

## **10. SEPARATION FROM EMPLOYMENT**

- A. **SERVICE RETIREMENT---** Is voluntary termination after having satisfied the age and length of employment requirements of the New York State Retirement System.
- B. **DISABILITY RETIREMENT---**Is voluntary termination necessitated by an injury or illness which renders the employee incapable of performing his/her job. This is preceded by a memo/letter by the employee to his/her Department Head advising of the disability ruling, date of termination, supporting documentation, and a ruling by the appropriate Board or Industrial Insurance Division verifying the disability and approving the retirement.
- C. **NOTICE OF RESIGNATION-EMPLOYEES---**An employee who intends to resign from employment must submit a written resignation to the employee's Department Head at least two weeks before the date of resignation is to be effective. Two weeks' notice is understood to mean that the resigning employee will be available for work during this time so as to aid in the training of a replacement. Failure to provide two weeks' notice may result in a forfeit of accumulated leave time. All resignations shall be filed in the Town Clerk's Office.
- D. **NOTICE OF RESIGNATION-TOWN OFFICERS---**A Town Officer (as defined by Public Officers Law) must resign by delivering a written notice to the Town Clerk. If no effective date is specified, the office becomes vacant immediately upon the delivery of the notice to the Town Clerk. If a Town Officer wishes to resign at some future date, the Town Officer may specify a resignation date. However, if the resignation date is more than thirty days after delivery of the notice to the Town Clerk (ninety days for Town Justice), the resignation will become effective thirty days after such delivery (ninety days for Town Justice).
- E. **NOTICE OF RESIGNATION-TOWN CLERK---**The Town Clerk who intends to resign must submit a written resignation to the Secretary of State at least thirty calendar days before the date of resignation is to be effective.
- F. **TOWN INITIATED RESIGNATION---**Is termination requested by a Department Head which permits an employee to resign in lieu of being discharged. A termination of this type occurs after the Department Head's consultation with the Town Supervisor and/or Town Board. An evaluation of the circumstances is conducted, including reasons for the request, supporting documentation, and alternatives. Guidelines are similar to those for discharge.

- G. **DISCHARGE**---Is termination of an employee by the Town.
- H. **LAYOFF**---is termination of an employee by the Town for lack of work, lack of funds, or other changes that have taken place.
- I. **EXIT INTERVIEWS**---Exit interviews are normally conducted by the applicable Department Head. The exit interview provides an opportunity to discuss a number of items including employee benefits, COBRA eligibility, changing of computer passwords, return of Town property, etc. During this interview, employees are encouraged to give suggestions, concerns and constructive recommendations. For all employees leaving the Town's employment, they will receive their final paycheck on the next regularly scheduled payday.

## **11. EMPLOYEE CONDUCT**

**A. CODE OF ETHICS**---The Town adopted a local law establishing standards of conduct for officers and employees of the Town effective September 8, 1970. (Copy of full text attached). This law applies to all officers and employees of the Town, whether paid or unpaid.

**B. PROHIBITED CONDUCT**---It is the policy of the Town of New Lisbon that certain rules and regulations regarding Employee behavior are necessary for the benefit and safety of all Employees, the efficient operation of the Town, and the delivery of services to the residents of the Town. Any conduct that interferes with operations or that discredits the Town will not be tolerated. Each employee must conduct oneself in a positive manner so as to promote the best interests of the Town. Any employee who, after investigation, is found to have committed any of the actions listed below will be subject to corrective action, up to and including termination of employment. The following list of prohibited conduct is illustrative only and does not limit the Town's right to impose discipline in other appropriate cases.

1. Willful violation of the Town's rules, policies and procedures.
2. Harassing (including sexual harassment), intimidating, coercing, threatening, assaulting, fighting or creating a hostile environment against another Employee, Department Head, Elected Official, Town resident, or any other person, whether on or off Town premises.

