

CONDITIONS OF EMPLOYMENT POLICY

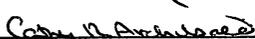
1. Probationary Period – During the first three months of employment a new employee shall be on probation. At that point the employee's performance will be evaluated and if it is found acceptable his wage will be adjusted accordingly and his benefits will start from that date.
2. Normal working hours are from 7:00 AM to 3:30 PM. One half hour is allowed for lunch, with one twenty minute coffee break. Abuse of break times maybe grounds for dismissal. You will be asked to work on demand during the winter maintenance period. Any vacation or extended personal time will only be allowed during the winter maintenance period with the prior approval of the road foreman or Selectboard.
3. Overtime will be paid time and a half for time over forty hours. Overtime will be allowed in order to finish the day's project if completion can be accomplished in two hours or less (with the exception of an emergency situation). A call from off duty to work will pay three hours at the overtime rate.
4. Vacation – One week after one year service, two weeks after three years service, two weeks plus one additional day per year for every one year of service past five years. This will not exceed four weeks vacation. All vacation to be based on a forty hour week. All vacation time must be scheduled at least one week ahead of time. Notice to be given to the foreman, foreman must give notice to the Selectboard. No more than five vacation days may be carried over in one calendar year.
5. Holidays pay eight hours. They are President's Day, town meeting days, Memorial Day, July Fourth, Labor Day, Columbus Day, Thanksgiving, Day after Thanksgiving, Christmas and New Years Day.
6. Each employee will receive 128 hours of personal time for such instances as sickness, funerals, etc. These are non-accumulative and will pay one half of time not used. The employee shall give notice of use to the foreman whenever possible and the foreman must notify the Selectboard as well.
7. The town will pay the difference in pay between forty hours salary and jury pay for up to fifteen days.
8. The town will pay for medical insurance for each employee and his immediate family.
9. The town will withhold the State tax (approximately three percent of salary) and to that add approximately four point two percent of salary towards retirement.
10. The town garage and equipment are for town and employee use only. All use of the town garage for personal use will be before 7 AM and after 3:30 PM on weekdays or on weekends.
11. Employees may be asked to use their own vehicles on town business. The town will reimburse the employee upon receipt of a mileage form signed by the foreman.

12. Mileage will be paid at the current IRS rate.

Town of West Windsor
Selectboard


Thomas A Kenyon


Dated this 22nd day of February, 2010

Attest: 
Town Clerk

Adopted: July 8, 1996

Revised: June 18, 1999

Revised: January 11, 2010