve (12) weeks or thirteen (13) weeks of unpaid leave in any 12-month period.

If an employee expects to be absent due to an illness or injury for more than five (5) consecutive days, they will be required to complete a Certification of Health Care Provider for Employees Serious Health Condition (Form WH-380) and provide appropriate medical documentation.

If eligible, you are entitled to a leave under the FMLA for any of the following reasons:

1. Because of the birth of your child and to care for your newborn child. Leave taken under this subsection must conclude within twelve (12) months of the child's birth. Leave to care for a newborn child may begin prior to the birth of the child if an employee's pregnancy prevents her from working or if the condition of an employee's spouse rises to the level of a serious health condition prior to the child's birth.
2. Because of the placement with you of a child, age seventeen or younger, for adoption or foster care, or of an individual, age eighteen or older, who is incapable of self-care because of a mental or physical disability. Leave taken under this subsection must conclude within twelve (12) months of the actual placement of the individual. Leave taken in connection with the placement of an individual for adoption or foster care may begin prior to actual placement of the individual with the parents if absence from work is required for the placement to proceed.
3. To care for your spouse, child, parent, if such person has a serious health condition.
4. Because your own serious health condition prevents you from performing the essential functions of your position. Under the terms of this policy, a "serious health condition" means an illness, injury, impairment, or physical or mental condition that requires either:
5. Inpatient care in a hospital, hospice, or residential medical care facility; or
6. Continuing treatment by a healthcare provider.

The maximum duration of an unpaid leave of absence under this policy will be thirteen (13) weeks during any twelve (12) month period. The Town uses a "rolling" leave year to calculate your leave entitlement. In other words, the Town determines the amount of your leave entitlement at any given time by looking at how much leave you have taken in the previous twelve (12) months. You are entitled to thirteen (13) weeks minus the amount of leave taken in the previous twelve (12) months. If you have not taken any leave in the previous twelve (12) months, you are entitled to the full thirteen (13) weeks of leave.

FMLA also provides for leave for military service members. Military caregiver leave allows an eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member with a serious injury or illness to take up to a total of twenty six (26) workweeks of unpaid leave during a "single 12-month period" to provide care for the service member. For more information regarding the Military Caregiver Leave for a Current Service Member under the Family and Medical Leave Act please contact the Director of Human Resource.

J. Military Leave

The Town of Cumberland recognizes that the obligation of citizenship may require a period of military duty and anticipates the return of employees to service with the Town upon completion of military duty. The following policy is applied with respect to pay and benefits for all employees involuntarily deployed during military service, The Town of Cumberland will comply with all federal and veterans' reemployment rights and regulations in the implementing of this policy.

Every full-time employee holding a position in any union or administration in the Town of Cumberland with the exception of the school department, who has left or shall leave said position by reason of entering the armed forces of the United States (whether through membership in the reserve of the United States military or naval forces or in Rhode Island National Guard or Naval Reserve, when any of the foregoing units are called to active duty, or by reason of enlistment, induction, commission or otherwise) and who has held a position in the Town of Cumberland for one hundred eighty (180) or more calendar days preceding such entrance into the armed forces, is entitled to and is hereby granted military leave of absence from the said position for said purpose and continuing throughout the duration of the absence required by the continuance of service in the armed forces.

Reenlistment or other continued service in the armed forces resulting from a choice by the employee would serve to cancel such leave.

Notification of military leave will be as timely as permitted. Submission of military orders, along with a completed leave of absence form (available through the human resources department), for periods longer than fifteen (15) days, are required.

Employees covered by this agreement shall receive the difference between his/her straight time hourly pay and that which she/he receives as his/her military base pay.

The Town will continue medical and dental benefits provided that the employee continues to pay his/her so-share during the leave.

Under the Town's employee life insurance plan, coverage will continue for a period of twelve (12) months from the commencement of active military duty. After that point in time, the life insurance coverage will be discontinued and will be reinstated when the employee returns to work. The accidental death and dismemberment portion of the insurance policy terminates

upon commencement of active military duty and is reinstated when the employee returns to work.

