



Town of Hinesburg
10632 Rte. 116
Hinesburg, VT 05461
www.hinesburg.org
(802) 482-2281

SELECTBOARD AGENDA

June 2, 2021

7:00PM

MEETING WILL BE HELD REMOTELY

Due to closure of Hinesburg Town Hall

Join Zoom Meeting

<https://zoom.us/j/98136859509?pwd=bzlObGduczd4QU93d053RG5iazRSdz09>

Dial by your location

+1 929 205 6099 US (New York)

Meeting ID: 981 3685 9509

Passcode: 865613

Link to meeting on Media Factory: <https://www.mediafactory.org/hinesburg>

You can also view on Comcast Ch.1084

- | | |
|--|--------|
| 1. Meeting Call to Order | 7:00PM |
| 2. Agenda Additions or Deletions | 7:00PM |
| 3. Public Comment | 7:05PM |
| 4. Selectboard Forum/Town Manager Updates | 7:10PM |
| 5. Approve Minutes of 5/19/21 | 7:15PM |
| 6. Consider Appointment to the Planning Commission – Lenore Budd | 7:20PM |
| 7. Receive Proposed Zoning Amendments RE: Contractor Yards, Vehicle Repair | 7:25PM |
| 8. Discuss Purpose and Use of Lot #1 | 7:40PM |
| 9. Approve Financing for Grader Purchase | 7:50PM |
| 10. Review Draft Personnel Manual | 7:55PM |
| 11. Consider Approving Warrants of 5/20 & 5/27 | 8:10PM |
| 12. Adjourn | 8:15PM |

Questions or comments during the live broadcast? Email selectboard@hinesburg.org and those questions or comments may be read during the meeting. *All times are approximate. For meeting materials, please visit: http://www.hinesburg.org/selectboard/meeting_packet/*
Contact the Town Manager if you have questions: todit@hinesburg.org; or 482-4206



Select Board

Town of Hinesburg

10632 Route 116 Hinesburg VT 05461

802.482.2281 | hinesburg.org

Meeting Minutes – May 19, 2021

- Draft -

1
2
3
4
5 **Attending the Meeting:** Phil Pouech, Merrily Lovell, Mike Loner, Maggie Gordon, Dennis Place,
6 Joy Dubin Grossman, Todd Odit, Liam Powers, Karen Charbonneau, Jason Booth, Kirsten Bird,
7 Scooter MacMillan, Danielle Sertz, Rebecca, Alyssa Lasher, Christina Deeley, Ellen Benson,
8 Becky Alford, Kristina Wright, Tom Giroux, Andrea Morgante, Erik Bailey, Bob Heiser, Alex Goss,
9 Doug Taff, Saben Littlefield, Kate Littlefield, Mary Crane, Estee R, Chief Anthony Cambridge,
10 Alex Weinhagen, Paul Wiczoreck, Wayne Elliott, Jen McCuin, Branden Martin, Sarah Reeves,
11 Kathy Giroux, Kelsey Pasteris, Joe Pasteris, Alix St. Hilaire, Jennifer Holliday, Linda Gage, Pat
12 Mainer, Kate Kelly, Christo Hill, Lenore Budd. Liz, Barbara Forauer, Peter Modley, Jon Trefrey,
13 Rolf Kielman,

14
15 Meeting called to order at 7:00 p.m. via Zoom.
16

17 **Additions / Deletions and Public Comment**

18
19 There were no agenda modifications.

20
21 There was no public comment.

22 **Select Board Forum/Town Manager Report**

23
24 Phil noted as a reminder that he will be resigning as chair in June. He also noted that he
25 received emailed correspondence from constituents about the Carse Property and about trash
26 removal on certain streets.

27
28 Todd noted that questions have been raised about the July 4th celebration and said that it will
29 be held as in previous years but with potential adjustments. He added that information about
30 the July 4th event will be in the Record and the Citizen. He additionally noted that the second
31 and third floors of Town Hall will be open to the public by appointment beginning the first
32 business day after Memorial Day and outdoor walk-up service will also be available. He added
33 that Town Hall is still closed for public meetings due to restrictions on group gatherings and he
34 anticipates it to be closed to public body meetings through June.

35 36 **Approve Minutes of 5/5/21**

37
38 Phil moved to approve the minutes from May 5, 2021 as amended, seconded by Merrily and

39 approved with 5 yes votes.

40

41 The minutes were amended as follows:

- 42 • Correct the spelling of Todd’s name in list of attendees
- 43 • Line 61 – replace “noting the” with “noting that”

44

45 **Consider Appointment to the Recreation Committee – Liam Powers**

46

47 Phil noted that this appointment is for a three-year term ending in 2024.

48

49 Liam spoke about his interest in serving on the Recreation Committee, noting that he has been
50 a Hinesburg resident for 13 years and has two boys currently in the Town’s recreational
51 programs. He said that having the opportunity to serve will allow him to give back to the
52 community and continue to engage in the community and ensure that facilities are maintained
53 and meeting the demands for the future of Hinesburg.

54

55 Mike thanked Liam for his interest in serving on the committee.

56

57 Merrily asked if Liam has attended any Recreation Committee meetings to date. Liam replied
58 that he has been attending them since January.

59

60 Phil moved to appoint Liam Powers to the Recreation Committee for a three-year term ending
61 in 2024, seconded by Merrily and approved with 5 yes votes.

62

63 **Consider Appointment to the DRB – Branden Martin**

64

65 Phil noted that this change would be from an alternate position to a full position ending in
66 2023. Branden said that he joined the Development Review Board (DRB) as an alternate just
67 prior to the Covid-19 pandemic and noted that it has been a good fit for him. He said he has
68 been a Hinesburg resident for 5 years and that he joined as an alternate because he wanted
69 the opportunity to be involved in the community and help inform some of its decisions. He
70 said that his work and interest in water engineering and natural resource restoration are very
71 relevant to Hinesburg’s emphasis on stormwater management.

72

73 Dennis recused himself from the appointment decision.

74

75 Maggie asked about Branden’s thoughts on Hinesburg’s stormwater regulations. Branden
76 replied that the relatively strict regulations are challenging in terms of development but are
77 necessary as storm events become stronger and more frequent. He noted that at the State
78 level, stormwater regulations will become more restrictive in future. He said that the direction
79 in which Hinesburg has moved is consistent with where the State will go in the future in terms
80 of stormwater policy.

81

82 Phil moved to appoint Branden Martin to the Development Review Board in a full-time

83 position ending in 2023, seconded by Merrily and approved with 4 yes votes and 1 recusal
84 (Dennis).

85

86 **Hear Water and Sewer Charge Waiver Request – Kate & Saben Littlefield**

87

88 Phil noted that the Selectboard has the ability to waive water and sewer charges if requested
89 by residents and that this request has come from the Littlefields.

90

91 Saben said that his property contains a main house and an apartment, and that he received a
92 call from the Town water department about losing a significant amount of water per day
93 (1,500 gallons) and that on further investigation they discovered that a toilet had been
94 continuously running in the apartment unit.

95

96 Phil asked Erik how often this type of situation occurs and how the Town became aware of the
97 significant water usage prior to billing the customer. Erik replied that waiver requests have
98 occurred on rare occasions in the past and that they are sometimes approved and sometimes
99 not. He said that the water department conducts regular readings and one staff member who
100 processes billing noticed that there was a significant water usage increase on the property.
101 They then conducted a second reading a week later and estimated that the property was using
102 about a gallon of water per minute. Phil asked how often Erik catches a loss of this size. Erik
103 replied that the department will discover leaks at least 3 out of 4 quarters and that 8 times out
104 of 10 the issue is related to a toilet running.

105

106 Phil expressed reluctance to make the rest of the water users pay this portion, noting concern
107 about setting a precedent for this type of situation. He suggested and recommended that the
108 water billing could be spread out over the next year to ease the payment burden on the
109 resident. He also suggested conducting more education of the public to alert residents that
110 water loss from toilets is common and fixable.

111

112 Mike asked the Littlefields if they had the ability to ask their tenant to cover the extra cost.
113 Saben replied that they are in that process with the renter, who is young and inexperienced,
114 but that they are unsure of how successful they'll be.

115

116 Merrily agreed with Phil's suggestions about spreading the payment out and having a
117 newsletter or communication about common water loss issues.

118

119 Maggie asked how the issue was fixed. Saben replied that it was a simple \$10 fix and took 30
120 minutes.

121

122 Mike suggested revisiting the waiver policy, saying that it does not make sense to have an
123 exemption ability if the Board is not likely to allow it. Phil agreed and asked Erik to review the
124 ordinance and share any recommendations.

125

126 Phil moved to allow the Littlefields to pay the overage on their water bill over the next 6

127 quarters and to waive the interest and penalty charges, seconded by Maggie and approved
128 with 5 yes votes.

129
130 **Consider Approval of Clean Water Construction Loan Application - Designate Town Manager**
131 **as Authorized Representative for Loan and Engineering Amendment**

132
133 Phil noted that this is an expected step in the wastewater plan process and is a Step III Clean
134 Water Construction Loan in the amount of \$2,375,000. He said that this would authorize the
135 Town Manager to sign for the loan for this amendment.

136
137 Wayne said that this construction loan would be for work related to sub-grade improvements
138 and sludge removal from lagoon #1 and that they are on schedule to receive bids early next
139 month. He noted that this work qualifies for a number of subsidies and grants. He further
140 noted that the first loan payment will occur in the first year after the end of construction.

141
142 Dennis asked if this project could utilize funding coming from the state or federal level. Todd
143 replied that he has requested funding through Vermont's Congressional delegation.

144
145 Mike noted that the project cost is approximately \$11 million and that the Town is eligible for
146 around \$5 million in grants. He asked if the funding for this phase is part of that \$5 million.
147 Wayne replied that no, any additional funding coming from the federal government would be
148 beyond what the Town anticipates for a bond vote and that they are trying to tap into as much
149 available subsidy funding as possible to minimize the loan amount for the Town.

150
151 Mike moved that the Selectboard approve applying for a Step III Clean Water Construction
152 Loan in the amount of \$2,375,000 and authorize the Town Manager to sign the engineering
153 services agreement for the bid and construction phase of Contract No. 1 following approval of
154 the same by the State, seconded by Merrily and approved with 5 yes votes.

155
156 Phil moved that the Selectboard designate Todd Odit as an authorized representative for the
157 Clean Water State Revolving Loan Fund Number RF1-229 loan and to sign the amendment and
158 Joy Dubin Grossman as an alternate authorized representative, seconded by Merrily and
159 approved with 5 yes votes.

160
161 **CSWD Budget Presentation**

162
163 Sarah Reeves, Executive Director of the Chittenden Solid Waste District (CSWD), began her
164 presentation by noting that CSWD is a municipal district created in 1987 to oversee and
165 manage the solid waste generated in Chittenden County, that it is governed by volunteer
166 commissioners of 18 towns and that the mission is to reduce and manage the waste generated
167 within Chittenden County in an environmentally sound and efficient manner. She outlined how
168 CSWD is funded, which include user fees (customers pay directly to CSWD), revenue from solid
169 waste management fee (per ton, charged to haulers brought to Coventry landfill), and from
170 material and compost sales. She emphasized that CSWD is not funded directly by cities and

171 towns or through assessed per capita fees or through property tax dollars, though she did not
172 that CSWD does receive grants from the state.

173
174 She outlined the Fiscal Year 2022 budget, noting that CSWD is anticipating revenue of
175 \$12,954,793, which they believe is a conservative amount, and expenditures of \$12,323,072.
176 She noted that the gap between revenue and expenditures will be divided among reserve
177 funds and that they are proposing only minor fee increases. She said that they are anticipating
178 robust sales for compost and recycling, due to high demand for cardboard and residents’
179 increased interest in home gardening. She noted that Hinesburg has \$3,000 available in
180 funding to spend on community clean-up activities and events and will be receiving another
181 \$1,000 in July for any project in town that is solid waste related (like tire cleanup and waste
182 reduction).

183
184 Mike moved that the Selectboard approve the Chittenden Solid Waste District budget for
185 Fiscal Year 2022 as presented, seconded by Merrily and approved with 5 yes votes.

186
187 **Consider Approving DRB Conditional Use Approval Application**

188
189 Todd noted that this would be for work on the wastewater treatment plan that would
190 commence this fall.

191
192 Phil moved that the Selectboard approve submitting a conditional use approval application to
193 the Development Review Board for Phase I of the Wastewater Improvement Project, seconded
194 by Mike and approved with 5 yes votes.

195
196 **Request for Selectboard Support of Carse Property Acquisition and Conservation of HTF**

197
198 Todd provided an overview about the incorporation of the Carse property into the Town of
199 Hinesburg. He noted that the Town will acquire the property and it will become part of the
200 Town Forest. He also noted that there has been significant conversation on how to fund this
201 purchase. He said that some of the funding (around \$20,000) could come from the
202 Conservation Fund as well as a proposal that it could come from the Hinesburg Forest
203 Committee. He further noted that the Town has received feedback from the Hinesburg Land
204 Trust, Forest Committee, Conversation Committee, and Trails Committee, and that they are all
205 in favor of moving forward with the purchase.

206
207 Merrily moved that the Selectboard support the acquisition of the Carse Property, seconded
208 by Mike and approved with 5 yes votes.

209
210 Phil asked about the oversight of the property to ensure proper conservation. Bob Heiser of
211 the Vermont Land Trust replied that conservation easement would conserve the town forest
212 and the new land as a town forest, and protect key resources (such as areas around streams
213 and uncommon natural communities) and public access. He said that it would require a
214 management with community input.

215
216 Merrily asked if logging is allowed. Bob replied yes, at the discretion of the community through
217 an approved forest management plan. Merrily asked about recreation. Bob said that for
218 pedestrian uses, the land will be open, but for activities such as mountain biking and
219 snowmobiling, access could be at the community's discretion.

220
221 Peter voiced strong support for this acquisition, as it would widen the trail network around
222 town and it would support good conservation of wild lands and areas.

223
224 Merrily moved that the Selectboard supports conserving the Carse Property in Hinesburg Town
225 Forest through a conservation easement held by the Vermont Land Trust and the Vermont
226 Housing and Conservation Board, seconded by Mike and approved with 5 yes votes.

227
228 Merrily moved that the Selectboard utilize the section of law that allows it to make the
229 decision to acquire the Carse Property but allows the voters an opportunity to petition for a
230 vote on that decision, seconded by Phil and the motion was withdrawn.

231
232 Todd clarified that the Selectboard would not be signing an easement tonight, but provide
233 direction once it is signed as to who ultimately approves it—the Selectboard itself or the
234 voters, through a notice that they have a certain amount of time to submit a petition regarding
235 that easement.

236
237 Phil moved that the Selectboard would make the decision to grant the easements for this
238 property with the understanding that the Town has the opportunity to petition that decision,
239 seconded by Merrily and approved with 5 yes votes.

240
241 Merrily moved that the Selectboard contribute \$20,000 of Town Forest funds toward this
242 project, seconded by Phil and approved with 5 yes votes.

243
244 **Consider Approving Extension of Transport Contract w/ St. Michael's Fire and Rescue**

245
246 Phil said that the St. Michael's College Fire and Rescue is contracting its service area, which put
247 Hinesburg in need of finding alternative ambulance transport services. He said that the Town
248 will move forward with its own ambulance transportation service, but that it is not ready yet
249 and does not want there to be a gap in services. He noted that the agreement with St.
250 Michael's is an extension of an existing contract to provide those services, and will continue at
251 the cost of \$3,000 per quarter.

252
253 Phil moved that the Selectboard approve a contract extension with St. Michael's College Fire
254 and Rescue, Inc., for EMS transport services for the period beginning July 1, 2021 and ending
255 September 30, 2021, and authorize Todd Odit to execute the extension on behalf of the
256 Selectboard, seconded by Mike and approved with 5 yes votes.

257
258 **Review Employee Personal Use of Social Media Draft Policy**

259
260 Phil noted that this policy needed to be strengthened and has been worked on by staff. He
261 asked Board members for feedback or questions on the process or the policy itself.

262
263 Mike provided recommendations for language modification, including the removal of
264 gendered language and replacing “sex” with “gender” and adding “sexual orientation” on Line
265 60.

266
267 Maggie asked if the sexual harassment policy is incorporated into this review. Todd replied
268 that this is a component of the broader personnel policy, and that these revisions will be
269 inserted as a section of the personnel policy and then be subject to review and approval along
270 with other changes to the policy.

271
272 Phil asked if the Selectboard needs to disclose their role in Hinesburg on their personal
273 Facebook pages (in reference to Lines 36-37). Mike said that Selectboard members should
274 abide by this, but asked whether they are held to employee personnel policies. Todd replied
275 that this policy does not apply to the Selectboard specifically, but will ask for guidance from
276 the Town Attorney. Merrily said that whether the Selectboard is legally bound by this policy or
277 not, it is a good idea to adhere to it, since Selectboard members are in a position of leadership
278 and visibility for the Town.

279
280 Dennis asked about adding the word “necessarily” to Line 39, so that it reads “the views do not
281 necessarily represent the views of the Town.” Todd replied that the current language seems
282 sufficient but will follow up with the Town Attorney.

283
284 Mike asked how public will have access to this. Todd said it is on the Town’s website. He
285 suggested that public comments be directed to the Selectboard. Merrily recommended that it
286 be easily accessible on the Town website.

287
288 Phil noted that next steps will be counsel review, incorporation of comments, and potential
289 approval at next meeting.

290
291 **Discussion of Town Plan Energy Chapter Revisions & Warn Public Hearings**

292
293 Maggie noted that the Energy Committee spent a good deal of time working on these revisions
294 with the Chittenden County Regional Planning Commission (CCRPC) and that the Planning
295 Commission has also spent several meetings and a public hearing discussing them and that the
296 revisions are well-vetted. She said that they agree with the priority action items that have
297 been pulled out by the Energy Committee.

298
299
300
301 Phil suggested additions to encourage more use of school buses and electric bussing, as well as
302 encourage the use of school buses for general public transportation. Alex said that the

303 transportation chapter may have had similar language in it already. Phil will work with Alex to
304 ensure the incorporation of that language.

305
306 The Selectboard discussed which priority goals to recommend and decided on goals 8.1.1,
307 8.4.1, and 8.4.2.

308
309 Phil made a motion to warn two public hearings for this Town Plan change for June 16, 2021
310 and July 7, 2021, seconded by Merrily and approved with 5 yes votes.

311
312 **Continued Discussion of Diversity and Inclusion Activities**

313
314 Joy provided an update, saying that the Town has been working to create a culture of inclusion
315 and belonging and that she is participating on the Vermont League of Cities and Towns (VLTC)
316 Equity Commission. She suggested a possible action of initiating a Townwide community
317 conversation on inclusion and belonging through public meetings.

318
319 Christina asked what actions the Selectboard members will take to deepen their
320 understanding of diversity, equity, and inclusion and how they connect with Town issues. Mike
321 said that the recommendations that were brought up at the last meeting were that the
322 Selectboard should commit to participating in the Town's development of a plan on cultural
323 competency, antiracism, and understanding biases. Merrily said she would find it valuable to
324 take any training opportunities that the Town has to offer. Maggie said that working on
325 policies seems like a good first step.

326
327 **Delta Dental Policy Renewal**

328
329 Todd said that the Delta Dental policy is up for renewal on July 1 and asked the Board if they
330 would consider adding an orthodontic rider to the policy. He noted that the Town emphasizes
331 the generosity of its benefits package when recruiting but noted that other towns offer a more
332 generous orthodontic benefit. He said that there are four benefits levels and only one of them
333 covers adults and that any of the riders would come within what is budgeted for the next fiscal
334 year.

335
336 Phil moved that the Selectboard approve the addition of the orthodontic rider benefit of
337 \$1,250 that includes adult coverage to the Delta Dental policy, seconded by Mike and
338 approved with 5 yes votes.

339
340 **First Class Liquor License Application – Frost Beer Works LLC**

341
342 Joy noted that the Applicant would like the ability to do a larger beverage pour, which requires
343 a change in their liquor license.

344
345 Phil moved that the Selectboard become the Liquor Control Board, seconded by Merrily and
346 approved with 5 yes votes.

347
348 Phil moved that the Liquor Control Board approve the First Class Liquor License Application for
349 Frost Beer Works, LLC, seconded by Merrily and approved with 5 yes votes.

350
351 Phil moved that the Liquor Control Board become the Selectboard, seconded by Merrily and
352 approved with 5 yes votes.

353

354 **Consider Approving the Warrants**

355

356 Phil moved to approve the warrants of 5/13/2021 signed by himself and Merrily, including
357 payroll, as submitted by the Town Treasurer, seconded by Merrily and approved with 5 yes
358 votes.

359

360 Mike moved to adjourn at 9:43 p.m., seconded by Merrily and approved with 5 yes votes.

361

362 Respectfully submitted,
363 Amy Coonradt, Recording Secretary

TOWN OF HINESBURG

TO: SELECTBOARD
FROM: TODD ODIT, TOWN MANAGER
SUBJECT: PLANNING COMMISSION APPOINTMENT
DATE: 6/2/2021

ISSUE:

The issue is whether the Selectboard will appoint Lenore Budd to the Planning Commission, with a term that expires in 2025.

DISCUSSION:

Lenore has expressed an interest in serving on the Planning Commission. Her application is attached to this memo. There are currently two vacancies on the nine-member board. The current members, vacancies and the respective terms are as follows:

	Term Expires
James Donegan	1/01/24
Barbara Forauer	1/01/24
Marie Gardner	1/01/25
John Kiedaisch	1/01/24
Rolf Kielman	1/01/22
Nina Friscia	1/01/22
Denver Wilson	1/01/24
» Open Seat	1/01/25
» Open Seat	1/01/25

RECOMMENDATION:

It is recommended that the Selectboard appoint Lenore Budd to the Planning Commission with a term that expires in 2025.

chartered
1762



Hinesburg
VERMONT

Town of Hinesburg, Vermont
Application form for Town Commission, Board, and Committee Appointments

Please supply answers to the following. The Town will provide access to a computer and printer for any applicant for the purpose of completing this form.

Name of Applicant: Lenore Budd Date: 5/13/21

Mailing Address: 604 Drinkwater Road

Phone Number: 802-482-4047 E-mail Address: buddfamily@gmail.com

Name of Commission, Board, or Committee: Planning Commission

Hinesburg Resident: Y N (circle one)

Hinesburg Resident for how long? 14 / NA
Years

- 1) Review the Mission Statement of the Commission, Board, or Committee you are applying to serve on and explain how you will aid the group achieve said Mission.
- 2) Please share your thoughts about implementation of at least one of the Top Priority Actions on page 7 in the current Town Plan (adopted 9/25/17), as it relates to the Commission, Board, or Commission on which you are applying to serve.
- 3) Review the scheduled meeting day/time of the Commission, Board, or Committee along with the length of the term of the position. Will you be able to regularly make the meetings?: Y / N Will you be able to serve for the term of the position? Y / N
- 4) Please introduce yourself to the Selectboard by providing a short cover letter and/or a resume.

Please see page 2

Budd Planning Commission Application
5/13/21

1. After six+ years working in the Hinesburg Planning & Zoning Office I have a good understanding of what the Planning Commission does and how it works. In addition, I served on and chaired the Trails Committee for many years allowing me to develop excellent working relationships with members of that Committee, the Conservation Commission, the Town Forest Committee, and Hinesburg Land Trust. I will bring to the Planning Commission an awareness of the history of several of the issues it will be addressing in the next few years, an appreciation for the perspectives of other boards and committees, and a working knowledge of how the zoning and subdivision regulations created by the Planning Commission serve to translate the Town Plan goals into reality on the ground.
2. Implementation of Town Plan top priorities
 - a. **Guide development to minimize agricultural and forestry impacts:** The Planning Commission is just beginning to resume the update of the Rural Residential 2 Zoning District zoning regulations. I see this as a big opportunity to afford greater protection to forested land – both for its natural resource and economic values. The Conservation Commission’s recently created Natural Resources Viewer will be an extremely helpful tool in this zoning regulation revision effort.
 - b. **Direct development to minimize impacts on natural systems especially wildlife habitat and connectivity.** The current Zoning and Subdivision regulations do a good job of this now but, again, the Natural Resources Viewer offers the potential to strengthen and update those regs so as to provide more spatially detailed protection of our resources. Conversely, improving the quality of life in the Village – amenities such as sidewalks, parks, and playgrounds – will help to concentrate development.
3. I am available for the twice monthly Planning Commission meetings now and into the foreseeable future – I am retiring from the P&Z Department!
4. Most of the Select Board members know me from my work in the P&Z Department and on the Trails Committee. I have lived in Vermont since 1989 and in Hinesburg since 2007. I earned a B.S. in Biology and an M.S. in Natural Resources Management from Cornell University eons ago. My most interesting professional experiences were as a GIS Technician – back when GIS was a brand-new thing – for an international consulting firm based in Burlington, and as the Trail Manager for the Catamount Trail Association – the non-profit maintaining the length-of-Vermont backcountry ski trail. I have served on several State of Vermont grant review committees, and for the last several years I have been a member of the VT Advisory Board of the Trust for Public Land.



Town of Hinesburg
Planning & Zoning Department
10632 Route 116, Hinesburg, VT 05461
802-482-2281 (ph) 802-482-5404 (fax)
www.hinesburg.org

MEMORANDUM

TO: Select Board & Town Manager
FROM: Alex Weinhagen, Director of Planning & Zoning
DATE: May 16, 2021
RE: Zoning Regulation Revision – Home Occupation Contractor Yards, Vehicle Repair Services

At their May 12, 2021 meeting, the Planning Commission (PC) voted to forward a Zoning Regulation revision proposal to the Select Board. The purpose is to revise regulations for home occupation contractor yards and home occupation vehicle repair services. It focuses on revisions to section 5.3 of the Zoning Regulations. I'd like to attend an upcoming Select Board meeting to briefly explain the proposal and discuss next steps.

The proposal stems from Action item 4.3.5 of the 2017 Town Plan (page 41), which directs the PC to, "Review zoning regulations for contractor yards with a goal of developing performance standards that would allow the separation distances to be reduced to facilitate the review/approval of new yards that are compatible with the surroundings." Over the years, the Town has heard from landowners interested in relocating an existing contractor yard or starting a new one. The existing zoning regulations include minimum separation distances from property lines and adjacent homes makes this very difficult.

A subcommittee of the PC worked on draft language in the fall of 2019. Work stalled in early 2020, and the full PC began took up the draft language more intensively in the fall of 2020. Changes were made based on the legal review by Town counsel (Brian Monaghan, Monaghan Safar Ducham PLLC), and the PC held a public hearing on April 14, 2021. We made a special effort to reach out to existing home occupation contractor yard and vehicle repair service owners ahead of the hearing, but only received specific comments from two vehicle repair service owners. With that said, we did receive helpful feedback at the public hearing. The proposal was revised based on feedback received.

See attached for the proposal and a PC reporting form that details the rationale for the proposal. The rewrite is substantial enough that we've provided a clean version of the proposed language rather than a track changes version of the existing regulations. Some major changes include:

Contractor Yards

- Revised definition with more specificity in terms of the types and numbers of vehicles.
- Removal of the 600-foot setback to any surrounding homes.
- Reduction of the 200-foot setback from property lines and 100-foot setback from roads. Now proposed as 50 feet from property lines.
- More specific screening requirements.

- Increased size allowance for buildings used for the business – increased limit from 2,000 to 4,000 square feet.
- Clarifies that processing of materials is not allowed.
- New requirement for containment of materials stored outside.

Vehicle Repair Services

- Requires conditional use review for all new home occupation vehicle repair services. Even for shops that service just one vehicle at a time.
- Clarifies that repair work must be conducted indoors.
- Allows for up to ten customer vehicles to be stored outside at one time, unless reduced by the Development Review Board due to site constraints.
- Allows the home business to occupy up to 1,000 square feet of a building. The current allowance for businesses with a simple zoning permit is home occupation vehicle repair services that get conditional use approval is 2,000 square feet.
- Greatly reduces required setbacks from property lines, surrounding homes, etc. Proposed setbacks: 10 feet from property boundaries, 20 feet from the traveled edge of any road, 75 feet from streams and water bodies.

Select Board Review Protocol:

1. Review the material and decide if you want to make any further changes.
2. Make any changes and then schedule a public hearing.
 - a. Public notice/warning must be 15 days prior to a hearing.
 - b. There are special warning requirements (VSA Title 24, Chapter 117, Section 4444).
 - c. Any changes to the proposal must be filed with the Town Clerk and PC.
3. Hold the public hearing.
4. Decide if further changes are needed.
 - a. If you make ANY further changes (except for grammar, punctuation, numbering, etc.), then you must warn and notice another public hearing.
 - b. If you make no changes, then you can proceed with adoption.
5. Adopt the revisions*. You can do this at the same meeting as the public hearing if there are no additional changes. You simply need to close the hearing first.

*** Note – if the revisions are not approved by 4/14/2022 (one year from the PC public hearing), they are considered disapproved.**

Normally, the Select Board takes action by voting on regulation revisions. However, you can defer to the voters, and hold a town-wide vote (via Australian ballot) on the proposal instead of a simple Select Board vote. If the Select Board does take action to adopt changes, citizens do have the right to petition for a popular vote on the proposed changes. A petition by at least five percent of the voters, filed within 20 days of Select Board adoption can force a popular vote on the regulation revisions – via Australian ballot.

If the Select Board feels there are problems with the proposal, you can choose to take no action or vote to reject the proposal (after a public hearing), and return it to the Planning Commission with guidance on the issues that need further work.