3. Falsification or alteration of any records or reports including but not limited to employment applications, medical reports, time records, work records, absence reports, work-related injury reports, and claims of benefits provided by the Town.
4. Willful or deliberate abuse, destruction, defacement, misuse, or theft or removal without permission of Town Property or the property of any other person.
5. Offensive or unprofessional behavior that is contrary to the Town's best interest, or any conduct that does not warrant public trust.
6. Making false statements or accusations about another Employee, Elected Official, Town Resident or other person.
7. Improper performance of job duties or repeated failure to perform assigned duties and responsibilities.
8. Refusal to obey instructions of a Department Head or any other form of insubordination.
9. Careless or negligent use or operation of equipment, including vehicles and machinery.
10. Unauthorized expenditure of Town funds.
11. Excessive tardiness and unauthorized absences or repeated failure to give proper notice.
12. Illegal gambling on Town property.
13. Sleeping on the job, unless authorized by a Department Head.
14. Failure to adhere to the personal appearance/dress code policy.
15. Disruptive, loud, or abusive language in the workplace, including racial slurs and epithets.
16. Acts of sabotage, including work of another employee.
17. Violation and/or disregard of safety rules or safety practices in such a way that jeopardizes the safety of the Employee, another Employee, Elected Official, resident, or other person.

18. Possession, use, distribution/sale, or being under the influence of alcohol or controlled substances during hours of work or while on Town property or in Town vehicles.

19. Posting, removing, or defacing of notices, signs, or other written material without prior approval.

20. Accepting gifts in exchange for favors or influences.

## **12. DISPUTE RESOLUTION PROCEDURE**

The Town Board has established a set of procedures to provide for the orderly resolution of differences at the earliest possible stage and to promote a harmonious and cooperative relationship between employees, Department Heads and members of the Town Board which will enhance the overall operation of the Town. The Town will attempt to resolve all work-related complaints that are appropriate for handling under this policy.

A dispute will mean a claimed violation, misinterpretation or inequitable application of any of the provisions of this Employee Handbook. The term dispute shall not apply to any matter as to which the Town is without authority to act. Examples of matters that may be considered appropriate disputes under this policy include:

- A. A belief that Town policies, practices, rules, regulations, or procedures have been applied in a manner detrimental to an employee:
- B. Treatment considered unfair by an employee, such as coercion, reprisal, harassment, or intimidation;
- C. Alleged discrimination because of race, color, sex, age, religion, national origin, marital status, or disability: and
- D. Improper or unfair administration of employee benefits or conditions of employment such as scheduling, vacations, fringe benefits, promotions, retirement, holidays, salary, or seniority.

**DISPUTE RESOLUTION STEP ONE**---An employee who claims to have a dispute may present the dispute to the employee's Department Head. The dispute must be submitted in writing within seven working days following the knowledge of the event(s) which caused the dispute or when the employee should have had knowledge. The dispute will specify the date of submission, the name of the aggrieved employee, the date the dispute arose, the

nature of the dispute, the provision of the Employee Handbook that was allegedly violated and a statement of facts, times, date, and the remedy sought.

Within seven working days after receiving the dispute, the employee's Department Head will meet with the employee to discuss and attempt to resolve the matter.

**DISPUTE RESOLUTION STEP TWO**---In the event the informal dispute is not resolved at Step One, or the employee reasonably believes that the employee cannot present the dispute to the employee's Department Head, the employee may submit the matter to the Town Supervisor. The dispute must be submitted in writing within seven days from receiving the Step One response, or when the response should have been received or if Step One is not utilized for the above reason, within seven working days following knowledge of the event(s) which caused the dispute or when the employee should have had knowledge.

Within seven working days after receiving the dispute, the Town Supervisor will meet with the employee to discuss and attempt to resolve the matter. Within seven working days from the meeting, the Town Supervisor will issue a written response.

**DISPUTE RESOLUTION STEP THREE**---In the event the employee is not satisfied with the response at Step Two, the employee may submit the matter to the full Town Board by filing a Request for Hearing with the Town Clerk. The Request for Hearing must be submitted in writing within seven working days from receiving the Step Two response, or when the response should have been received. The Request for Hearing will include a written statement of the dispute as outlined in Step One of this Procedure.

The Town Board will set the time and place for the hearing. All decisions rendered by the Town Board will be final and binding. Final decisions on disputes will not be precedent-setting or binding on future disputes unless they are stated as official Town policy.

**TIME LIMITS**---The employee must adhere to the time limits set forth in this dispute procedure. In the event the employee does not advance the dispute to the next step within the established time limit, the dispute will be considered withdrawn and no further appeal will be accepted. The time limits may be extended by mutual agreement provided the extension is in writing, dated and signed by the employee and the person who is to receive the dispute.

**PROPER USE OF DISPUTE RESOLUTION PROCEDURE**---Employees will not be penalized for proper use of the dispute resolution procedure. However, it is not considered proper use if an employee raises a dispute in bad faith or solely for the purposes of delay or harassment, or repeatedly raises meritless disputes. Implementation of the dispute procedure by an employee does not limit the right of the Town to proceed with any disciplinary action that is

not in retaliation for the use of this procedure. The Town Board may, at its discretion, refuse to proceed with any dispute it determines is improper or baseless under this policy.