G.L. 1956, § 36-5-3, entitled "Retirement or Pension Credit for Period in Military Service," codifies the rights and benefits of those members called into active military service. An employee's leave of absence shall be considered continuous employment for retirement purposes and shall not result in loss of service credits subject to the following two conditions:

1. The employee must have been an employee of the state, a participating municipality, Town or city, or other political subdivision thereof for at least six months prior to entry into the armed forces.
2. The member must again become a member within one year after his/her honorable release from the military.

At the conclusion of such military leave of absence, the employee shall be returned to his/her position or a similar position subject, however, to any law or rule, which may hereafter be enacted affecting such right of return or defining the conditions under which such returns may be made. At the conclusion of each calendar year during such absence, annual leave and sick leave accumulations shall be carried over to the credit of the employee.

The Uniformed Services Employment and Reemployment Rights Act (USERRA) establishes a five-year cumulative total on military service. Employees called to service must apply for reemployment within the time limits as provided by statute. Employees return to active employment at a pay level and status equal to that which they would have attained had they not entered the military service.

K. Communicating Absence

If an employee intends to use accrued paid time-off (PTO) he or she is required to report said absence to their director, as well as the human resource office. Absence records will be kept by the human resource office and shall be available for review by the employee upon request.

IX. Employee Benefits

A. Health and Dental Insurance

Unless specifically provided otherwise by union contract, full-time employees shall be provided health and dental coverage on a co-pay basis for each employee's single or family health and dental care needs, provided they have no other coverage available to them from any other source. The Town shall administer, through Blue Cross Blue Shield of Rhode Island, an IRS qualified high-deductible "Health Savings Account" (HSA) plan (see attached summary of benefits for coverage) with a \$2,000/\$4,000 annual deductible applicable to all covered healthcare services.

The Town shall fully fund each member's HSA deductible account (i.e., with \$2,000 for individual plans and \$4,000 for family plans). Commencing January 1 of each calendar year and on a bi-weekly basis throughout the calendar year, employees who were hired before January 1, 2014 shall "reimburse" the Town for part of his/her deductible account funding through payment of a bi-weekly pretax payroll healthcare contribution payment in an amount equivalent to fifty percent (50%) of the \$2,000 for individual plans and 50% of the \$4,000 for family plans. For those employees hired on or after January 1, 2014, the employee shall be enrolled in the HSA and shall reimburse the Town through bi-weekly pre-tax healthcare contributions in an amount equal to one hundred percent (100%) of the \$2,000 for individual plan and \$4,000 for a family plan.

Should any employee not be eligible to participate in the HSA plan due to any federal law that would prohibit participation, that employee shall be provided alternative health/dental coverage and shall contribute to the Town an amount equal to twenty percent (20%) of the cost of said health/dental coverage not to exceed the sum of two thousand dollars (\$2,000) for an individual plan or four thousand dollars (\$4,000) for a family plan on a bi-weekly basis.

Any employee who otherwise is not eligible to participate in the HSA plan shall be entitled to participate in an IRS "Section 125 Plan" established by the Town including, but not limited to a flexible spending account (FSA).

Any employee who receives an HSA deposit from the Town into his/her account on January 1 of any year and leaves the Town's employ during that calendar year shall be responsible for paying the Town any portion of the HSA deposit not already reimbursed. The Town may deduct any such sums owed it from any monies due to the employee upon separation from employment.

Employees enrolled in an HSA may make tax-free payment contributions to pay for certain out-of-pocket medical expenses. These funds are deposited into a custodial account and can result in actual reduced health-care cost through use of a required high deductible health plan. Any funds deposited and not used by an employee remain in the custodial account through the term of employment and are available to the employee upon termination or retirement.

B. Life Insurance

The Town shall offer life insurance benefits to all full-time employees at no cost to the employee. Employees who retire from the Town of Cumberland shall be entitled to continue the life insurance coverage, if they pay the cost of said insurance.

C. Rhode Island Temporary Disability Insurance

Sometimes an employee suffers an illness or injury outside of the workplace that prevents the employee from working and earning income. If this happens to you, state disability insurance may provide you with a percentage of your salary while you are unable to work. Some employees are eligible for this coverage and pay for it through mandatory state deductions from their paychecks. Other employees must refer to the collective bargaining agreement for the department where you are assigned to see if they are eligible.