**Planning Commission Reporting Form
for Municipal Bylaw Amendments
3/11/2021**

**Proposed Revisions to Hinesburg's Zoning Regulations
Contractor Yards & Vehicle Repair Services
for Planning Commission draft proposal – April 14, 2021 public hearing**

This report is in accordance with 24 V.S.A. §4441 (c) which states:

When considering an amendment to a bylaw, the planning commission shall prepare and approve a written report on the proposal. The report shall provide:

(A) Brief explanation of the proposed bylaw, amendment, or repeal andinclude a statement of purpose as required for notice under section §4444 of this title,

The Hinesburg Planning Commission will hold a public hearing on April 14, 2021 at 7pm to receive public comment on proposed changes to the Zoning Regulations. Due to covid-19 and the closure of the Town Office, this public hearing will be held remotely via Zoom – meeting id 850 5578 1467; meeting password 123456; meeting connection link <https://us02web.zoom.us/j/85055781467>; dial-in phone number 1-646-558-8656.

The purpose is to revise regulations for home occupation contractor yards and home occupation vehicle repair services. The geographic area affected is town-wide.

Copies of the proposed revisions and this report are available online - <https://www.dropbox.com/sh/5utaw46lpfmhpyk/AACnHCa4WVh7FSOc7Uc0hdo8a?dl=0>. Additional information can be found on the Town web site (www.hinesburg.org), and by contacting Alex Weinhagen (Director of Planning & Zoning) at aweinhagen@hinesburg.org or 482-4209. A list of the affected section headings follows, as required pursuant to Title 24, Chapter 117 V.S.A. Section 4444 (b).

Zoning Regulation Sections:

5.1 - Home Occupations

5.3 - Contractors' Yards; Home Occup Vehicle Repair Services

10.1 - Definitions

Background

A home occupation contractor yard is a special type of home business addressed in section 5.3 of the Zoning Regulations – specifically, “Property used for storage of heavy equipment and construction materials for use in off-site construction... including but not limited to trucks, excavators, graders, and cranes, and trailers for the same...” Think landscaping, excavating, and construction businesses. These businesses are extremely important to Hinesburg’s rural economy. They also have the potential to pose issues for neighbors and the environment due to the heavy equipment and materials involved – e.g., back up beepers, diesel exhaust, piles of stone/dirt, etc.

Action item 4.3.5 of the 2017 Town Plan (page 41) directs the Planning Commission to, “Review zoning regulations for contractor yards with a goal of developing performance standards that would allow the separation distances to be reduced to facilitate the review/approval of new yards that are compatible with the surroundings.” Over the years, the Town has heard from landowners interested in relocating an existing contractor yard or starting a new one. The existing zoning regulations include minimum separation distances from property lines and adjacent homes makes this very difficult.

The proposed changes strive to make new home occupation contractor yards more possible, while still ensuring a public review process with adequate standards to respect the use of neighboring residential properties. The proposal identifies 14 sections:

- | | |
|---|---|
| 1. Conditional use approval requirement | 8. Business appearance |
| 2. Definition & applicability – including a small-scale exception | 9. Hours of operation |
| 3. Allowed locations & setbacks | 10. Hazardous material storage |
| 4. Screening | 11. Containment of outside materials |
| 5. Maximum amount of equipment | 12. Pre-existing and “grandfathered yards” – not subject to these standards |
| 6. Employee parking | 13. Transferability to a new owner |
| 7. Maximum size of structures | 14. Performance standards |

The changes also revise the review standards for home occupation vehicle repair services, so that they are not addressed in the contractor yard section (section 5.3), but simply as conditional use home occupations via a new section (5.1.8). A definition of vehicle repair service is proposed, along with seven standards that address allowable locations, limits on building size and outdoor storage, as well as screening requirements.

Findings regarding how the proposal:

1. Conforms with or furthers the goals and policies contained in the municipal plan, including the effect of the proposal on the availability of safe and affordable housing:

The proposal is directly tied to implementation of Town Plan action item 4.3.5 (page 41). The proposal will have no effect on the availability of safe and affordable housing.

2. Is compatible with the proposed future land uses and densities of the municipal plan:

The proposed changes will have no substantial effect on future land uses and development densities.

3. Carries out, as applicable, any specific proposals for any planned community facilities.”

Not applicable.

Hinesburg Zoning Regulation Revisions

Home Occupation Contractor Yards & Vehicle Repair Services

*Draft 7 – Planning Commission Proposal - Last updated 5/16/2021
PC public hearing on 4/14/2021*

Contractor Yards

Revise Sections 5.3 & 10.1

Section 5.3 Contractor Yards as a Home Occupation

Section 5.3.1 Use Approval: Home occupation contractor yards under this section are permitted only after conditional use review and site plan approval by the Development Review Board.

Section 5.3.2 Definition & Applicability: Per the definition in section 10.1, a contractor yard is a parcel of land, with or without buildings, used for the storage of equipment, materials, and/or vehicles used in off-site work (e.g., construction, excavating, landscaping, etc.). This includes the repair and maintenance of said equipment and vehicles. Contractor yards are allowed as a principal, stand-alone use in certain industrial zoning districts. Home occupation contractor yards are allowed more widely as outlined in section 5.3, but only on lots where the primary residence of the principal owner of the business is also located.

Small-scale exception – Small-scale home occupation contractor yards that have two or fewer of the following (in any combination), shall not be subject to section 5.3: registered vehicles used for the business; heavy equipment including but not limited to excavators, backhoes, bulldozers, graders, loaders, etc. Heavy equipment shall include smaller or light-duty versions – e.g., mini-loader, compact excavator, skid steer, etc. Lawn mowing equipment, field mowing equipment (including tractors and tractor attachments), and trailers (open or enclosed) shall not be considered heavy equipment for the purposes of this small-scale exception. Such small-scale home occupations shall be reviewed as a conditional use pursuant to the provisions of section 5.1.2.

Section 5.3.3 Location & Setbacks: All of the following provisions must be met for the establishment of a contractor yard:

1. Home occupation contractor yards are only allowed in the Agricultural, Rural Residential 1, and Rural Residential 2 Zoning Districts.
2. Contractor yards are allowed as a principal use in the Industrial 1, Industrial 2, and Industrial 4 Zoning Districts. Multiple principal uses are also allowed in these districts pursuant to section 2.5.5(1). Therefore, contractor yards in these districts shall not be reviewed as home occupations under section 5.1, 5.2, or

5.3, and shall instead be reviewed as principal, stand-alone uses.

3. The business must be located on a lot at least 3 acres in size, inclusive of any roads and shared right of way areas on the lot.
4. Any portion of the lot used in connection with the business must be at least 50 feet away from an adjoining property line.
5. The business must not be located on a lot accessed by a Class 4 Town road – either directly, or via a private road or right-of-way. If access is by a shared private right-of-way, the applicant shall address how the costs of maintenance, repair, and snow plowing of the shared private right-of-way will be handled. Furthermore, the applicant shall notify all landowners that utilize the right-of-way of the conditional use application. This notification shall be concurrent with, or in advance of, submitting the conditional use application.

5.3.4 Screening: All trucks and all other materials and equipment, and all parking for employees, shall be well screened from adjoining properties, from public and private roads, and from waterways. Screening shall be predominantly a mixture of vegetation that creates a visual buffer (not necessarily an impervious “wall”). Fencing integrated with the vegetation, can also be used. The amount and type of plantings required will be determined by the Development Review Board based on

- (a) the location and context of the site,
- (b) the type of use,
- (c) proximity to neighbors, and
- (d) the pattern and extent of existing vegetation (on-site and in the immediate area).

In all developments, to the extent practicable, existing trees shall be retained and used to satisfy the provisions of the minimum landscaping requirement.

5.3.5 Amount of Equipment Allowed: No more than a total of fifteen (15) business vehicles and pieces of equipment used for the business may be stored on the site at one time, regardless of the ownership of said vehicles and equipment. Any piece of equipment shall be considered a separate piece of equipment for the purposes of this section if it: a) has its own means of propulsion, or b) is registered or registerable but not including trailers (open or enclosed), or c) is not intended to be used by attachment to any other piece of equipment normally located on the site.

5.3.6 Employee Parking: No more than eight (8) employees may park on the site at any one time. Sufficient off-street parking shall be provided for all employees.

5.3.7 Size of Structures: Any structures used in connection with the business shall be no larger than 4,000 square feet in floor area, and shall be designed for easy conversion to residential, accessory, or agricultural use if the business ceases to operate.

5.3.8 Processing of Materials: Outdoor storage and loading/unloading of materials is allowed, but outdoor processing of materials (e.g., screening topsoil, gravel, etc.) is prohibited.

5.3.9 Hours of Operation: The Development Review Board, as part of conditional use approval, shall establish hours of operation for the contractor yard. In any event, except for simple ingress and egress from the site (not including loading vehicles, equipment, or materials), contractor yard hours of operation shall be limited to 6am-9pm on weekdays and 8am-5pm on weekends. Outside of these hours, the intent is to prohibit on-site work (e.g., delivery, moving and loading materials; loading vehicles/equipment on trailers, repair work, etc.), while allowing the departure and arrival of vehicles.

5.3.10 Hazardous Materials: On-site storage of hazardous materials shall be allowed only in accordance with applicable state and federal regulations. Storage of fuel and other hazardous materials shall be limited to that needed for heating of buildings and the operation of equipment and vehicles that are part of the business. The intent is to minimize the quantity of fuel and other hazardous materials stored on the site. Businesses which principally deal with toxic or radioactive materials, fuels, garbage or other refuse are not allowed as home occupations under this section.

5.3.11 Erosion Control: In addition to any applicable erosion and stormwater control measures required in section 5.27, the contractor yard shall be managed to minimize erosion. Stabilized gravel or paved surfaces shall be used for the storage/parking of equipment or vehicles. Materials such as dirt, gravel, mulch, compost, and vegetative debris shall be contained and/or stabilized to prevent erosion, as well as adverse impacts to streams, wetlands, and other water bodies. Unless contained in a concrete or similar barrier, these materials shall be stabilized and treated in accordance with the following provisions in the State of Vermont's "Low Risk Site Handbook for Erosion Prevention and Sediment Control" (February 2020, or most recent update):

#2 – Pollution Prevention

#4 – Site Stabilization - specifically, stabilize exposed soil stockpiles that are not in use for more than 14 days, through the use of seed/mulch, erosion control matting, hydroseeding, etc.

#7 - Install Perimeter Controls – e.g., silt fence, erosion control berms, filter socks, straw wattles.

#10 – Slow Down Channelized Runoff

#13 – Dewatering Activities

#16 – Inspection, Maintenance – specifically, inspect and perform maintenance to ensure the above practices are functioning properly.

5.3.12 Pre-existing Non-conforming and Grandfathered yards: Home occupation contractor yards that constitute a valid pre-existing non-conforming use shall conform with the provisions of section 5.10 rather than section 5.3. This includes home occupation contractor yards that were deemed “grandfathered yards” when zoning regulations for contractor yards were first adopted on June 3, 1996. Any such pre-existing non-conforming home occupation contractor yard may also seek conditional use approval under section 5.3 in order to become a conforming use, and to enjoy the greater ability to expand said use as provided in section 5.3.

5.3.13 Transferability: Contractor yard approvals shall not be transferable to a new owner/occupant of the property without first obtaining a zoning permit, and only if the property is in compliance with all applicable regulations, including, but not limited to, Section 5.3, as determined by the Zoning Administrator. The applicant shall provide any and all information the Zoning Administrator may require to assess compliance with the zoning regulations. If any compliance issues are not resolved to the satisfaction of the Zoning Administrator, the zoning permit shall be denied, and the applicant may either appeal that ruling or simply apply for a new conditional use approval under Section 5.3.

5.3.14 Performance Standards: Contractor yards must meet the performance standards set forth for home occupations in Sections 5.1.3(3), 5.1.3(4) and 5.1.3(5), and must not have an undue adverse effect upon the character of the residential area in which the contractor yard is located.

Section 10.1 – Revised Definition

Contractor Yard: ~~Property used for storage of heavy equipment and construction materials for use in off-site construction, as more fully set forth in Section 5.3.4.~~

A parcel of land, with or without buildings, used for the storage of equipment, materials, and/or vehicles used in off-site work (e.g., construction, excavating, landscaping, etc.). This includes the repair and maintenance of said equipment and vehicles. Home occupation contractor yards are more fully set forth in Section 5.3.

Vehicle Repair Service

Remove from Section 5.3. Add to section 5.1 & 10.1

Section 10.1 – New Definition

Vehicle Repair Service: Any property used for the commercial repair, detailing, restoration, or re-upholstering of motor vehicles and recreational vehicles (e.g., cars, pickup trucks, recreational vehicles, motorcycles, boats, snowmobiles, all-terrain vehicles, etc.).

Section 5.1.8 Vehicle Repair Service: Vehicle repair services shall require conditional use approval from the Development Review Board pursuant to section 5.1.2, even if such a use would otherwise be a permitted home occupation pursuant to Section 5.1.1. The following special standards shall apply:

1. Only allowed in the RR1, RR2, and AG zoning districts.
2. Repair work must be conducted indoors with the exception of work needed to get a vehicle inside for repairs. The intent is to allow for a simple visual inspection or a change of a flat tire outdoors, but otherwise keep the impacts of the repair work inside a building (e.g., noise, fluids, etc.).
3. No more than ten customer vehicles shall be outside at one time; however, the Development Review Board shall reduce this number if there are limitations due to small lot size, available parking, traffic circulation, and screening.
4. The use shall occupy not more than 1,000 square feet of a building – either in an accessory structure, the principal dwelling, or a combination of both.
5. Outdoor storage associated with the business (vehicles or equipment) must be setback at least 10 feet from property boundaries, 20 feet from the travelled edge of any road, and at least 75 feet from streams and water bodies.
6. Outdoor storage (vehicles and equipment) shall be screened from public roads, private roads, and adjacent residential uses by evergreen vegetation and/or fencing. This is not intended to require screening across the driveway access (e.g., gate).
7. The applicant shall demonstrate that the generation or accumulation of motor oil, gasoline, coolant and other hazardous chemicals/substances will be controlled in order to minimize risk to soils, surface water, ground water, and public health.

TOWN OF HINESBURG

TO: SELECTBOARD
FROM: TODD ODOT, TOWN MANAGER
SUBJECT: USE OF LOT #1 GUIDANCE
DATE: 6/2/2021

ISSUE:

The issue is providing guidance to staff regarding requests for organized use of Lot #1 and possibly adopting an interim name in lieu of "Lot 1."

DISCUSSION:

In the past month, there have been two requests for the use of Lot #1. The first was by a commercial enterprise that wanted to set up activities for kids and charge a fee. It was explained to that vendor that the town wasn't prepared yet for such use. Most recently the Hinesburg Racial Equity Working Group has requested the use of the lot for a June 19th celebration.

Incidental use of the property by the public is clearly allowed. The question is whether the property is should be open to organized use and if so, to what extent? Attached to this memo are the documents for use of Bissonette Recreation Area as well as the Town Hall.

Things to consider: 1) Can events be exclusive; 2) Can events be for profit; 3) Can the entire property be used or only a portion; 4) Should there be a limit on the number of attendees; 5) Should potential noise be a consideration; 6) Should there be hours;

One possible path forward is in the immediate future to treat use of the parcel similar to the town hall and ask the Recreation Committee to come up with a rental agreement specific to the parcel.

Lastly, is there a name that can be used instead of "Lot 1?" Perhaps "Town or Village Common," or "Town or Village Green."

**TOWN OF HINESBURG
TOWN HALL RENTAL AGREEMENT**

Name of Applicant: _____ Phone: _____

Organization: _____

Address: _____

Reason for requesting use of Town Hall: _____

Is the event private or open to the public? _____ Number of people expected: _____

Date of event: _____

Rental Time (Include time from set-up to tear-down): _____

Comments: _____

I have read the Hinesburg Town Hall Use Policy and agree to its provisions. I agree to hold harmless the Town of Hinesburg for any injury or damages occurring as a result of the activities or presence in the Town's facilities and indemnify the Town regarding any claims made against the Town arising from the activities or presence in Town facilities. I shall notify my liability insurance carrier of this agreement, and shall take such steps as are necessary to include the Town in its insurance coverage. The Town may require proof of liability insurance, if in its sole judgment, such proof of insurance is necessary.

Signature of Applicant: _____ Date: _____

Rental Fee: \$ _____



Request approved this _____ day of _____, 20____

Rental fee of \$ _____ paid in full.

Key Deposit of \$50 paid in full: **Y/N**

Circle One: _____ **Town Sponsored / Non – Town Sponsored**

Approved by: _____
Hinesburg Town Administrator

Special conditions: _____

The Town Administrator, or his/her designee, may revoke approval for rental at any time for violations of this policy. In the event of a revocation for violations of this policy, the Town shall retain the rental fee and return the key deposit. If an approval for rental is revoked due to a conflicting municipal use, the renter will receive a return of the full rental fee and key deposit.

HINESBURG TOWN HALL USE POLICY

Rental Fees: (Checks are payable to “Town of Hinesburg”)

The following rates apply for the first two hours of a rental. Rentals in excess of two hours will be charged an additional \$10 per hour.

1.	15 people or less	\$25.00
2.	16 – 25 people	\$30.00
3.	26 – 50 people	\$40.00
4.	Over 50 people	\$50.00

There is no charge for municipal or non-profit use. A non-profit entity may be asked to show proof of State and/or Federal non-profit status when rental and deposit fees are due.

Rules:

1. If an entry fee or participation fee is charged for an event sponsored by a non-profit group, rental fees will apply according to schedule above.
2. The facility must be left in the same condition as prior to the event. Chairs and tables should be returned to the appropriate location, the room broom swept, and all trash removed from premises, etc. If the facility is left in an unsatisfactory condition, the renter forfeits the key deposit and shall also be responsible for any cleaning costs in excess of the deposit incurred by the Town. The Town Administrator or his/her designee will determine whether or not the facility was left in a condition similar to the condition prior to the event. The Town Administrator or designee’s determination may be appealed to the Selectboard.
3. The renter is responsible for any damage to the facility, up to and including the actual cost of repair or replacement.
4. Rental payments and the key deposit are to be paid in full at the time of application for rental.
5. The key deposit will be returned or refunded upon return of the key and certification that the facility was left in satisfactory condition.
6. Arrangements must be made in advance for key pick-up for events on weekends or other times when the facility is closed.
7. Due to the Town’s staffing levels, only one rental per weekend will be allowed. This enables the Town to ensure that the facility was returned to an expected and appropriate condition.
8. All spaces are reserved on a, “first-come, first-served basis,” with priority given to Hinesburg municipal uses.
9. All trash generated by the renter must be removed from the premises. Food waste shall not be disposed of in the main floor restroom.
10. Helium balloons of any kind are not allowed in the Main Hall. Renters will be charged the full cost of parts and labor associated with repair or replacement of fans damaged due to the entanglement of balloons.
11. Maximum occupancy is 175 people.
12. The renter must make parking arrangements if Town Hall parking is insufficient, and submit those plans in writing or via email at the time of application.
13. Renters are responsible for turning off lights and closing all windows and doors prior to leaving.
14. Private functions are limited to family-type affairs, such as weddings, graduations, showers, etc.
15. The renter must be a Hinesburg resident.
16. The Town Administrator, or his/her designee, reserves the right to waive payment of rental fees and make exceptions to this policy under certain circumstances.
17. The Town Administrator, or his/her designee, reserves the right to deny rental under certain circumstances.
18. Cancellation within one week of reserved date will result in forfeiture of rental fee.

SMOKING AND CONSUMPTION OF ALCOLHOLIC BEVERGES IS STRICTLY PROHIBITED

**Check is payable to Town of Hinesburg. Return form and check to
Jennifer McCuin – Hinesburg Recreation, 10632 Route 116, Hinesburg, VT 05461**



Hinesburg Recreation Department

BISSONETTE RECREATION AREA PERMIT APPLICATION

Today's Date: _____

Organization/Team/Business/Individual: *(All Information needs to be complete, specific and accurate)*

Organization Name:	Organization Phone:
Address:	Town, State, Zip
Contact Name:	Cell Phone:
Email Address:	Home Phone:

Park Facility Requested: *(for multiple dates attach a schedule or list dates on separate sheet of paper)*

Type of Event: <i>(check off those that apply)</i>	
Practice	Game
Tournament	Camp
Other: _____	
Type of Field/Facility Requested: <i>(check ones that apply)</i> <i>How many of each needed? (place number on line next to type)</i>	
Soccer: (U8 U10 Regulation)	Ultimate Frisbee
Lacrosse	Baseball Field _____
Location of Facility Requested:	
Ayer Field	
Millie's Field	
Baseball Field:	
Date(s) Requested:	Time of Day Requested:
From: _____ To: _____	From: _____ To: _____
From: _____ To: _____	From: _____ To: _____
From: _____ To: _____	From: _____ To: _____
From: _____ To: _____	From: _____ To: _____
Day(s) of Week Requested:	Estimated Number of Cars: _____
Estimated Number of People:	
Total Number: _____ # of Youth: _____ # of Adults: _____ # of Residents: _____	
Additional Comments or Requests:	

Applicant's Signature:	Date:
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Signatures also required on the back or second page of this document- Release & Waiver

*Application must be submitted a minimum of Two Weeks prior to scheduled event.
Return completed form to HRD, 10632 Route 116, Hinesburg, VT 05461 – or a scanned copy to hinesburgrec@gmavt.net*

FIELD/FACILITY USE RELEASE & WAIVER

We understand and agree to the following:

- Submission of an application does not guarantee acceptance.
- All current State of Vermont Covid protocol will be adhered to all at times for any usage of Town facility.
- Permission to use a park facility will be granted to persons twenty-one years of age and older.
- Denial of a Parks Use Permit may be appealed to the Hinesburg Recreation Commission.
- HRD reserves the right to deny permission for an event if it is seen as potentially causing detriment to the facilities.
- The permit holder must be present at all times and have the permit on their person.
- They must show it upon request from a representative of the Town of Hinesburg. (police, fire, recreation, etc.)
- The group and participants are restricted to the designated are of use, within the time frame listed.
- The permit holder is responsible for the actions of all persons using the park facility on this permit.
- It is the responsibility of the permit holder to inform all members of their group of the rules and regulations.
- Unruly behavior may result in immediate cancellation of the permit and/or future use of fields/facilities.
- Permits are not transferable. The facility is to be used only by the group permitted for, and for the purpose stated, and on the date on the permit.
- A specific day, date and time, on the permit, may be cancelled if the facility is needed for a recreation program, town event or school function. Advanced notice will be given to the contact person.
- The permitted group must notify HRD of any and all times that the facility will not be used. Weather cancellations exempted.
- Any costs incurred by the town in preparation for any activity/event or after such activity/event will be charged to the user group.
- If any damage occurs to a Town facility as a result of a group's use, it will be paid by the contact person for that group.
- The permit holder will comply with ADA requirements, and will make programs accessible for those who require special assistance.
- Individuals or groups reserving the fields for use must provide the Hinesburg Recreation Department with a Certificate of Insurance as proof of a Comprehensive Liability Policy naming the Town of Hinesburg, as an additional insured party, from the loss or liability arising from their sponsored activities. The limits of the Comprehensive Liability Policy should be no less than One Million dollars (\$1,000,000) per person and One Million dollars (\$1,000,000) per occurrence. No Parks Use Permit will be issued until the Certificate of Insurance is received by the Hinesburg Recreation Department.

ACKNOWLEDGE OF UNDERSTANDING, being a duly authorized representative of the organization requesting field use and or a facility with the Town of Hinesburg, I acknowledge that I have read and understand the above list of conditions, and agree to inform my users and abide by the said conditions.

Signature _____ Date _____

LIABILITY RELEASE

IN CONDISERATION, of permission granted to use by the Town of Hinesburg to use hereby and forever discharge and release the Town of Hinesburg, its agents, employees and officers, from all actions, claims, demands, judgments and damages which we, or any of the participants in our program or group, may have, or claim to have, or acquire in the future, for all personal injuries, or damage to property, rising out of our organization's use of the permitted facility.

WE ACKNOWLEDGE, that we have total responsibility for the program and our group and for the safety of all its participants. In addition, we acknowledge that the Town of Hinesburg has no responsibility for the condition of the facility, be it a building, room within a building, field or open space, and that a supervisor from our organization shall always inspect the premises prior to use to ascertain that the premises are in safe and useable condition. We further acknowledge to the Town of Hinesburg that our organization or group has adequate liability insurance, and that such insurance protects the Town of Hinesburg to the extent of its interest. We further acknowledge that a Certificate of Liability Insurance will be provided to the Town of Hinesburg, naming the Town of Hinesburg as the Certificate Holder and as Additional Insured under the policy. This will be sent to the Recreation Department prior to being issued a permit.

IN WITNESS WHEREOF, the undersigned, being a duly authorized representative of the above-named organization has executed this release on the day and year first above-written.

Signature _____ Date _____

TITLE II-ADA: (Americans Disability Act) - Note: Title II of the ADA prohibits the Town of Hinesburg from providing support including facilities to any organization which discriminates on the basis of disability. We agree that while we use the Town of Hinesburg's facilities, parks, fields, and buildings for practice, games, tournaments, meetings and other such events, that we will not discriminate on the basis of disability.

Signature _____ Date _____

Recreation Department Use Only:

Action:	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Reason denied: _____
Certificate of Insurance Received:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Fees Assessed: <input type="checkbox"/> Per Policy <input type="checkbox"/> One Time Fee \$ _____
Field/Facility Assigned:	Condition of Use:		

TOWN OF HINESBURG

TO: SELECTBOARD
FROM: TODD ODIT, TOWN MANAGER
SUBJECT: APPROVE GRADER FINANCING
DATE: 5/19/2021

ISSUE:

The issue is whether the Selectboard will approve financing \$159,000 of the grader cost through John Deere/Nortrax.

DISCUSSION:

A new grader will be delivered in early June. The total cost of the grader is \$357,000. With the trade-in of the current grader the amount due is \$259,000. At the proposed rates, financing the entire balance over 5 years would result in annual payments around \$55,500 with a total interest cost of \$19,475. If the town is able to pay \$100,000 in cash in addition to the trade in, then \$159,000 financed over 5 years results in payments of \$34,258 and total interest paid of \$12,292.

The \$100,000 cash payment can be accomplished by using the \$25,000 budgeted for the truck replacement in FY21 and FY22 plus allocating \$50,000 of assigned fund balance. While it is possible that using \$50,000 in fund balance could impact the availability of the \$100,000 budgeted against the tax rate for FY22 (while remaining within the Selectboard's unassigned fund balance policy), it is unlikely that will occur. It is looking like the town will end FY21 with additional unassigned fund balance.

COST:

The John Deere proposal will cost the town \$12,292 in interest if a \$100,000 down payment is made.

RECOMMENDATION:

It is recommended that the Selectboard, approve financing \$159,000 of the grader expense over a 5-year period with annual payments at an interest rate of 2.5% through John Deere/Nortrax.

It is recommended that the Selectboard apply the budgeted FY21 and FY22 \$25,000 truck payments as a down payment on the grader and in addition, apply \$50,000 of unassigned fund balance to the down payment.



Baystone Government Finance

May 24, 2021

FORMAL PROPOSAL

OBLIGOR: TOWN OF HINESBURG, VT

- ✓ This is a finance/ownership contract. No residual value.
- ✓ Fixed interest rate for the five (5) year term.

EQUIPMENT: NEW JOHN DEERE 627G MOTOR GRADER

OPTION 1

Acquisition Cost:	\$357,000.00	Term:	Five (5) years	First Payment Due:	December 15, 2021
Down Payment:	\$100,000.00	Payment Mode:	Annual in Arrears	Payment Amount:	\$34,153.05
Trade In:	\$ 98,000.00	Interest Rate:	2.890%		
Principal Balance:	\$159,000.00	Rate Factor:	0.214799		

- **This is a proposal only and is not a commitment to finance. This proposal is subject to credit review and approval and proper execution of mutually acceptable documentation.**
- Failure to consummate this transaction once credit approval is granted and the documents are drafted and delivered to Obligor will result in a documentation fee being assessed to the Obligor.
- This transaction must be credit approved, all documents properly executed and returned to Baystone Government Finance and the transaction funded on ALL proposals on or before June 7, 2021. If funding does not occur within that time-frame, or there is a change of circumstance which adversely affects the expectations, rights, or security of Obligee or its assignees, then Obligee or its assignees reserve the right to adjust and determine a new interest rate factor and payment amount, or withdraw this proposal in its entirety.
- This transaction must be designated as tax-exempt under Section 103 of the Internal Revenue Code of 1986 as amended.
- **OBLIGOR'S TOTAL AMOUNT OF TAX-EXEMPT DEBT TO BE ISSUED IN THIS CALENDAR YEAR WILL NOT EXCEED THE \$10,000,000 LIMIT, OR THE INTEREST RATE IS SUBJECT TO CHANGE.**
- **Neither KS StateBank nor Baystone Government Finance is acting as an advisor to the municipal entity/obligated person and neither owes a fiduciary duty pursuant to Section 15B of the Exchange Act of 1934**

BAYSTONE GOVERNMENT FINANCE

TOWN OF HINESBURG, VT

Christina Ummel ~ cummel@ksstate.bank
Assistant Vice President

Signature

Title

Date

1010 Westloop Place, Manhattan, KS 66502
800.752.3562 ~ Fax: 785.537.4806

Zimbra**todithvt@gmavt.net**

Re: Hinesburg Grader

From : Pudvar Timothy <Timothy.Pudvar@Nortrax.com>
Subject : Re: Hinesburg Grader
To : Todd Odit <todithvt@gmavt.net>

Fri, May 28, 2021 11:08 AM

 1 attachment

Hey Todd

I'm in Iceland and will be back Tuesday. I'll catch up with you then

Have a great Memorial Day weekend

Tim

Get [Outlook for iOS](#)

From: Todd Odit <todithvt@gmavt.net>
Sent: Monday, May 24, 2021 1:25:09 PM
To: Pudvar Timothy <Timothy.Pudvar@Nortrax.com>
Subject: Re: Hinesburg Grader

[EXTERNAL]

Hi Tim,

I would like to follow-up on the financing. We are looking at putting \$100k down and financing \$159,000. I am also wondering if there was any discussion of a warranty.