### **13. CORRECTIVE ACTION**

Corrective Action is necessary when an employee has demonstrated performance deficiencies, or has violated a policy, rule, regulation, or procedure. Corrective action may include counseling or initiating formal disciplinary action against an employee.

- A. COMMUNICATION---**Open and candid communications with all employees is an important aspect of the Town of New Lisbon's on-going employee relations. When a rule, policy, or procedure is violated, the employee's Department Head will review the specific nature of the violation with the employee. When appropriate, a counseling session will precede disciplinary action. The employee's input is extremely important to ensure that all of the facts have been considered.
- B. INVESTIGATIONS---**Where appropriate, an investigation will be conducted by the proper Department Head or other designated individual in order to gather all pertinent information and to ensure that all of the facts are considered. The investigation may include, among other things, interviews with the Employee and any witnesses or other involved parties, and review of documents and materials. All employees who are called upon to participate in an investigation are required to fully cooperate in the process and respond truthfully to all questions posed. Failure to do so could subject the employee to appropriate corrective action. The Town reserves the right to suspend an employee while an investigation is conducted.
- C. COUNSELING---**Counseling employees, as opposed to initiating formal disciplinary action may be the appropriate first step in addressing performance deficiencies or misconduct. The purpose of counseling is to inform the employee of such deficiencies or misconduct, discourage its recurrence, and to inform the employee of the consequences if the behavior is repeated. When performance deficiencies are the issue, the performance standards of the job should be reviewed, along with specific examples of how the employee is not meeting those standards. Where appropriate, goals for improvement may be established, along with a timeframe for achieving them. The counseling will be documented in writing and the employee will be required to acknowledge receipt by signing the memorandum to indicate that a discussion of the issue has taken place. Employees are given the opportunity to agree or disagree with the results and write a brief statement on the corrective

action, if desired. Any employee who fails to sign the counseling memorandum could be subject to further disciplinary action.

- D. DISCIPLINE**---Employees covered by Civil Service Law Section 75 shall be disciplined in accordance with the provisions contained therein. In normal circumstances, the Town endorses a policy of progressive discipline in which it attempts to provide employees with notice of deficiencies and an opportunity to improve. Progressive discipline may include written warnings, suspension without pay, or termination of employment, depending on the circumstances. The Town retains the right to discipline employees in any manner it sees fit and does not guarantee that one type of discipline will precede another.

## **14. CIVIL SERVICE SYSTEM**

The following information is intended as a guide. The Civil Service Law and Otsego County Rules for the Classified Civil Service shall govern regarding the jurisdictional classification of positions and the appointment and promotion of personnel. Any questions can be referred to the Otsego County Personnel Office at 607-547-4239.

### **A. THE UNCLASSIFIED AND CLASSIFIED SERVICES**

**UNCLASSIFIED SERVICE**---In accordance with Civil Service Law and for the purposes of this Employee Handbook, the term “Unclassified Service” will include all individuals who are Elected Officials and/or members of boards or commissions.

**CLASSIFIED SERVICE**---In accordance with Civil Service Law and for the purposes of this Employee Handbook, the term “Classified Service” will include all Town employees who are subject to the Otsego County Rules for the Classified Civil Service. The Classified Service is divided into four jurisdictional classes:

**EXEMPT**---those positions, other than unskilled labor positions, for which competitive or non-competitive examinations or other qualification requirements are not practicable (Civil Service Law, Section 41)

**COMPETITIVE**---those positions for which it is practicable to determine merit and fitness by competitive examination

**NON-COMPETITIVE**---those positions not in the exempt class or the labor class for which it is not practicable to determine merit and fitness by competitive examination, but rather by a review of training and experience

**LABOR**—unskilled labor positions, except those positions which can be examined for competitively

**B. CIVIL SERVICE LAW SECTION 75**---New York State Civil Service Law Section 75 establishes disciplinary procedures for covered employees. Section 75 affords a covered employee the opportunity for a hearing when charges of incompetence or misconduct have been made against the employee by the Town. Covered Employees generally include:

A newly hired employee who has not completed the minimum probationary period as determined by civil service rules.

An employee holding a position by permanent appointment in the Competitive Class of the classified Civil Service.