Employees who are out on temporary disability leave will also be responsible for payment of their portions of insurance premiums. The Town of Cumberland reserves the right to discontinue insurance benefit coverage for non-payment of premiums.

To find out more about Rhode Island Temporary Disability Insurance, contact the Director of Human Resources.

D. Pension and Retirement

Pursuant to Rhode Island General Law §45-21-8, all full-time employees must participate in the Employee Retirement System of Rhode Island, provided that the employee is not receiving any pension or retirement allowance from any other pension or retirement system supported wholly or in part by a participating municipality, and is not a contributor to any other pension or retirement system of a participating municipality.

Full-time employees may also elect to defer a portion of their pay into a deferred compensation plan (457B) or its equivalent. All contributions made to the deferred compensation plan will not be matched by the Town and the Town is not permitted to make any employee contributions to any such plan.

Employees who are presently receiving benefits from the Municipal Employees' Retirement System (MERS) at the time of his/her employment with the Town of Cumberland shall be entitled to suspend their pension benefits or work no more than seventy five (75) days per year for the duration of his or her employment with the Town.

X. Pay Policies

A. Payroll Dates and Deductions

Effective January 1, 2019, on the day new employees are paid they are one week in arrears. Individuals hired prior to January 1, 2019 are paid one week in advance. Unless otherwise covered by contract, employees will be paid biweekly.

The Town is required to make certain deductions – Federal Income Tax, Federal Social Security, Medicare Tax and State Income Tax. Employees may contact the Payroll Department to complete the proper forms to update W-4 information, set up direct deposit, or change any voluntary deductions to their pay. To ensure that your W-2 is accurate and received on time, please report any name or address changes in a timely manner to the Director of Human Resources.

B. Reimbursable Expenses

Any employee that plans to purchase anything for Town use where the total reimbursement is less than two hundred fifty (250.00) dollars, should receive a verbal or written authorization from their Department Director before incurring the expense.

Employees and/or Directors requesting or authorizing over two hundred fifty (250) dollars should first get authorization in writing from the Mayor.

Contact your director or the Finance Department for the Employee Reimbursement Form. Complete the form and attach the appropriate invoice or receipt. Give the documentation to the Department Director for his/her signature. Reimbursement for purchases over two hundred fifty (250) dollars will need the approval and signature of the Mayor.

Employees are required to submit claims for reimbursement within sixty (60) days from the end of the month in which the claimed expense were incurred. This requirement is in accordance with IRS Publication 15 (Circular E) -Accountable Plans. Failure to submit claims within 60 days will result in the reimbursement treated if authorized as taxable income.

Allow seven (7) to ten (10) business days for payment.

Conference and seminar attendees are strongly encouraged to pay their fees in advance to obtain any early registration discounts and to allow time to have the cost paid directly via the Town's regular accounts payable process.

1. Allowed Reimbursable Expenses: Generally, allowed reimbursable expenses are those that employees must incur as a result of completing their normally assigned duties and responsibilities for the Town, including conferences, meetings and seminars, and shall be conducted in the most reasonable, cost- efficient manner possible.

Such expenses may include meeting refreshments, postage, copying, auto mileage, conference registration fees, airplane tickets, food and beverages while at professional meetings, parking charges, tolls, valet services, customary tips, taxi charges, rental cars, internet connection fees or similar incidental expenses or miscellaneous departmental expenses.

Reimbursements should be made only for charges reasonably needed for the conduct of Town business and not for the purpose of personal convenience.

All purchases made in which employees and/or Directors seek reimbursement from the Town must follow the purchasing guidelines of the Town.

2. Procedures to Request Reimbursement: An original itemized receipt, invoice or bill is required to process a reimbursement request. The invoice or receipt must state a minimum of the following:
 - i. The provider of the service or goods
 - ii. Dates of service and/or invoice date
 - iii. Itemized list of what was purchased
 - iv. Itemized amount of what is owed
3. When a Credit Card Payment is Being Reimbursed:
 - i. If the receipt displays the last 4 digits of the card used, then a legible copy of the credit card showing the name and matching 4 digits is required.
 - ii. If the receipt does not display the credit card number, then submit a copy of the credit card statement showing the charge to be reimbursed.
 - iii. The Town can only reimburse the individual that can be proven to have actually incurred the expense, i.e., the individual associated with the charge card used.
 - iv. If it is not clear from the receipt/ invoice documentation who actually paid the bill, then additional documentation, such as a charge card statement, will be required.
4. When a Receipt is Not Available or Not Itemized:
 - i. Non-itemized receipts will be reimbursed at the maximum allowable amount of twenty-five (25) dollars by the Internal Revenue Service, if authorized.
 - ii. Reimbursements which are not validated with a receipt will be paid only if deemed reasonable and authorized by both the Mayor and Finance Director.
 - iii. It is recognized that in rare circumstances it may not always be possible to obtain such a receipt, e.g., a "FastPass" toll. In that case, the timing, reasonableness and setting of the requested reimbursement will be considered.