Todd

From: "timothy pudvar" <Timothy.Pudvar@Nortrax.com>
To: "Todd Odit" <todithvt@gmavt.net>
Sent: Tuesday, May 11, 2021 7:24:16 AM
Subject: RE: Hinesburg Grader

Good Morning Todd

I did check in on the grader and it is slated for the first/second week of June. As I mentioned Nortrax can extend Net 30 day payment terms...60 if you really need it.

The JDF muni lease rate is 2.5% for 5 years with annual payments in arrears. If this of interest the process to secure financing is VERY simple

Be well and great talking to you yesterday

Zimbra**todithvt@gmavt.net**

RE: Grader financing

From : Will Eggleston <weggleston@NBMVT.COM>

Thu, May 20, 2021 10:53 AM

Subject : RE: Grader financing 1 attachment**To :** 'Todd Odit' <todithvt@gmavt.net>

Hi Todd,

Here is the breakdown. \$260,000 @ 2.17% Annual payments would be \$52,000 plus interest accrued for the year. Let me know if you need additional breakdown, etc.

Thanks,

Will Eggleston | Business Community Lender
National Bank of Middlebury
P.O. Box 189 | Middlebury, VT 05753
P: 802-382-3039 | F: 802-482-4975
E: weggleston@nbmvt.com | nbmvt.com

[Click Here](#) to securely upload files to me

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From: Todd Odit <todithvt@gmavt.net>**Sent:** Thursday, May 20, 2021 10:48 AM**To:** Will Eggleston <weggleston@NBMVT.COM>**Subject:** Re: Grader financing

HI Will,

Just wondering if you were able to work up a proposal?

Todd

From: "weggleston" <weggleston@NBMVT.COM>**To:** "Todd Odit" <todithvt@gmavt.net>**Sent:** Tuesday, May 18, 2021 8:33:37 AM**Subject:** RE: Grader financing

Quote Id: 23294059

Prepared For:
HINESBURG (TOWN)



Prepared By: **TIMOTHY PUDVAR**

Nortrax, Inc.
375 Engineers Drive
Williston, VT 05495

Tel: 802-658-2121
Mobile Phone: 802-363-2777
Fax: 802-658-4821
Email: timothy.pudvar@nortrax.com

Quote Summary

Prepared For:
 HINESBURG (TOWN)
 PO BOX 133
 HINESBURG, VT 05461

Prepared By:
 TIMOTHY PUDVAR
 Nortrax, Inc.
 375 Engineers Drive
 Williston, VT 05495
 Phone: 802-658-2121
 Mobile: 802-363-2777
 timothy.pudvar@nortrax.com

Quote Id: 23294059
Created On: 09 December 2020
Last Modified On: 09 December 2020
Expiration Date: 16 December 2020

Equipment Summary	Selling Price	Qty	Extended
JOHN DEERE 672G MOTOR GRADER with 6WD	\$ 357,000.00 X	1 =	\$ 357,000.00
Equipment Total			\$ 357,000.00

Trade In Summary	Qty	Each	Extended
JOHN DEERE 772DXT	1	\$ 98,000.00	\$ 98,000.00
PayOff			\$ 0.00
Total Trade Allowance			\$ 98,000.00
Trade In Total			\$ 98,000.00

Quote Summary	
Equipment Total	\$ 357,000.00
Trade In	\$ (98,000.00)
SubTotal	\$ 259,000.00
Total	\$ 259,000.00
Balance Due	\$ 259,000.00

Salesperson : X _____

Accepted By : X _____

Selling Equipment

Quote Id: 23294059

Customer: HINESBURG (TOWN)

JOHN DEERE 672G MOTOR GRADER with 6WD

Hours:

Stock Number:

Code	Description	Qty
8450T	672G MOTOR GRADER with 6WD	1
Standard Options - Per Unit		
170C	JDLink Ultimate - 5 Year Subscription	1
1020	Armrest Fingertip Controls	1
1140	John Deere PowerTech PSS 9.0L meets EPA FT4 Emissions	1
1240	Dual 100 Amp Alternators (200 Amp total)	1
1320	No Quick Service Group	1
1410	Standard Fuel & Water Filtration	1
1610	Hydraulic Pump Disconnect	1
1830	Engine Exhaust W/ Flat Black Stack (FT4 or Stage V only)	1
1920	No Blade Impact Absorption System	1
2080	14 Ft. x 27 In. x 1 In. (4.27M x 686mm x 25mm) w/ 8 In. x 3/4 In. (203 x 19mm) Cutting Edge & 3/4 in. (19mm) Hardware	1
2575	No Grade Control Base Kit Installed	1
2605	English Manual W/ English Labels & Decals	1
2775	No Topcon 3D GPS Grade Control System installed	1
2850	Premium Circle	1
4924	No Brand Preference	1
5060	Grade Pro Low Cab w/ Lower Front and Side Opening Windows	1
5510	Autoshift Transmission	1
5710	Transmission Solenoid Valve Guard	1
5815	Hydrau	1
6030	No Powered Cab Air Precleaner	1
6140	Grade Pro Premium Heated, Leather/ Fabric, High-Wide Back Air Suspension Seat	1
6590	Grade Pro Controls w/1 Front Auxiliary Function AND 3 Rear Auxiliary Functions	1
6650	Grade Pro Controls - Left Side	1

Selling Equipment

Quote Id: 23294059

Customer: HINESBURG (TOWN)

6720	Front Scarifier	1
6850	No Rear Attachment	1
7180	Premium Grading Lights (18 LED Lights)	1
7820	No Front Fenders	1
8120	24-to-12 Volt Converter (30 amps peak / 25 amps continuous)	1
8220	Heated Exterior Mounted Rearview Mirrors	1
8310	Lower Front Intermittent Wiper & Washer	1
8415	Premium AM/FM Radio with Bluetooth, Aux and Weather Band (WB).	1
8510	Air Conditioner Refrigerant Charged	1
8730	No Sound Absorption Package	1
8830	Rear Camera (R4)	1
9130	Rear Retractable Sun Shade	1
9220	5.0 lbs. multi purpose (ABC) Dry Chemical Fire Extinguisher	1
9273	Right Side Engine Compartment Work Light	1
9275	License Plate Bracket and Light	1
9280	Slow Moving Vehicle (SMV) Sign	1
9290	Flip Down Cab Beacon Bracket (RH)	1
9295	Flip Down Cab Beacon Bracket (LH)	1
9360	Engine Block Heater	1
9724	17.5R25 L2 1 STAR NO BRAND PREFERRED WITH 3PC RIM	1
	Craig 9' dozer blade	1
		1
	Strobe system	1
	Craig 14' hyd wing installed	1
Other Charges		
	Freight	1
	PD Book Supplies	1



**Farm Credit Services
of America**

800-884-FARM
fcsamerica.com

Loan Scenario Summary

This is an estimate of loan payments. The actual payment amounts may vary depending on the interest rate, closing date and other factors.

Parameters

Principal	Interest Rate	Payment Schedule	Term	Type
\$259,000	2.17%	Annually	5	Even

Results

\$55,268.61

EACH PAYMENT

\$17,343

TOTAL INTEREST

\$276,343

TOTAL PAYMENT



**Farm Credit Services
of America**

800-884-FARM
fcsamerica.com

Loan Scenario Summary

This is an estimate of loan payments. The actual payment amounts may vary depending on the interest rate, closing date and other factors.

Parameters

Principal	Interest Rate	Payment Schedule	Term	Type
\$159,000	2.5%	Annually	5	Even

Results

\$34,258.47

EACH PAYMENT

\$12,292

TOTAL INTEREST

\$171,292

TOTAL PAYMENT



**Farm Credit Services
of America**

800-884-FARM
fcsamerica.com

Loan Scenario Summary

This is an estimate of loan payments. The actual payment amounts may vary depending on the interest rate, closing date and other factors.

Parameters

Principal	Interest Rate	Payment Schedule	Term	Type
\$159,000	2.17%	Annually	5	Even

Results

\$33,929.38
EACH PAYMENT

\$10,647
TOTAL INTEREST

\$169,647
TOTAL PAYMENT

TOWN OF HINESBURG

TO: SELECTBOARD
FROM: TODD ODIT, TOWN MANAGER
SUBJECT: PERSONNEL MANUAL
DATE: 5/19/2021

ISSUE:

The issue is providing the Selectboard with a working draft of the new Personnel Manual for review and discussion at a future meeting.

DISCUSSION:

The Personnel Manual has undergone a significant update, so much so that it is a completely new document as opposed to amendments to the existing document. The purpose of the June 2, 2021 meeting is just to provide the board with copies of the existing document and the working draft. The Selectboard will need time to review and compare the documents. Prior to the meeting, a memo will be distributed highlighting the substantive changes between the two documents.

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Town of Hinesburg
Personnel Policy Manual
July 2020

DRAFT

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DRAFT

Section 1: Introduction

94
95 Welcome to the Town of Hinesburg. Our Town is dedicated to providing efficient, quality, and economical
96 municipal services to the citizens of our community. The Town organization is committed to providing
97 high quality services and expects each employee to be courteous, friendly, and helpful to work
98 cooperatively with other employees, to care about your work, and to help foster a productive and supportive
99 working environment.

100 We depend on employees to help the Town continue to provide quality services. The best way to
101 accomplish this overarching goal is through working together with mutual respect and friendly cooperation.
102 Although this is a legal document intended to make clear certain rules, processes and procedures, we are
103 dedicated to constantly maintaining a positive work environment.

104 The Town believes our employees are our greatest asset and our best investment. We strive to provide a
105 safe, pleasant, and enjoyable work atmosphere in which the skills, abilities, and creativity of individual
106 employees can flourish. We believe we provide outstanding incentives and rewards in terms of total
107 compensation that includes monetary compensation, employee benefits, pleasant working conditions, and
108 flexibility in meeting the needs of employees within the context of serving the community. Our ultimate
109 goal is to provide an outstanding place to work and an organization that consistently provides excellent
110 services to the community.

111 Our employees are important to us. Likewise, it is important that employees recognize the significance of
112 their commitment to their role in providing service to the community. We expect employees to provide
113 services in the most effective, efficient, and courteous manner possible. Employees should work together
114 as a team, both within their department and among the various town departments.

115 Please read this Personnel Policy Manual thoroughly and keep it as reference. The purposes are to:

- 116 • Inform employees of personnel policies of the Town of Hinesburg;
- 117 • Establish effective communication between Town employees and management; and
- 118 • Ensure equity in the Town's human resources administration.

119 When questions arise that are not answered in these guidelines, do not hesitate to ask your Department
120 Head or the Town Manager for assistance.

121 Feel free to offer suggestions, comments, and ideas as to how it might be improves. Thank you for your
122 dedication to the organization and the community!

Section 2: Definitions

123
124 Unless otherwise provided, the following definitions shall apply to this Personnel policy:

125 Full-Time Employee -A full-time employee regularly work 40 hours per week year-round. For definition
126 purposes, this shall also include the Town Clerk/Town Treasurer. A full-time employee is subject to all
127 rules and regulations and receives all benefits and rights as provided by this Personnel Policy Manual.

128 Regular Part-Time -A regular part-time employee is an employee who works 20 or more hours per week,
129 but less than the normal 40-hour work week, year-round. Regular part-time employees are eligible for all
130 employment benefits provided in this policy on a proportional basis; with the exception of retirement
131 benefits under the Vermont Municipal Employees Retirement System (VMERS), which requires that an
132 employee work not less than 24 hours per week to be eligible.

133 Non-Regular Part-Time -A non-regular part-time employee is an employee who works less than 20 hours
134 per week. These employees receive no benefits beyond those required by law.

135 Probationary Employee Any town employee during their initial six (6) months of service, or police
136 officers during their initial twelve (12) months of service, shall be designated a probationary employee,
137 and entitled to benefits as provided by this Personnel Policy Manual. The probationary period may be
138 extended for an additional period of as much as six (6) months at the discretion of the Town Manager.

139 Department Head- A part-time or full-time employee defined by the Town Manager as head of a Town
140 Department. A Department Head typically has direct supervisory responsibilities.

141 Town Manager -The full-time Chief Executive Officer of the Town of Hinesburg, hired by the
142 Selectboard, and further defined by 24. V.S.A. Chapter 37

143 Salaried Employee (also known as exempt employee) – As defined by the Federal Fair Labor Standards
144 Act, an employee who receives a weekly salary, as opposed to an hourly wage, and meets one or more of
145 the following criteria:

- 146 i. who manages a department and directs the work of two or more other employees;
- 147 ii. who works directly with management policies in non-manual work or regularly assists an
148 executive; or
- 149 iii. whose work requires advanced education and consistent exercise of discretion.

150 Salaried employees are not eligible for overtime compensation or holiday compensation as outlined in this
151 Personnel Policy Handbook.

152 Hourly Employee (also known as “non-exempt” employees) – As defined by the Federal Fair Labor
153 Standards Act, a non-exempt employee must be paid the minimum wage and overtime pay for any time
154 worked beyond forty (40) hours in a given work week. Under the Fair Labor Standards Act, non-exempt
155 employees are entitled to time and one-half of their regular pay rate for each hour of overtime.

156 Combined Time Off (CTO) As outlined in this Personnel Policy Manual, CTO is paid time off for
157 scheduled and unscheduled absences by the employee to meet individual interests needs and
158 circumstances.

159 Extended Sick Bank (ESB) As outlined in this Personnel Policy Manual, ESB hours may be used instead
160 of CTO for absences due to illness or injury.

161 Section 3: Administration

162 3.1 Title & Authority

163 This policy shall be known as the Town of Hinesburg Personnel Policy Manual. It has been adopted by
164 the Town of Hinesburg Selectboard pursuant to 24 V.S.A. §§ 1121 and 1122.

165 3.2 Notice & Disclaimer of Contract

166 This Personnel Policy Manual does not constitute a contract of employment. Employment with the Town
167 of Hinesburg (hereinafter the “Town”) is at will and not for any definite period or succession of periods of
168 time. The Town or the employee may terminate employment at any time, with or without notice. The
169 Selectboard reserves the right to amend any of the provisions of this Personnel Policy Manual for any
170 reason and at any time, with or without notice.

171 3.3 Amendment & Administration

172 The Personnel Policy Manual is intended to serve as a practical guide to the Town and the employees of
173 the Town. However, since it is only a summary, compiled for the convenience of our employees and
174 supervisors, it is not intended to cover all topics or circumstances. The Town reserves the right to amend
175 any of the provisions of this Personnel Policy Manual for any reason and at any time, with or without
176 notice, in accordance with all applicable laws. Employees may receive updated information concerning
177 changes to the Personnel Policy Manual. This Personnel Policy Manual will be administered by the Town
178 Manager or their authorized representative. However, each Department Head shall be responsible for the
179 administration of these regulations with respect to employees within their department.

180 In some instances, operations policy or policies may be adopted by a department to cover specific
181 circumstances and to maintain efficient and effective operations, as long as they do not conflict with the
182 Personnel Policy Manual. Such policies must be approved by the Town Manager or their authorized
183 representative.

184 3.4 Persons Covered

185 This Personnel Policy Manual applies to full-time, part-time, and non-regular part-time employees of the
186 Town of Hinesburg. Except by separate written agreement, elected officers and their statutory assistants,
187 members of Town boards, commissions and committees, volunteers (other than Volunteer Fire and First
188 Response department members) and persons who provide the Town with services on a contract basis are
189 not covered by this Personnel Policy Manual. Where a conflict exists between this policy and any
190 collective bargaining agreement or individual employment contract, the latter will control.

191 Volunteer Fire and First Response department members, as members of a department of the Town of
192 Hinesburg as per Selectboard Resolution signed January 7, 2021, shall be subject to all sections of this
193 personnel policy except Section 8: Benefits and Section 9: Compensation. Where a conflict exists
194 between this policy and the Hinesburg Fire Department Operating Guidelines, this policy will control.

195 3.5 Applicable Time Periods

196 The accumulation of Combined Time Off (CTO) shall commence with the date of hire, except as
197 otherwise provided. For all other purposes, the term “year” shall refer to the July 1 – June 30 fiscal year.

198 **Section 4: Equal Employment Opportunity**

199 The policy of the Town of Hinesburg is to provide equal opportunity to all employees and applicants
200 without regard to race, color, religion, ancestry, sexual orientation, gender identity, age, national origin,
201 place of birth, marital status, disability, veteran’s status, HIV status, pregnancy, genetic information or
202 any other category of person protected under state or federal law.

203 **Section 5: Employment Practices**

204 5.1 Vacant Positions

205 When a vacancy is anticipated or occurs, the Department Head shall notify the Town Manager as soon as
206 possible. The Department Head may suggest filling the vacancy from within, eliminating the position, or
207 changing the position and revising the job description. The Town Manager must approve all job
208 description changes and vacancy appointments, whether through internal transfer, promotion, or external
209 search process, and consistent with applicable labor union contracts.

210 When a Department Head believes there is a need to create an additional position, they must submit a
211 written request to the Town Manager that describes and substantiates the need as fully as possible. They

212 may additionally be asked to submit a proposed job description and suggested pay range. No new
213 position can be established without advance approval by the Town Manager and available funding per
214 established budget. The rate of pay or hiring range must be approved, prior to the internal or external
215 search, promotion, or transfer process, by the Town Manager.

216 5.2 Internal Transfer & Promotion

217 The Town Manager shall have the authority to transfer and/or promote an employee to a different position
218 between town departments without advertising or otherwise searching externally.

219 5.3 External Searches

220 As deemed appropriate by the Town Manager, the Town may publicly advertise any job vacancy in
221 venues such as: the town website, online websites and job boards, and/or appropriate print/ online
222 newspapers, trade journals, etc. Additionally, the vacancy shall be posted in appropriate locations
223 accessible to Town employees.

224 The Town Manager will use professional judgement on how best to advertise but will generally include:
225 job title, hiring range, a brief description of the role and required / desired qualifications. Posting the
226 hiring range does not necessarily preclude an initial salary that is higher, if justified by the qualifications
227 and/or market conditions; however, approval of the Town Manager is required.

228 5.4 Applications

229 Application procedures for employment, including the application materials to be submitted, shall be
230 determined by the Town Manager as appropriate for the type of job vacancy. Application forms shall
231 include information about the applicant's identity, work experience, references, and any other information
232 deemed relevant by the Town Manager. Application forms shall not include a request for criminal
233 history record information unless otherwise provided for by the law including 21 V.S.A. §§ 495. All
234 applications must be signed by the applicant attesting to the truthfulness of the information provided.
235 Any material false statement or deliberately misleading information shall be grounds for rejection of the
236 application or dismissal from the Town's services if the falsehood is discovered after the hire.

237 Among other reasons, written employment applications may be rejected from any applicant:

- 238 a) whose application clearly indicates that minimum required qualifications are not fulfilled;
- 239 b) whose employment has been terminated for just cause from a department of the Town;
- 240 c) who has practiced or attempted fraud or deception in any statement of fact pertinent to the
241 application; or
- 242 d) who is a close relative of a sitting member of the Town board, commission, of a Trustee or of
243 the department head of the department to which they are applying as the Town prohibits such a
244 hiring.

245 5.5 Selection

246 Upon review of applications, and conducting interviews as appropriate, the Town Manager, together with
247 the Department Head, shall select the applicant whose integrity, qualification, and references indicate they
248 best meet the needs of the town. The Town Manager, together with the Department Head, shall make a
249 conditional offer of employment to the selected individual that is consistent with applicable law,
250 including 21 V.S.A. §§ 495.

251 After a conditional offer of employment has been made to a selected individual, but before the
252 commencement of work, every new employee is required to undergo a background check may be required
253 depending on the position.

254 5.6 Probationary Period

255 All new employees will be required to complete a six-month probationary period, except police officers
256 who must complete a twelve-month probationary period. Additionally, any employee that is transferred
257 or promoted to a new position will complete a six-month probationary period. The probationary period
258 for new employees may be extended by the Town Manager.

259 The purpose of this probationary period is to determine whether the employee is suited for the job.
260 During the probationary period, an employee may be terminated at any time at the discretion of the Town
261 Manager. Notwithstanding any other provision of this Personnel Policy Manual, an employee terminated
262 during the probationary period will have no right to grieve or appeal such termination.

263 During the probationary period of an employee who has been transferred or promoted and where the
264 employee fails to meet the job performance expectations of the new position, the Town Manager may

- 265 • demote the employee to the prior position, if available;
- 266 • demote the employee to a position similar to the prior position, if available; or
- 267 • terminate the employee.

268 Notwithstanding any other provision of this Personnel Policy Manual, an employee who has been
269 transferred or promoted and who is terminated during the probationary period will have a right to grieve
270 or appeal such termination only on the grounds the termination was discriminatory.

271 5.7 Personnel Records

272 Personnel records will be maintained for each employee of the Town. Personnel records for each
273 employee are kept in the office of the Town Manager and are the property of the Town. These records
274 are confidential in nature and should be accessible only to the Town Manager, or designee, and the
275 employee. The employee personnel records may include, among other things, application materials,
276 correspondence and agreements regarding employment by the Town, performance evaluations, and
277 documentation of issues related to leave, promotion, discipline, dismissal or resignation. Each employee
278 is responsible for updating the Town Administrator, in writing, any pertinent changes in the employee's
279 situation, including the employee's address, marital status, or the number and names of dependents.

280 Any medical records related to an employee will be separately maintained by the Town in a separate,
281 confidential file to which access is restricted.

282 In accordance with Vermont's Public Records Law, 1 V.S.A. §§ 315-320, any employee or the
283 employee's designated representative may inspect or copy their personnel file at a mutually agreeable
284 time during regular office hours. The Town reserves the right to have its representative present at the time
285 its files are examined or copied.

286 Requests for specific information regarding employees, which are not made by the employee or
287 employee's designated representative, must be made to the Town Manager and shall be granted on a
288 "need to know" basis for bona fide Town purposes. Other requests shall be denied except as follows:

- 289 • current or former employee's dates of employment and job title(s) upon request to the Town
290 Manager;
- 291 • current or former employee's additional information only upon the Town's receipt of an
292 acceptable signed waiver and consent to a full release of information, executed by the employee
293 or former employee.

294 Notwithstanding any of the above, where the privacy rights of others or best interests of the Town are
295 involved, Town officers may exercise discretion in limiting access to and copying of information in
296 personnel files, even in the event of employee waiver and consent.

297 Section 6: Rules & Expectations

298 6.1 Conduct of Employees

299 Because of the public trust invested in the Hinesburg Town government, it is the duty of every employee
300 to conduct themselves in a polite, respectful and professional manner. High standards of conduct are
301 essential to municipal service and are expected of each employee. All employees are considered
302 representatives of the Town and as such are expected to conduct themselves in a courteous, helpful and
303 respectful manner in all their interactions with the public, other employees, and elected and appointed
304 officials. Employees shall not publicly defame, ridicule, or otherwise undermine the dignity and
305 effectiveness of another Town employee, a Town department, or the Town government as a whole, or a
306 member of the public, through verbal or written communication, including all electronic formats and
307 media. Employees shall not encourage or incite ridicule that defames or otherwise undermines the dignity
308 and effectiveness of or incite violence toward another-Town employee, a Town department, or the Town
309 government as a whole, or a member of the public, through verbal or written communication, including
310 all electronic formats to include all social media. This prohibition is not intended to interfere with
311 employees' rights of the National Labor Relations Act to form, join or assist a union.

312 All employees are expected to faithfully execute the duties and responsibilities of their office to the best
313 of their ability and in compliance with the provision of this Personnel Policy Manual. All employees
314 shall maintain productive, polite and respectful working relationships. Work shall be performed in an
315 efficient, timely, and effective manner. Employees may express disagreement respectfully in an
316 appropriate setting, such as in a private meeting with the person with whom they disagree. If
317 disagreements continue, the appropriate mediation shall be undertaken to resolve any disputes. If
318 necessary, the Department Head, or Town Manager, will make themselves available to assist in mediating
319 interpersonal conflict between members of the staff. All employees are expected to acquire, develop, and
320 expand the skills and competence required by their position.

321 6.2 Conflict of Interest

322 Employees have an obligation to conduct business in a manner that avoids any actual, perceived or
323 potential conflict of interest. A conflict of interest occurs when an employee is in a position to influence a
324 work-related action, decision or transaction in any cause, proceeding, application or any other matter
325 pending before the employee or the Town that may result in a personal gain for that employee or a
326 personal gain for a close relative, a business associate, employer or employee of that individual. This
327 personal gain may appear in the form of a benefit received by a company or firm in which the employee,
328 or the employee's close relative, has a business interest, or when an employee or relative receives any
329 kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings
330 involving the Town.

331 Every employee of the Town shall carry out their job in a way that ensures that neither the individual
332 employee nor any other employee of the municipality will gain a personal or financial advantage from
333 their work for the municipality and so that the public trust will be preserved. All decisions made by
334 municipal employees shall be based on the best interest of the community at large rather than the interests
335 of any particular individual or employee. An employee shall disclose any actual, perceived or potential
336 conflict of interest and shall decline to participate in any action or sphere of influence in their capacity as

337 a Town employee, decision or transaction unless the conflict of interest is determined to be nonexistent by
338 the Town Manager.

339 An employee shall not personally, or through a close relative, business associate, employer or employee,
340 represent, appear for, or negotiate in a private capacity on behalf of any person or organization in a cause,
341 proceeding, application or other matter pending before the municipality. An employee shall not use
342 resources not available to the general public, including but not limited to town staff time, equipment,
343 supplies, or facilities for private gain or personal purposes.

344 An employee may accept, from an individual or entity, nominal gifts or gratuity in connection with the
345 actions associated with their official duties on behalf of the Town with an aggregated estimated monetary
346 value not exceeding \$20.00 per calendar year. Employees may not directly or indirectly ask, demand,
347 exact, solicit, accept or receive any gift, gratuity, act or promise beneficial to that individual, or another,
348 which could influence any action or inaction associated with their officials duties on behalf of the Town ,
349 or create the appearance of impropriety in connection with any actions or inactions associated with their
350 official duties on behalf of the Town. Any employee authorized to procure or to recommend procurement
351 of materials, supplies or services, directly or indirectly, shall not ask, demand, exact, solicit, seek, accept,
352 receive or agree to receive for the employee or other person, any benefit or benefits from the person
353 providing or soliciting the provision of such materials, supplies or services with the exception that the
354 employee may receive items of de minimis nature valued \$20.00 or less (such as vendor booth “freebie”)
355 per calendar year from an individual or entity.

356 An employee may accept, from an individual or entity, a gift in the form of a meal if the meal is routine
357 and not unusual.

358 6.3 Fraud

359 The Town has an interest in preventing fraud; fraud by Town employees will not be tolerated.
360 Additionally, this section of the Personnel Policy Manual encourages Town employees to combat fraud
361 involving other employees, elected or appointed officials, consultants, vendors, contractors, outside
362 agencies and /or any other parties that have a business relationship with the Town.

363 Fraud involves the use of an individual’s occupation for personal enrichment or benefit through the
364 deliberate misuse or misapplication of Town’s resources or assets. Examples of activities that constitute
365 fraud include, but are not limited to the following:

- 366 • Theft of money or property;
- 367 • Receiving bribes;
- 368 • Misappropriation in handling funds, securities, supplies or other assets belonging to the Town;
- 369 • Engaging in transactions or decisions that involve a conflict of interest as defined in this
370 Personnel Policy Manual;
- 371 • Destruction, removal or inappropriate use of records, furniture, fixtures, tools, vehicles, mobile
372 communication devices, computers, or other Town equipment;
- 373 • Workers compensation fraud;
- 374 • Payroll falsification; and
- 375 • Expense reimbursement falsification.

376 Department Heads and other management are ultimately responsible for the detection and prevention of
377 fraud. However, Department Heads and other management rely on the observation and communication of
378 all employees to detect and prevent fraud.

379 Any irregularity with respect to Town assets that an employee suspects or detects shall be immediately
380 reported to the employee's Department Head, the Town Manager, the Town Clerk and/or Treasurer. All
381 reports received shall be referred directly to the Town Manager, except for complaints relating to actions
382 by the Town Manager, which will be referred directly to the Selectboard. Investigations will be
383 conducted by the Town Manager. . The attorney for the Town will be consulted as necessary.

384 Any employee who reports a suspected fraud or irregularity to the employee's Department Head, the
385 Town Manager, the Town Clerk and/or Treasurer shall not attempt to personally conduct an investigation
386 related to the suspected fraud or irregularity. The Town Manager (or Selectboard if the complaint is
387 against the Town Manager), and the attorney for the Town, shall have primary responsibility for the
388 investigation of all suspected fraudulent acts. All instances that are investigated will be disclosed to the
389 Auditor responsible for preparing the Town's annual financial audit. If the investigation substantiates that
390 fraudulent activities have occurred, the Town Manager (or Selectboard if the complaint is against the
391 Town Manager), with the assistance of the attorney for the Town, as necessary, shall prepare a written
392 report documenting the suspected fraud. The Town Manager (or Selectboard if the complaint is against
393 the Town Manager) in consultation with the attorney for the Town, will decide whether to refer the
394 suspected fraud to appropriate law enforcement and/or regulatory agencies for further investigation.

395 The Town Manager (or Selectboard if the complaint is against the Town Manager) shall make a final
396 decision as to the disposition of the case with respect to the Town's involvement, which may include
397 discipline of the employee in accordance with this Personnel Policy Manual or an appropriate Bargaining
398 Unit contract.

399 The Department Head, the Town Manager, the Town Clerk and/or Treasurer involved in receiving the
400 complaint from the employee and/or investigating the complaint on behalf of the employee shall keep the
401 identity of the employee confidential throughout the entirety of the process, to the extent permitted by
402 law.

403 6.4 Hours of Service

404 Regular work hours shall be determined by the Department Head and the Town Manager. All employees
405 are expected to be in attendance during regular work hours and punctual in reporting to work. Employees
406 who will be absent from work are expected to notify their Department Head as far in advance as possible
407 and all unexpected absences shall be reported as soon as possible. An employee failing to report to work,
408 without explanation, for three consecutive work shifts shall be considered to have abandon their position.
409 An employee who abandons their position may be subject to termination.