An employee holding a position in the Non-Competitive Class who has been employed for at least five years of continuous uninterrupted service in the non-competitive class, except when such an employee holds a position designated as confidential or policy influencing. Even though the employee has completed the required probationary period and has received permanent appointment or employment in the non-competitive class, the employee is not covered under Section 75 until the employee has completed five years of continuous service in the non-competitive class.

An employee holding a position by permanent appointment or employment in the Exempt, Competitive, Non-Competitive, or Labor Class who is a qualified veteran as defined by the Civil Service Law, or exempt volunteer firefighter, as defined by the General Municipal Law, except when such an employee holds the position of private secretary, cashier, or deputy of any official or department. Specifically, the employee must have been honorably discharged or released under honorable circumstances from the armed forces of the United States having served therein as such member in time of war as defined in Section 85 of the New York State Civil Service Law, or the employee must be an exempt volunteer firefighter as defined in the General Municipal Law.

**C. SECTION 75 DISCIPLINARY PROCEDURE**---The following disciplinary procedure shall apply to employees covered by Civil Service Law Section 75:

1. **NOTICE OF DISCIPLINE**---An employee subject to discipline will be provided with a written Notice of Discipline (NOD) which will contain all charges and specifications.
2. **EMPLOYEE ANSWER**---The employee will have eight calendar days to respond to the charges. The employee's response must be in writing.



3. **DISCIPLINARY HEARING**---Unless there is a stipulation of settlement between the Town and the employee, the Appointing Authority will designate a hearing officer in accordance with Civil Service Law Section 75. The designation must be in writing. The hearing officer will set the time and place for the hearing. The hearing officer will make a record of the hearing which will be submitted to the Appointing Authority, with the hearing officer's recommendations, for review and decision.
4. **RIGHT TO REPRESENTATION**---The employee may have representation by counsel or by a representative of a recognized or certified employee organization at the hearing and may summon witnesses on the employee's behalf.
5. **SUSPENSION WITHOUT PAY PENDING DETERMINATION OF CHARGES**---Pending the hearing and determination of charges, the employee may be suspended without pay for a period not to exceed thirty days.
6. **PENALTIES**---In the event the employee is found to be guilty of the charges, the penalty may consist of one of the following: Written reprimand, Fine not to exceed one-hundred dollars which will be deducted from the employee's pay, Suspension without pay not to exceed two months, Demotion in grade and title, or Termination from Town employment.
7. **FINDING OF NOT-GUILTY**---In the event the employee is found to be not guilty, the employee will be restored to the employee's position with full pay for the period of suspension less the amount of any unemployment insurance benefits that the employee may have received during such period.
8. **LIMITATIONS**---Notwithstanding any other provision of law, no removal or disciplinary proceeding will be commenced more than eighteen months after the occurrence of the alleged incompetence or misconduct complained of and described in the charges. Such limitation will not apply where the incompetence or misconduct complained of and described in the charges, if proved in a court of appropriate jurisdiction, constitute a crime.
9. **FILING REQUIREMENTS**---In the event the employee is found to be guilty, a copy of the charges, the employee's written answer, a transcript of the hearing, and the determination will be filed in the office of the Town Clerk and the employee's personnel file. A copy will also be filed with the Otsego County Department of Personnel.

## **15. OPERATIONAL POLICIES**

**A. MEALS AND REST BREAKS**---Meal periods and rest breaks should be approved by the Department Head in accordance with the needs and requirements of the department. An employee who works more than six hours in a given day will receive an unpaid meal break of at least thirty (30) minutes. Unless otherwise directed by the Department Head, the employee may leave the work-site during the meal break. A full-time employee will normally receive a paid rest break of up to fifteen (15) minutes in the middle of the first half of the day and again during the second half of the work day.

**B. EMERGENCY SITUATIONS**---In the event of an emergency prior to the normal workday, the Department Head may authorize the closing of non-emergency operations. If an emergency develops during the workday, the Department Head may direct that certain employees leave work. A full-time employee who is directed to leave work during the day due to an emergency situation will be paid for the remainder of the Employee's normal workday at the regular rate of pay. If a determination is made to close operations due to an emergency situation prior to the start of a workday by the Department Head, the full-time employee will not be paid for the workday, but may choose to use vacation or personal leave or make up the time at a later date if agreed to by the Department Head.

**C. INCLEMENT WEATHER**---As the Town provides services in all kinds of weather, full time highway department employees are required to report to work during bad weather situations as requested by their Department Head. Part-time employees should use their own discretion in determining whether they can commute safely to work during inclement weather.