5. Prohibited Expenses:

- i. Reimbursements for gratuities shall not exceed 20%.
- ii. Liquor is not a reimbursable expense under any circumstances.
- iii. Expenses that are not business related or are deemed inappropriate by a Department Director or the Finance Director or his or her designee will be disallowed.
- iv. The Town cannot legally, and will not, reimburse or pay sales tax. It can, however, pay meals and hotel/motel excise taxes.

C. Wage Garnishments

A wage garnishment is an order from a court or a government agency directing us to withhold a certain amount of money from an employee's paycheck and send it to a person or agency. Wages can be garnished to pay child support, spousal support or alimony, tax debts, outstanding student loans, or money owed because of a judgment in a civil lawsuit.

Federal and state laws require us to report basic information about new employees, including your name, address, and Social Security number, to a state agency called the State Directory of New Hires. The state collects this information to enforce child support orders. If the state determines that you owe child support, it will send us an order requiring us to withhold money from your paycheck to pay your child support obligations.

Please note that we are legally required to comply with these orders. If you dispute or have concerns about the amount of a garnishment, you must contact the court or agency that issued the order.

XI. Use of Town Property

A. Town Vehicles

It is the responsibility as an employee to protect and conserve Town of Cumberland owned or leased vehicles and to use them only for authorized purposes. You are misusing a Town vehicle when you use it for personal benefit as opposed to using it for the benefit of the Town.

The authorized use of a Town vehicle includes travel to and from:

- Town of Cumberland authorized programs.
- Emergency situations and major disasters threatening loss of life or property.

You must immediately report any accidents, mechanical problems, or other problems to the Department Director or Mayor.

You may not use Town vehicles while under the influence of drugs or alcohol or while otherwise impaired. Anyone with access to a Town car may be subject to random drug and/or alcohol testing. If an individual fails a random drug or alcohol test he/she shall be subject to immediate termination.

You may not text while behind the wheel of a Town vehicle.

You must have a valid driver's license, and we expect that you will drive in a safe and courteous manner. If you receive any tickets for parking violations or moving violations, you are responsible for any defense and/or cost of the violation including payment of the fine, and such violations may forfeit your right to use a Town vehicle.

1. Permanently Assigned Town Vehicles with 24-hour Access

The Town of Cumberland may provide a town vehicle for authorized purposes to the following positions:

Building Official/Minimum Housing	Director of Public Works
Building Inspector	Highway Superintendent
Chief of Emergency Medical Services	Highway Senior Foreman
Chief of Police	Sewer Superintendent
Deputy Chief of Police	Water Superintendent
Mayor	Water: Senior Foreman
Emergency Medical Services On Call Responders	

2. Access to a Town Car on a Day-to-Day Basis

The Town of Cumberland may provide a town vehicle during working hours, unless approved by the Mayor or department head, for authorized purposes to the following positions:

Animal Control Officer	Highway Department
Assistant Engineer	Senior Center Drivers
Building Inspector	Maintenance Staff
Chief of Staff	Police Department
Director of Recreation/Seniors	Water Department
EMS Staff	Zoning Inspector

The use of a Town of Cumberland passenger vehicle to transport an employee between his/her residence and place of employment is prohibited except when:

- i. It is the interest of the Town that an employee's travel start from the employee's residence rather than place of employment and written authorization to start travel from the employee's residence is secured by the Mayor (the vehicle may be temporarily stored at the employee's residence at the conclusion of a trip if approved under the same conditions); or
- ii. Used by employees engaged in field work, the character of which makes such transportation necessary and the approval of which (on an individual or group basis) has been approved by the Mayor.