410 Regular work hours may be changed and employees may be expected to work additional hours that may
411 exceed forty hours in a given week, as circumstances require. All Highway and Utilities & Facilities
412 employees are required to be available for work on an on-call basis. All Town employees are required to
413 be available for work in the case of an emergency, weather-related or otherwise.

414 6.5 Reasonable Accommodations for Person with Disabilities

415 The Town is committed to complying with all applicable provisions of the Americans with Disabilities
416 Act (ADA), 42 U.S.C. §§ 1201 et seq. It is the Town's policy to not discriminate against any qualified
417 employee or applicant with regard to any terms or conditions of employment because of such an
418 individual's disability or perceived disability so long as the employee can perform the essential functions
419 of the job. Consistent with the policy of nondiscrimination, the Town will provide reasonable
420 accommodations to a qualified individual with a disability, as defined by the ADA, who has made the

421 Town aware of their disability, provided that such accommodation does not constitute an undue hardship
422 on the Town.

423 Applicants or employees with disability who believe that they need a reasonable accommodation should
424 make the Town aware of their disability by contacting their Department Head or Town Manager.

425 Upon receipt of an accommodation request, the Town will review potential reasonable accommodation(s)
426 that the Town may be able to make to enable an employee to perform the essential functions of their job.
427 The Town will determine the feasibility of the requested accommodation considering various factors,
428 including, but not limited to, the nature and cost of the accommodation, the available financial resources
429 in the department and available to the Town, the impact of the accommodation on the operation of the
430 Town, the impact on the ability of other employees to perform their duties, and the impact on the Town's
431 ability to conduct business.

432 As part of this process, an applicant or employee may be required to provide authorization to the Town to
433 communicate with and obtain documentation from their doctor regarding the medical condition(s) for
434 which reasonable accommodation is sought, and may further be required to be evaluated by a doctor of
435 the Town's choice. All such medical information discussed and received shall be treated as confidential
436 to the extent required and permissible by law. The Town Administrator or Department Head will inform
437 the employee of its decision on the accommodation request or on how to make the accommodation.

438 **6.6 Reasonable Accommodations for Individuals with Pregnancy-Related Conditions**
439 Vermont law protects women with pregnancy-related conditions and extends the same rights and
440 standards with respect to the provisions of reasonable accommodations as a qualified individual with a
441 disability, regardless of whether the pregnant individual qualifies as a person with a disability. The Town
442 will provide reasonable accommodations to a woman with a pregnancy-related condition who has made
443 the Town aware of their condition, provided that such accommodation does not constitute an undue
444 hardship on the Town. See V.S.A. §§ 495K (Effective January 1, 2018)

445 **6.7 Reasonable Accommodations for Nursing Mothers**
446 Vermont Law, 21 V.S.A. § 305, provides protection for nursing mothers in the workplace for up to three
447 years following the birth of a child. So long as it will not substantially disrupt operations and upon
448 request, the Town will make a reasonable accommodation to provide reasonable time throughout the day
449 and an appropriate private space, that is not a bathroom stall, for a nursing mother to express breast milk
450 for her nursing child.

451 **6.8 Flexible Working Arrangements**
452 Employees have the right to request a flexible working arrangement according to Vermont law, 21 V.S.A.
453 § 309. A flexible working arrangement is an intermediate or long-term change in the employee's regular
454 working arrangement, including changes in the number of days or hours worked, changes in the time the
455 employee arrives at or departs from work, work from home, or job sharing.

456 **6.9 Telecommuting**
457 An employee request for a flexible working arrangement may involve a request to telecommute.
458 Alternatively, a supervisor may identify an advantage to the Town in offering a telecommuting option to
459 an employee. Telecommuting is the practice of working at home or another work site other than the
460 Town Office or as described in the employee's job description. It is an alternative that may be granted
461 only to certain employees in certain positions, consistent with applicable law, at the sole discretion of the

462 Town Manager. Telecommuting is not an employee benefit, but an alternative approach to fulfilling the
463 Town's work requirements strictly on a case-by case basis.

464 The Town Manager shall consider whether the proposed alternative work site is suitable for
465 telecommuting.

466 6.10 Outside Employment

467 The primary occupation of all full-time employees shall be with the Town. Employees may not engage in
468 any outside business activities during their normal working hours. Additionally, employees may not
469 engage in outside business activities during times that are not normal working hours if the outside
470 business activities interfere with their job performance or constitute an actual perceived or potential
471 conflict of interest.

472 Prior to accepting outside employment, employees will disclose their intent to do so in writing and obtain
473 prior clearance from their Department Head and the Town Manager that such employment does not
474 constitute a conflict of interest.

475 6.11 Political Activity

476 An employee shall not use their official authority for the purpose of interfering with or affecting the
477 nomination or election of any candidate for public office, or demand or solicit from any individual direct
478 or indirect participation in any political party, political organization or support of any political candidate.
479 Employees are prohibited from using Town facilities, equipment or resources for political purposes and
480 from pursuing political activities while working.

481 This Personnel Policy Manual is not to be construed to prevent employees from becoming or continuing
482 to be members of any political party or organization, from attending political party or organization
483 meetings or events, or from expressing their views on political matters, so long as these views are clearly
484 articulated as being those of the individual and not of the Town, and these activities do not interfere with
485 the individual's ability to effectively perform their duties and take place or are expressed during non-
486 working hours. This Personnel Policy Manual is not to be construed as prohibiting, restraining or in any
487 manner limiting an individual's right to vote with complete freedom in any election.

488 6.12 Nepotism

489 The Town in recognition of the potential for an actual, perceived or potential conflict of interest to occur
490 in the workplace where a close relative is responsible for supervising or evaluating the work performance
491 of another close relative, prohibits the hiring or transferring of close relatives, when doing so will result in
492 a close relative supervising or evaluating another close relative, or a close relative supervising or
493 evaluating the immediate supervision of another close relative.

494 Additionally, the Town prohibits the hiring of close relatives or a household member of a sitting member
495 of a Town board, authority, commission, trustee, or committee. Further, an employee of the Town shall
496 not directly hire or attempt to influence the hiring of a close relative.

497 6.13 Use of Substances

498 Employees shall not be involved with the unlawful manufacture, distribution, possession, or use of an
499 illegal drug, controlled substance or alcohol while on Town premises or while conducting Town business
500 off premises. This policy shall apply to all employees, including any employee that is telecommuting or
501 otherwise working from an alternative work site. Any employee who discovers a violation of this policy
502 shall notify their Department Head or the Town Manager.

503 An employee must report a conviction under a criminal drug statute for violations occurring on or off
504 Town premises while on Town business to the Department Head or Town Manager within 5 (five) days
505 after the conviction or plea. The Town will notify any government agency providing grant funds or any
506 government agency with which the Town has a qualifying contract of such conviction or plea within 10
507 (ten) days thereafter. Upon request, the Town Manager shall meet with the employee (and a Union
508 Representative, if the employee is part of a collective bargaining unit) before taking any further action.

509 Employees shall only use prescription drugs on Town premises which have been prescribed by a licensed
510 medical practitioner, and such drugs shall be used only as prescribed. Further, such drugs may not
511 interfere with the ability of the employee to perform job functions. An employee in a safety-sensitive
512 position may not perform safety-sensitive job duties while taking prescribed medication that adversely
513 affect the employee's ability to safely and effectively perform those job duties.

514 An employee shall not consume alcohol or recreational marijuana on Town premises or off Town
515 premises while conducting Town business. An employee who is on duty, including any employee who is
516 telecommuting or otherwise working from an alternative work site, shall not be under the influence of
517 alcohol. A violation of this policy may result in disciplinary action, up to and including discharge.

518 In appropriate circumstances, the Town shall provide an employee with an opportunity for counseling or
519 rehabilitation in overcoming addiction to, or dependence upon, alcohol and drugs. The Town will inform
520 employees about available drug counseling as per 41 USC § 8103.

521 In addition to the foregoing policy regarding a Drug Free Workplace, employees who operate a
522 commercial motor vehicle (CMV) are required to adhere to the Town of Hinesburg's Drug and Alcohol
523 Policy for CMV Drivers.

524 6.14 Safety & Health

525 The safety and health of every employee is important to the Town. All employees are required to comply
526 with the rules and regulations of Vermont Occupational Safety and Health Administration (VOSHA). All
527 employees shall report unsafe equipment and any hazardous working conditions immediately to the
528 Department Head or Town Administrator. Retaliation against any employee or other individual who
529 reports a safety hazard is strictly prohibited and may be grounds for discipline up to and including
530 termination.

531 All employees shall immediately report any accident which results in personal injury, even if minor, or
532 property damage of any kind, to their Department Head and the Town Administrator.

533 6.15 Tobacco Use

534 In recognition of the hazards that tobacco poses to the health of employees, and in accordance with 18
535 V.S.A. § 1421 et seq. and § 1741 et seq., the Town hereby prohibits employees' use of tobacco in any
536 form, including electronic cigarettes, in all publicly owned buildings, offices and enclosed areas, and all
537 Town vehicles.

538 Each employee has a responsibility to report violations of this policy to their supervisor or, if not
539 resolved, the Town Administrator. It is the responsibility of Department Heads to ensure adherence to
540 this policy and to investigate complaints. If management fails to enforce the policy, employees can
541 contact the Vermont Department of Health at (866) 331-5622 which will then contact the employer. The
542 law prohibits an employer from retaliating against an employee for assisting in the supervision or
543 enforcement of these laws.

544 Copies of this “Tobacco Use” section will be distributed to all employees and lessees of Town owned
545 buildings and will be posted wherever required workplace posters are displayed.

546 6.16 Use of Town Equipment & Vehicles

547 Except in rare cases expressly authorized by the Town Manager and re-authorized at least annually on
548 July 1, the use of Town equipment or property for personal use is strictly prohibited. Town vehicles shall
549 be used for Town business purposes only. In situations where employees have been authorized to drive
550 vehicles between home and work, they shall restrict the vehicle use to Town purposes and only incidental
551 personal use on the way to and from work is permitted. Employees should have no expectation of privacy
552 regarding anything stored in or on Town owned property or Town owned equipment, including but not
553 limited to desks filing cabinets, lockers and vehicles. Employees should expect that such areas may be
554 searched at any time to retrieve work-related materials or to investigate violations of workplace rules.

555 6.17 Use of a Portable Electronic Device

556 Use of Portable Electronic Devices in Motor Vehicles Pursuant to 23 V.S.A. § 1095b, an employee shall
557 not use a portable electronic device while operating a Town vehicle or operating a personal vehicle for
558 Town business except in a hands-free mode.

559 a) For purpose of this section, “portable electronic device” shall include any device that sends or
560 receives phone calls, text messages, emails, or accesses the internet. “Operating” means
561 operating a motor vehicle on a public highway or other place that is open to the general
562 circulation of vehicles and includes while temporary stationary because of traffic, a traffic control
563 device, or other temporary delays. “Operating” does not include operating a motor vehicle with
564 or without the motor running when the operator has moved the vehicle to the side of or off the
565 public highway and has halted in a location where the vehicle can safely and lawfully remain.
566 The prohibitions of this subsection shall not apply:

- 567 i. to hands free use;
- 568 ii. to activation or deactivation of hands-free use;
- 569 iii. when use of a portable electronic device is necessary for a person to communicate with
570 law enforcement or emergency service personnel under emergency circumstances;
- 571 iv. to use an ignition interlock device, as defined in 23 V.S.A. § 1200;
- 572 v. to use a global positioning or navigation system if it its installed by the manufacturer or
573 the device is placed in an accessory or location in the vehicle, other than the operator’s
574 hands, where the device will remain stationary under typical driving conditions.

575 b) Other use of Portable Electronic Devices shall be occasional, brief and appropriate personal use
576 of personal portable electronic devices is permitted, provided it is consistent with this policy and
577 dose not interfere with an employee’s job duties and responsibilities. Portable electronic devices
578 issued by or belonging to the Town shall not be used for personal communications during
579 business hours, except in emergency situations or anticipated emergency situations that require
580 immediate attention.

581 6.18 Use of Town Computer System

582 The Town computer system is to be used by employees for the purpose of conducting Town business.
583 Occasional, brief, and appropriate personal use of the Town computer system is permitted, provided it is
584 consistent with this policy and does not interfere with an employee’s job duties and responsibilities.
585 Employees must use their Town signatures in messages pertaining to Town business sent to third parties.
586 Employees must not use Town signatures in any personal messages.

587 Employees should have no expectation of privacy regarding anything created, sent or received on the
588 Town computer system. The Town may monitor any and all computer transactions, communications and
589 transmissions to ensure compliance with this policy and to evaluate the use of its computer system. All
590 files, documents, data, and other electronic messages created, received or stored on the Town computer
591 system are open to review and regulation by the by the Town and may be subject to provisions of
592 Vermont's Public Records Law.

593 With the exception of departments that need to run their own computer network, employees may not
594 introduce software from any outside source on the Town's computer system without explicit prior
595 authorization from the network administrator. Employees may be held responsible for any damages
596 caused by using unauthorized software or viruses they introduce into the Town computer system, and may
597 also be subject to discipline up to, and including termination.

598 Employees who have a confidential password to access the Town's operating system should be aware that
599 this does not mean the computer system is for personal confidential communication, nor does it suggest
600 that the computer system the property of that person. Transmission of electronic messages on the Town
601 computer system shall be treated with the same degree of propriety, professionalism, and confidentiality
602 as written correspondence. The following are examples of uses of the Town computer system which are
603 prohibited:

- 604 • Communication that in anyway may be construed by others as disruptive, offensive, abusive,
605 discriminatory, harassing, or threatening;
- 606 • Communication about sexually explicit images or messages;
- 607 • Transmission of chain letters or solicitations for personal gain, commercial or investment
608 ventures, religious or political causes, outside organizations, or other non-job-related
609 solicitations during or after work hours;
- 610 • Knowingly infringing upon the copyright or other intellectual property rights of third parties;
- 611 • Sharing user identification information with another person except the network administrator or
612 other person authorized by the Department Head or the Town Administrator;
- 613 • Disabling, interfering with, or not following proper security measures;
- 614 • Deletion or modification of computer files and/or data without prior consent of the primary user;
- 615 • Access to internet resources, including websites and news groups, that are inappropriate in a
616 business setting;
- 617 • Any other use that may compromise the integrity of the Town and its business in anyway.

618 Email messages that are intended to be temporary, non-substantive communications may be routinely
619 discarded. However, employees must recognize that emails sent, received, or stored on the Town
620 computer system are subject to Vermont's Public Records Law and made be covered by the State of
621 Vermont's retention rules and disposition schedules for municipal records.

622 6.19 Security of Town Computer System

623 Security of Town computers is the responsibility of each employee. Problems arising from security
624 breaches occurring as a result of employee negligence or non-compliance with this policy may result in
625 disciplinary action up to and including termination.

626 No one shall be granted unattended access to Town computers, servers or network systems except an
627 employee of the Town, unless the person granted access is working as part of a formal vendor or support
628 relationship with the Town.

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A. Physical Security of Computers at Town Offices

Every employee shall lock their computer if it is unattended and the employee expects to be out of sight of the computer or desk area. Every employee expecting to be out for more than 90 minutes should shut down or log off the computer before leaving. All employees must shut down their computers before leaving work for the day. The only exceptions are:

- an employee leaves for an appointment, expects to return, but does not;
- an emergency prevents an employee from shutting down prior to leaving; or
- IT support requires the systems to remain on for some reason.

No employee passwords to access Town information systems shall be visible at any workstation. If a list of passwords is necessary, it shall be secured. All computers shall be programmed with a screen saver “timeout” of 20 minutes, requiring re-entering a password to reactivate the computer. Employees shall not tamper with or change the screen saver “timeout” programmed on their computer.

B. Physical Security of Computers Outside of Town Offices

Any employee taking a Town computer outside of the office shall take all reasonable precautions to ensure the physical safety of the computer as well as to prevent unauthorized access to the computer. This shall include:

- never leaving a computer unattended or out of sight unless it has a cable lock attaching it to a piece of furniture or another item that is hard to move;
- never leaving a computer in an unlocked vehicle; and
- never leaving a computer, even in its bag, on the seat of a vehicle unless it is covered by another item to make it less obvious that it is a computer. It should be locked in the vehicle’s trunk.

A Town computer shall not be connected to an open, unsecured Wifi network when a secure WiFi is available. If an unsecure WiFi network must be used, the amount of time on it should be minimized. Confidential information of any kind shall not be accessed or transmitted on an open WiFi network.

C. Working at Home

When an employee uses a Town computer to work at home, they must take precautions to prevent either advertent or inadvertent access to that computer or confidential information displayed on its screen(s) by other members of the household. These precautions shall include:

- locking or logging out of the computer whenever the employee is away from it;
- closing windows with confidential information when someone might see it; and
- turning the screen away from others in the room.

Home networks must be protected by a firewall between the network and the internet. Ideally, a Town computer should be connected to a home network with a physical (Ethernet) cable. When a home WiFi is used, that network shall be protected, with a password or key and secured using appropriate WiFi security, preferably WPA or WPA2, or as determined by Town employee in charge of IT and Communications. Use of WEP for WiFi security is not allowed when using Town computers to work at home.

D. File Security

Any file requiring that access be restricted to specific people or groups, must have their permissions set, or be places in a folder which has its permissions set, to limit access to only those

672 people or groups. All employees should apply password protection for either opening or
673 modifying any files that they create or have in their folders that they believe are sensitive,
674 confidential or difficult to replace. All employees are required to have provided their Department
675 Head with all passwords they used to protect any applications or documents created or stored on
676 Town computers. These passwords will be given to the Town Administrator's Office by the
677 Department Heads and the Town Administrator's Office will keep a master list.

678 6.20 Use of Social Media

679 The term "social media" refers to online applications and mobile-based tools that facilitate the sharing of
680 information, interactivity, and communication amongst individuals, groups, organizations, and the
681 government through digital transmission. These tools currently include social networks, blogs, video
682 sharing, podcasts, wikis, message boards, Front Porch Forum, and other online forums. Currently
683 available technologies include picture and video sharing, and wall postings. This policy covers all social
684 media tools, both existing and to be developed. Employee use of social media can occur in an 'official
685 capacity', where the employee is specifically authorized to speak on behalf of the Town in a social media
686 forum; or in a 'personal capacity' where the employee is not specifically authorized to speak on behalf of
687 the Town.

688 For the Town of Hinesburg policy on social media covering employee use of social media in an official
689 capacity and use of Town social media sites by the public, please refer to the Town of Hinesburg Social
690 Media Policy.

691 **This is where the policy under review will be inserted.**

692 Section 7: Performance Evaluations

693 The Town has a performance evaluation process whereby each employee is evaluated by their supervisor
694 on at least an annual basis. The primary purpose of the evaluation is to formally discuss the performance
695 objectives for each employee, discuss areas of strong performance and areas that may need improvement,
696 develop a plan of action for meeting goals and objectives, and for establishing a dialogue between the
697 employee and their supervisor. The results of such evaluations will be submitted to the employee, the
698 employee's department head and the Town Administrator and will become a part of the employee's
699 personnel file. The evaluation process will be developed by the Town Manager and may be changed from
700 time to time at their discretion.

701 Section 8: Employee Benefits

702 8.1 Eligibility for Benefits

703 The Town offers a comprehensive benefits package for the benefit of its eligible full-time and part-time
704 employees as follows:

705 Part-time employees who are regularly scheduled to work year-round at least 20 hours a week may elect
706 to participate in the aforementioned benefits on a prorated basis, subject to the eligibility requirements of
707 the insurance carrier or other benefit provider. The Town will pay a proportionate share of the cost of the
708 benefit programs based on the ratio of work hours per week to 40 hours per week. The employee is
709 responsible for the balance.

710 Information about group insurance and other benefits are included as Addendum B to this Policy.
711 Additionally, further details are available in the Town Administrator's office. The Town reserves the right
712 to change carriers, or to add, delete or amend benefit programs in its sole discretion. The Town also

713 reserves the right to change the amount or percentage of its contribution to the cost of any group health
714 insurance or other benefit program. Employees will be provided with advance notice of any change in the
715 contribution rate or change in benefit plan program offerings.

716 8.2 Health Insurance Opt-Out Program

717 One time per year, during the open enrollment period, all full-time employees will have the opportunity to
718 participate in a health insurance opt-out program. Proof of an alternative source of health insurance
719 coverage is required in order to participate in the program. Employees choosing to opt-out of the Town's
720 health care plan will receive an amount equal to 75% of the annual premium of a individual person plan
721 payable in weekly installments. If for any reason an employee terminates their employment prior to the
722 end of the year, their weekly installments terminate as well. Opt-out payments are subject to normal
723 withholding taxes.

724 8.3 Holiday Compensation

725 The Town observes the following holidays each year. Full-time and part-time employees will receive paid
726 holiday leave for the number of hours they are scheduled to work on the day the holiday falls:

- 727 • New Year's Day (January 1)
- 728 • Martin Luther King Jr.'s Birthday (3rd Monday in January)
- 729 • Presidents Day (3rd Monday in February)
- 730 • Memorial Day (last Monday in May)
- 731 • Independence Day (July 4)
- 732 • Bennington Battle Day (August 16)
- 733 • Labor Day (1st Monday in September)
- 734 • Indigenous Peoples Day (second Monday in October)
- 735 • Veteran's Day (November 11)
- 736 • Thanksgiving Day (4th Thursday in November plus 4 hours the adjacent preceding day)
- 737 • Christmas (plus 4 hours on December 24)

738 Employees will receive holiday pay for the number of hours in the employee's typical work day on which
739 the holiday falls, at the employee's regular rate of pay. Part-time employees will receive pro-rated
740 holiday leave pay based on the number of hours the employee is regularly scheduled to work. Holiday
741 leave that is not actually worked by an employee will not be included in calculating overtime for that
742 employee.

743 Holidays falling on Saturday will be observed the preceding Friday. Holidays falling on a Sunday will be
744 observed the following Monday. Holidays that fall during an employee's vacation leave will not be
745 charged as vacation leave.

746 An employee who wished to work on a holiday and does not receive "holiday-pay" (as described in the
747 compensation section of this Policy) may, with the pre-approval of their Department Head, take an
748 alternative day off, referred to as a "flex holiday".

749 8.4 Combined Time Off (CTO)

750 Combined Time Off (CTO) provides a certain number of days for paid time off each year to eligible
751 employees. The CTO program coordinates into one program a specific number of days which employees
752 may use for paid time off (both scheduled and unscheduled time off) according to their individual
753 interests, needs and circumstances. Proper management and budgeting of time off is the responsibility of
754 the employee.

755 All regular full-time and regular part-time employees are eligible to participate in the CTO Program. An
 756 employee's accumulative CTO may not exceed a maximum of one and one-half times the annual
 757 allotment. Hours accrued in excess of one-and one-half times the annual allotment will be transferred to
 758 Extended Sick Bank (ESB) if adequate Space available on July 1 each year

759 CTO will be used for scheduled or planned absences such as vacations, holidays, planned personal
 760 absences, and appointments. The Department Head must approve such absences in advance. Scheduling
 761 of CTO shall accommodate, to the greatest extent possible, preferences shall be given to seniority with
 762 regard to conflicts in scheduling time off. In the event that a regular holiday falls during a scheduled
 763 period of CTO, CTO hours will not be charged to that day.

764 CTO will be used for absences which have not been approved in advance by the Department Head, such
 765 as lateness, illness, family emergencies and transportation problems. Unscheduled or unplanned absences
 766 must be reported by employees to their Department Head as far in advance of normal working hours as
 767 possible. It is expected that an employee will keep their Department Head informed as possible about the
 768 probable length of their absence. Any employee whose absence for reasons of sickness extends beyond
 769 five (5) consecutive workdays shall provide the Department Head with a statement from a licensed
 770 physician attesting to the employee's inability to work. A statement shall be submitted on a weekly basis
 771 for so long as the employee remains absent for reasons of sickness. A consistent pattern of unscheduled
 772 absences or lateness may be considered excessive, and may be cause for concern and/or discipline.

773 **8.5 Accrual of Combined Time Off (CTO)**

774 All regular full-time and regular part-time employees accrue CTO on a monthly basis; for example, an
 775 employee who has been employed with the Town for seven years will earn fourteen (14) hours of CTO at
 776 the completion of each calendar month worked. Employees can use CTO hours from the completion of
 777 one calendar month of employment, in units of one-half hour. Employees do not accrue CTO hours
 778 during a Leave of Absence or during a period of unpaid absence.

779 The allocation of CTO hours for eligible employees is based on length of continuous eligible service and
 780 classification as follows.

Length of Service	Days Accumulated Per Month
Less than one year	8 hours/month 96 hours/year
Beginning 2 nd year to 4 years completed	11.34 hours/month 136 hours/year
Beginning 5 th year to 10 years completed	14 hours/month 168 hours/year
Beginning 10 th year to 15 years completed	16.67 hours/month 200 hours/year
Beginning of 16 th year	18 hours/month 216 hours/year

781

782 Employees are strongly encouraged to take an annual vacation. Requests for vacation should be
 783 submitted to the employee's supervisor as soon as possible but not less than 48 hours in advance of the
 784 requested time off. An employee's accumulative CTO may not exceed a maximum of two-times the
 785 maximum number of CTO hours of their allotment. Hours accrued in excess of two times the annual
 786 allotment will be transferred to Extended Sick Bank (ESB), if adequate space is available, on July 1 each
 787 year. If adequate ESB space is not available, hours will be lost without pay.

788 An employee who resigns from employment with the Town will be compensated for unused, accrued
 789 CTO up to a maximum of 324 hours, with the exception that any employee who terminates during their
 790 probationary period will not be entitled to compensation for any accrued vacation time.

791 8.6 Conversion of Combined Time Off (CTO)

792 Below are two situations where CTO can be converted:

793 • **Laid Off / Terminating Employees**

794 Unused CTO hours will be paid at 100% of its value upon termination as outlined here. Any
795 Town employee may be laid off whenever it is necessary to reduce the number of employees in
796 any department because of change in the function or organization of a department, financial
797 restrictions, changes in work demands, elimination of job categories, or related reasons.
798 Employees so affected shall be notified ten (10) working days in advance of the action to be
799 taken. To the extent possible, layoffs within a department shall be made in the inverse order of
800 seniority. However, seniority shall not be the determining factor regarding layoff upon receipt by
801 the Town Manager of a written recommendation submitted by the relevant Department Head,
802 which specifies:

- 803 1. The special contributions, skills, and performance of a less senior department employee.
- 804 2. Reasons why departmental operations would be best maintained through retention of a
805 position filled by a less senior employee.

806 Recall shall be in the reverse order of any layoffs. Laid off employees will be eligible for health
807 insurance benefits at their own expense as provided by the Consolidated Omnibus Budget
808 Reconciliation Act of 1986 (COBRA). An exit interview may be offered.

809 Payments under this section will not exceed payment for 324 hours unused CTO.

810 • **Extended Sick Bank Hours**

811 An employee may exchange their current CTO Bank for ESB hours on an hour-for-hour basis, up
812 to a cumulative maximum of 720 hours, on July 1 of each year. Other than termination, if an
813 employee resigns, retires or otherwise leaves their position with the town permanently in good
814 standing, they will be paid for one-half of their accumulated sick bank hours up to a maximum of
815 360 hours.

816 8.7 Longevity Bonus

817 Employees shall receive a longevity bonus on the last pay period of June beginning at the completion of 5
818 years of eligible service and every year thereafter according to the following schedule:

- 819 1. Completion of 5 years of service - \$250.00
- 820 2. Completion of 10 years of service - \$375.00
- 821 3. Completion of 15 years of service - \$500.00
- 822 4. Completion of 20 years of service - \$625.00
- 823 5. Completion of 25 years of service - \$750.00
- 824 6. Completion of 30 years of service - \$875.00
- 825 7. Completion of 35 years of service - \$1,000.00

826 Any employee who reaches their anniversary date of hire during any given year, shall be paid the bonus
827 regardless of whether they remain a Town employee through the last pay period of June of that year.

828 8.8 Parental and Family Leave

829 An employee is entitled to take unpaid leave for a period not to exceed twelve (12) weeks during the
830 employee's pregnancy and following the birth or adoption of their child, to care for a seriously ill spouse,
831 child, stepchild, ward, foster child, parent, or parent of the employee's spouse. The employee may use

832 CTO or ESB hours during parental or family leave. However, utilization of CTO or ESB shall not extend
833 the leave provided and expounded on above.

834 The Town shall continue employee benefits for the duration of the leave. The Town may require that the
835 employee pay the entire cost of the benefits during the leave at existing Town rates if the employee does
836 not have accumulated CTO or Sick Bank Hours to cover the cost of their share of the benefit. Written
837 notice of intent to take parental leave shall be given the Town, including the date leave is expected to
838 commence and estimated duration of the leave, six weeks prior to the anticipated commencement of the
839 leave. Upon approval by the Town Manager, an employee may return from leave earlier or later than
840 estimated.

841 Upon return from maternity leave, the employee shall be offered the same or comparable job at the same
842 level of compensation, employment benefits, seniority or any other term or condition of employment
843 existing on the day leave began.

844 For the purposes of determining the twelve-month period in which an employee may be entitled to
845 VPFLA and/or FMLA leave, the Town will use a rolling twelve-month period measured backward from
846 the date an employee uses such leave.

847 8.9 Short Term Family Leave

848 An employee is entitled to take unpaid leave of up to four (4) hours in any thirty (30) day period, not to
849 exceed 24 hours in any 12-month period:

- 850 a) To participate in pre-school or school activities related to the academic progress of the
851 employee's child, stepchild, foster child or ward who lives with the employee. An example
852 would be a parent-teacher conference.
- 853 b) To attend or accompany any of the following people to routine medical or dental appointments;
854 child, stepchild, foster child or ward who lives with the employee: parent, spouse, or parent-in-
855 law.
- 856 c) To accompany a parent, spouse or parent-in-law to other appointments for professional services
857 related to their care and well-being. An example would be a meeting with a nursing home
858 administrator about care for an elderly parent.
- 859 d) To respond to a medical emergency involving the employee's child, stepchild, foster child or
860 ward who lives with the employee; or the employee's parent, spouse or parent-in-law.

861 Before taking short-term leave, the employee must make a reasonable attempt to schedule appointments
862 outside of regular work hours. In addition, the employee must provide the employer with a seven-day
863 notice, before the leave is to be taken, except in the case of emergencies. If the employee chooses, the
864 employee may use CTO for the short-term leave permitted above.

865 8.10 Military Leave

866 Military Leave will be granted and in compliance with the requirements of the Uniformed Services
867 Employment and Reemployment Rights Act (USERRA), 38 U.S.C. § 4303 et seq., and 21 V.S.A. § 491
868 et seq. Employees who take military leave subject to the provisions of these laws will be granted leave
869 without pay. At the option of the employee, any paid accrued prior to the commencement of the leave
870 may be used.

871 8.11 Jury Leave

872 The Town will compensate employees for their services as jurors or witnesses. In accordance with 21
873 V.S.A. § 499, employees will otherwise be considered in the service of the Town for purposes of

874 determining seniority, benefits, credits towards vacations, sick leave, and other rights, privileges, and
875 benefits of employment.

876 When Town employees are called to serve as a witness in a court proceeding due to their status as an
877 employee of the Town, the Town will compensate the employee for the difference between their regular
878 rate of pay and their compensation as a witness. The Town will pay the difference only when the
879 employee's regular rate of pay exceeds their compensation as a witness.

880 Section 9: Compensation

881 9.1 Overtime for Hourly Employees (Non-Exempt)

882 Overtime compensation for a non-exempt employee is for work performed in excess of forty (40) hours
883 within the pay period defined by the Town of Hinesburg; the pay period is Thursday through Wednesday.
884 Compensation will be by monetary reimbursement at the rate of one and one-half times the employee's
885 customary hourly rate.

886 Concerning issues of overtime compensation, Department Heads shall be responsible for ensuring
887 compliance with the following procedures;

- 888 • All employees shall notify their Department Head in advance of the need to perform overtime
889 work. Employees must receive prior approval from their Department Head.
- 890 • Department Heads retain the right to work with their employee to restructure working hours to
891 meet the needs of the department, the employees and budgetary limitations.

892 9.2 Time Bank for Non-Exempt Employees

893 At the written request of the employee, and upon approval of the Department Head, the Town
894 Administrator may authorize non-exempt employees (ie. hourly) to establish and utilize a Time Bank
895 instead of receiving monetary reimbursement for overtime work. A written request from the employee,
896 approved by the Department Head and authorized by the Town Administrator must be on file in the Town
897 Administrator's office in order for a Time Bank to be established and utilized. Time Bank hours are
898 earned and accumulated at the rate of one and one-half hours for each hour worked in excess of forty (40)
899 hours worked per week. An employee may not accumulate more than one hundred and twenty (120)
900 hours in their Time Bank. This provision does not pertain to overtime work on a holiday (employee must
901 receive monetary reimbursement for holiday overtime hours).

902 It is at the employee's discretion whether they establish and utilize a Time Bank for compensation in
903 excess of forty (40) hours worked in a pay period. Usage of Time Bank hours, as with other types of
904 leave, must be pre-approved by the employee's Department Head and cannot create a hardship for the
905 department or interfere with operational requirements.

906 If, at the termination of an employee's employment, there is unused hours in the Time Bank, the
907 employee must be paid for the unused time at the final pay rate received by the employee. It is up to the
908 employee and the approving Department Head to keep a record of the Time Bank hours.

909 9.3 Compensatory Time for Salaried Employees (Exempt)

910 9.4 Employee Development

911 Employees may request permission to attend training programs offered during normal work hours.
912 Department Heads may grant release time for this purpose if the work needs of the department permit and
913 if such training programs are relevant to the employee's current position / job. Additional considerations

914 include whether the course has potential to benefit the Town; value and relevance to the employee; length
915 of time, if any, the employee will be absent from work; and, program cost and available budgetary
916 allocation.

917 9.4 Continuing Education

918 The Town encourages employees to continue their education and, accordingly, will reimburse employees
919 for 100% of tuition costs of a course or program that an employee is enrolled in, not to exceed \$500.00
920 **under consideration to increase**) per year.

921 In order to receive reimbursement for a course or program, four requirements must be met:

- 922 1. The course or program must be approved by the Town Manager in writing prior to enrolling;
- 923 2. The course must be job related;
- 924 3. A grade of “C” or better must be obtained; and
- 925 4. Adequate funds must be available in the Town’s budget.

926 An employee may be reimbursed for one course per semester. Reimbursement, not to exceed \$500.00
927 (???)will also be given to full-time employees who have satisfied the above requirements for a course
928 confirming credit for a high school diploma or GED.

929 Courses taken under this provision shall be outside of the employee’s working hours.

930 Upon completion of the course, a receipt for the course or program and an official statement of grades
931 earned must be submitted to the Town Manager. These items must be turned in before a reimbursement
932 check will be issued. An employee must have worked one full year before becoming eligible for these
933 educational benefits.

934 Section 10: Harassment

935 10.1 Employment Harassment and Discrimination

936 The Town is committed in all area to providing a work environment that is free from unlawful harassment
937 and discrimination. Vermont and federal law prohibit employment discrimination or retaliation based on
938 race, color, religion, sex, gender identity, marital status, national origin, age, pregnancy, genetic
939 information, veteran status, any other category of person protected under federal or state law, or against a
940 qualified individual with a disability with respect to all employment practices. Vermont law prohibits
941 discrimination based on sexual orientation, ancestry, HIV status, and place of birth. It is also unlawful to
942 retaliate against employees or applicants who have alleged employment discrimination.

943 Examples of harassment include the following: insulting comments or references based on a person’s
944 race, color, religion, sex, gender identity, marital status, national origin, age, pregnancy, genetic
945 information, veteran status, disability, sexual orientation, ancestry, HIV status, place of birth; aggressive
946 bullying behaviors; inappropriate physical contact or gestures, physical assaults or contact that
947 substantially interferes with an individual’s work performance or creates an intimidating, hostile or
948 offensive working environment; retaliation against an employee for complaining about the behaviors
949 described above or participating in an investigation of a complaint of harassment.

950 Petty slights, annoyances, and isolated incidents (unless serious) will not ride to the level of illegality. To
951 be unlawful, the conduct must create a work environment that would be intimidating, hostile, or offensive
952 to reasonable people.

953 The Town will not tolerate unlawful harassment based on a person's race, color, religion, sex, gender
954 identity, marital status, national origin, age, pregnancy, genetic information, veteran status, disability,
955 sexual orientation, ancestry, HIV status, place of birth, or membership in a classification protected by law.
956 Likewise, the Town will not tolerate retaliation against an employee for filing a complaint of harassment
957 or for cooperating in an investigation of harassment.

958 All employees, including department heads and other management personnel, are expected and required
959 to abide by this policy. Employees who are found to have engaged in harassment may face disciplinary
960 action up to and including termination. Any individual who believes that they have been the target of this
961 type of harassment, or who believes they have been subjected to retaliation for having brought or
962 supported a complaint of harassment, is encouraged to directly inform the offending person or persons
963 that such conduct is offensive and must stop.

964 Any employee who wishes to report harassment should file a complaint with one of the following
965 individuals; the Town Administrator, or the Chair of the Selectboard. The names, addresses and
966 telephone numbers of all parties can be found on the Town website www.Hinesburg.org under the "Town
967 Hall".

968 A prompt, thorough and impartial investigation will be conducted and confidentially will be protected to
969 the extent possible. If it is determined that unlawful harassment has occurred, the Town will take
970 immediate and appropriate corrective action. No person will be adversely affected in the employment
971 with the Town as a result of bringing a complaint of unlawful harassment.

972 Complaints of harassment or retaliation may also be filed with the following agencies:

973 Vermont Attorney General's Office
974 Civil Rights Unit
975 109 State Street
976 Montpelier, VT 05609-1001
977 Tel:(802)828-3171 (voice)
978 (802)828-3665 (TTY)

979
980 Equal Employment Opportunity Commission
981 JFK Federal Building
982 475 Government Center
983 Boston, MA 02203
984 Tel: (800)669-4000 (voice)
985 (800)669-6820 (TTY)

986
987 These agencies may conduct impartial investigations, facilitate conciliation, and, if they find that there is
988 probable cause or reasonable grounds to believe unlawful harassment occurred, they may take a case to
989 court.

990 10.2 Sexual Harassment

991 Sexual Harassment in the workplace is illegal under Vermont and federal law and is strictly prohibited.
992 The Town is committed to providing a workplace free from this unlawful conduct. All employees have
993 the right to work without being subjected to insulting, degrading or exploitative treatment on the basis of
994 their gender. It is against the policies of the Town for any individual to sexually harass another individual
995 in the workplace. In accordance with 21 V.S.A. §§ 495h, the Town has adopted the following sexual

996 harassment policy. All employees are required to read this policy before signing the employee
997 acknowledgement form.

998 Sexual harassment is a form of sex discrimination and means unwelcome sexual advances, requests for
999 sexual favors and other verbal or physical conduct of a sexual nature when:

- 1000 • submission to that conduct is made either explicitly or implicitly a term or condition of
1001 employment;
- 1002 • submission to or rejection of such conduct by an individual is used as a component of the basis
1003 for employment decisions affecting that individual; or
- 1004 • the conduct has the purpose or effect of substantially interfering with an individual's work
1005 performance or creating an intimidating, hostile or offensive work environment.

1006 Examples of sexual harassment include, but are not limited to, the following when such instances or
1007 behavior come within one of the above definitions:

- 1008 • either explicitly or implicitly conditioning any term of employment (e.g., continued employment,
1009 wages, evaluation, advancement, assigned duties or shifts) on the provisions of sexual favors;
- 1010 • touching or grabbing a sexual part of an individual's body;
- 1011 • touching or grabbing any part of an individual's body after that party has indicated, or it is known
1012 that such physical contact was unwelcome;
- 1013 • whistling, gesturing, or staring in a suggestive manner that is unwelcome;
- 1014 • continuing to ask an individual to socialize on or off-duty when that person has indicated they are
1015 not interested;
- 1016 • displaying or transmitting sexually suggestive pictures, objects, cartoons or posters if it is known
1017 or should be known that the behavior is unwelcome;
- 1018 • continuing to write sexually suggestive notes or letters if it is known or should be known that the
1019 person does not welcome such behavior;
- 1020 • referring to or calling a person a sexualized name if it known or should be known or should be
1021 known that the person does not welcome such behavior;
- 1022 • regularly telling sexual jokes or using sexually vulgar or explicit language in the presence of a
1023 person if it is known or should be known that the person does not welcome such behavior;
- 1024 • retaliation of any kind for having filed or supported a complaint of sexual harassment (e.g.,
1025 ostracizing the person, pressuring the person, pressuring the person to drop or not support the
1026 complaint, adversely altering that person's duties or work environment, etc.);
- 1027 • derogatory or provoking remarks about or relating to an employee's sex;
- 1028 • harassing acts or behavior directed against a person on the basis of their sex;
- 1029 • off-duty contact which falls within the above definition and affects the work environment.

1030 It is also unlawful to retaliate against employees for filing a complaint of sexual harassment or for
1031 cooperating in an investigation of sexual harassment.

1032 Any individual who believes they have been the target of sexual harassment or believes they have been
1033 subjected to retaliation for having brought or supported a complaint of harassment, is encouraged to
1034 directly inform the offending person or persons that such conduct is offensive and must stop.

1035 Employees who are found to have engaged in sexual harassment may face disciplinary action up to and
1036 including termination.

1037 Any employee who wishes to report sexual harassment should file a complaint with one of the following
1038 individuals: the Town Manager, or Chair of the Selectboard. The names, addresses, and telephone
1039 numbers of all parties can be found on the Town website: www.Hinesburg.org under Town Hall.

1040 Once the Town receives a complaint of sexual harassment, it will take all necessary steps to ensure that
1041 the matter is promptly investigated and addressed, and confidentiality will be protected to the extent
1042 possible. If sexual harassment is found to have occurred, the Town will take appropriate action, ranging
1043 from verbal warning up to and including dismissal.

1044 Complaints of sexual harassment or retaliation may also be filed with the following agencies:

1045 Vermont Attorney General's Office
1046 Civil Rights Unit
1047 109 State Street
1048 Montpelier, VT 05609-1001
1049 Tel:(802)828-3657 (voice)
1050 Tel:(888)745-9195 (voice-Toll Free VT)
1051 (802)828-3665 (TTY)
1052 Email: civilrights@atg.state.vt.us

1053
1054 Equal Employment Opportunity Commission
1055 JFK Federal Building
1056 475 Government Center
1057 Boston, MA 02203
1058 Tel: (800)669-4000 (voice)
1059 (800)669-6280 (TTY)
1060 (844)234-5122 (ASL Video)

1061
1062 These agencies may conduct impartial investigations, facilitate conciliation, and, if they find that there is
1063 probable cause or reasonable grounds to believe sexual harassment occurred, they may take a case to
1064 court.

1065 Section 11: Employee Discipline

1066 The Town of Hinesburg has adopted a progressive discipline process to identify and address employee
1067 and employment-related problems. The Town's progressive discipline process applies to any and all
1068 employee conduct that the Town in its sole discretion, determines must be addressed by discipline.

1069 Under the Town's progressive discipline process, an employee may be subject to disciplinary action, up
1070 to and including termination, for violation of the provisions of this personnel policy and/or failure to
1071 maintain an acceptable level of performance. The Town may take prior disciplinary action into
1072 consideration when disciplining or terminating an employee. Violations of different rules may be treated
1073 as repeated violations of the same rules for purposes of progressive discipline.

1074 Most often employee conduct that warrants discipline results from unacceptable behavior, poor
1075 performance, or violation of the Town's policies, practices, or procedures. However, discipline may be
1076 issued for conduct that falls outside of those identifies areas. The Town also reserves the right to impose
1077 discipline for off-duty conduct that adversely impacts the legitimate interests of the Town. The Town
1078 reserves the right in its sole discretion to bypass progressive discipline and to take whatever action it deems

1079 necessary to address the issue at hand. This means that more or less severe discipline, up to and including
1080 termination, may be imposed in a given situation at the Town's sole discretion.

1081 The Town also retains the right to unilaterally eliminate positions or reduce the work hours of a position
1082 or positions due to economic conditions, shortage of work, organizational efficiency, changes in
1083 departmental functions, reorganization or reclassification of positions resulting in the elimination of a
1084 position or for other related reasons.

1085 The Town will normally adhere to the following progressive disciplinary process, but reserves the right to
1086 bypass any or all steps of progressive discipline when it determines in its sole discretion, that deviation
1087 from the process is warranted:

- 1088 1. **Verbal warning** – a verbal warning from the Department Head or Town Manager notifying the
1089 employee of conduct considered inappropriate, or action that is lacking or needs improvement,
1090 and the actions and procedures necessary to improve.
- 1091 2. **Written Warning** – a written statement, signed by the Department Head or Town Manager,
1092 notifying the employee of conduct considered objectionable, or action that is lacking or needs
1093 improvement, and the actions and procedures necessary to improve, specifying that recurrence of
1094 the same or similar activity or lack of activity will result in more severe disciplinary action. The
1095 reprimand shall be filed in the employee's personnel file.
- 1096 3. **Suspension with or without pay** – the temporary removal of an employee from the performance
1097 of job functions due to negative conduct of great significance or unresponsiveness to multiple
1098 written warnings; a suspended employee shall remain on the active roster of regular Town
1099 employees for the purposes of accrual of benefits.
- 1100 4. **Demotion** – the reduction of an employee's rate of pay limited to a maximum of ten (10) percent
1101 of an employee's annual wages or salary within the past consecutive twelve (12) month period of
1102 employment due to negative conduct of great significance or unresponsiveness to suspension;
- 1103 5. **Dismissal** – the termination of an employee's working relationship with the Town, subject only
1104 to the payment of accrued earnings or applicable benefits due to negative conduct of great
1105 significance or unresponsiveness to levels of discipline above.

1106 Employees are prohibited from engaging in conduct listed below and may receive discipline, up to and
1107 including termination, for doing so. This list has been established to provide examples of behavior that
1108 could warrant a range of disciplinary sanctions. Appropriate levels of discipline may be based on the
1109 severity of employee conduct. This list is not exhaustive.

- 1110 • Engaging in any illegal activity.
- 1111 • Refusing to do assigned work or failing to carry out the reasonable assignment of a Department
1112 Head, the Town Manager or the Selectboard.
- 1113 • Being inattentive to duty, including sleeping on the job.
- 1114 • Falsifying a timecard or other record or giving false information to anyone whose duty is to make
1115 such records.
- 1116 • Being repeatedly or continuously absent or late, being absent without notice or satisfactory reason
1117 or leaving one's work assignment without appropriate authorization.
- 1118 • Conducting oneself in any manner that is offensive, abusive or contrary to reasonable community
1119 standards and expectations of public employees.
- 1120 • Engaging in any form of harassment including sexual harassment.
- 1121 • Missing, misappropriating, or willfully neglecting Town property, funds, materials, equipment or
1122 supplies.

- 1123 • Unlawfully distributing, selling, possessing, using or being under the influence of alcohol or
- 1124 drugs when on the job or subject to duty.
- 1125 • Fighting, engaging in horseplay or acting in any manner which endangers the safety of one self or
- 1126 others. This includes acts of violence as well as threats of violence.
- 1127 • Stealing or possessing without authority any equipment, tools, materials or other property of the
- 1128 Town or attempting to remove them from the premises without approval or permission from the
- 1129 appropriate authority.
- 1130 • Marking or defacing walls, fixtures, equipment, tools, materials or other Town property, or
- 1131 willfully damaging or destroying property in any way.
- 1132 • Inappropriate use of a Mobile Communication Device while operating a vehicle.
- 1133 • Inappropriate use of Social Media.
- 1134 • Willful violation of Town rules or policies.

1135 Section 12: Appeals to Personnel and Disciplinary Actions

1136 12.1 Policy

1137 The Town shall make a reasonable effort to be equitable and fair in its relations with employees. An
 1138 appeal procedure is provided for employees who disagree with personnel or disciplinary actions taken by
 1139 the Town.

1140 12.2 Right of Appeal

1141 Town employees have a right to appeal actions regarding position classification, compensation, dismissal,
 1142 demotion and suspension. Disagreements over interpretations of specific rules are not subject to appeal,
 1143 but may be dealt with through the grievance provisions of this manual.

1144 12.3 Appeal Procedure

1145 Appeals of personnel and disciplinary actions shall be made by the employee by submitting them to the
 1146 Town Manager in writing within five (5) working days of the employee's receipt of the notice of
 1147 personnel or disciplinary action. A hearing on such appeal shall be held as soon as possible after receipt
 1148 of the notice of appeal, but in no event longer than fifteen (15) working days after receipt of the notice of
 1149 appeal. The purpose of the hearing will be to enable the Town Manager to gather information regarding
 1150 the personnel action being appealed. The hearing will be closed and informal; the employee and the
 1151 Department Head will be present; counsel may represent the employee, and, if appropriate, witnesses may
 1152 be brought by the employee and/or the Department Head. The Town Manager within five (5) working
 1153 days of the hearing shall make a decision, in writing. The Town Manager may uphold the original
 1154 actions, modify the severity of the actions, or overrule the action of the Department Head.

1155 12.4 Restoration of Position (Status)

1156 If the original action is overruled, the employee shall be restored to their original position or status with
 1157 no loss of rights, privileges or compensation. The action of the Selectboard is final with no further
 1158 appeal.

1159 Section 13: Grievance Procedures

1160 13.1 Policy

1161 Prompt consideration and equitable adjustment of employee grievances is necessary to ensure that the
 1162 work of the Town of Hinesburg is accomplished in an efficient and effective manner. It is the intent of
 1163 the Town to address grievances informally whenever possible. Both Department Heads and employees

1164 are expected to make every effort to resolve problems as they arise. However, it is recognized that there
1165 may be grievances, which will be resolved only after a formal appeal and review. When this is the case,
1166 the procedure listed hereunder will be followed.

1167 13.2 Definition

1168 A grievance of any matter considered by the employee as grounds for complaint, except in the case of
1169 personnel action arising out of discipline, dismissal, demotion or suspension. Adjustment for such
1170 complaints is separately provided (Section 13: Appeals of Personnel and Disciplinary Action).

1171 13.3 Procedure

1172 An employee who believes that inequitable treatment has been received because of some conditions of
1173 employment may appeal for relief from that condition. The employee is expected to initially discuss any
1174 grievances with their Department Head. If the matter cannot be settled at that level, or the employee's
1175 grievance pertains to their Department Head, they may present their grievance to the Town Manager. (If
1176 the matter cannot be settled at that level, they may present their grievance to the Selectboard for further
1177 consideration.)?

1178 **Section 14: Severability**

1179 If any provision of this personnel policy or the application hereof to any person or circumstance(s) is held
1180 invalid, this invalidity does not affect other provisions or applications of the personnel rules which can be
1181 given effect without the invalid provision or application. For this purpose, this personnel policy is
1182 severable.

1183

1184 **Adopted this ____ day of _____, 20__.**

1185 **SIGNATURES of SELECTBOARD:**

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TOWN OF HINESBURG PERSONNEL MANUAL

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HINESBURG SELECTBOARD

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ARTICLE I PERSONNEL GUIDELINES

1.1 DEFINITIONS

Unless otherwise provided, the following definitions shall apply to these rules and regulations:

- 1). **Full-Time Employee** - A full-time employee works on a continuing basis a minimum of 40 hours per week, or as defined by the Selectboard. For definition purposes, this shall also include the Town Clerk/Town Treasurer. The full-time employee is subject to all rules and regulations and receives all benefits and rights as provided by this Personnel Manual.
- 2). **Time-Share Employee** - Time-share employees are employees who equally share forty (40) or more hours in one workweek, on a regular basis. These employees are eligible for all employment benefits provided in this policy on a proportional basis.
- 3). **Regular Part-Time** – A regular part-time employee is an employee who works 20 or more hours per week, but less than the normal 40 hour work week, on a regular basis. Regular part-time employees are eligible for all employment benefits provided in this policy on a proportional basis; with the exception of retirement benefits under the Vermont Municipal Employees Retirement System (VMERS) which requires that an employee work not less than 24 hours per week to be eligible (see section 4.2).
- 4). **Non-Regular Part-Time** – A non-regular part-time employee is an employee who works less than 20 hours per week. These employees receive no benefits beyond those required by law.
- 5). **Probationary Employee** - Any Town employee during his or her initial three (3) months of service, or police officer during his or her initial twelve (12) months of service shall be designated a probationary employee, and entitled to benefits as provided by this Personnel Manual. The probationary period may be extended for an additional period of as much as six (6) months at the request of the Department Head and approval of the Selectboard.
- 6). **Department Head** - A part-time or full-time employee defined by the Selectboard as head of a Town Department. A Department Head typically has direct supervisory responsibilities.
- 7). **Town Administrator** – The full-time Chief Administrative Officer of the Town of Hinesburg, hired by the Selectboard.
- 8). **Salaried Employee** (also known as “exempt” employees) - As defined by the Federal Fair Labor Standards Act, an employee who receives a weekly salary, as opposed to an hourly wage, and meets one or more of the following criteria:
 - i). who manages a department and directs the work of two or more other employees;
 - ii). who works directly with management policies in non-manual work or regularly assists an executive; or
 - iii). whose work requires advanced education and consistent exercise of discretion.

Salaried employees are not eligible for overtime compensation or holiday compensation as outlined in Article 3, Section 3 and Article 3, Section 4, respectively.

8). Combined Time Off (CTO) – As outlined in Article 5, CTO is paid time off for scheduled and unscheduled absences which is managed by the employee to meet individual interests, needs and circumstances.

9). Extended Sick Bank (ESB) – As outlined in Article 5, Section 5.9, ESB hours may be used instead of CTO for absences due to illness or injury.

1.2 PURPOSE

The purpose of these personnel guidelines is to inform employees of personnel policies of the Town of Hinesburg, to establish effective communication between Town employees and management, and to insure equity in the Town's personnel administration.

Please read all of the information presented in this booklet and keep it as a ready reference. When questions arise which are not answered in these guidelines, do not hesitate to ask your Department Head or the Town Administrator for assistance.

1.3 INDIVIDUALS COVERED

Except as provided elsewhere in this document, these regulations cover all regular full-time, time share, regular and non-regular part-time and probationary employees of the Town. These regulations shall not cover elected officers, appointed officers, members of Town Boards and Commissions, volunteer fire and rescue persons or any person who serves the Town without regular compensation. This personnel manual shall also apply to employees covered by collective bargaining agreements where its policies are not in conflict with nor diminish the benefits and terms of the collective bargaining agreement.

1.4 ADMINISTRATIVE RESPONSIBILITY

The Town Administrator has primary responsibility for administering these rules and regulations; however, each Department Head shall be responsible for the administration of these regulations in respect to employees of his/her department.

1.5 APPOINTMENT AT WILL

Employment with the Town of Hinesburg is not for any definite period or succession of periods, and may be terminated either by the employee or by the Town at any time without notices, except as provided by this manual. Wages or salary and any accrued and unused vacation allowable under these rules and regulations, shall be owed to the employee only to the day and hour of termination.

1.6 LIMITATION

This manual and the provisions contained herein do not constitute a contract of employment in whole or in part. The Town reserves the right to add, amend or delete any benefits or policy stated herein at any time, except as otherwise committed to by formal contract agreements.

1.7 PERSONNEL RECORDS

1). Maintenance. The personnel records for each Town employee shall be kept in the office of the Town Administrator. These records are confidential in nature and should be accessible only to the Selectboard, or the Town Administrator, and the employee. Requests for specific information regarding employees shall be made to the Town Administrator.

2). Release of Information. Personnel records of Town employees are considered confidential. Requests for information concerning an employee's or former employee's job history, job performance, and circumstances of job termination, and for access to personnel records other than by Town officers, employees and agents who need such access for bona fide Town purposes shall be denied, except as follows:

a). a current employee may inspect his/her own personnel file during regular business hours;

b). a current employee's or former employee's dates of employment and job title(s) will be provided upon request to the appropriate Town personnel; and

c). upon receipt of a written waiver and consent to a full release of information executed by the employee or former employee, requests for further specific information will be answered by the Town.

Notwithstanding any of the above, where the privacy rights of others, or public policy interests of the Town are involved, Town officers may exercise their discretion in limiting access to and copying information in personnel files, even in the event of employee waiver and consent.

1.8 APPLICABLE TIME PERIODS

The accumulation of Combined Time Off (CTO) shall commence with the date of hire, except as otherwise provided. For all other purposes, the term "year" shall refer to the July 1 - June 30 fiscal year.

1.9 DEPARTMENTAL RULES

Each department may have specific policies and rules that apply to the department's operations and activities. Such rules must be consistent with those presented in this manual and are subject to the approval of the Selectboard. Upon approval by the Selectboard, these rules shall be part of the official Personnel Manual of the Town.

ARTICLE II EMPLOYMENT POLICIES

2.1 COMMUNICATION

Communication is essential to an effective and pleasant work environment. The Town recognizes its responsibility to keep employees informed about developments, policies and procedures which affect the Town and the work of its employees. Several avenues are available for communication within the Town.

The Department Heads, the Town Administrator and the Selectboard will maintain an open door policy to discuss work or town-related questions or issues with employees.

Each department shall maintain a centrally located and readily available bulletin board for announcements from the Town.

Department Heads are responsible for ensuring that the bulletin boards are used; that announcements and other information, which affects employees, are posted in a timely manner.

Employees are responsible for checking the bulletin board at least weekly for information regarding the Town, work-related matters and other related information.

2.2 EQUAL EMPLOYMENT OPPORTUNITIES

The Town is dedicated to a policy against discrimination on the basis of age, race, color, religion, sex, physical handicap, place of birth, political affiliation, national origin or sexual orientation in relation to hiring, tenure, and terms and conditions of employment. The Town will not interfere with employee's exercise of rights protected by the Vermont Municipal Labor Relations Act.

2.3 SMOKING POLICY

It is the policy of the Town to make the working environment for the Town employees as pleasant, healthy and safe as possible. There will be no smoking permitted in any Town buildings. Outside smoking areas may be designated by the employees and accepted by action of the Selectboard. Any areas so designated may not be the primary work areas for employees or primary public meeting spaces.

2.4 SEXUAL HARASSMENT POLICY

1). Purpose: The purpose of this policy is to inform all employees of the Town of Hinesburg about the policy of prohibiting sexual harassment in the workplace.

2). Statement of Policy:

- a). Sexual harassment refers to behavior of a sexual nature, which is unwelcome and is personally offensive to its recipients. Sexual harassment is a form of employee misconduct, which is demeaning to another person and undermines the integrity of the employment relationship.
- b). Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
 - i). submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
 - ii). submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
 - iii). such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
- c). Sexual harassment includes threats or insinuations, either explicit or implicit, that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment or career development.
- d). Other sexually harassing conduct in the workplace, whether committed by supervisors or co-workers, is also prohibited. This includes: offensive sexual flirtations, advances, or propositions; verbal abuse of a sexual nature; graphic verbal comments about an individual's body; sexually degrading words used to describe an individual; the display in the workplace of sexually suggestive objects or pictures; and/or unwelcome touching or physical contact.

3). Responsibility and Procedure:

- a). Management: Each supervisor has an affirmative duty to maintain his/her workplace free of sexual harassment and intimidation. Therefore, it is the responsibility of supervisors to:
 - i). discuss this Policy with their employees and assure them that they can work in security and dignity, and are not required to endure insulting, degrading, or exploitive sexual treatment.
 - ii). immediately report to the Selectboard or Town Administrator any complaints received from their employees concerning sexual harassment.
- b). Employees: Any employee, who is the victim of sexual harassment or abuse, whether from supervisors or co-workers, should report the matter to his or her supervisor, the Town Administrator or the Selectboard. Any complaint will be handled with complete confidentiality, dealt with by utilizing the grievance procedure outlined in c) below.

No person will be adversely affected in employment with the Town as a result of bringing complaints of sexual harassment.

c). **Grievance Procedure.**

i). **Availability:** Any employee who believes he/she has been subjected to sexual harassment in violation of this section, or to discrimination in violation of Section 2.4 above, may use the grievance procedure outlined in Article IX of this policy.

ii). **Remedy not exclusive.** The existence of this Grievance Procedure does not affect the right of any individual or group to pursue any other procedure provided for by contract, or by state or federal law.

iii). **Retaliation.** Retaliation in any form for the filing of a grievance, the reporting of instances of discrimination, or any participation in the grievance procedure is prohibited. Such participation shall not in any way affect the status or work assignments of the complainant.

2.5 SUBSTANCE ABUSE

1). **Substance Abuse.** The use, possession, distribution, cultivation or manufacturing of any drug (including alcohol) while on Town premises (including all buildings and grounds), or while on the job, is strictly prohibited, and any violation of this prohibition is cause for termination. Being under the influence of drugs (including alcohol) while on the job is also prohibited, and is in itself a cause for discipline, including termination. Any illegal substance confiscated will be turned over to the appropriate law enforcement agency and may become the basis for prosecution.

2). **Prescription Medications.** Medications prescribed by accredited physicians and used by the person for whom prescribed, at the prescribed dosage levels, do not fall within the prohibition of 2.5 (1) above. However, employees who must take prescribed medications during the workday are responsible for the safe keeping of the medication(s). Failure to store the medication(s) safely and securely is cause for disciplinary action. In order that the Town may protect the health and safety of all employees, and maintain professional standards required in fulfilling its duties to the public, each employee has the duty of reporting his/her use of any prescription medication which may affect job performance to his/her department head prior to reporting to work while using the medication(s), so that appropriate safeguards may be discussed and arranged where necessary. Failure to comply with this requirement is cause for disciplinary action.

2.6 DRUG TESTING

It is the policy of the Town of Hinesburg not to test employees for the use of illegal drugs or alcohol. However, employees who display job difficulties of a nature that might indicate a drug

or alcohol problem may be required upon reasonable notice, to undergo a physical or mental examination, which may include testing for substance use or abuse.

2.7 ALCOHOL & DRUG TESTING FOR COMMERCIAL DRIVER'S LICENSE (CDL) QUALIFIED EMPLOYEES

The provisions of the Town of Hinesburg's Policy on Alcohol & Drug Testing for CDL Qualified Employees, adopted December 18, 1995 and attached hereto as Exhibit E, are incorporated into this Personnel Manual by reference.

2.8 HEALTH AND SAFETY POLICY

The Town recognizes its employees as a most important asset. As such, the Town's safety and health mission is to provide a safe and healthy workplace for all employees.

It is the responsibility of each employee to follow any safety procedures and to follow any ergonomic recommendations based upon an evaluation of his/her workspace and duties. If an employee is unsure of how to do a particular task safely, he or she should seek further instruction from his/her supervisor or department head. Each employee is also obligated to report all unsafe or unhealthy working conditions to his/her supervisor or Department Head. It is the responsibility of each supervisor to monitor and assist employees in the safe performance of his or her duties including following ergonomic recommendations. Safe and healthy behaviors and attitudes, at work, are an expected part of each employee's job performance.

An employee who sustains a work-related injury or illness should report it immediately to his/her supervisor, Department Head or to the Town Administrator. The Town will complete a "First Report of Injury" form, and a copy will be given to the employee.

2.9 WORK ADJUSTMENT DURING/FOLLOWING ILLNESS/INJURY/PREGNANCY

An employee may request modification of work duties or a temporary reassignment during or immediately following illness/injury/pregnancy.

Such request must be supported by or initiated by the advice of a licensed physician. The Town will make a reasonable effort to accommodate the request for a period of time not to exceed three months.

In the event of a longer term or permanent disability, the Town will make all reasonable efforts to accommodate the individual in his or her current position unless such accommodation will result in an undue hardship on the Town or if such individual is unable to perform the essential functions of the job. In such case, if reasonably possible and upon the employee's request, the Town will seek to reassign the employee to an acceptable position.

2.10 OVERTIME WORK PROVISION

Town employees may be requested to work overtime on occasion. Requests for employees to work overtime will be made with as much advance notice as is possible. However, unexpected circumstances or emergencies may arise which make advance notice impossible. Employees are expected to honor requests for overtime work, except in unusual circumstances. Repeated failure or refusal to perform overtime work when requested will result in disciplinary action.

2.11 USE OF TOWN VEHICLES

Town vehicles shall be used for Town business purposes only, and shall be operated by Town employees or officials only. Employees authorized by the Selectboard to drive vehicles to and from home to work shall restrict the use to Town purposes and incidental personal use while traveling to and from home to work.

2.12 COMPUTER SOFTWARE AND COMMUNICATIONS

The Town provides computers, email, voice mail and facsimile communications equipment as essential tools to support the Town's business objectives. It is the responsibility of every employee to ensure that this technology is used appropriately and primarily for business purposes and in a manner that does not compromise confidentiality.

Daily care and maintenance of computer and telecommunications equipment is the responsibility of the employee. This includes preventing the equipment from exposure to extreme temperatures, magnets, dust, smoke, food and drink, etc.

Software developed by or for the Town, or purchased by the Town, cannot be sold or given to anyone without written consent of the Selectboard.

All email and voice mail correspondence in the communications systems is the property of the Town regardless of where it originated. Employee email and voice mail communications are not considered private despite any such designations either by the sender or the recipient. All employees who use the Town's communication equipment do so only as agents of the Town, and, therefore, the Town is a participant in such conversations and communications with all the rights of a participant.

The Town, at its discretion, reserves the right to monitor, log, record, retain, and examine for any purpose the contents of its communications system, including email, voice mail and facsimiles, as well as employees mailboxes and related material and information. By using said communication system, all employees consent to the Town's monitoring, logging, recording, retaining, examining and disclosing all content. The Town reserves the right to disclose the contents of any such material for any purpose and to any persons the Town deems appropriate or desirable.

The existence of passwords and "message delete" functions do not restrict or eliminate the Town's ability or right to access electronic communications. Deleted messages may be recovered and reviewed.

Employees shall not share passwords, or provide email/voice mail access to an unauthorized user, or access another user's email/voice mail without authorization. Employees shall not post, display or make easily available any systems access information, including, but not limited to, passwords, host names, addresses, etc. Employees shall not leave files, sessions, or connections open, unattended or otherwise available.

Employees who use their own equipment to connect to the Town from outside the Town premises or from home should know that any communications that are delivered or sent through the Town communications system may leave copies behind on the Town system, which are not private, and are subject to all of the terms and provisions of this policy.

Offensive, demeaning or disruptive messages are prohibited. This includes, but is not limited to, messages that are inconsistent with the Town's policies concerning equal employment opportunity and sexual or other unlawful harassment.

Messages sent to "All Email Users" and other broadcast messages should be used sparingly, and only for Town business. Expressly prohibited are chain letters and personal classified ads.

The Town's network, including its connection to the Internet, is to be used primarily for business and work-related matters. Unauthorized use of the Internet is strictly prohibited. Unauthorized use of the Town's computers includes, but is not limited to:

- 1). Unauthorized entry or attempted unauthorized entry into other computer systems or areas of the Town's computer systems which a user is not authorized to view.
- 2). Attempting to disable or compromise the security of information contained on Town computers.
- 3). Intentionally introducing a virus or other mischievous software onto any Town computer.
- 4). Accessing, downloading, posting or printing pornographic or sexually explicit material.
- 5). Utilizing any Town computer for computer or on-line games.

Because postings placed on the Internet may display the Town's address, make certain before posting information on the Internet that the information reflects the standards and policies of the Town. Under no circumstances shall information of a confidential or sensitive nature be placed on the Internet except as specifically authorized by the Town.

Subscriptions to news groups and mailing lists are permitted only when the subscription is for a work-related purpose. All other subscriptions are prohibited.

All files downloaded from the Internet must be checked for possible computer viruses. It is the responsibility of the employee to ensure that current virus-checking software is installed on his/her work computer.

2.13 VACANT POSITIONS

Whenever any vacancy occurs or is anticipated in any Town position, the Department Head shall, as soon as practicable, notify the Town Administrator of that vacancy. At the time of providing said notice, the Department Head may suggest, as he or she deems necessary, the elimination of the vacant position, filling of the vacancy by promotion from within the department, or revision of the relevant job description.

Whenever a Department Head desires to create and fill a new position, he/she may submit to the Town Administrator a proposed job description (including suggested pay rate) together with a written statement substantiating the need for the proposed position. No new positions will be established without prior approval of the Selectboard. When hiring and filling Department Head positions, the Town Administrator and Selectboard will work collaboratively.

2.14 TRANSFERS

The Selectboard shall have the authority to transfer a person to a different position between Town Departments without advertising.

2.15 ADVERTISING AND APPLICATION

Whenever the Town Administrator deems necessary, it may publicly advertise any vacancy in a newspaper of general circulation within the Town. The Town Administrator may also place advertisements in one or more professional or trade journals. Such advertisement should include: title of position, salary range, date of availability, and brief description of necessary skills and duties to be performed. Prior to filling any position, a notice of vacancy shall be posted in appropriate locations accessible to all Town employees.

All applications for employment shall be on forms supplied by the Town Administrator. Said forms shall include information concerning the applicant's identity, work experience, references and any other matter deemed relevant by the Town Administrator. The applicant, attesting to the truth of the matters stated, shall sign all applications. Any false statement shall be grounds for rejection of any application or dismissal from the Town's service.

Written employment applications may be rejected from any applicant:

- 1). Whose application clearly indicates that minimum qualifications required are not fulfilled.
- 2). Who has practiced or attempted fraud or deception in any statement of fact pertinent to the application.

2.16 SELECTION

All appointments to positions in the service of the Town of Hinesburg shall be made according to merit and fitness. Education, experience, aptitude, knowledge, skills, character, physical fitness (where necessary for the essential functions of the position), personality, or other qualifications deemed necessary for the satisfactory performance of the duties of the position to be filled shall be considered with weights assigned to each factor as may be deemed proper by the Selectboard or its authorized representative or such advisory examining committee as may be appointed.

2.17 APPOINTMENT

- 1). Probationary Period: All appointments shall be subject to a three (3) month probationary period, except police officers who shall serve a twelve (12) month probationary period. The probationary period may be extended for an additional period of as much as six (6) months at the request of the Department Head with approval of the Town Administrator. All probationary employees shall receive an evaluation of their performance during the probationary period. Any new employee may be discharged with or without cause during the probationary period. During said period, the grievance procedure set forth in Article IX of this manual, shall not apply.
- 2). In positions in which health or physical abilities are particularly important, a physical examination may be required of all entering employees after an offer of employment is made by the Town, and such offer of employment shall be conditioned on the positive results of the examination. All information obtained as part of the medical exams shall remain confidential and shall not be placed in the employee's personnel file but in a separate medical file.
- 3). All Town employees hired after November 6, 1986, must provide the Selectboard or its authorized representative with proof of citizenship or legal immigration status in conformance with federal law. Failure to provide such proof shall result in non-hiring or immediate dismissal.
- 4). After a decision is made to hire a candidate for employment with the Town, the candidate will receive a written offer of employment from the Town Administrator. The written offer will include references to the provisions subsections 1,2 and 3 above, and will also include a salary or hourly rate of pay and a job description for the position and any other information the Town Administrator deems pertinent.

2.18 EMPLOYEE LICENSES AND CERTIFICATIONS

If an employee must obtain a license and/or a certification as a pre-requisite to employment with the Town of Hinesburg and said license or certification is revoked or suspended by the granting authority, the Town Administrator may suspend the employee's employment with the Town until said license or certification is reinstated by the granting authority.

2.19 PROMOTIONS

Every non-probationary employee shall be eligible for promotion or transfer. All transfers and promotions shall be evaluated after a six-month period.

2.20 RETIREMENT

Any employee age 65 or more, or any employee otherwise eligible for retirement as determined by the Vermont Municipal Employees Retirement System, may choose to retire from service of the Town of Hinesburg. Upon retirement, as defined in 24 V.S.A., Chapter 125, each Town employee shall be entitled to the benefits set forth therein.

2.21 RESIGNATION

Any employee may resign at any time by submitting a written letter of resignation to the Town Administrator. The employee will be asked to provide the Town with a two-week notice.

2.22 LAYOFF

Any Town employee may be laid off whenever it is necessary to reduce the number of employees in any department because of change in the function or organization of a department, financial restrictions, changes in work demands, elimination of job categories, or related reasons. Employees so affected shall be notified ten (10) working days in advance of the action to be taken.

To the extent possible, layoffs within a department shall be made in inverse order of seniority. However, seniority shall not be the determining factor regarding layoff upon receipt by the Selectboard of a written recommendation submitted by the relevant Department Head, which specifies:

- 1). The special contributions, skills, and performance of a less senior department employee.
- 2). Reasons why departmental operations would be best maintained through the retention of a position filled by a less senior employee.

Recall shall be in reverse order of any layoffs. Laid off employees will be eligible for health insurance benefits at his/her own expense as provided by the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA). An exit interview may be offered.

2.23 TERMINATION

Upon an employee's termination of service with the Town, an employee shall be reimbursed for accrued but unused Combined Time Off (CTO) and Extended Sick Bank (ESB) hours.

Reimbursement shall be at the rate of pay equal to the average daily wage during the final twelve (12) months of employment. Employee shall be reimbursed for 100% of CTO hours, and for 50% of ESB hours. Any payment due a terminating employee, in light of vested interests in the Town's retirement program, shall be determined according to the terms of the retirement system.

Upon termination or resignation, an employee will receive two checks: a check for the completed workweek and a check for the total accrued CTO & ESB hours. However, upon mutual agreement of the terminating employee and the Selectboard, the accrued time payment may be spread out over a period of weeks.

An exit interview may be offered.

2.24 PERFORMANCE APPRAISALS

At a minimum, performance appraisals will be conducted once/year for all employees. The appraisal provides an opportunity for collaborative, two-way communication between the employee and his/her supervisor, as well as the opportunity to establish employee goals for the coming year.

ARTICLE III COMPENSATION

3.1 PREPARATION

To the greatest extent possible, given the Town's particular economic and budgetary limitations, the Town of Hinesburg will establish rates of pay according to the following criteria:

- 1). Special skills required in the Hinesburg position.
- 2). The comparative value of the Hinesburg benefit package.
- 3). Distinct and/or additional responsibilities required for the Hinesburg position.
- 4). Comparative positions in other businesses and agencies.

3.2 ADMINISTRATION

The Selectboard shall review wages annually during the month of June. For budgeting purposes, the Board will estimate the amount needed to fund salaries for the upcoming fiscal year in November. The estimated increase/decrease made in November does not bind the Selectboard to that particular increase/decrease when they determine the actual pay rates for the coming fiscal year.

Hours worked for all hourly employees, in the form of a time sheet, shall be submitted weekly to the payroll department in order to process payroll checks. Time sheets will indicate actual hours

worked, CTO, ESB or personal hours utilized, and must be verified and signed by the Department Head in order to be processed.

3.3 OVERTIME COMPENSATION

Overtime compensation is authorized for work performed in excess of forty (40) hours of work in a single work period by a single, non-salaried employee. Compensation will be by monetary reimbursement at the rate of 1 1/2 times the employee's customary hourly rate.

At the written request of the employee, and upon approval of the Department Head, the Selectboard may authorize non-salaried employees to establish and utilize a time bank instead of receiving monetary reimbursement for overtime work. A written request from the employee, approved by the Department Head and authorized by the Selectboard must be on file in the Town Administrator's office in order for a time bank to be established and utilized. Time bank hours are earned and accumulated at the rate of one and one-half hours for each hour worked in excess of 40 hours worked per week. An employee may not accumulate more than 120 hours in their time bank. This provision does not pertain to overtime work on a holiday (employee must receive monetary reimbursement for holiday overtime hours).

It is at the employee's discretion whether he or she establishes and utilizes a time bank for compensation for work in excess of 40 hours worked in a pay period. Usage of time bank hours, as with other types of leave, must be pre-approved by the employee's Department Head and cannot create a hardship for the department or interfere with operational requirements.

If, at the termination of an employee's employment, there is unused hours in the time bank, the employee must be paid for the unused time at the final pay rate received by the employee.

It is up to the employee and the approving Department Head to keep a record of time bank hours.

Concerning issues of overtime compensation, Department Heads shall be responsible for ensuring compliance with the following procedures:

- 1). All employees shall notify Department Heads in advance of the need to perform overtime work. No overtime work shall be reimbursed without prior approval of the Department Head.
- 2). Each employee shall, within the pay period in which overtime work is performed, notify his/her Department Head of the amount of overtime work performed.
- 3). Non-salaried or hourly employees who are called back to work for an emergency after a normal work day has terminated or before the start of the next regular work day will receive no less than three hours of pay at time and a half. If an employee is requested to work additional hours contiguous to his/her normal work day the employee is

compensated for actual hours worked (not a minimum of 3 hours) and shall receive the customary overtime rate of time and a half for hours worked in excess of 40 hours during a pay period. Employees notified at least 72 hours in advance of an early work day start or scheduled overtime that requires a return to the work place shall not be eligible for the three-hour minimum since it does not constitute an emergency situation.

Department Heads retain the right to work with employees to restructure working hours to meet the needs of the department, the employees and budgetary limitations.

3.4 HOLIDAY COMPENSATION

Full-time and regular part-time non-salaried or hourly employees required by the Department Head to work on an observed holiday listed in Section 4.3 of this manual shall be eligible for double time for the time actually worked on the observed holiday plus pay for the holiday (regular part-time employees are eligible for holiday pay on a proportional basis). Non-regular part-time employees required by the Department Head to work on an observed holiday listed in Section 4.3 of this manual shall be compensated at the rate of 2 times his/her customary hourly rate of pay for actual hours worked, but are not eligible for additional holiday compensation.

3.5 MILEAGE REIMBURSEMENT

Employees who use their personal vehicles for Town business may request mileage reimbursement at the rate set annually by Internal Revenue Service. The Department Head must authorize such use of personal vehicles.

3.6 COMPENSATORY TIME

Non-salaried Employees: Compensatory time is not offered to non-salaried employees in lieu of overtime pay for overtime hours worked (overtime will be paid or the employee may establish a time bank as outlined in Section 3.3). However, time off in the same workweek may be provided in order to avoid incurring an overtime obligation.

Salaried Employees: The responsibilities associated with salaried positions are not restricted to specific hours and often require additional hours or attendance at evening meetings which are beyond the normal forty (40) hour workweek. Compensatory time is offered to salaried employees in an attempt to provide a measure of flexibility in the scheduling of his/her time and to balance what may be an uneven distribution of work hours.

For salaried employees, compensatory time off will be provided on an hour-for-hour basis for actual hours worked in excess of the standard forty (40) hour workweek. Compensatory time may be accrued up to a maximum of one hundred and twenty (120) hours which can be carried over between fiscal years. As hours are used, additional compensatory time may be accrued up to the one hundred and twenty (120) hour maximum. It is the responsibility of the employee to keep a written account of compensatory hours accrued and used, which will be available for inspection upon request. In no case shall there be monetary compensation for accumulated compensatory time.

ARTICLE IV EMPLOYEE BENEFITS

4.1 INSURANCE AND RELATED BENEFITS

1). Health and Dental Insurance: Health, dental and vision insurance coverage shall be made available, upon request, to all eligible employees through a self-insured plan or under a group policy or policies issued by an insurance company(ies) selected by the Town. There is a one (1) month waiting period for health and dental insurance program eligibility for newly hired employees of the Town.

Currently, the Town makes available to all eligible employees health and dental insurance under the following plans as offered by the Vermont League of Cities and Towns:

- a). CIGNA OAP200A – Benefits will be provided consistent with the terms, conditions and limitations as set forth in Appendix A attached hereto.
- b). CIGNA HP 10/20A - Benefits will be provided consistent with the terms, conditions and limitations as set forth in Appendix B attached hereto.
- c). Northeast Delta Dental Plan #2 - Benefits will be provided consistent with the terms, conditions and limitations as set forth in Appendix C attached hereto.
- d). In addition, the Town will provide vision care insurance coverage through VSP Eye Care Plan A (12/24/24) – Benefits will be provided consistent with the terms, conditions and limitations as set forth in Appendix D attached hereto.

Upon request, each employee shall be permitted to select a new coverage option once per fiscal year during an open enrollment period.

Premium Contribution for CIGNA OAP 200A: For the period July 1, 2008 to June 30, 2009, the Town will contribute 100% of the cost of health insurance premiums for each eligible employee and, upon request, 100% for eligible family and dependents.

For the period July 1, 2009 to June 30, 2010, the Town will contribute 97% of the cost of health insurance premiums for each eligible employee and, upon request, 97% for eligible family and dependents.

For the period July 1, 2010 to June 30, 2011, the Town will contribute 95% of the cost of health insurance premiums for each eligible employee and, upon request, 95% for eligible family and dependents.

Premium Contribution for CIGNA HP 10/20A for eligible employees, family and dependents shall be an amount equal to or less than the contribution for the CIGNA OAP 200A.

Premium Contribution for Delta Dental Plan: The Town will contribute 100% of the cost of dental insurance for each eligible employee and, upon request, 100% for eligible family and dependents.

Premium Contributions for VSP Vision Care: The Town will contribute 100% of the cost of vision care insurance for each eligible employee (dependents are not eligible for coverage under the Town's policy).

2). Flexible Spending Account: Upon request, employees may participate in a Flexible Spending Account administered through VLCT. All contributions to the Flexible Spending Account are paid 100% by the employee.

3). Short Term Disability Coverage: Employees shall be provided short-term disability coverage through a plan under a group policy issued by an insurance company selected by the Town. Benefits will be provided consistent with the terms, conditions and limitations as set forth by VLCT.

4). Long Term Disability Coverage: Beginning January 1, 2009, employees shall be provided long term disability coverage through a plan under a group policy issued by an insurance company selected by the Town. Benefits will be provided consistent with the terms, conditions and limitations as set forth by VLCT.

5). Statutory Benefits: To the extent required by law, all eligible Town employees will be enrolled in the statutory Social Security, Workmen's Compensation and Unemployment Compensation Benefit Programs. The benefits, limitations, and contributions required of the Town and its employees under those programs will be determined by reference to applicable statutes and regulations.

Any employee injured in the line of duty is eligible for worker's compensation. If the worker's compensation payment is less than the employee's normal regular pay, for that period the Town shall, for a period of up to 120 days, make up the difference between the payment and the normal salary. An employee will not receive his/her normal and regular pay from the Town in addition to worker's compensation payments.

6). Benefit Review: These benefits may be reviewed annually by the Town to determine if coverage is adequate and if cost savings can be made by substituting carriers or for other reasons as deemed necessary by the Town.

4.2 HEALTH INSURANCE OPT-OUT PROGRAM

One time per year, during the open enrollment period, all full time employees will have the opportunity to participate in a health insurance opt-out program. Proof of an alternate source of

health insurance coverage is required in order to participate in the program. Employees choosing to opt out of the Town's health care plan will receive an annual amount of \$5,000, payable in two installments of \$2,500 during the first pay period of January, and \$2,500 during the first pay period of July. Opt out payments are subject to normal withholding taxes.

4.3 RETIREMENT PROGRAM

The Town is a member of the Vermont Municipal Employees Retirement System (VMERS). Retirement coverage extends to employees who work on a regular basis for not less than 24 hours per week and for not less than 1040 hours in a year. An employee meeting the eligibility requirements must join the system as a condition of employment as of the date of hire, unless he or she was hired before the employer elected to participate in the system. The Town participates in two options under VMERS, the Defined Benefit Plan and the Defined Contribution Plan. Employee and Town contributions begin as of the date of hire. Information on the program is available in the Town Clerk's office.

The Town also offers the option of direct payroll deductions for a deferred compensation plan for retirement. All deferred compensation contributions are paid 100% by the employee. Information on the program is available in the Town Clerk's Office.

4.4 REGULAR HOLIDAYS

The Town of Hinesburg observes the following regular holidays for employees who are not part of a collective bargaining unit (holidays for collective bargaining employees are listed in the collective bargaining agreement):

	<u>FY 08-09</u>	<u>FY 09-10</u>	<u>FY 10-11</u>
Independence Day	Fri July 4	Fri July 3	Mon July 5
Bennington Battle Day	Fri Aug 15	Fri Aug 14	Mon Aug 16
Labor Day	Mon Sept 1	Mon Sept 7	Mon Sept 6
Columbus Day	Mon Oct 13	Mon Oct 12	Mon Oct 11
Veteran's Day	Tues Nov 11	Wed Nov 11	Thurs Nov 11
Thanksgiving Day	Thurs Nov 27	Thurs Nov 26	Thurs Nov 25
Christmas	Thurs 12/25 & Fri 12/26	Thurs 12/24 & Fri 12/25	Fri 12/24 & Mon 12/27
New Year's Day	Thurs Jan 1	Fri Jan 1	Fri Dec 31
Martin Luther King Day	Mon Jan 19	Mon Jan 18	Mon Jan 17
President's Day	Mon Feb 16	Mon Feb 15	Mon Feb 21
Memorial Day	Mon May 25	Mon May 31	Mon May 30

Any employee who wishes to work on a holiday may, with the approval of his or her Department Head, take an alternate day. An employee who exercises the option of working on a holiday will receive straight pay for that workday.

If a holiday falls on a weekend and the employee is required to work the weekend holiday, holiday compensation is received for the actual holiday instead of the observed holiday (on a subsequent Monday or Friday). Employee does not receive holiday compensation for both the actual and observed holiday.

4.5 EMPLOYEE DEVELOPMENT

Employees may request permission to attend training programs offered during normal work hours. Department heads may grant release time for this purpose if the work needs of the department permit and if such training programs are relevant to the employee's current position/job. Additional considerations include whether the course has potential to benefit the Town; value and relevance to the employee; length of time, if any, the employee will be absent from work; and, program cost and available budgetary allocation.

4.6 CONTINUING EDUCATION

The Town encourages employees to continue their education and, accordingly, will reimburse employees for 100% of tuition costs of a course or program that an employee is enrolled in, not to exceed \$500.00 per year.

In order to receive reimbursement for a course or program, four requirements must be met:

- 1). The course or program must be approved by the Selectboard in writing prior to enrolling;
- 2). The course must be job related;
- 3). A grade of "C" or better must be obtained; and
- 4). Adequate funds must be available in the Town's budget.

An employee may be reimbursed for one course per semester. Reimbursement, not to exceed \$500.00, will also be given to full time employees who have satisfied the above requirements for a course confirming credit for a high school diploma or GED.

Courses taken under this provision shall be outside of the employee's working hours.

Upon completion of the course, a receipt for the course or program and an official statement of grades earned must be submitted to the Selectboard. These items must be turned in before a reimbursement check will be issued. An employee must have worked one full year before becoming eligible for these educational benefits.

4.7 LONGEVITY BONUS

(The following longevity plan shall replace the existing longevity bonus plan in section 5.4 paragraph 4 of the Employee Personnel Policy.) Employees shall receive a longevity bonus on the last pay period of June beginning at the completion of 5 years of eligible service and every year thereafter according to the following schedule:

completion of 5 years of service - \$250

- completion of 10 years of service - \$375
- completion of 15 years of service - \$500
- completion of 20 years of service - \$625
- completion of 25 years of service - \$750
- completion of 30 years of service - \$875
- completion of 35 years of service - \$1000

Any employee, who reaches his /her anniversary date of hire during any given year, shall be paid the bonus regardless of whether they remain a Town employee through the last pay period of June of that year.

ARTICLE V LEAVES

5.1 COMBINED TIME OFF - PURPOSE

The Combined Time Off (CTO) Program provides a certain number of days for paid time off each year to eligible employees. Combined Time Off coordinates into one program a specific number of days which employees may use for paid time off (scheduled and unscheduled time off) according to their individual interests, needs and circumstances. Proper management and budgeting of time off is the responsibility of the employee.

5.2 COMBINED TIME OFF - OBJECTIVES

The primary objectives of the Combined Time Off Program are:

- 1). To provide employees with greater flexibility in using earned paid time off.
- 2). To provide an incentive for good attendance.
- 3). To encourage employees to plan for and schedule absences in advance considering the needs of their fellow employees and their department.
- 4). To simplify the accumulation procedures for paid time off from work.

5.3 COMBINED TIME OFF - ELIGIBILITY

All regular full-time and regular part-time employees are eligible to participate in the Combined Time Off Program.

5.4 ACCRUAL OF COMBINED TIME OFF

- 1). All regular full-time and regular part-time employees accrue Combined Time Off on a monthly basis; For example, an employee who has been employed with the Town for seven years will earn fourteen (14) hours of Combined Time Off at the completion of each calendar month worked.

- 2). Employees can use Combined Time Off hours from the completion of one calendar month of employment, in units of one-half hour.
- 3). Employees do not accrue Combined Time Off hours during Leave of Absence or during a period of unpaid absence.
- 4). The allocation of Combined Time Off hours for eligible employees is based on length of continuous eligible service and classification as follows.

LENGTH OF SERVICE	DAYS ACCUMULATED PER MONTH
less than 1 year completed	8hours/month 96hours/year
beginning of 2 nd year to 4 years completed	11.34hours/month 136hours/year
beginning of 5 th year to 10 years completed	14hours/month 168hours/year
beginning of 10 th year to 15 years completed	16.67hours/month 200hours/year
beginning of 16 th year	18hours/month 216hours/year

5). An employee's accumulative CTO may not exceed a maximum of one and one half times the maximum number of Combine Time Off hours of his/her annual allotment. Hours accrued in excess of one and one half times the annual allotment will be transferred to Extended Sick Bank (ESB) if adequate space available on July 1 each year. If adequate ESB space is not available, hours will be lost without pay.

5.5 USE OF COMBINED TIME OFF FOR SCHEDULED ABSENCES

- 1). Combined Time Off will be used for scheduled or planned absences such as vacations, holidays, planned personal absences, and appointments. The Department Head must approve such absences in advance.
- 2). Scheduling of Combined Time Off shall accommodate, to the greatest extent possible, preference expressed by department employees. Subject to the discretion of Department Heads, preference shall be given to seniority with regard to conflicts in scheduling time off.
- 3). In the event that a regular holiday falls during a scheduled period of Combined Time Off, CTO hours will not be charged to the employee for that day.

5.6 USE OF COMBINED TIME OFF FOR UNSCHEDULED ABSENCES

- 1). Combined Time Off will be used for absences which have not been approved in advance by the Department Head, such as lateness, illness, family emergencies and transportation problems.
- 2). Unscheduled or unplanned absences must be reported by employees to his/her Department Head as far in advance of normal working hours as possible.
- 3). It is expected that an employee will keep his/her Department Head as well informed as possible about the probable length of his/her absence.
- 4). Any employee whose absence for reasons of sickness extends beyond five (5) consecutive workdays shall provide the Department Head with a statement from a licensed physician attesting to the employee's inability to work. A statement shall be submitted on a weekly basis for so long as the employee remains absent for reasons of sickness.
- 5). Abuse of CTO: A consistent pattern of unscheduled absences or lateness may be considered excessive, and may be cause for concern and/or discipline

5.7 COMBINED TIME OFF CONVERSION PRIVILEGES - TERMINATING EMPLOYEES

Unused Combined Time Off hours will be paid at 100% of value upon termination as outlined in section 2.22. Payments under this section will not exceed payment for 324 hours unused Combined Time Off.

5.8 COMBINED TIME OFF CONVERSION PRIVILEGES - EXTENDED SICK BANK HOURS

An employee may exchange his/her current Combined Time Off Bank for Extended Sick Bank hours on an hour-for-hour basis, up to a cumulative maximum of 720 hours, on July 1 of each year.

5.9 EXTENDED SICK BANK

- 1). All regular full-time and regular part-time employees who have Extended Sick Bank (ESB) hours are eligible to use them instead of CTO hours for absences due to illness or injury.
- 2). An employee who becomes disabled while on a Combined Time Off scheduled or planned absence can receive credit from the time of illness or injury with an attending physician's certification and administrative approval.
- 3). An employee may accumulate Extended Sick Bank hours from year to year, up to a maximum of 720 hours.

4). An employee will be paid for one-half of his/her unused Extended Sick Bank hours upon separation of employment as outlined in section 2.22. If separation is due to the demise of the employee or if the demise of the employee occurs after separation but prior to payment, payment will be made to the estate of the employee.

5.10 JURY LEAVE

Jury Leave will be granted in compliance with state statutes (21 VSA 499).

5.11 MILITARY LEAVE

Military Leave will be granted in compliance with state statutes (21 VSA 491-493).

5.12 PARENTAL AND FAMILY LEAVE

1). An employee is entitled to take unpaid leave for a period not to exceed twelve (12) weeks during the employee's pregnancy and following the birth or adoption of his/her child.

2). An employee is entitled to take unpaid family leave for a period not to exceed twelve (12) weeks to care for a seriously ill spouse, child, stepchild, ward, foster child, parent, or parent of the employee's spouse.

3). The employee may use Combined Time Off or Extended Sick Bank hours during parental or family leave. However, utilization of Combined Time Off or Extended Sick Bank hours leave shall not extend the leave provided in subsection 1 or 2 above.

4). The Town shall continue employment benefits for the duration of the leave. The Town may require that the employee pay the entire cost of the benefits during the leave at existing Town rates.

5). Written notice of intent to take parental leave shall be given the Town, including the date leave is expected to commence and estimated duration of the leave, six weeks prior to the anticipated commencement of the leave. Upon approval by the Selectboard, an employee may return from leave earlier or later than estimated.

6). Upon return from maternity leave, the employee shall be offered the same or comparable job at the same level of compensation, employment benefits, seniority or any other term or condition of employment existing on the day leave began.

7). Except for serious illness, an employee who upon completion of maternity leave does not return to the employment of the Town of Hinesburg, will have to return to the Town the value of any compensation paid to or on behalf of the employee during the leave except payments for Combined Time Off or Extended Sick Bank Hours.

5.13 SHORT-TERM FAMILY LEAVE

An employee is entitled to take unpaid leave of up to four hours in any 30-day period, not to exceed 24 hours in any 12-month period:

- 1). To participate in preschool or school activities related to the academic progress of the employee's child, stepchild, foster child or ward who lives with the employee. An example would be a parent-teacher conference.
- 2). To attend or accompany any of the following people to routine medical or dental appointments: child, stepchild, foster child or ward who lives with the employee; parent; spouse; or parent-in-law.
- 3). To accompany a parent, spouse or parent-in-law to other appointments for professional services related to their care and well-being. An example would be a meeting with a nursing home administrator about caring for an elderly parent.
- 4). To respond to a medical emergency involving the employee's child, stepchild, foster child or ward who lives with the employee; or the employee's parent, spouse or parent-in-law.

Before taking short-term leave, the employee must make a reasonable attempt to schedule appointments outside of regular work hours. In addition, the employee must provide the employer with seven days notice before the leave is to be taken, except in the case of emergencies. If the employee chooses, the employee may use accrued paid leave (CTO) for the short-term leave permitted above.

ARTICLE VI EMPLOYEE CONDUCT AND ETHICS

6.1 EMPLOYEE CONDUCT

Because of the public trust invested in Hinesburg Town Government, it is the duty of every employee to conduct his/her office in a professional manner. High standards of conduct are essential to good municipal service and are expected of each employee. In an effort to encourage professionalism, efficiency, and the effective delivery of services by Town personnel, all employees shall comply with the following conduct guidelines.

- 1). **Work Shift** - Each employee's work shift shall be as designated by their Department Head. All employees are expected to be punctual in reporting to work, and all unexpected absences shall be reported as soon as possible. An employee failing to report to work, without explanation, for three consecutive work shifts, shall be subject to discipline.
- 2). **Outside Employment** - Full-time employees of the Town are expected to be available to fulfill their responsibilities and duties. An inability to perform one's job with the Town due to outside employment may lead to discipline.

3). **Physical Condition** - Each employee shall attempt to maintain the physical capacity to perform the functions described in his/her job description and every employee shall undergo a physical examination at least once during every two years of tenure with the Town, if so requested by the Selectboard. No employee shall use any controlled substance as defined in Section 2.5 during working hours and no employee shall use any such substance outside of work when such use will have the effect of impairing job performance. At the discretion of the employee's Department Head, an employee may be sent home early from work if he/she has a temporary illness such as a flu or virus which is clearly affecting his/her ability to perform his/her work or which poses a threat to the well being of his/her co-workers. Employees sent home may utilize CTO hours, if such hours exist, to cover the absence.

4). **Work Relationships** - All employees shall attempt to maintain productive relationships.

5). **Discharge of Job Duties** - Each employee shall faithfully discharge all obligations relating to his/her position with the Town. Work shall be performed in an efficient, timely and effective manner. All employees shall strive to acquire, develop and expand the skills required by his/her position.

6). **Job Safety** - All employees shall conduct themselves in the discharge of job obligations in a manner which expose himself/herself, fellow employees, and Town property to the least risk of injury or damage. All employees shall report unsafe equipment and any hazardous working conditions to his/her Department Head. All employees shall report any accident which results in personal injury, regardless of severity to the Town Administrator within 72 hours of the accident. All employees shall report any accident which results in property damage, regardless of severity to his/her Department Head.

If, while operating a Town owned vehicle, an employee is involved in an accident that results in any personal injury or property damage, he/she shall:

a). Notify the Police Department immediately.

b). Insist that all parties and property concerned remain at the scene of the accident until police officers investigate.

c). Report the accident, no matter how small, to his/her Department Head. Employee should exercise due diligence in discussing the accident, such that the outcome of an investigation not be jeopardized.

7). **Town Property** - Town employees shall not use Town property and facilities for personal purposes. Employees shall not use Town equipment and vehicles while under the influence of a controlled substance.

8). **Public Respect** - Because the Town must maintain public confidence, its work force is composed of responsible and professional individuals. All employees shall act in a responsible and professional manner.

9). Political Activity - No Town employee shall engage in partisan political activity during working hours. During working hours, no employee shall solicit from any other Town employee, whether orally or in writing, contributions in relation to any political organization or in support of any candidate for public office.

6.2 EMPLOYEE ETHICS

In order that public confidence in the effective operation of Town government is maintained through the equal and impartial treatment of all citizens, and to avoid actual and potential conflicts of interest, compliance with the following provisions is required:

- 1). Favoritism - No employee of the Town shall provide to any person consideration, treatment, or advantage which is distinct from that treatment normally accorded to members of the public at large.
- 2). Financial or Personal Interest - With the exception noted below, no Town employee shall have any personal interest or financial interest in transactions in which the Town is a participant. Whenever the performance of a Town employee's official duties require that individual to take action in respect to any matter in which the individual has a personal or financial interest, he/she shall, in the course of that action, disclose the nature and extent of such interest and shall be disqualified from participating in any manner in the Town's consideration or disposition of that matter.
- 3). Incompatible Employment - No employee of the Town shall engage in private employment with, or render services for, any entity which has business transactions with the Town unless he/she fully discloses to the Town the nature and extent of his/her relationship to the employer. No Town employee shall represent themselves as speaking on behalf of the Town when appearing on behalf of any private person, before any Town board, commission, council or other public body, unless instructed to do so by the Selectboard.
- 4). Gifts - No employee of the Town shall accept any gift, money, thing, favor, loan, or promise that is intended, or could be considered as payment for special treatment or an effort to affect the employee's discharge of official duties.
- 5). Confidentiality - No employee of the Town without prior authorization from the Selectboard, shall disclose any confidential information relating to the officers, employees, transactions, property, or affairs of the Town.
- 6). Nepotism - No employee of the Town shall appoint or attempt to influence the appointment of any person related to him/her by blood or marriage to any position for which compensation is received from the Town.

ARTICLE VII DISCIPLINARY ACTIONS

7.1 POLICY

The Town of Hinesburg provides a system of progressive disciplinary actions that may be invoked for failure of employees to observe the policies and practices contained in this manual and in any modifications or supplements to it. Disciplinary actions shall be taken promptly by Supervisors, Department Heads, the Town Administrator or the Selectboard, and shall be determined by the seriousness or frequency of the violations. The following disciplinary actions shall be taken in accordance with the accompanying guidelines.

7.2 EMPLOYEE ACTIONS OR INACTIONS RESULTING IN DISCIPLINE AND/OR DISCHARGE

- 1). The Town Administrator, or in a case of action against the Town Administrator, the Selectboard may immediately dismiss an employee whenever in its opinion the employee's work performance or conduct so warrants. On the job reasons for dismissal may include, but are not limited to: insubordination, use or being under the influence of drugs or alcohol while on duty, dishonesty, recklessness on the job, attitude which constitutes an unwholesome influence on other employees, failure to obey a reasonable order either verbal or written, falsification of application forms, fighting on duty, convictions of offenses against the law which would affect the employee's performance, violation of any Town rules which result in serious personal or property damage, or use of abusive language toward another employee or the general public.
- 2). Other violations of Town work rules, or of this policy, or employee actions or inactions including: abuse of CTO, failure to request leave in advance, leaving work without permission, unexcused absences, chronic absenteeism, unexcused or excessive lateness, carelessness, negligence, short cuts, horse play, gambling, sleeping at work, theft, disregard for safety rules, possession of firearms or other dangerous weapons while on duty without supervisor's permission, willful damage to Town property, and falsifying work records shall result in a written reprimand, suspension without pay, or dismissal. This list of offenses is not inclusive and is exemplary only.

7.3 DISCIPLINARY ALTERNATIVES

Any of the actions described herein may be taken in response to conduct that is listed above as grounds for disciplinary action. In determining whether disciplinary action is necessary and, if so, what disciplinary action is appropriate, the Town Administrator and/or Department Head, or in the case of an action against the Town Administrator, the Selectboard shall consider the nature and severity of the objectionable conduct, the employee's prior performance/disciplinary record, the effect of the employee's prior performance/disciplinary record, the effect of the employee's activity on municipal operations, employee morale and the efficient operation of Town government, the effect of the employee's activity upon public confidence in Town government, and the past and potential contribution by the employee to the Town service.

- 1). **Written Reprimand** - A written statement, notifying an employee of conduct considered objectionable, actions necessary to improve the situation, and specifying that recurrence of the same or similar activity will result in more severe disciplinary action, may be given by the Department Head, Town Administrator, or in the case of action against the Town Administrator, the Selectboard. The reprimand shall be filed with the employee's personnel records. The Town Administrator shall notify the Selectboard when a written reprimand has been issued to a Town employee.
- 2). **Suspension With Pay** – The Town Administrator, or in the case of an action against the Town Administrator, the Selectboard, may require the temporary removal or suspension of an employee from the performance of job functions for a period of time with pay not to exceed 30 work days. During a suspension with pay, the employee will receive his/her normal compensation for hours scheduled to work. The suspended employee shall remain on the active roster of regular Town employees for the purposed of the accrual of benefits. The Town Administrator shall notify the Selectboard when a written reprimand has been issued to a Town employee.
- 3). **Suspension Without Pay** – The Town Administrator, or in the case of an action against the Town Administrator, the Selectboard may require the temporary removal of an employee from the performance of job functions for a period ranging from one work day up to but not exceeding thirty (30) work days in any twelve-month period of employment. A suspended employee shall remain on the active roster of regular Town employees for the purposes of the accrual of benefits; however, he/she shall not receive any salary during the period of suspension. The Town Administrator shall notify the Selectboard when a written reprimand has been issued to a Town employee.
- 4). **Demotion** – The Town Administrator, or in the case of action against the Town Administrator, the Selectboard may reduce an employee's rate of pay. Demotion shall be limited to a maximum of ten (10%) percent of an employee's salary within any consecutive twelve (12) month period of employment. The Town Administrator shall notify the Selectboard when a written reprimand has been issued to a Town employee.
- 5). **Dismissal** – The Town Administrator, or in the case of an action against the Town Administrator, the Selectboard may permanently terminate an employee's working relationship with the Town, subject only to the payment of any accrued earnings or benefits. The Town Administrator shall notify the Selectboard when a written reprimand has been issued to a Town employee.

ARTICLE VIII APPEALS TO PERSONNEL AND DISCIPLINARY ACTIONS

8.1 POLICY

The Town shall make a reasonable effort to be equitable and fair in its relations with employees. An appeal procedure is provided for employees who disagree with personnel or disciplinary actions taken by the Town.

8.2 RIGHT OF APPEAL

Town employees have a right to appeal actions regarding position classification, compensation, dismissal, demotion and suspension. Disagreements over interpretations of specific rules are not subject to appeal, but may be dealt with through the grievance provisions of this manual.

8.3 APPEAL PROCEDURES

Appeals of personnel and disciplinary actions shall be made by the employee submitting to the Selectboard a written appeal within five (5) working days of the employee's receipt of the notice of personnel or disciplinary action being appealed. A hearing on such appeal shall be held as soon as reasonably possible after receipt of the notice of appeal, but in no event longer than fifteen (15) working days after receipt of the notice of appeal. The purpose of the hearing will be to enable the Selectboard to gather information regarding the personnel action being appealed. The hearing will be closed and informal; the employee and the Department Head or Supervisor will be present; counsel may represent the employee, and, if appropriate, witnesses may be brought by the employee and/or Supervisor. The Selectboard within five (5) working days of the hearing shall make a decision, in writing. The Selectboard may uphold the original actions, modify the severity of the action, or overrule the action of the Department Head.

8.4 RESTORATION OF POSITION/STATUS

If the original action is overruled, the employee shall be restored to his or her original position or status with no loss of rights, privileges or compensation. The action of the Selectboard is final with no further appeal available.

ARTICLE IX GRIEVANCE

9.1 POLICY

Prompt consideration and equitable adjustment of employee grievances is necessary to insure that the work of the Town of Hinesburg is accomplished in an efficient and effective manner. It is the intent of the Town to address grievances informally whenever possible. Both supervisors and employees are expected to make every effort to resolve problems as they arise. However, it is recognized that there may be grievances, which will be resolved only after a formal appeal and review. When this is the case, the procedure listed hereunder will be followed.

9.2 DEFINITION

A grievance is any matter considered by the employee as grounds for complaint, except in the case of personnel action arising out of discipline, dismissal, demotion or suspension. Adjustment for such complaints is separately provided for in Article VIII, Appeals of Personnel and Disciplinary Action.

9.3 PROCEDURES

An employee who believes that inequitable treatment has been received because of some conditions of employment may appeal for relief from that condition. The employee is expected to initially discuss grievances with his/her Supervisor or Department Head. If the matter cannot be settled at that level or the employee's grievance pertains to his/her Supervisor or Department Head, he/she may present his/her grievance to the Selectboard for consideration.

ARTICLE X ADOPTION AND AMENDMENT

10.1 These rules and regulations are hereby adopted pursuant to the provisions of Title 24, Vermont Statutes Annotated, Chapter 33, Subchapter 11, sections 1121 and 1122 and are effective upon adoption by the Hinesburg Selectboard.

10.2 These rules and regulations may be amended from time to time by resolution of the Selectboard when and in a manner the Board deems necessary to improve employee relations or the effective delivery of governmental services to Hinesburg residents. Upon adoption of any such amendment, a copy thereof shall be posted in appropriate locations accessible to all Town employees.

10.3 The invalidity of any provision of these rules and regulations shall not invalidate any other part.

10.4 The latest version of this Town of Hinesburg Personnel Manual supersedes all previous versions.

05/20/21
01:28 pm

Town of Hinesburg Payroll
Check Warrant Report #15443
Check date 05/20/21 to 05/20/21

Employee	Gross	Fringes	Reimburse	FWT	FICA	MEDI	SWT	SDI	Local	Oth Dedu	Net Amt	Elec Amt	Check No
ALEXANDER, JOHN C., JR	1405.88	0.00	0.00	137.83	87.16	20.39	41.75	0.00	0.00	212.04	0.00	906.71	E 14318
ANTHONY, MICHAEL W.	1341.60	0.00	0.00	166.53	83.18	19.45	61.39	0.00	0.00	72.11	0.00	938.94	E 14319
BAILEY, ERIK B.	1546.80	0.00	0.00	171.31	95.90	22.43	51.18	0.00	0.00	288.70	0.00	917.28	E 14320
BRYAN, FRANK M.	1446.96	0.00	0.00	184.56	89.71	20.98	55.16	0.00	0.00	95.88	0.00	1000.67	E 14321
BUDD, LENORE F.	246.61	0.00	0.00	17.06	15.29	3.58	6.22	0.00	0.00	0.00	0.00	204.46	E 14322
CAMBRIDGE, ANTHONY S.	1448.40	0.00	0.00	79.04	89.80	21.00	25.60	0.00	0.00	128.73	0.00	1104.23	E 14323
CASCO, CALEB M.	1342.00	0.00	0.00	104.58	83.20	19.46	33.05	0.00	0.00	208.34	0.00	893.37	E 14324
COONRADT, AMY A.	80.00	0.00	0.00	0.00	4.96	1.16	0.00	0.00	0.00	0.00	0.00	73.88	E 14325
CYPES, MITCHEL S.	1144.16	0.00	0.00	94.11	70.94	16.59	30.13	0.00	0.00	61.50	0.00	870.89	E 14326
GIROUX, TOM	305.91	0.00	0.00	14.73	18.97	4.44	5.37	0.00	0.00	0.00	0.00	262.40	E 14328
DUBIN GROSSMAN, JOY	1701.76	0.00	0.00	147.50	105.51	24.68	45.86	0.00	0.00	91.47	0.00	1286.74	E 14327
HULSHOF, JEREMY B.	1052.44	0.00	0.00	73.77	65.25	15.26	24.39	0.00	0.00	107.45	0.00	766.32	E 14329
JANDA, ANN	30.00	0.00	0.00	0.00	1.86	0.44	0.00	0.00	0.00	0.00	0.00	27.70	E 14330
JARVIS, JAMES L.	483.75	0.00	0.00	0.11	29.99	7.01	10.07	0.00	0.00	0.00	0.00	436.57	E 14331
LINDEMUTH, BRETT A.	1075.60	0.00	0.00	89.35	66.69	15.60	27.96	0.00	0.00	108.69	0.00	767.31	E 14332
MCCUIN, JENNIFER	683.70	0.00	0.00	31.63	42.39	9.91	12.32	0.00	0.00	132.75	0.00	454.70	E 14333
MUSUMECI, DOMINIC	1243.38	0.00	0.00	160.37	77.09	18.03	48.03	0.00	0.00	104.15	0.00	835.71	E 14334
ODIT, TODD R.	2307.76	0.00	0.00	245.71	143.08	33.46	109.29	0.00	0.00	124.04	0.00	1652.18	E 14335
ROBERTS, HEATHER J.	920.00	0.00	0.00	38.89	57.04	13.34	23.03	0.00	0.00	100.33	0.00	687.37	E 14336
ROSS, MELISSA B.	1417.21	0.00	11.50	236.56	87.87	20.55	73.89	0.00	0.00	94.29	0.00	915.55	E 14337
SHERMAN, BART	997.60	0.00	0.00	91.01	61.85	14.47	27.09	0.00	0.00	90.94	0.00	712.24	E 14338
SMITH, FRANCIS T.	896.16	0.00	0.00	88.82	55.56	12.99	26.36	0.00	0.00	48.17	0.00	664.26	E 14339
WAGER, WILLIAM H.	190.48	0.00	0.00	0.00	11.81	2.76	0.00	0.00	0.00	0.00	0.00	175.91	E 14340
WEINHAGEN, ALEXANDER C.	1405.60	0.00	0.00	172.14	87.15	20.38	51.56	0.00	0.00	210.50	0.00	863.87	E 14341
	24713.76	0.00	11.50	2345.61	1532.25	358.36	789.70	0.00	0.00	2280.08	0.00	17419.26	

05/20/21
01:28 pm

Town of Hinesburg Payroll
Check Warrant Report #15443
Check date 05/20/21 to 05/20/21

Employee	Gross	Fringes	Reimburse	FWT	FICA	MEDI	SWT	SDI	Local	Oth Dedu	Net Amt	Elec Amt	Check No
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To the Treasurer of Hinesburg
we hereby certify that there is due to the several persons whose
names are listed hereon the sum against each name and that
here are good and sufficient vouchers supporting the
payments

SELECT BOARD

aggregating \$ **17,419.26

Let this be your order for the payments of these amounts.

05/20/21
03:01 pm

Town of Hinesburg Accounts Payable
Invoice Edit List-Current-Last-Next FY
Invoices Up To 05/20/21

Page 1 of 4
gross

Vendor	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Description	Invoice Amount	Discenc. Amount	Discount Amount
HAULENBEE ANDREA HAULENBEEK	MAY 2021 440-5600-90.20		05/19/21	05/19/21	04	PIANO LESSONS YOUTH PROGRAMS	540.00	0.00	0.00
CASELLA CASELLA WASTE MANANGEMENT	3160834 440-5310-76.00		05/19/21	05/19/21	04	HIGHWAY GARAGE HW BLDG C/M UTILITIES	178.06	0.00	0.00
	3162237 440-3710-76.00		05/19/21	05/19/21	04	TOWN HALL DUMPSTER BLDG & FACILITIES UTILITI	93.18	0.00	0.00
	3162376 440-4151-80.60		05/19/21	05/19/21	04	POLICE STATION HPD STATION - PROF SERVIC	40.48	0.00	0.00
	3162667 440-5600-80.00		05/19/21	05/19/21	04	LYMAN PARK REC FACILITIES MAINT	45.84	0.00	0.00
	3163015 330-5331-66.00		05/19/21	05/19/21	03	W/WW TRASH REMOVAL TRASH REMOVAL	101.51	0.00	0.00
Total For CASELLA WASTE MANANGEMENT							459.07	0.00	0.00
O'NEIL C CODY O'NEIL	5/17/21 INV 440-5600-85.02		05/19/21	05/19/21	04	SHOOTING STARS SOCCER YOUTH SPORTS	358.25	0.00	0.00
DESORCIE DESORCIE EMERGENCY PRODUC	16809 440-4500-68.13		05/18/21	05/18/21	04	FIRE EQUIPMENT RESCUE PUMPER 2015	512.50	0.00	0.00
	16821 440-4500-21.07		05/18/21	05/18/21	04	FIRE FIGHTING FOAM FIRE FIGHTING FOAM	1,460.00	0.00	0.00
Total For DESORCIE EMERGENCY PRODUCTS, LLC							1,972.50	0.00	0.00
GMP GREEN MOUNTAIN POWER CORP	08290 5/21 330-5000-76.00		05/18/21	05/18/21	03	FALLS ROAD WELLHOUSE UTILITIES	1,300.10	0.00	0.00
	14552 5/21 440-4500-70.00		05/20/21	05/20/21	04	OLD FIRE STATION F/R UTILITIES	25.43	0.00	0.00
	19252 5/21 440-3710-97.00		05/18/21	05/18/21	04	STREET LIGHTS STREETLIGHTS	483.02	0.00	0.00
	28552 5/21 440-3710-76.00		05/18/21	05/18/21	04	TOWN HALL BLDG & FACILITIES UTILITI	239.31	0.00	0.00
	44552 5/21 440-4500-70.00		05/18/21	05/18/21	04	FIRE STATION F/R UTILITIES	348.83	0.00	0.00
	45781 5/21 330-5000-76.00		05/18/21	05/18/21	03	CVU PUMP REDUCER UTILITIES	240.04	0.00	0.00

05/20/21
03:01 pm

Town of Hinesburg Accounts Payable
Invoice Edit List-Current-Last-Next FY
Invoices Up To 05/20/21

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gross

Vendor	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Amount	Discenc. Amount	Discount Amount	
	54552		05/18/21	05/18/21	03				
	330-5480-76.00		UTILITIES			713.34	0.00	0.00	
	55682		05/18/21	05/18/21	04				
	440-4151-80.76		HPD STATION UTILITIES			496.88	0.00	0.00	
	55781		05/18/21	05/18/21	03				
	330-5000-76.00		UTILITIES			555.91	0.00	0.00	
	61781		05/18/21	05/18/21	04				
	440-5600-80.00		REC FACILITIES MAINT			24.01	0.00	0.00	
	72881		05/18/21	05/18/21	04				
	440-3710-97.01		SOLAR TRACKER-OPER EXP			20.32	0.00	0.00	
	82881		05/18/21	05/18/21	03				
	330-5480-76.00		UTILITIES			1,116.38	0.00	0.00	
	91881		05/18/21	05/18/21	03				
	330-5000-76.00		UTILITIES			58.85	0.00	0.00	
	Total For GREEN MOUNTAIN POWER CORP						5,622.42	0.00	0.00
H&M	R & M AUTO SUPPLY	APRIL 2021	05/17/21	05/17/21	04				
	440-4500-68.00		F/R VEHICLE MAINTENANCE			10.96	0.00	0.00	
	440-5330-68.00		HW VEH REPAIR/MAINT			52.19	0.00	0.00	
	Invoice APRIL 2021 Total						63.15	0.00	0.00
CADORETTE HENRY	CADORETTE	MAY 2021	05/18/21	05/18/21	04				
	440-4500-69.00		F/R STATION REPAIRS/MAINT			208.00	0.00	0.00	
HERITAGE	HERITAGE FORD	626822	05/18/21	05/18/21	04				
	440-4151-68.12	15	FORD INTERCEPT CAR#3			2,472.70	0.00	0.00	
HOLLOWAY	HOLLOWAY CPA PC	8688	05/20/21	05/20/21	04				
	440-3400-12.00		TREASURER ACCTNG ASSIST.			571.20	0.00	0.00	
	330-5331-12.00		ACCOUNTING ASSISTANT			108.80	0.00	0.00	
	Invoice 8688 Total						680.00	0.00	0.00
LINCOLN	LINCOLN NATIONAL LIFE INS	JUNE 2021	05/19/21	05/19/21	04				
	440-9705-04.00		DISABILITY SHORT TERM			364.88	0.00	0.00	
	440-9705-04.01		LONG TERM DISABILITY			432.03	0.00	0.00	
	Invoice JUNE 2021 Total						796.91	0.00	0.00
TRUCHON	LISA TRUCHON	5/17/21 MAIL	05/19/21	05/19/21	04				
	440-3650-30.00		ASSESSOR NOTICES			145.20	0.00	0.00	

Vendor	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Description	Invoice Amount	Discenc. Amount	Discount Amount
O'NEIL M MAEVE O'NEIL	5/17/21 INV 440-5600-85.02		05/19/21	05/19/21	04	SHOOTING STARS SOCCER YOUTH SPORTS	358.25	0.00	0.00
BOWMAN MARY BETH BOWMAN	MAY 2021 440-5600-90.20		05/19/21	05/19/21	04	PIANO LESSONS YOUTH PROGRAMS	320.00	0.00	0.00
MEI ELECT MEI ELECTRICAL CONTACTORS	21447 440-4151-80.68		05/18/21	05/18/21	04	HPD STATION CAMERA HPD STATION REPAIRS/MAIN	190.00	0.00	0.00
	21523 440-4151-80.68		05/20/21	05/20/21	04	POLICE SECURITY SYSTEM HPD STATION REPAIRS/MAIN	200.00	0.00	0.00
Total For MEI ELECTRICAL CONTACTORS							390.00	0.00	0.00
SLAYTON MICHAEL SLAYTON	MAY 21 GOLF 440-5600-90.20		05/19/21	05/19/21	04	KIDS GOLF LESSONS YOUTH PROGRAMS	1,880.00	0.00	0.00
MVP MVP HEALTH CARE INC	JUNE 2021 440-9705-00.00		05/19/21	05/19/21	04	HEALTH INSURANCE HEALTH INSURANCE	19,788.14	0.00	0.00
PFSS P & P SEPTIC SERVICE INC	T-553908 440-5600-80.00		05/18/21	05/18/21	04	HAYSTACK LOCATTION REC FACILITIES MAINT	110.00	0.00	0.00
REYNOLDS REYNOLDS AND SON INC	3390010 440-4500-21.06		05/18/21	05/18/21	04	FIRE EQUIPMENT F/R RESCUE EQUIP MAINT	26.67	0.00	0.00
	3390011 440-4500-21.06		05/18/21	05/18/21	04	FIRE EQUIPMENT F/R RESCUE EQUIP MAINT	105.04	0.00	0.00
	3390160 440-4500-21.06		05/18/21	05/18/21	04	FIRE DEPT EQUIPMENT F/R RESCUE EQUIP MAINT	5.00	0.00	0.00
Total For REYNOLDS AND SON INC							136.71	0.00	0.00
SPEAR ST SPEAR STREET MOWER SPECIA	49580 440-5600-80.00		05/19/21	05/19/21	04	REC DEPT MOWER REPAIR REC FACILITIES MAINT	94.50	0.00	0.00
TAILHOOK TAILHOOK TOWING LLC	9133 440-4500-68.12		05/18/21	05/18/21	04	MED 100 MAINT FD 2012 FORD F-350	443.46	0.00	0.00
UNIFIRST UNIFIRST CORPORATION	1080020201 440-5100-76.00		05/19/21	05/19/21	04	HWY UNIFORMS GEN HWY UNIFORMS	41.14	0.00	0.00
VERIZON VERIZON WIRELESS	9878066287 440-4151-77.01		05/18/21	05/18/21	04	POLICE CAR COMPUTERS MDT MAINTENANCE	160.06	0.00	0.00
VT LIFE S VERMONT LIFE SAFETY LLC	41337 440-4500-69.00		05/19/21	05/19/21	04	MAY 21-APR 22 ANNUAL FEE F/R STATION REPAIRS/MAINT	265.00	0.00	0.00

05/20/21
03:41 pm

Town of Hinesburg Accounts Payable
Invoice Edit List-Current-Last-Next FY
Invoices Up To 05/20/21

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gross

Vendor	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Amount	Discenc. Amount	Discount Amount
	41604		05/19/21	05/19/21	04			
	JUN-21 TO MAY 22 DUES							
	440-3710-60.00		BLDG & FAC PROFESSION SVC			265.00	0.00	0.00
Total For VERMONT LIFE SAFETY LLC						530.00	0.00	0.00
W.B.MASON W.B. MASON CO. INC.								
	219674145		05/18/21	05/18/21	04			
	HPD OFFICE SUPPLIES							
	440-4151-21.00		POLICE SUPPLIES			206.04	0.00	0.00
	219706511		05/18/21	05/18/21	04			
	OFFICE SUPPLIES POLICE							
	440-4151-21.00		POLICE SUPPLIES			12.38	0.00	0.00
Total For W.B. MASON CO. INC.						218.42	0.00	0.00
Report Grand Total						37,788.88	0.00	0.00

Fund Totals	Expenditures	Dis-Encumbrance
440	33,593.95	0.00
330	4,194.93	0.00
	37,788.88	0.00

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
HAULENBEE ANDREA HAULENBEEK	MAY 2021	PIANO LESSONS	540.00	0.00	540.00	37998	05/20/21
CASELLA CASELLA WASTE MANANGEMENT	3160834	HIGHWAY GARAGE	178.06	0.00	178.06	37999	05/20/21
CASELLA CASELLA WASTE MANANGEMENT	3162237	TOWN HALL DUMPSTER	93.18	0.00	93.18	37999	05/20/21
CASELLA CASELLA WASTE MANANGEMENT	3162376	POLICE STATION	40.48	0.00	40.48	37999	05/20/21
CASELLA CASELLA WASTE MANANGEMENT	3162667	LYMAN PARK	45.84	0.00	45.84	37999	05/20/21

					Check Total	357.56	
O'NEIL C CODY O'NEIL	5/17/21 INV	SHOOTING STARS SOCCER	358.25	0.00	358.25	38000	05/20/21
DESORCIE DESORCIE EMERGENCY PRODUCTS, L 16809		FIRE EQUIPMENT	512.50	0.00	512.50	38001	05/20/21
DESORCIE DESORCIE EMERGENCY PRODUCTS, L 16821		FIRE FIGHTING FOAM	1460.00	0.00	1460.00	38001	05/20/21

					Check Total	1972.50	
GMP GREEN MOUNTAIN POWER CORP	14552 5/21	OLD FIRE STATION	25.43	0.00	25.43	38002	05/20/21
GMP GREEN MOUNTAIN POWER CORP	19252 5/21	STREET LIGHTS	483.02	0.00	483.02	38002	05/20/21
GMP GREEN MOUNTAIN POWER CORP	28552 5/21	TOWN HALL	239.31	0.00	239.31	38002	05/20/21
GMP GREEN MOUNTAIN POWER CORP	44552 5/21	FIRE STATION	348.83	0.00	348.83	38002	05/20/21
GMP GREEN MOUNTAIN POWER CORP	55682 5/21	POLICE STATION	496.88	0.00	496.88	38002	05/20/21
GMP GREEN MOUNTAIN POWER CORP	61781 5/21	REC FACILITIES	24.01	0.00	24.01	38002	05/20/21
GMP GREEN MOUNTAIN POWER CORP	72881 5/21	SOLAR TRACKER ACCOUNT	20.32	0.00	20.32	38002	05/20/21

					Check Total	1637.80	
H&M H & M AUTO SUPPLY	APRIL 2021	VEHICLE MAINT	63.15	0.00	63.15	38003	05/20/21
CADORETTE HENRY CADORETTE	MAY 2021	FIRE STATION CLEANING	208.00	0.00	208.00	38004	05/20/21
HERITAGE HERITAGE FORD	626822	UNDERCOVER VEHICLE	2472.70	0.00	2472.70	38005	05/20/21
HOLLOWAY HOLLOWAY CPA PC	8688	PD 9 RECONCILIATION	680.00	0.00	680.00	38006	05/20/21
LINCOLN LINCOLN NATIONAL LIFE INSURANC	JUNE 2021	DISABILITY INSURANCE	796.91	0.00	796.91	38007	05/20/21
TRUCHON LISA TRUCHON	5/17/21 MAIL	CHANGE OF APPRAISAL MAIL	145.20	0.00	145.20	38008	05/20/21
O'NEIL M MAEVE O'NEIL	5/17/21 INV	SHOOTING STARS SOCCER	358.25	0.00	358.25	38009	05/20/21
BOWMAN MARY BETH BOWMAN	MAY 2021	PIANO LESSONS	320.00	0.00	320.00	38010	05/20/21
MEI ELECT MEI ELECTRICAL CONTACTORS	21447	HPD STATION CAMERA	190.00	0.00	190.00	38011	05/20/21
MEI ELECT MEI ELECTRICAL CONTACTORS	21523	POLICE SECURITY SYSTEM	200.00	0.00	200.00	38011	05/20/21

					Check Total	390.00	
SLAYTON MICHAEL SLAYTON	MAY 21 GOLF	KIDS GOLF LESSONS	1880.00	0.00	1880.00	38012	05/20/21
MVP MVP HEALTH CARE INC	JUNE 2021	HEALTH INSURANCE	19788.14	0.00	19788.14	38013	05/20/21

05/20/21
03:51 pm

Town of Hinesburg Accounts Payable
Check Warrant Report # 43028 Current Prior Next FY Invoices
For checks For Check Acct 04(GENERAL FUND) 37998 To 38021 05/20/2021 To 05/20/2021

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Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
PPSS	P & P SEPTIC SERVICE INC	T-553908 HAYSTACK LOCATION	110.00	0.00	110.00	38014	05/20/21
REYNOLDS	REYNOLDS AND SON INC	3390010 FIRE EQUIPMENT	26.67	0.00	26.67	38015	05/20/21
REYNOLDS	REYNOLDS AND SON INC	3390011 FIRE EQUIPMENT	105.04	0.00	105.04	38015	05/20/21
REYNOLDS	REYNOLDS AND SON INC	3390160 FIRE DEPT EQUIPMENT	5.00	0.00	5.00	38015	05/20/21

					Check Total	136.71	
SPEAR ST	SPEAR STREET MOWER SPECIALTIES	49580 REC DEPT MOWER REPAIR	94.50	0.00	94.50	38016	05/20/21
TAILHOOK	TAILHOOK TOWING LLC	9133 MED 100 MAINT	443.46	0.00	443.46	38017	05/20/21
UNIFIRST	UNIFIRST CORPORATION	1080020201 HWY UNIFORMS	41.14	0.00	41.14	38018	05/20/21
VERIZON	VERIZON WIRELESS	9878066287 POLICE CAR COMPUTERS	160.06	0.00	160.06	38019	05/20/21
VT LIFE S	VERMONT LIFE SAFETY LLC	41337 MAY 21-APR 22 ANNUAL FEE	265.00	0.00	265.00	38020	05/20/21
VT LIFE S	VERMONT LIFE SAFETY LLC	41604 JUN-21 TO MAY 22 DUES	265.00	0.00	265.00	38020	05/20/21

					Check Total	530.00	
W.B.MASON	W.B. MASON CO. INC.	219674145 HPD OFFICE SUPPLIES	206.04	0.00	206.04	38021	05/20/21
W.B.MASON	W.B. MASON CO. INC.	219706511 OFFICE SUPPLIES POLICE	12.38	0.00	12.38	38021	05/20/21

					Check Total	218.42	

Report Total			33,702.75	0.00	33,702.75		
					=====		

To the Treasurer of Hinesburg, we hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ ****33,702.75
Let this be your order for the payments of these amounts.

05/20/21
03:50 pm

Town of Hinesburg Accounts Payable

Check Warrant Report # 43027 Current Prior Next FY Invoices
For checks For Check Acct 03 (SEWER & WATER) 13629 To 13630 05/20/21 To 05/20/21

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
CASELLA	CASELLA WASTE MANANGEMENT	3163015	W/WW TRASH REMOVAL	101.51	0.00	101.51	13629 05/20/21
GMP	GREEN MOUNTAIN POWER CORP	08290 5/21	FALLS ROAD WELLHOUSE	1300.10	0.00	1300.10	13630 05/20/21
GMP	GREEN MOUNTAIN POWER CORP	45781 5/21	CVU PUMP REDUCER	240.04	0.00	240.04	13630 05/20/21
GMP	GREEN MOUNTAIN POWER CORP	54552 5/21	PUMP STATION GBS	713.34	0.00	713.34	13630 05/20/21
GMP	GREEN MOUNTAIN POWER CORP	55781 5/21	LYMAN MDWS PUMP	555.91	0.00	555.91	13630 05/20/21
GMP	GREEN MOUNTAIN POWER CORP	82881 5/21	LAGOON ROAD	1116.38	0.00	1116.38	13630 05/20/21
GMP	GREEN MOUNTAIN POWER CORP	91881 5/21	STELLA ROAD	58.85	0.00	58.85	13630 05/20/21
					Check Total	3984.62	
Report Total			4,086.13	0.00	4,086.13		

To the Treasurer of Hinesburg, we hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ *****4,086.13
Let this be your order for the payments of these amounts.

Vendor	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Amount	Discenc. Amount	Discount Amount
AFSCME	AFSCME COUNCIL #93	MAY 2021	05/27/21	05/27/21	04	MAY 2012 UNION DUES		
	440-1144-03.00	UNION DUES				121.92	0.00	0.00
ALARM NEW	ALARM NEW ENGLAND	1054424	05/26/21	05/26/21	04	HWY GARAGE ALARM TEST		
	440-5310-76.00	HW BLDG C/M UTILITIES				198.00	0.00	0.00
ASCAP	ASCAP	05/20/2021	05/27/21	05/27/21	04	ADDITIONAL FEE		
	440-5600-40.00	PROFESSIONAL DEVELOP				10.66	0.00	0.00
ATT	AT&T MOBILITY	05122021	05/27/21	05/27/21	04	FIRE TRUCK I-PADS		
	440-4500-77.00	F/R TELEPHONE				358.40	0.00	0.00
AXON	AKON ENTERPRISE INC	SI-1708822	05/25/21	05/25/21	04	POLICE EQUIPMENT		
	440-4151-23.00	POLICE EQUIPMENT				1,584.00	0.00	0.00
CARGILL	CARGILL INCCORPORATED	2906227643	05/26/21	05/26/21	04	WINTER HWY SALT		
	440-5140-21.10	WTR HGWY SALT				3,144.31	0.00	0.00
	2906236849	05/26/21	05/26/21	04	WINTER HWY SALT			
	440-5140-21.10	WTR HGWY SALT				2,983.57	0.00	0.00
Total For CARGILL INCCORPORATED						6,127.88	0.00	0.00
CIVES	CIVES CORPORATION	4507112	05/26/21	05/26/21	04	HWY VEH REPAIR		
	440-5330-68.10	2010 INT'L DUMP TRUCK				100.00	0.00	0.00
DESORCIE	DESORCIE EMERGENCY PRODUC	16797	05/27/21	05/27/21	04	FIRE VEH MAINT		
	440-4500-68.13	RESCUE PUMPER 2015				646.00	0.00	0.00
EAST ENG	EAST ENGINEERING	564	05/27/21	05/27/21	04	GRAVEL ROADS INVENTORY		
	440-5100-61.00	HWY PROFESS SERVICES				215.44	0.00	0.00
ENDYNE	ENDYNE INC	371536	05/27/21	05/27/21	03	TESTING		
	330-5480-60.00	TESTING				20.00	0.00	0.00
	371669	05/27/21	05/27/21	03	TESTING			
	330-5000-60.00	TESTING				20.00	0.00	0.00
	371670	05/25/21	05/25/21	03	TESTING			
	330-5000-60.00	TESTING				60.00	0.00	0.00
	371687	05/25/21	05/25/21	03	TESTING			
	330-5480-60.00	TESTING				185.00	0.00	0.00
Total For ENDYNE INC						285.00	0.00	0.00
ERA	ENVIRONMENTAL RESOURCE AS	973508	05/25/21	05/25/21	03	WASTEWATER SUPPLIES		
	330-5480-60.00	TESTING				485.72	0.00	0.00

Vendor	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Amount	Discenc. Amount	Discount Amount
PRESCOTT EVERETT J PRESCOTT INC	5867594		05/27/21	05/27/21	03	808.59	0.00	0.00
	330-5000-22.00	REPAIR & MTCE. SUPPLIES						
FERGUSON FERGUSON WATERWORKS #576	1020798		05/26/21	05/26/21	03	351.82	0.00	0.00
	440-5110-22.00	SMR HIGHWAY BLACKTOP						
FOTHERGILL FOTHERGILL SEGALE & VALLE	FY20 100%		05/27/21	05/27/21	04	8,700.00	0.00	0.00
	440-3000-60.01	PROF SERVICES AUDIT						
HEFFERNAN HEFFERNAN BROS AGGREGATE	2777		05/27/21	05/27/21	04	4,410.00	0.00	0.00
	601-4500-00.01	GRAVEL ROADS						
ARTIST HINESBURG ARTIST SERIES	5/24/21 INV		05/25/21	05/25/21	04	1,000.00	0.00	0.00
	440-5600-90.12	HINESBURG ARTIST SERIES						
JV EMBROI JV EMBROIDERY	4781		05/27/21	05/27/21	04	2,141.25	0.00	0.00
	440-4500-21.01	F/R FIRE GEAR						
DENTAL NORTHEAST DELTA DENTAL	JUNE 2021		05/27/21	05/27/21	04	1,332.24	0.00	0.00
	440-9705-01.00	DENTAL INSURANCE						
REYNOLDS REYNOLDS AND SON INC	3390601		05/27/21	05/27/21	04	262.59	0.00	0.00
	440-4500-21.02	F/R FIRE GEAR MAINT						
STAPLES STAPLES ADVANTAGE	8062184102		05/25/21	05/25/21	04	249.99	0.00	0.00
	440-3710-22.00	BLDG& FAC FURN AND FIXTRS						
	8062254508		05/25/21	05/25/21	04	61.99	0.00	0.00
	440-3710-22.00	BLDG& FAC FURN AND FIXTRS						
	440-3200-20.00	TOWN ADMIN OFFICE SUPPLY				25.37	0.00	0.00
Invoice 8062254508 Total						87.36	0.00	0.00
Total For STAPLES ADVANTAGE						337.35	0.00	0.00
TOWN TOWN OF HINESBURG	5/21/21 DUE		05/27/21	05/27/21	03	25,000.00	0.00	0.00
	330-0251-00.00	DUE TO GENERAL FUND						
UNIFIRST UNIFIRST CORPORATION	1080021402		05/26/21	05/26/21	04	31.60	0.00	0.00
	440-5100-76.00	GEN HGWY UNIFORMS						
VALIC VARIABLE ANNUITY LIFE INS	0008413276		05/27/21	05/27/21	04	2,002.72	0.00	0.00
	440-1144-05.00	VALIC						
VISION VISION SERVICE PLAN	812384503		05/25/21	05/25/21	04	194.80	0.00	0.00
	440-9705-05.00	VISION CARE PLAN						
VTLEAGUE VLCT	MAC2021-0271		05/27/21	05/27/21	04	78.40	0.00	0.00
	440-3000-40.00	SELECTBOARD PROF DEV						

05/27/21
03:20 pm

Town of Hinesburg Accounts Payable
Invoice Edit List-Current-Last-Next FY
Invoices Up To 05/27/21

Page 3 of 3
gross

Vendor	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Amount	Discenc. Amount	Discount Amount
VMERS DC VMERS DC	06092021		05/26/21	05/26/21	04 #111070 DENIS MATTHEW			
	440-9700-00.00	RETIREMENT EMPLOYER				109.11	0.00	0.00
	440-1143-02.00	VMERS DC EMPLOYEE				106.45	0.00	0.00
Invoice 06092021 Total						215.56	0.00	0.00
VTUMS VTUMS VERMONT UTILITY MAN 1584			05/26/21	05/26/21	04 STREET SWEEPING			
	440-5100-61.00	HWY PROFESS SERVICES				1,072.50	0.00	0.00
WORKSAFE WORK SAFE TRAFFIC CONTROL 25555			05/27/21	05/27/21	04 SIGNS HWY			
	440-5130-83.00	SIGNS NEW				94.90	0.00	0.00
	25556		05/27/21	05/27/21	04 SIGN BRACKETS			
	440-5130-21.00	SIGNS SUPPLIES				179.55	0.00	0.00
Total For WORK SAFE TRAFFIC CONTROL IND. INC						274.45	0.00	0.00
Report Grand Total						58,346.89	0.00	0.00

Fund Totals	Expenditures	Dis-Encumbrance
440	27,357.58	0.00
330	26,579.31	0.00
601	4,410.00	0.00
	58,346.89	0.00

For checks For Check Acct 04 (GENERAL FUND) 38023 To 38045 05/27/2021 To 05/27/2021

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
AFSCME	AFSCME COUNCIL #93	MAY 2021 MAY 2012 UNION DUES	121.92	0.00	121.92	38023	05/27/21
ALARM NEW	ALARM NEW ENGLAND	1054424 HWY GARAGE ALARM TEST	198.00	0.00	198.00	38024	05/27/21
ASCAP	ASCAP	05/20/2021 ADDITIONAL FEE	10.66	0.00	10.66	38025	05/27/21
ATT	AT&T MOBILITY	05122021 FIRE TRUCK I-PADS	358.40	0.00	358.40	38026	05/27/21
AXON	AXON ENTERPRISE INC	SI-1708822 POLICE EQUIPMENT	1584.00	0.00	1584.00	38027	05/27/21
CARGILL	CARGILL INCCORPORATED	2906227643 WINTER HWY SALT	3144.31	0.00	3144.31	38028	05/27/21
CARGILL	CARGILL INCCORPORATED	2906236849 WINTER HWY SALT	2983.57	0.00	2983.57	38028	05/27/21

					Check Total	6127.88	
CIVES	CIVES CORPORATION	4507112 HWY VEH REPAIR	100.00	0.00	100.00	38029	05/27/21
DESCORCIE	DESCORCIE EMERGENCY PRODUCTS, L	16797 FIRE VEH MAINT	646.00	0.00	646.00	38030	05/27/21
EAST ENG	EAST ENGINEERING	564 GRAVEL ROADS INVENTORY	215.44	0.00	215.44	38031	05/27/21
FOTHERGIL	FOTHERGILL BEGALE & VALLEY INC	FY20 100% COMPLETION OF FY20	8700.00	0.00	8700.00	38032	05/27/21
HEFFERNAN	HEFFERNAN BROS AGGREGATE LLC	2777 6-12 INCH RIP RAP	4410.00	0.00	4410.00	38033	05/27/21
ARTIST	HINESBURG ARTIST SERIES	5/24/21 INV FY 21 CONTRIBUTION	1000.00	0.00	1000.00	38034	05/27/21
JV EMBROI	JV EMBROIDERY	4781 FIRE DEPT T-SHIRTS & HAT	2141.25	0.00	2141.25	38035	05/27/21
DENTAL	NORTHEAST DELTA DENTAL	JUNE 2021 DENTAL INSURANCE	1332.24	0.00	1332.24	38036	05/27/21
REYNOLDS	REYNOLDS AND SON INC	3390601 FIRE EQUIPMENT	262.59	0.00	262.59	38037	05/27/21
STAPLES	STAPLES ADVANTAGE	8062184102 TODD'S DESK	249.99	0.00	249.99	38038	05/27/21
STAPLES	STAPLES ADVANTAGE	8062254508 OFFICE SUPPLIES	87.36	0.00	87.36	38038	05/27/21

					Check Total	337.35	
UNIFIRST	UNIFIRST CORPORATION	1080021402 HWY UNIFORMS	31.60	0.00	31.60	38039	05/27/21
VALIC	VARIABLE ANNUITY LIFE INSURANC	0008413276 GROUP#56926 MAY 2021	2002.72	0.00	2002.72	38040	05/27/21
VISION	VISION SERVICE PLAN	812384503 JUNE 2021	194.80	0.00	194.80	38041	05/27/21
VTLEAGUE	VLCT	MAC2021-0271 TRAINING CLASSES	78.40	0.00	78.40	38042	05/27/21
VMERS DC	VMERS DC	06092021 #111070 DENIS MATTHEW	215.56	0.00	215.56	38043	05/27/21
VTUMS	VTUMS VERMONT UTILITY MANAGEME	1584 STREET SWEEPING	1072.50	0.00	1072.50	38044	05/27/21

05/27/21
03:50 pm

Town of Hinesburg Accounts Payable

Check Warrant Report # 43030 Current Prior Next FY Invoices
For checks For Check Acct 04(GENERAL FUND) 38023 To 38045 05/27/2021 To 05/27/2021

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
WORKSAFE	WORK SAFE TRAFFIC CONTROL IND. 25555	SIGNS HWY	94.90	0.00	94.90	38045	05/27/21
WORKSAFE	WORK SAFE TRAFFIC CONTROL IND. 25556	SIGN BRACKETS	179.55	0.00	179.55	38045	05/27/21
					Check Total	274.45	
Report Total			31,415.76	0.00	31,415.76		

To the Treasurer of Hinesburg, we hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ ****31,415.76
Let this be your order for the payments of these amounts.

05/27/21
03:50 pm

Town of Hinesburg Accounts Payable
 Check Warrant Report # 43029 Current Prior Next FY Invoices
 For checks For Check Acct 03(SEWER & WATER) 13631 To 13635 05/27/21 To 05/27/21

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
ENDYNE	ENDYNE INC	371536 TESTING	20.00	0.00	20.00	13631	05/27/21
ENDYNE	ENDYNE INC	371669 TESTING	20.00	0.00	20.00	13631	05/27/21
ENDYNE	ENDYNE INC	371670 TESTING	60.00	0.00	60.00	13631	05/27/21
ENDYNE	ENDYNE INC	371687 TESTING	185.00	0.00	185.00	13631	05/27/21

					Check Total	285.00	
ERA	ENVIRONMENTAL RESOURCE ASSOCIA	973508 WASTEWATER SUPPLIES	485.72	0.00	485.72	13632	05/27/21
PRESCOTT	EVERETT J PRESCOTT INC	5867594 WATER VALVE	808.59	0.00	808.59	13633	05/27/21
FERGUSON	FERGUSON WATERWORKS #576	1020798 COLD PATCH ASPHALT	351.82	0.00	351.82	13634	05/27/21
TOWN	TOWN OF HINESBURG	5/21/21 DUE DUE TO TOWN FROM W/S	25000.00	0.00	25000.00	13635	05/27/21
Report Total			26,931.13	0.00	26,931.13		
			----- *****				

To the Treasurer of Hinesburg, we hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ ****26,931.13
 Let this be your order for the payments of these amounts.

05/27/21
11:53 am

Town of Hinesburg Payroll
Check Warrant Report #15444
Check date 05/27/21 to 05/27/21

Employee	Gross	Fringes	Reimburse	FWT	FICA	MEDI	SWT	SDI	Local	Oth Dedu	Net Amt	Elec Amt	Check No
ALEXANDER, JOHN C., JR	1158.00	0.00	0.00	109.68	71.80	16.79	33.90	0.00	0.00	198.71	0.00	727.12	E 14342
ANTHONY, MICHAEL W.	1542.84	0.00	540.00	189.38	95.66	22.37	67.77	0.00	0.00	82.93	0.00	1624.73	E 14343
BAILEY, ERIK B.	1546.80	0.00	0.00	171.31	95.90	22.43	51.18	0.00	0.00	288.70	0.00	917.28	E 14344
BARBER, ALTON	1000.00	0.00	0.00	84.19	62.00	14.50	27.36	0.00	0.00	0.00	0.00	811.95	E 14345
BRYAN, FRANK M.	910.40	0.00	0.00	80.51	56.44	13.20	23.98	0.00	0.00	67.04	0.00	669.23	E 14346
BUDD, LENORE F.	341.46	0.00	0.00	28.03	21.17	4.95	9.39	0.00	0.00	0.00	0.00	277.92	E 14347
CAMBRIDGE, ANTHONY S.	1448.40	0.00	0.00	79.04	89.80	21.00	25.60	0.00	0.00	128.73	0.00	1104.23	E 14348
CASCO, CALEB M.	1543.32	0.00	0.00	127.44	95.69	22.38	39.44	0.00	0.00	219.16	0.00	1039.21	E 14349
COONRADT, AMY A.	192.00	0.00	0.00	0.00	11.90	2.78	0.00	0.00	0.00	0.00	0.00	177.32	E 14350
CYPES, MITCHEL S.	1144.16	0.00	0.00	94.11	70.94	16.59	30.13	0.00	0.00	61.50	0.00	870.89	E 14351
GIROUX, TOM	231.75	0.00	0.00	7.31	14.37	3.36	2.88	0.00	0.00	0.00	0.00	203.83	E 14353
DUBIN GROSSMAN, JOY	1701.76	0.00	0.00	147.50	105.51	24.68	45.86	0.00	0.00	91.47	0.00	1286.74	E 14352
HULSHOF, JEREMY B.	1166.56	0.00	0.00	86.73	72.33	16.92	28.01	0.00	0.00	113.58	0.00	848.99	E 14354
JARVIS, JAMES L.	419.25	0.00	0.00	0.00	25.99	6.08	7.91	0.00	0.00	0.00	0.00	379.27	E 14355
LINDEMUTH, BRETT A.	1075.60	0.00	0.00	89.35	66.69	15.60	27.96	0.00	0.00	108.69	0.00	767.31	E 14356
MCCUIN, JENNIFER	683.70	0.00	0.00	31.63	42.39	9.91	12.32	0.00	0.00	132.75	0.00	454.70	E 14357
MUSUMECI, DOMINIC	1081.20	0.00	0.00	126.61	67.03	15.68	37.90	0.00	0.00	95.43	0.00	738.55	E 14358
ODIT, TODD R.	2307.76	0.00	0.00	245.71	143.08	33.46	109.29	0.00	0.00	124.04	0.00	1652.18	E 14359
ROBERTS, HEATHER J.	920.00	0.00	0.00	38.89	57.04	13.34	23.03	0.00	0.00	100.33	0.00	687.37	E 14360
ROSS, MELISSA B.	1417.20	0.00	0.00	236.56	87.87	20.55	73.89	0.00	0.00	94.28	0.00	904.05	E 14361
SHERMAN, BART	1227.43	0.00	0.00	138.86	76.10	17.80	41.45	0.00	0.00	103.29	0.00	849.93	E 14362
SMITH, FRANCIS T.	896.16	0.00	0.00	88.82	55.56	12.99	26.36	0.00	0.00	48.17	0.00	664.26	E 14363
TURNER, JOSHUA M.	164.00	0.00	0.00	0.00	10.17	2.38	0.61	0.00	0.00	0.00	0.00	150.84	E 14364
WAITE, EDWARD	75.00	0.00	0.00	0.00	4.65	1.09	0.00	0.00	0.00	0.00	0.00	69.26	E 14365
WEINHAGEN, ALEXANDER C.	1405.60	0.00	0.00	172.14	87.15	20.38	51.56	0.00	0.00	210.50	0.00	863.87	E 14366

	25600.35	0.00	540.00	2373.80	1587.23	371.21	797.78	0.00	0.00	2269.30	0.00	18741.03	
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05/27/21
11:53 am

Town of Hinesburg Payroll
Check Warrant Report #15444
Check date 05/27/21 to 05/27/21

Employee

Gross	Fringes	Reimburse	FWT	FICA	MEDI	SWT	SDI	Local	Oth Dedu	Net Amt	Elec Amt	Check No
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To the Treasurer of Hinesburg

SELECT BOARD

we hereby certify that there is due to the several persons whose
names are listed hereon the sum against each name and that
here are good and sufficient vouchers supporting the
payments

aggregating \$ **18,741.03

Let this be your order for the payments of these amounts.