**D. BONDING**---The Town will provide bonding insurance for an eligible Employee who is required to act in a fiduciary capacity.

**E. EXPENSE REIMBURSEMENT**---Upon proper authorization of the Department Head or the Town Board, an Employee or Elected Official will be reimbursed for expenses associated with carrying out Town business, including, but not limited to, meals, lodging, mileage, parking and highway tolls, required training courses and membership fees. A voucher with the required documentation and corresponding receipts must be submitted to the Town Clerk in order for the reimbursement to be processed.

**F. VEHICLE USAGE**---All vehicles and related equipment of the Town of New Lisbon are owned and maintained for the purpose of conducting official business of the Town. Said vehicles and equipment may not be used for the personal use or private gain of any Official or Employee, nor for any other purpose which is not in the general public

interest. No Official or Employee will be permitted to operate any Town owned, leased, controlled or operated vehicle until the Department Head has determined that the Employee meets the criteria established for such operation.

1. Town vehicles must always be operated in a safe and responsible manner and in compliance with all applicable traffic laws in effect. In the event of an accident, an accident report must be filed with the Town Supervisor by the Department Head as soon as is possible, at least within twenty-four hours.

2. Town vehicles may not be used to transport persons who are not officials or employees of the Town unless authorized by the Department Head.

3. Town vehicles must always be maintained in a safe and secure condition when not in use, including being locked and/or under direct observation and all keys maintained. Equipment may be left on job work sites for short periods of time while completing the job.

4. All drivers and passengers in Town Vehicles must wear seat belts as required by New York State Law.

5. All moving violations and parking tickets and fines are the responsibility of the driver of the Town vehicle. The driver must notify his/her Department Head upon the receiving of any tickets.

6. All Town vehicles shall be identified as such. No advertisements, signs or bumper stickers shall be displayed.

7. A Town vehicle is considered a Town worksite, and in accordance with the Town's "NO SMOKING" policy, no smoking is allowed in Town Vehicles.

8. The Driver of a Town vehicle is responsible for all loads including all materials and passengers. No person is allowed to ride in the bed of a truck or any other part of the vehicle other than the seat.

9. Under no circumstances shall Town vehicles be driven when the operator has been drinking alcoholic beverages or when the driver is under the influence of any drug or medication that has the potential to impair his/her ability to drive.

**G. DRIVERS LICENSE---**An employee who is required to drive either a Town owned vehicle or the employee's own personal vehicle to conduct business on behalf of the Town, must possess at the time of appointment, and must maintain throughout employment, a valid New York State driver's license. In accordance with the federal Commercial Motor Vehicle

Safety Act of 1986, a commercial (CDL) driver must notify the Town within thirty days of a conviction of any traffic violation (except parking), no matter where or what type of vehicle the employee was driving. An employee who is required to possess a driver's license or CDL license in order to perform certain job duties and responsibilities must immediately notify the appropriate Department Head in the event the license is suspended or revoked. The loss or suspension of the driver's license or CDL license may affect the employee's employment with the Town.

**H. TOWN SUPPLIES, TOOLS & EQUIPMENT, FUEL, PROPERTY**---All Town owned supplies must be used efficiently and not wasted. An Employee may not use any Town supplies for personal use. Employees are expected to demonstrate proper care when using the Town's tools and equipment. The Employee must repair or replace any Town owned tool or piece of equipment lost or damaged by the Employee as a result of negligence or intentional misuse. An Employee may not use gasoline, fuel, oil or motor oil purchased by the Town for personal use. An Employee will be responsible for any item issued by the Town which is in the Employee's possession and/or control, such as, but not limited to equipment, identification badges, keys, uniforms and printed materials. All Town property must be returned to the Town by the employee's last day of work.

**I. TELEPHONE/CELL PHONE USAGES**---Prompt, courteous answers to telephone calls are very important. If the caller needs to speak with another department, the Employee should have access to other Employee phone numbers/Department phone numbers to efficiently provide them to callers. Personal calls should be extremely limited and brief to keep telephone lines free for business calls. Employees are permitted to carry personal cell phones during working hours, but usage should be during breaks as much as possible. The use of cell phones while driving on Town business must be in compliance with all applicable Laws. Personal cell phones that are broken, damaged or lost during working hours will not be replaced or paid for by the Town.