Authorized employees must sign out Town cars with their Department Director prior to use and are responsible for the cleanliness of the vehicle.

Please remove any trash or personal items when you are finished using the vehicle.

In limited situations, an employee may be authorized to take a town vehicle home at the end of business hours on a regular basis. Under most circumstances, employees will complete an Office of Vehicle Management Overnight Request form approved by the Department Director.

Town vehicles are to be used within the Town of Cumberland limits only, and are not allowed to leave the Town without prior approval by your department director. Vehicles used for public safety and public works are allowed to leave the Town limits in accordance with established rules and regulations.

Violating this policy in any way may result in disciplinary action, up to and including termination.

B. Commercial Driver License (CDL)

[insert new Trust policy - PENDING]

C. Town Cell Phones

The Town of Cumberland provides a cell phone to use for Town of Cumberland business to the following positions:

Highway: Acting Superintendent/Senior Foreman
Water: Pump Station Operator
Water: Senior Foreman

It is responsibility as an employee to protect and conserve Town of Cumberland owned or leased property and to use them only for authorized purposes. You are misusing town property when you use it for personal benefit as opposed to using it for the benefit of the Town.

D. Return of Town Property

When your employment with the Town ends, we expect you to return all Town of Cumberland property—and to return it clean and in good repair. This includes all manuals and guides, documents, phones, computers, equipment, keys, and tools. We reserve the right to take any lawful action to recover or protect our property.

E. Cell Phone/Mileage Stipends

The following positions are eligible for monthly or annual stipends to offset the cost of personal cell phones used for Town of Cumberland business. A monthly stipend will be included in the employee's paycheck.

Assistant Engineer	Electrical Inspector
Building Inspector	Finance Director
Chief of Emergency Medical Services	Highway Senior Foreman
Chief of Police	Mayor
Chief of Staff	Maintenance Employees
Community Outreach Coordinator	Planning and Community Development Director
Deputy Tax Assessor	Plumbing/Mechanical Inspectors
Director of Human Resources	Police Captains, Assigned Detectives
Director of Public Works	Senior Services Social Director
Director of Recreation/Senior Services	Sewer Superintendent
Deputy Police Chief	Tax Assessor
Deputy of OCYL	Town Clerk
Water Superintendent	Town Solicitor
	Zoning Inspector/Recycling Coordinator

The following positions are eligible for stipends to offset the cost of personal vehicles used for Town of Cumberland business. The stipend, calculated using the standard mileage rates set by the federal government, will be paid monthly in the employee's paycheck.

Building Inspector
Electrical Inspector
Tax Assessor

Planning and Community Development Director
Plumbing and Building Inspectors
Deputy Tax Assessor

XII. Workplace Behavior

A. Performance

All employees of the Town of Cumberland contribute to the success of our town. As public servants, we expect everyone to perform to the highest level possible. Poor job performance can lead to disciplinary action, up to and including termination. We encourage you to discuss your job performance and goals with your supervisor on a regular basis to obtain feedback.

B. Punctuality and Attendance

You are important to the effective operation of the Town. As a result, we expect you to keep regular attendance, to be on time and ready to work at the beginning of each scheduled workday, and to work the scheduled hours for the workday.

Employees who are in violation of this policy will face disciplinary action, up to and including termination.

C. Employee Appearance and Dress

The public judges the quality of Town service by the courtesy and efficiency shown by its employees. Because of this, appearance and conduct are important factors in the job performance of employees. All employees have an obligation to appear at work clean and neat. Whether in the office or on field assignments, appearance should be such that it inspires confidence and trust.

All employees are expected to exercise discretion and good taste in a matter of dress. Inappropriate attire will be brought to the attention of the employee by the department director. Cleanliness and good grooming is expected of all personnel.

D. Personal Cellular Telephone Use

Personal telephone calls and texting should be limited both in time and nature so as not to interfere with your responsibilities. They should be confined to emergencies. If you must

schedule an appointment or attend to some other personal matter by phone, such personal business should be conducted during lunch or during a break.

E. Town Telephones

Personal long-distance phone calls are not to be made utilizing Town phones.

A voicemail system has been installed for efficiency and to better serve the public. From time to time, especially when you are on vacation, business trips and leaves of absence, your supervisor or another employee may listen to your voicemail messages to better serve our customers and other business needs. You should not expect messages left on your voice mail to be private.

F. Outside Employment

The Town expects an employee's work for the Town to take precedence over any outside employment engaged in by an employee. Should the Town, in its sole discretion, determine that the outside employment interferes with or is otherwise incompatible with employment for the Town, the employee may be asked to choose between the two positions. Employees may not engage in any private business or activity while on Town work time or at Town workplaces.

G. Internet Use

During working hours, Internet access is for official Town business only. Employees may access the Internet for personal use during lunch and breaks only in accordance with the other terms of this policy.

The following use is absolutely forbidden:

1. To visit websites that feature pornography, gambling, or violent images, or are otherwise inappropriate in the workplace or illegal;
2. To operate an outside business, solicit money for personal purposes, or to otherwise act for personal financial gain, this includes running online auctions;
3. To download software, articles, or other printed materials in violation of copyright laws;
4. To download any software program without the express consent of the IT Department; or
5. To read, open, or download any file from the Internet without first screening that file for viruses using the Town's virus detection software.

H. Work Document Storage

Employees are required to store and save all work-related documents, databases, spreadsheets, etc. in the appropriate folder located on the Town of Cumberland's server. All information stored on the server is protected with automatic backups and file retention. In the event an employee stores documents, on their desktop computer, they are responsible for information lost due to an issue with the employee's desktop computer.

Desktop computers are not to be turned off at the end of the business day. Computers must be left on overnight for automatic updates and other programs to be performed.

Caution must be used when saving documents onto portable storage devices, especially USB drives, as these devices can be the source of virus or security risks. Employees should only use a USB drive that has been purchased and NOT received as a gift or take-away.

Any violation of this policy will result in disciplinary action, up to and including termination.

I. Public Records Retention

The public shall be entitled to access to all records and proceedings of Town government, including but not limited to those of the Town Council, Boards, and Commissions, Departments and Offices, as the same are defined and set forth in State Law pertaining to open records, Title 38, Chapter 2. The types of records to which the public is entitled to access and the times, places and conditions under which such access shall be made available shall be as provided in said Title 38, Chapter 2, and as the same may be amended from time to time.

A public record is a document filed with or kept by a city, county, state or federal government agency in the ordinary course of business that is viewable by the public. In compliance with Rhode Island state laws, no public official may mutilate, destroy, sell, loan, or otherwise dispose of any public record without the consent of the public records administration program of the Rhode Island Secretary of State.

Any violation of this policy will result in disciplinary action, up to and including termination.

XIII. Health and Safety

A. Safety Policy

The Town of Cumberland is committed to providing a safe and healthy work environment. To provide a safe workplace for everyone, every employee must follow all environmental, safety and health rules:

1. Horseplay, rough-housing, and other physical acts that may endanger employees or cause accidents are prohibited.
2. Employees must follow all regulations to ensure compliance with federal, state, and local standards.
3. All equipment and machinery must be used properly. All guards and other safety devices must always be used. Do not use equipment for other than its intended purpose. Never remove or tamper with a safety guard.
4. All employees must immediately report any workplace condition that they believe to be unsafe to their supervisor.
5. All employees must immediately report any workplace injury or illness to their supervisor and the human resources director.

B. What to do in an Emergency

In case of an emergency, such as a fire, accident, or storm, your priority is your own safety. In the event of emergency causing serious injuries, IMMEDIATELY DIAL 9-1-1 to alert police and rescue workers of the situation. Then notify, if one is nearby, a trained responder and the Director of Human Resources.

If you hear a fire alarm or in case of an emergency that requires evacuation, please proceed quickly and calmly to the fire exits. Remember that every second counts. Don't return to the workplace to retrieve personal belongings or work-related items. Upon exiting the building, head towards the location previously identified as the evacuation marshalling area so all employees can be accounted for. The marshalling area for Town Hall is the parking lot across the street from Town Hall near Blackstone Valley Prep.

The Town of Cumberland keeps emergency response supplies available for use by trained CPR/First Aid Responders. Fire extinguishers are found throughout the facilities in clearly marked locations.