**J. COMPUTERS, INTERNET & E-MAIL**---Many employees use computers as a part of their job and have access to the Internet and e-mail. As with phone usage, use of Town computers for personal communications and internet connections should be extremely limited and brief. No illegal activities, gambling, or accessing pornographic sites are allowed. Under State records law e-mails are considered records and subject to the Town's record policies and procedures. (The full adopted E-Mail Policy and Social Media Policy are attached).

**K. DRESS POLICY/PERSONAL APPEARANCE**---It is the policy of the Town that each employee's dress, grooming and personal hygiene should be appropriate to the work station. An employee must maintain a personal appearance in a manner which reflects a good image to the

public. An employee may be required to wear safety clothing and equipment as directed by the Department Head.

**L. PURCHASING**---The Town has established an official procurement policy that must be followed by all employees who are authorized to make purchases. (Copy attached) All purchases must be made in accordance with budgetary appropriations, in accordance with applicable competitive bidding statutes and in accordance with the Town's procurement policy, Town Board resolutions adopted at the annual organizational meeting and Town of New Lisbon Local Law #1 of 2014, Best Value Procurement.

**M. PUBLIC RELATIONS**---The courteous, professional treatment of members of the public by all employees helps to build confidence among taxpayers we serve. We ask that all employees make every effort to represent the Town in a polite and professional manner. Protecting the Town's information is the responsibility of all employees. Requests for information should be referred to the Department Head or Freedom of Information Officer (Town Clerk) to make sure that information is not improperly or accidentally disclosed.

**N. MEDIA RELATIONS**---All requests for information from the media must be referred to the Town Supervisor. All press releases, publications, articles and any other documents for release to the media must be approved by the Department Head or Town Supervisor.

**O. OUTSIDE EMPLOYMENT**---It is the policy of the Town that an employee may engage in outside work as long as such outside work does not interfere with the employee's performance standards, pose an actual or potential conflict of interest, or compromise the interests of the Town. A Town employee who wishes to engage in outside work should discuss the matter with his/her Department Head to verify that no conflict exists.

**P. POLITICAL ACTIVITY**---Town employees are able to engage in many political activities as are other citizens. However, municipal government employees are covered by the federal Hatch Act, which intends to protect both employees and citizens from unethical political pressures. The following is a list of prohibited political activities as well as accepted activities.

1. A Town employee may not use Town authority or influence for purposes of affecting nomination or election to office. However, an employee may belong to a political party and attend political meetings.

2. A Town employee on duty may not solicit any type of contributions for political purposes from Town officials or employees. However, employees may make personal financial contributions or solicit contributions on their own time.

3. A Town employee may not be a candidate for election to the office of Supervisor or Town Board. However, an employee may vote freely in elections. An employee may also run for a non-Town position whose service is not incompatible with work schedules or Town duties.

4. A Town employee may not display election materials on any Town property. Also, Town employees should not wear campaign buttons while on duty. The only exceptions are materials that are part of election-day staking of polling places or material attached to private vehicles which are not used for Town duties. However, you may display materials on your personal property (home or vehicle) and wear campaign buttons off duty.

5. Except as authorized by the Town Board, a Town employee may neither lobby nor state opinions about public issues on behalf of any Town unit. All statements of opinion identified with any unit of the Town must be made by the Town Board or by official representatives. However, you may express opinions about issues, being clear that these are your personal opinions and you do not represent the Town.

6. In summary, you may not use Town time, Town property, or your influence as a Town employee to affect or engage in political activities.

**Q. TOWN RECORDS**---The Town maintains a formal document retention policy and procedure. In accordance with the New York State Local Government Records Law of 1988 and New Lisbon Town Board Resolution #1 of 1993 a Town of New Lisbon Records Management Program was established. A Town record can be in various formats, including but not limited to any paper, book, map, photograph, and electronic formats, including e-mails. Records can only be disposed of in accordance with SARA Retention and Disposition Schedule. All Town Officials and Employees should confer with the Records Management Officer (Town Clerk) before disposing of Town records.

**R. VOLUNTEER FIREMEN/EMERGENCY SERVICES PROVIDERS**---Full-time employees who are members of a volunteer fire department/emergency squad may attend calls during their normal working hours, if they are able, at no loss of pay or time. They should return to work promptly after the call is completed.

## **16. EMPLOYEE BENEFITS**

Unless otherwise stated, employee benefits pertain only to full time employees of the Town of New Lisbon. Employees should refer to actual plan documents or summary plan descriptions regarding certain benefits, such as medical insurance.