C. Violence is Prohibited

We do not tolerate violence in the workplace. Violence includes physical altercations, coercion, pushing or shoving, horseplay, intimidation, stalking, and threats of violence. Any comments about violence will be taken seriously—and may result in termination.

Any person who makes threats, exhibits threatening behavior, or engages in violent acts on Town property may be removed from the premises pending the outcome of an internal investigation. Threats, threatening behavior or other acts of violence executed off Town property but directed at Town employees or individuals with professional relationships with the Town (e.g., employees of companies providing goods or services to the Town or leasing Town property) is a violation of this policy.

Threats, threatening behaviors, or other acts of violence executed off Town property but directed at members of the public when conducting official Town business are also a violation of this policy. Off-site threats include but are not limited to threats made via the telephone, fax, electronic or conventional mail, or any other communication medium. Finally, egregious threats, threatening behavior or other acts of violence executed off Town property but directed at members of the public are a violation of this policy.

Violations of this policy will lead to disciplinary action that may include termination, arrest, and prosecution.

Weapons are not allowed in our workplace. Weapons include but are not limited to firearms, fixed blade knives, brass knuckles, martial arts equipment, clubs or bats, and explosives. Any employee found with an unauthorized weapon in the workplace will be subject to discipline, up to and including termination.

Employees that are members of the Police Department will follow the Rules and Regulations established specifically for that department.

If you observe an incident or threat of violence that is immediate and serious, inform your supervisor. If you are unable to reach someone immediately, DIAL 9-1-1 and report the incident to the police.

If the incident or threat does not appear to require immediate police intervention, please report it as soon as possible to your supervisor or schedule with your supervisor for a meeting with the director of human resources. All complaints will be investigated, and appropriate action will be taken. You will not face retaliation for making a complaint.

XIV. Employee Privacy

Personal items and personal communications received or stored on Town of Cumberland property are not entitled to a guarantee of privacy. Employees do not have an expectation of privacy when using town equipment or town internet access.

A. Email and Internet Confidentiality

E-mail messages addressed through the Town of Cumberland Microsoft Outlook account are not confidential. The Town reserves the right to intercept, access, review, audit, and disclose all messages created, received, or sent over its computer system for any purpose without the permission of the employee.

All messages composed, sent or received on the Town of Cumberland's computer system and all files downloaded from the Internet are and remain the property of the Town of Cumberland and may not be used to solicit for commercial ventures, religious or political causes, outside organizations, or conduct any other non-job-related activities.

Internet use is not private. We reserve the right to monitor employee use of the Internet at any time to ensure compliance with this policy. You should not expect that your use of the Internet, including but not limited to the sites you visit, the amount of time you spend online, and the communications you have will be private.

B. Town Cell Phones

Communication conducted using Town of Cumberland supplied cellular phones is not private. The Town has the capacity to examine mobile device usage of individual employees in detail. Even though an item has been "deleted" and the employee cannot retrieve it, this does not mean that the Town cannot do so. It is also possible to generate a report of every call/text made by each user and of how much time was spent in each connection.

XV. Employee Records

A. Personnel File

The Town of Cumberland maintains a personnel file on each employee. The purpose of this file is to allow us to make decisions and take actions that are personally important to you, including notifying your family in case of an emergency, calculating income tax deductions and withholdings, and paying for appropriate insurance coverage. Other items kept in your personnel file include job application, resume, performance appraisals, correspondence, wage or salary increases, warnings, and other employment records. Medical records are kept

separately. The Human Resource Department physically keeps your personnel and medical files and these files are kept confidential.

Employees will have supervised access to their personnel files at reasonable times mutually convenient to the employee and the Town. An employee who wishes to see his or her personnel file should schedule an appointment with the Human Resource Department.

Employees are advised that under state law, the Town may lawfully prohibit access to records of an employee relating to the investigation of a possible criminal offense or records prepared for use in any civil, criminal or grievance proceedings, any letter of reference, recommendations, managerial records that are kept or used only by the employer, confidential reports from previous employers, and managerial planning records.

B. Personal Information Update

To ensure that personnel file information is current, it is necessary for you to notify the Human Resource Department, in writing, whenever changes are made to the following:

1. Your name, mailing address, and phone number,
2. Name(s), number, and birthdates of your dependents,
3. Changes you would like to your beneficiaries (life insurance, retirement income),
4. Number of dependents you are designating for income tax withholding,
5. Marital status,
6. Emergency contact information, and
7. Restrictions on your driver's license.

XVI. Ending Employment

Executive staff appointments run concurrently with the Mayor's term. At the beginning of a new term, the Mayor is required to bring forth his/her appointments to the Town Council for their approval. This typically takes place during January at the first scheduled meeting of the Town Council,

A. Notification/Termination

The following procedure should be followed in resigning from employment with the Town:

1. Submit your resignation in writing to your Department Director.
2. The Town requests that employees give at least two (2) weeks written notice of their intention to resign to their Department Director.

Employees who fail to provide the appropriate written notice, except with good cause as determined solely by the Town, will be ineligible for future employment with the Town.

B. Severance

Full-time Executive Staff hired prior to January 1, 2019, unless specifically provided otherwise by union contract, and who have been continuously employed by the Town for a period of at least eighteen (18) months shall be eligible for severance pay upon separation of his/her employment pursuant to the following formula:

1. One (1) week of severance pay after eighteen (18) months of continuous service, and
2. One (1) additional week of severance pay for every continuous year of employment thereafter, to a maximum of nine (9) weeks.

The calculation for severance begins on the employee's original appointment date to the Executive Staff by the Mayor and approved by Town Council.

An at-will employee will NOT be eligible for severance pay if the employee has been requested by the Mayor to resign under bona fide charges of nonfeasance, misfeasance, or malfeasance in the office. Part-time employees are not eligible for severance pay.

An employee hired after January 1, 2019, who voluntarily separates from employment with the Town of Cumberland for any reason other than retirement is not entitled to severance. A change in administration is not considered to be a voluntary separation.

Severance payments shall be conditioned upon actual and current budget appropriations as approved by the Town Council or from salaries saved and not expended.

All severance payments must be approved by the Mayor and Town Council.

C. Final Paychecks

Employees who separate from employment with the Town of Cumberland will receive their final paycheck on the next regular scheduled pay period. Final paychecks will include all compensation earned but not paid through the date of separation.

D. Continuation of Health Insurance Coverage

The Town of Cumberland offers full-time employees group health insurance coverage as a benefit of employment. If you are no longer eligible for insurance coverage because of a reduction in hours, because you resign, or because you are terminated for reasons other than serious misconduct, you have the right to continue your health insurance coverage under the Consolidated Omnibus Budget Reconciliation Act (COBRA) for up to eighteen (18) months. You will be required to pay the cost of the coverage (working rate to the Town) plus an additional administrative fee of two percent (2%)

Others covered by your insurance (your spouse and children, for example) also have the right to continue coverage if they are no longer eligible for certain reasons. If you and your spouse divorce or legally separate, or if you die while in our employ, your spouse may continue coverage under our group health plan. And once your children lose their dependent status, they may continue their health care as well. In any of these situations, your family members are entitled to up to eighteen (18) months of continued health care. They must pay the cost of this coverage (working rate to the Town) plus an additional administrative fee of two percent (2%).

You will receive an initial notice of your right to continued health insurance coverage when you first become eligible for health insurance. You will then receive an additional notice when, after a qualifying event, you are no longer eligible for this coverage. This second notice (COBRA) will tell you how to choose continuation coverage, what your obligations will be, and how much the insurance will cost.

You must notify us if any of your family members becomes eligible for continued coverage due to divorce, separation, or reaching the age of majority.

E. Letters of Recommendation

When we are contacted by prospective employers seeking information about former employees, we will release the following data only: the position(s) the employee held and the dates the employee worked for the Town.

XVII. ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK

I, the undersigned, have received a copy of the Town of Cumberland Employee Handbook, including all appendices.

I agree that, upon reading this Employee Handbook, I will bring any questions regarding its content, interpretation, or application to the attention of my department's director, the Human Resource Director or the Mayor.

I further understand that all Town of Cumberland employees are hired on an at-will basis, therefore each person's employment is for no specific term. The employer reserves the right to terminate the relationship at any time and nothing in the employee handbook should be construed as a contract or guarantee of continued employment.

Employee's Name (*please print*)

Employee's Signature

Date

Director of Human Resources' Signature and Date: