



Town of Leland
Employee Policy Handbook
Effective: January 13, 2023

Welcome!

Thank you for choosing to be a part of the Town of Leland team! We are excited to have you here as we strive to be the best local government entity for which anyone could work, and an all-around great employer.

Our servant leadership framework starts with you at the top. You are at the forefront of service to our community and can ensure that the purpose of the organization is fulfilled. It is the role of the management team to provide you with the tools you need to accomplish the goals of the Town in support of its mission. In doing so, we want to know the best way we can support you. Please share your thoughts if there are things you need or obstacles that you face. By identifying these, we can come up with strategies together to tackle them head-on.

Thank you again for choosing to be a part of the Town of Leland Team and for your commitment to the Town's mission. Best wishes in your work. We hope is it challenging, engaging, and fulfilling.

Please let us know how we can serve you,

David Hollis
Town Manager

Missy Rhodes
Assistant Town Manager

Niel Brooks
Assistant Town Manager

Servant Leadership

The organization of the Town of Leland endeavors to follow a servant leadership philosophy to benefit the individuals employed here by striving to put the needs of others first and to help individuals develop and perform as highly as possible, while aspiring to create a genuine servant/leader institution.



Core Values

Respect

Engagement

Communication

Service Excellence

Supportive Work Environment

Shared Organizational Statement

Town of Leland employees are here to serve each other and our community. We are a talented collection of individuals who feel value from our contributions, and find worth, enjoyment, and fulfillment each day as we are inspired to be a part of something bigger than ourselves. Here our efforts have meaning. United, we set high expectations and hold ourselves and one another accountable. We promote innovation, embody servant leadership, and take a forward-thinking approach to challenge each other to reach our highest potential. We are highly motivated and courageous. We embrace change and encourage open, honest, and frequent communication to achieve our goals. Though a growing organization with the desire to consistently push boundaries, our foundation is rooted in professionalism, trust, integrity, and accountability. We are also supportive, genuine, compassionate, and prudent. We have an endless commitment to improve our community for existing and future generations. With a strategic mindset, we are making Leland a more desirable place to connect, find opportunity, enjoy life, and thrive. Every action by each of us is important in our success. It takes all of us. We do this together as one.

About This Handbook/Disclaimer

We prepared this handbook to help employees find the answers to many questions that they may have regarding their employment with the Town of Leland. Please take the necessary time to read it.

We do not expect this handbook to answer every question you may have; supervisors and Human Resources can also serve as major sources of information.

Neither this handbook nor any other verbal or written communication by a management representative is, nor shall it be, an agreement, contract of employment, express or implied, or a promise of treatment in any particular manner in any given situation, nor does it confer any contractual rights whatsoever. The Town of Leland adheres to the policy of employment at will, which permits the Town or the employee to end the employment relationship at any time, for any reason, with or without cause or notice.

No Town representative, other than the Town Manager, may modify at-will status and/or provide any special arrangement concerning terms or conditions of employment in an individual case or generally, and any such modification must be in writing and signed. In all instances within this policy manual, any references to the Town or management as it relates to decisions on employees or employment will refer to the Town Manager or a designee of the Town Manager, and the Town Manager shall have the final decision and authority for all matters related to employment of any person employed with the Town or any person seeking employment with the Town, as provided by NC General Statutes and the Leland Town Council. Decisions made by Human Resources will be made in consultation with, and under the authority of, the Town Manager or a designee of the Town Manager.

Many matters covered in this handbook, such as benefit plan descriptions, are also described in separate Town documents. Those Town documents are always controlling over any statement made in this handbook or by any member of management.

This handbook states only general Town guidelines. The Town may, at any time, in its sole discretion, modify or vary from anything stated in this handbook, with or without notice, except for the rights of the parties to end employment at will, which may only be modified by an express written agreement signed by the employee and the Town Manager.

This handbook supersedes all prior handbooks.

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1 Governing Principles of Employment

Introduction

On behalf of your colleagues, we welcome you to the Town of Leland ("Town of Leland" or the "Town") and wish you every success here. We truly believe that each employee contributes directly to the Town's growth and success, and we hope you will take pride in being a member of our Team.

We understand that it is our employees who provide the services on which our citizens rely and who will enable us to create new opportunities in the years to come. We hope that your experience here will be challenging, enjoyable, and rewarding, and we look forward to the positive contribution and impact you will bring to the Town.

Equal Employment Opportunity

The Town of Leland is an Equal Opportunity Employer that does not discriminate based on actual or perceived race, creed, color, religion, lineage, or national origin, ancestry, citizenship status, age, disability or handicap, sex, gender, gender identity, marital status, veteran status, sexual orientation, genetic information, arrest record, or any other characteristic protected by applicable federal, state, or local laws. Our Team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, and general treatment during employment.

The Town will endeavor to make a reasonable accommodation to the known physical or mental limitations of qualified employees with disabilities in accordance with the Americans with Disabilities Act (ADA) unless the accommodation would impose an undue hardship on the operations of our organization. If an employee needs assistance to perform his or her job duties because of a physical or mental condition, please notify Human Resources.

The Town will endeavor to accommodate the sincere religious beliefs of its employees to the extent such accommodation does not pose an undue hardship on the Town's operations. Please speak to Human Resources to request an accommodation.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of Human Resources. The Town will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. If an employee feels they have been subjected to any such retaliation, the employee must bring it to the attention of the Human Resources Director. To ensure our workplace is free of artificial barriers, violation of this policy, including any improper retaliatory conduct will lead to corrective action, up to and including termination. All employees must cooperate with all investigations.

Non-Harassment

It is the Town of Leland's policy to prohibit intentional and unintentional harassment of any individual by another person on the basis of any protected classification including, actual or perceived race, creed, color, religion, lineage, or national origin, ancestry, citizenship status, age, disability or handicap, sex, gender, gender identity, marital status, veteran status, sexual orientation, genetic information, arrest record, or any other characteristic protected by applicable federal, state, or local laws. The purpose of this policy is not to regulate our employees' personal morality, but to ensure that in our workplace, no one individual or group harasses another individual or group.

If an employee feels subjected to conduct that violates this policy, the employee should immediately report the

matter to Human Resources. If the employee is unable, for any reason, to contact Human Resources, or if the employee has not received a response within ten (10) business days after reporting any incident of what the employee perceives to be harassment, the employee should contact the Town Manager, or his or her designee. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level supervisor in his or her reporting hierarchy. Every report of perceived harassment will be investigated, and corrective action, up to and including immediate termination, will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Town will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If an employee feels subjected to any such retaliation, the employee should report it in the same way the employee would report a claim of perceived harassment under this policy. Violation of this policy including any improper retaliatory conduct will result in corrective action, up to and including termination. All employees must cooperate with all investigations.

Sexual Harassment

It is the Town's policy to prohibit harassment of any employee by any supervisor, employee, customer, or vendor based on sex, gender, or gender identity. The purpose of this policy is not to regulate personal morality within the Town but rather to ensure that all Town employees are free from sexual harassment. While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior include, but is not limited to, unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic images, sending sexually explicit e-mails, text messages, or photos, and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual or offensive nature or sexually related comments. Depending upon the circumstances, improper conduct can also include conversation or joking with sexual content or overtones, vulgar or offensive conversation or jokes, commenting about an employee's physical appearance, conversation about your own or someone else's sex life, teasing, or other conduct directed toward a person because of his or her gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

If an employee feels subjected to conduct that violates this policy, the employee must immediately report the matter to Human Resources. If the employee is unable, for any reason, to contact Human Resources, or if the employee has not received a response within ten (10) business days after reporting any incident of what the employee perceives to be harassment, the employee must immediately contact the Town Manager, or his or her designee. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee must contact any higher-level supervisor in his or her reporting hierarchy or the Town Attorney. Every report of perceived harassment will be investigated, and corrective action, up to and including immediate termination will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Town will not allow any form of retaliation against individuals who report unwelcomed conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If an employee feels subjected to any such retaliation, the employee must immediately report it in the same way the employee would report a claim of perceived harassment under this policy. Violation of this policy including any improper retaliatory conduct will result in corrective action, up to and including immediate termination. All employees must cooperate with all investigations.

Whistleblowers Policy and Reporting

The Town of Leland requires all employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. It is the policy of the Town of Leland that employees shall be encouraged to report verbally or in writing to their supervisor, department head, or any other appropriate authority, evidence of activity by an employee constituting:

- A violation of State or Federal law, rule, or regulation,
- Fraud,
- Theft,
- Malfeasance or misfeasance of federal, state, or local resources,
- Substantial and specific danger to the public health and safety, or
- Gross mismanagement, gross waste of money, or gross abuse of authority.

Further, it is the policy of the Town of Leland that employees should be free of intimidation or harassment when reporting to public bodies about matters of public concern, including offering testimony to or testifying before appropriate legislative panels. This policy is intended to encourage and enable employees and others to raise serious concerns within the organization prior to seeking resolution outside the organization.

General Protection from Retaliation

The Town of Leland prohibits and will not tolerate any form of reprisal, retaliation, or discrimination against an employee in the employee's compensation, terms, conditions, location, or privileges of employment because the employee who, in good faith, has made or intends to make a report that there has been a violation of federal, state, or local law, regulation, or Board policy due to a practice, policy, act, or omission of the Town Council, of an employee, or of an entity/person with whom the Town has a business relationship.

No employee exercising supervisory authority shall discharge, threaten, demean, or otherwise discriminate against an employee in the employee's compensation, terms, conditions, location, or privileges of employment because the employee, in good faith, or a person acting on behalf of the employee, reports or is about to report, verbally or in writing, any violation of federal, state, or local law, regulation, or Board policy.

No employee exercising supervisory authority shall discharge, threaten, or otherwise discriminate against an employee in the employee's compensation, terms, conditions, location, or privileges of employment because the employee has refused to carry out a directive which, in fact, constitutes a violation of federal, state, or local law, regulation or Board policy, or poses a substantial and specific danger to the public health and safety.

This policy supports all protections offered by North Carolina G.S. 126-84-88.

Reporting Violations

The Town of Leland supports an open-door policy and suggests that employees share their questions, concerns, suggestions, or complaints with someone who can address them properly. In most cases, an employee's immediate supervisor is in the best position to address an area of concern. Formal complaints should be made in writing and filed with the Town Manager. Once the complaint is filed, the Town Manager, or his/her designee, will investigate the complaint.

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All reports are held in strict confidence to the extent possible and are taken seriously. If necessary, the Town Manager may specify reasonable steps to protect the complaining employee from retaliation.

Drug-Free and Alcohol-Free Workplace

To help ensure a safe, healthy, and productive work environment for our employees and others, to protect

Town property, and to ensure efficient operations, this policy is established by the Town to maintain a workplace free of drugs and alcohol. This policy applies to all employees and other individuals who perform work for the Town. Any employee using medication or a controlled drug by prescription, which may affect job performance or safety, shall notify their supervisor.

The unlawful or unauthorized use, abuse, solicitation, theft, possession, transfer, purchase, sale, or distribution of controlled substances, drug paraphernalia, or alcohol by an individual anywhere on Town premises, while on Town business (whether on Town premises), or while representing the Town, unless during law enforcement, is strictly prohibited. Employees and other individuals who work for the Town are also prohibited from reporting to work or working while they are using or under the influence of alcohol or any controlled substances which may impact a person's ability to perform his or her job or otherwise poses safety concerns, except when the use is pursuant to a licensed medical practitioner's instructions and the licensed medical practitioner authorized the employee or individual to report to work. However, this does not extend any right to report to work under the influence of medical marijuana or to use medical marijuana as a defense to a positive drug test, to the extent an employee is subject to any drug testing requirement, to the extent permitted by and in accordance with applicable law. Violation of this policy will result in corrective action, up to and including termination.

Alcohol and Controlled Substance Testing and Workplace Accidents

As a condition of employment, Employees agree and consent to be tested for the presence of drugs and alcohol following an on-the-job accident or illness requiring treatment by a licensed physician and/or involves one or more of the following:

- A fatality,
- An injury to an employee or other individual,
- An at-fault accident involving a Town-owned vehicle, or
- For any injury or illness receiving authorized medical treatment from a licensed physician. Single vehicle accidents involving limited property damage only may not require testing. This exclusion is at the discretion of the Human Resources Department, under the direction of the Town Manager.

On-the-job is defined as being engaged in Town duties, "on the clock", including parking lots, at job sites, driving or riding as a passenger in a Town vehicle or private vehicle for which the Town has authorized reimbursement, or on company time even if off Town premises (including lunch and rest breaks).

Following an accident, the employee(s) will be tested as soon as possible, but not to exceed twelve (12) hours for alcohol testing and thirty-two (32) hours for drug testing. Any employee involved in an accident must refrain from alcohol use until he or she undergoes a post-accident alcohol test, if required. It is the employee's responsibility to refrain from the legal use of alcoholic beverages until testing is completed. There will be no exceptions.

Positive Drug Test and Alcohol Test

Any employee testing positive for drugs and/or alcohol will be subject to corrective action, up to and including termination. Any employee refusing to submit to alcohol and drug testing after an on-the-job injury will be subject to corrective action, up to and including termination.

The Town maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist individuals recovering from substance and alcohol dependencies and those who have a medical history

that reflects treatment for substance abuse conditions. However, employees may not request an accommodation to avoid corrective actions for a policy violation. We encourage employees to seek assistance before their substance abuse or alcohol misuse renders them unable to perform the essential functions of their jobs or jeopardizes the health and safety of any Town employee, including themselves, or the public.

Workplace Violence

The Town of Leland is strongly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to employees and damage to Town and personal property.

We do not expect employees to become experts in psychology or to physically subdue a threatening or violent individual unless it is in association with his or her work in public safety. We specifically discourage employees from engaging in any physical confrontation with a violent or potentially violent individual. However, we do expect and encourage employees to exercise reasonable judgment in identifying potentially dangerous situations.

Experts in the mental health profession state that prior to engaging in acts of violence, troubled individuals often exhibit one or more of the following behaviors or signs: over-resentment; anger and hostility; extreme agitation; making ominous threats, such as bad things will happen to a particular person, or a catastrophic event will occur; sudden and significant decline in work performance; irresponsible, irrational, intimidating, aggressive, or otherwise inappropriate behavior; reacting to questions with an antagonistic or overtly negative attitude; discussing weapons and their use, and/or brandishing weapons in the workplace; overreacting or reacting harshly to changes in Town policies and procedures; personality conflicts with co-workers; obsession or preoccupation with a co-worker or supervisor; attempts to sabotage the work or equipment of a co-worker; blaming others for mistakes and circumstances; or demonstrating a propensity to behave and react irrationally.

Prohibited Conduct

Threats, threatening language, or any other acts of aggression or violence made toward, or by, any Town employee are prohibited will not be tolerated. For purposes of this policy, a threat includes, but is not limited to, any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking, or any other hostile, aggressive, injurious, or destructive action undertaken for the purpose of domination or intimidation. We ask employees to be thoughtful and prudent in a decision to carry concealed weapons while at work or while on Town property, as allowed through local and federal laws, and avoid creating circumstances that may lead to prohibited conduct.

Procedures for Reporting a Threat

All potentially dangerous situations, including threats by co-workers, must be reported immediately to any member of management with whom the employee feels comfortable or to Human Resources. Any supervisor or employee who receives reports of workplace violence or threats is required to immediately report the same to Human Resources as soon as possible. Reports of threats may remain confidential to the extent maintaining confidentiality does not impede our ability to investigate and respond to the complaints. All threats will be

promptly investigated. All employees must cooperate with all investigations. No employee will be subjected to retaliation, intimidation, or corrective action because of reporting a threat in good faith under this policy.

If the Town determines, after an appropriate good faith investigation, that someone has violated this policy, the Town will take reasonable and appropriate corrective action, up to and including termination.

If an employee is the recipient of a threat made by an outside party, that employee must follow the steps detailed in this section. It is important for us to be aware of any potential danger in any of our facilities. Indeed, we want to take effective measures to protect everyone from the threat of a violent act by an employee or by anyone else.

Health and Safety

The health and safety of employees and others on Town property is a critical concern to the Town of Leland. The Town intends to comply with all health and safety laws applicable to our operations. To this end, we must rely upon employees to ensure that work areas are kept safe and free of hazardous conditions. Employees are required to be conscientious about workplace safety, including proper operating methods, and recognize dangerous conditions or hazards. As an employee, it is his or her duty to avoid unsafe situations. Any unsafe conditions or potential hazards must be reported to management immediately, even if the problem appears to be corrected. Any suspicion of a concealed danger present on the Town's premises, facility, piece of equipment, process, or practice for which the Town is responsible must be brought to the attention of management immediately.

Periodically, the Town may issue rules and guidelines governing workplace safety and health. The Town may also issue rules and guidelines regarding the handling and disposal of hazardous substances and waste. All employees are required to familiarize themselves with these rules and guidelines, as strict compliance will be expected.

Any workplace injury, accident, or illness must immediately be reported to the employee's supervisor as soon as possible, regardless of the severity of the injury or accident. Failure to report a workplace injury, accident, or illness may lead to corrective action, up to and including termination.

2 Benefits

Overview

It is the Town of Leland's policy to provide a wide range of benefits to all eligible employees. These benefits include time-off benefits, such as vacation, sick time, paid time off (PTO), and holidays, insurance, and other plan benefits. We continue to annually evaluate our benefits programs and policies to better meet present and future requirements. These policies have been developed over the years and continue to be refined to keep up with changing times and needs.

The next few pages contain a brief outline of the benefit programs the Town of Leland currently provides to employees and their families. Of course, the information presented here is intended to serve only as a guideline. The descriptions of the insurance and other plan benefits merely highlight certain aspects of the applicable plans for general information only. The details of those plans are spelled out in the official plan documents, which are available for review upon request from Human Resources or within Employee Navigator.

Additionally, the provisions of the plans, including eligibility and benefits provisions, are summarized in the summary plan descriptions ("SPDs") for the plans, which may be revised from time to time. In the

determination of benefits and all other matters under each plan, the terms of the official plan documents shall govern over the language of any descriptions of the plans, including the SPDs and this handbook.

Further, the Town of Leland, including the administrators who are responsible for administering the plans, retain full discretionary authority to interpret the terms of the plans, as well as full discretionary authority about administrative matters arising in connection with the plans and all issues concerning benefit terms,

eligibility, and entitlement. While the Town intends to maintain these employee benefits, it reserves the absolute right to modify, amend, or terminate these benefits at any time, with or without prior notice, and for any reason.

If employees have any questions regarding benefits, they should contact Human Resources.

Employee Welfare Benefit Programs

Regular full-time employees may participate in the Town's employee welfare benefit programs. Under these plans, eligible employees may elect many types of coverage for themselves and their families.

Upon becoming eligible to participate in these plans, you will receive access to the summary plan descriptions (SPDs) describing the benefits in greater detail in the Town's benefits management system. Please refer to the SPDs for detailed plan information. These plans may include medical, dental, vision, life insurance, and disability coverages. Of course, feel free to speak to Human Resources if you have any further questions.

Paid Holidays

The Town will observe the following holidays:

- New Year's Day
- Martin Luther King Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Holiday (3 days)

Each year, payroll and Human Resources will produce a multi-year calendar of the paid holidays for the next three years.

Regular full-time or regular part-time LGERS eligible, non-exempt, general employees will receive holiday pay for any paid holiday at a rate equal to their regular work schedule. Regular full-time 2184 hour per year employees will receive holiday pay at the rate of 8.4 hours per holiday, and regular full-time 2912 employees will receive holiday pay at the rate of 11.2 hours per holiday.

Example 1: Employee assigned to a 40-hour workweek working 8 hours per day, shall receive 8 hours of holiday pay (2080 annual hours / 52 weeks / 5 days = 8 hours).

Example 2: Employee assigned to a 20-hour workweek working 4 hours per day, shall receive 4 hours of holiday pay (1040 annual hours / 52 weeks / 5 days = 4 hours).

Example 3: Sworn Police Officer assigned to an 84-hour, 14-day work period working 12-hour shifts shall receive 8.4 hours of holiday pay (2184 annual hours / 52 weeks / 5 days = 8.4 hours).

Example 4: Firefighter assigned to a 212-hour, 28-day work period working 24-hour shifts shall receive 11.2 hours of holiday pay (2912 annual hours / 52 weeks / 5 days = 11.2 hours).

Eligible employees who are called in to work on a holiday will receive their holiday pay and will also be paid for hours worked on the holiday. Regular part-time employees are paid their regular hours worked on holidays when the holiday falls on their typical workday. For example, if someone normally worked on Monday for 4 hours, they would be eligible for 4 hours of pay when a Town holiday fell on a Monday. Part-time non-LGERS public safety employees who work on calendar holidays i.e., Christmas Day, Thanksgiving Day, will be paid at 2x their normal hourly rate for hours worked.

If a holiday falls within an eligible employee's approved vacation period, the eligible employee will be paid for the holiday at the regular straight-time rate in lieu of vacation off for that day.

If a holiday falls within a jury duty or bereavement leave, the eligible employee will be paid for the holiday, at the regular straight-time rate.

To be eligible for holiday pay, an employee must work their regularly scheduled day before and after the holiday or be on a pre-approved vacation or personal day. Employees are subject not to be paid if they call out sick or do not report to work either before or after a holiday without prior notice or without providing approved valid justification.

Paid Time Away from Work

We know employees work hard, and we recognize the importance of providing time for rest and relaxation. We also encourage employees to balance their work and personal lives in accordance with their own needs. To help support this, the Town provides a variety of paid time off options for all **regular full-time employees** and one paid time off option for qualifying **part-time employees**. Time off under this category includes extended time off, such as a vacation, and incidental time due to sickness or to handle personal affairs.

There are three primary types of paid time away from work available to support this: personal time off (PTO), vacation, and sick. This section is intended to outline each of these and how they may be used by employees.

All employees must work their scheduled shift or use one of the approved types of paid time off to ensure their regular work schedule is fulfilled each workweek. For example, an employee who is scheduled to work 40 hours but only works 37.5 hours due to a personal matter must designate from which category the additional 2.5 hours of time off will be applied. If the employee does not have appropriate vacation, personal, or sick time available, then the employee is expected to work a full workweek.

Vacation and sick time are only eligible for use after they are accrued. No vacation or sick time can be used prior to that time being earned.

Paid Personal Time Off

To support employees to address personal needs and family matters, the Town of Leland provides each regular

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full-time, non-exempt, and exempt employee and certain qualifying part-time employees with paid personal time off (PTO). Part-time employees must be eligible to participate in the retirement system (LGERS) to qualify for PTO. Full-time employees are provided paid personal time off in accordance with the following schedule:

General Employees 2080 Hours per Year (40-Hour/7-Day Work Schedule)	Police/Patrol Employees 2184 Hours per Year (84-Hour/14-Day Work Schedule)	Fire Employees 2912 Hours per Year (212-Hour/28-Day Work Schedule)
6.00 Days (48.00 Hours)	4.00 Days (48.00 Hours)	2.00 Days (48.00 Hours)

This time may be used as needed for any personal reason and should be requested two (2) weeks in advance, if possible, from his or her supervisor. In the event of a conflict between more than one request for time off between employees, requests will be considered in the order in which they are received. Every effort will be made to grant requests consistent with the Town’s operating schedule. However, if too many employees request the same period off, the supervisor will have the discretion to determine who may take time off during that period.

PTO for non-exempt employees may be used on a minimum quarter-hour basis, or fifteen (15) minutes. Exempt employees may use vacation only in one (1) hour or greater increments.

PTO is not accrued based on hours worked. It is granted annually on the first day of July, which corresponds with the Town’s fiscal year. For employees hired within the fiscal year, the amount of PTO hours will be granted to the employee at a prorated amount of four (4) hours per month effective to the employee’s hire date. For example, all employees employed or hired as of 7/1 will receive a total of 48 hours. An employee who is hired in September would receive a total of 40 hours. An employee hired in March would receive a total of 16 hours.

This time is available to regular full-time, non-exempt, and exempt employees, and qualifying part-time employees. Paid personal time off does not roll from one fiscal year to the next, and therefore *must be used within the fiscal year or it will expire*.

When an employee is on any form of extended leave, including FMLA, Workers’ Compensation Leave, or ADA Leave, they will not be granted PTO during their absence.

After an employee provides notice of their resignation of employment, no PTO may be taken without prior written authorization from the Town Manager, or his or her designee. In the event of termination, unused PTO will not be payable to the employee.

Vacation

The Town fully encourages employees to get rest and refresh themselves by regularly taking vacation time. While the accrual amount may vary by classification, as well as by exempt versus non-exempt status, the general standards for vacation time apply across the organization as noted in the summary below.

Regular Full-Time Non-Exempt Employees

All regular full-time non-exempt employees will be eligible to accrue vacation annually based upon the following schedule. The accrual rate for General and Police Patrol employees is calculated based upon the number of regularly scheduled work hours and the number of days in a regular workweek. The accrual rate for a Fire employee working the 2912 schedule is calculated using the first 96 hours worked of each pay period.

Year of Employment with the Town of Leland	Accrual Rate per Work Hour for General (2080 Hours) and Police Patrol (2184 Hours) Employees	Accrual Rate per Work Hour for Fire (2912) Employees
0 - 2	0.0269	0.0314
3 - 5	0.0385	0.0449
6 - 10	0.0462	0.0539
11 - 15	0.0578	0.0675
16 - 20	0.0693	0.0809
21+	0.0809	0.0944

This accrual rate is applied to the actual hours worked by an employee and generally equates to the following days of vacation based on the type of schedule for the position:

Year of Employment with the Town of Leland	General Employees 2080 Hours per Year (40-Hour/7-Day Work Schedule)	Police Patrol Employees 2184 Hours per Year (84-Hour/14-Day Work Schedule)	Fire Employees 2912 Hours per Year (212-Hour/28-Day Work Schedule)
0 - 2	7.00 Days (56.00 Hours)	4.90 Days (58.80 Hours)	3.27 Days (78.40 Hours)
3 - 5	10.02 Days (80.13 Hours)	7.01 Days (84.13 Hours)	4.67 Days (112.18 Hours)
6 - 10	12.02 Days (96.14 Hours)	8.41 Days (100.95 Hours)	5.61 Days (134.60 Hours)
11 - 15	15.03 Days (120.27 Hours)	10.52 Days (126.29 Hours)	7.02 Days (168.38 Hours)
16 - 20	18.02 Days (144.19 Hours)	12.62 Days (151.40 Hours)	8.41 Days (201.87 Hours)
21+	21.04 Days (168.32 Hours)	14.73 Days (176.74 Hours)	9.82 Days (235.65 Hours)

This table represents the maximum annual accrual in each category. Overtime hours are not considered in the calculation of vacation time.

The year of employment column refers to the current year of employment with the Town and is used to increase the rate of accrued time with the longevity of employment. For example, an employee is in their first year of employment from their hire date until their first anniversary, in their second year of employment from their first anniversary until their second anniversary, and so forth. Therefore, an employee will begin their third year of employment with the Town on the second anniversary of their hire date and will begin to accrue at the 3- to 5-year accrual rate.

Regular Full-Time Exempt Employees

All regular full-time exempt employees will accrue vacation time as follows:

Years of Employment with the Town of Leland	2080 Schedule Annual Accrual	2912 Schedule Annual Accrual
0 - 2	10.00 Days (80 Hours)	4.67 Days (112.20 Hours)
3 - 5	12.00 Days (96.00 Hours)	5.61 Days (134.60 Hours)
6 - 10	15.00 Days (120.00 Hours)	7.00 Days (168.00 Hours)
11+	21.00 Days (168.00 Hours)	9.82 Days (235.75 Hours)

Vacation Standards and Summary

Employees must schedule vacation with their supervisor as early as possible, but not less than two (2) weeks in advance for any absence of more than two (2) days. In the event of a conflict between more than one request for time off between employees, requests will be considered in the order in which they are received. Every

effort will be made to grant requests consistent with the Town's operating schedule. However, if too many employees request the same period off; the supervisor will have the discretion to determine who may take time off during that period.

Vacation time for non-exempt employees may be used on a minimum quarter-hour basis, or fifteen (15) minutes. Exempt employees may use vacation only in one (1) hour or greater increments.

Employees who are rehired by the Town will be placed into the accrual schedule at the level which reflects their entire tenure.

After the final pay period of each fiscal year, accrued unused vacation time more than 240 hours will be transferred into the employee's sick leave balance. For example, if an employee had 300 hours of vacation at the end of the fiscal year, 60 hours of that vacation time would be transferred to the employee's sick leave balance.

Accrued, unused vacation is paid out upon separation, up to a maximum of 240 hours. Hours more than 240 hours will be transferred to sick time. After an employee provides notice of their resignation of employment, no vacation time may be taken without prior written authorization from the Town Manager, or his or her designee.

It is the employee's responsibility to ensure they have sufficient accrued, unused vacation time for any requested time off prior to approval by their supervisor.

When an employee is on any form of extended leave, including FMLA, Workers' Compensation Leave, or ADA Leave, they will not accrue vacation time during their absence.

Paid Sick Time

We know situations occur when employees or their immediate family members become ill from time to time. To help support employees in these situations, the Town provides paid sick time.

All regular full-time, exempt, and non-exempt, employees will be eligible to accrue sick time annually based upon the following schedule. The accrual rate for General and Police Patrol employees is calculated based upon the number of regularly scheduled work hours and the number of days in a regular workweek. The accrual rate for a Fire employee working the 2912 schedule is calculated using the first 96 hours worked of each pay period.

Accrual Rate per Work Hour for General (2080 Hours) and Police Patrol (2184 Hours) Employees	Accrual Rate per Work Hour for Fire (2912) Employees
0.0462	0.0539

This rate is used to calculate the appropriate accrual based upon the regularly scheduled work period of each employee and generally equates to the following days of paid sick time based on the type of schedule for the position:

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General Employees 2080 Hours per Year (40-Hour/5-Day Work Schedule)	Police/Patrol Employees 2184 Hours per Year (84-Hour/14-Day Work Schedule)	Fire Employees 2912 Hours per Year (212-Hour/28-Day Work Schedule)
12.02 Days (96.14 Hours)	8.41 Days (100.95 Hours)	5.61 Days (134.60 Hours)

If an employee will be out of work due to illness or due to any other qualifying emergency for which notice could not be provided, the employee must call in and notify their supervisor as early as possible, but at least by the start of the employee's workday. If an employee calls in sick for three (3) or more consecutive days, the employee may be required to provide their supervisor with a doctor's note on the day the employee returns to work.

Paid sick time for non-exempt employees may be used on a minimum quarter-hour basis, or fifteen (15) minutes. Exempt employees may use sick only in one (1) hour or greater increments.

There is no maximum accrual of paid sick time, and it shall be eligible to be used as credit for service under the North Carolina Local Government Employee Retirement System (LGERs), according to their current policy.

The Town will accept the transfer of qualifying sick leave for employees from other employers who are participants of LGERs. The sick leave must be held prior to joining the Town of Leland and will be treated as though earned while employed with the Town. The sick leave amount must be certified by the prior employer.

When an employee is on any form of extended leave, including FMLA, Workers' Compensation Leave, or ADA Leave, they will not accrue paid sick leave time during their absence.

After an employee provides notice of their resignation of employment, no paid sick time may be taken without prior written authorization from the Town Manager, or his or her designee.

Leave Without Pay

The Town is aware that from time to time an unanticipated situation may require an employee's absence in excess of available paid time away from work (paid time off, vacation, or sick). The Town may, at its sole discretion, permit employees extended time away from work for non-medical reasons. Employees who are interested in this leave must consult with Human Resources and their supervisor and receive approval from the Town Manager, or his or her designee, at least thirty (30) days in advance of beginning such a leave. The request will be considered based on staffing requirements and the reasons for the requested leave, as well as performance and attendance records. All available and eligible accrued time must be used prior to requesting leave without pay. Employees who are out of work without prior approval of leave without pay are subject to corrective action, up to and including termination, as failure to report to work will be considered equivalent to resignation.

Community Service Leave

Eligible full-time employees may be paid for up to eight (8) hours of Community Service Leave between July 1 and June 30 of each fiscal year. Leave must be used for volunteering services to the community during normal working hours. Leave will not be carried over to subsequent years.

Lactation Breaks

The Town will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's infant child, in accordance with and to the extent required by applicable law. The break time should run concurrently with rest and meal periods already provided to the employee. If the break

time cannot run concurrently with rest and meal periods already provided to the employee, the break time will be unpaid, subject to applicable law.

The Town will make reasonable efforts to provide employees with the use of a room or location other than a toilet stall for the employee to express milk in private. This location may be the employee's private office, if applicable. The Town may not be able to provide additional break time if doing so would seriously disrupt the Town's operations, subject to applicable law. Please consult Human Resources if you have questions regarding this policy.

Employees should advise Human Resources if they need break time and an area for this purpose. Employees will not be discriminated against or retaliated against for exercising their rights under this policy.

Workers' Compensation

On-the-job injuries are covered by our Workers' Compensation Insurance Policy, which is provided at no cost to the employee. If employees are injured on the job, no matter how slightly, either at our Town facilities or in the course of their work off Town property, they must report the incident immediately to Human Resources. Consistent with applicable state law, failure to follow Town procedures may affect the ability of the employee to receive Workers' Compensation benefits.

Any workplace injury, accident, or illness must immediately be reported to the employee's supervisor as soon as possible, regardless of the severity of the injury or accident. Failure to report a workplace injury, accident, or illness may lead to corrective action, up to and including termination.

Jury Duty

The Town of Leland supports the obligation of all U.S. citizens to serve on a jury when summoned to do so. All employees will be allowed time off to perform such civic service as required by law. Employees are expected, however, to provide proper notice of a request to perform jury duty and verification of their service.

Employees also are expected to keep supervisors informed of the expected length of jury duty service and to report to work for the major portion of the day, unless directed otherwise, if excused by the court. If the required absence presents a serious conflict for the department, employees may be asked to try to postpone jury duty.

Bereavement Leave

The Town of Leland offers regular full-time employees paid bereavement leave to handle family affairs and/or attend the funeral, memorial, burial, or other related events after the loss of a family member. Regular full-time employees will be eligible for bereavement leave across a seven-calendar-day period immediately following the loss as follows:

- Up to five (5) consecutive days of bereavement will be available for the loss of an immediate family member defined as spouse, child, mother, or father, plus various combinations of half or step relationships that can be derived from those named.
- Up to three (3) consecutive days of bereavement will be available for the loss of a family member defined as grandparent, grandchild, sister, brother, mother-in-law, father-in-law, sister-in-law, or brother-in-law plus various combinations of half or step that can be derived from those named.

Additional time may be taken with the approval of the employee's supervisor and should be charged to accrued and unused vacation or sick leave.

For leave due to the loss of other family members than those noted above, regular full-time employees may request accrued unused vacation time, sick time, or PTO to provide income replacement during this period of absence.

Requesting Bereavement Leave

An employee must submit requests for bereavement leave to his or her supervisor through the Town's time and attendance software system prior to the leave. The supervisor should then notify HR of the bereavement as soon as possible. Bereavement leave requests must be approved by the employee's immediate supervisor

and Human Resources. The supervisor shall respond to the leave request from the employee within a reasonable timeframe indicating that the request has been approved or denied.

The Town of Leland reserves the right to request satisfactory documentation to support the need or eligibility to use bereavement leave.

Voting

The Town encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees should find time to vote during non-working hours. In the event an employee does not have sufficient time outside of working hours to vote in a statewide election, the employee may take off enough working time to vote. This time should be taken at the beginning or end of the regular work schedule or at the most convenient time during the workday. This is unpaid time off. Employees should discuss the employee's need to take unpaid time off to vote with their supervisor.

Administrative Leave - Inclement Weather Emergency Events and Disasters

When the Town is closed due to inclement weather or other emergency event/disaster, as defined by the Town Manager, or his or her designee, employees will be instructed by their supervisor as to whether they are required to report to work. Those who are not required to report to work during the event, and those who were regularly scheduled to work, shall receive administrative leave at their regular rate of pay. To be eligible for administrative leave, an employee must have been actively at work or on a pre-approved leave for the regularly scheduled workday before and after the Town closing. New hires scheduled to start employment with the Town on a day when the Town is closed due to inclement weather or emergency event/disaster will be eligible for administrative leave if the individual reports to work on the first regular scheduled workday when the Town reopens.

The amount of administrative leave an employee will receive shall be dependent on the employee's standard assigned work period and the total number of hours the employee has already worked in that work period, in addition to any paid leave taken within the same work period.

Example 1: An employee assigned to a 7-day work period with a maximum of forty (40) work hours will receive eight (8) hours of administrative leave if the Town closes one day during the same work period due to inclement weather and the employee was scheduled to work a full eight (8) hour day on the day the Town is closed. If an employee works beyond his or her regularly scheduled hours, within his or her assigned work period in which the Town closes, then the employee will receive an amount of administrative leave that will bring the employee's total hours up to his or her regularly scheduled hours for the work period.

Example 2: An employee assigned to a 7-day work period with a regular work schedule of forty (40) work hours, works nine (9) hours on Monday, ten (10) hours on Tuesday, eight (8) hours on Wednesday, and eight (8) hours on Thursday. The Town closes due to inclement weather on Friday within the same work period. Since the employee has already worked more than his or her regularly scheduled hours at the beginning of the

week, the employee will only receive five (5) hours of administrative leave for the Friday the Town is closed to bring the employee's total hours to forty (40).

Example 3: An employee assigned to a 7-day work period with a maximum of forty (40) work hours, works ten (10) hours each day Monday through Thursday. The Town closes due to inclement weather on Friday within the same work period. Since the employee has already worked the maximum forty (40) hours in the work period, the employee will not receive administrative leave for the Friday the Town is closed.

Administrative leave hours will not be greater than the number of hours for which the Town Hall is closed.

Time off requests approved prior to the Town closing due to inclement weather or other emergency event/disaster will be evaluated on a case-by-case basis. The Town Manager, or his or her designee, will make the final decision whether the time off request remains as approved or if the employee will receive administrative leave instead.

Post-Emergency Administrative Leave

Employees who are required to work during a declared emergency disaster event may be granted time off for the purpose of decompressing after their hard work during the event, spending quality time with family and friends, and performing personal post-emergency disaster recovery. The amount of emergency administrative leave hours granted, if any, will be determined by the Town Manager, or his or her designee. Emergency administrative leave will not be granted for all events and will be based upon the severity of the emergency event.

Time off granted must be used in normal shift increments. For example, eight (8) hour increments for a forty (40) hour work period, twelve (12) hour increments for an eighty-four (84) hour work period, and twenty-four (24) hour increments for a twenty-eight (28) day work period. Employees shall not take emergency administrative leave and then pick up additional shifts within the same work period.

Time off requests must be submitted for approval through the Town's time and attendance software system using the Emergency Administrative Leave option. Emergency administrative leave shall be used before using any accrued vacation leave.

The deadline for the emergency administrative leave to be used by will be at the discretion of the Town Manager, or his or her designee, and will be communicated to employees when the leave is granted. For employees to have full opportunity to use the leave for the purposes intended before the deadline, supervisors should be as flexible as possible. Emergency administrative leave will expire at the deadline and unused hours will be removed from the employee's leave accrual record. Extensions may be granted by the Town Manager, or his or her designee, on a case-by-case basis.

In general, emergency administrative leave granted, but not yet taken, shall not be paid out upon separation of employment with the Town and shall not be allowed to be used during the period an employee is working out his or her leave notice. In special circumstances, emergency administrative leave may be paid out upon separation at the discretion of the Town Manager, or his or her designee, and then only on a case-by-case basis.

Retirement Plans

Eligible employees can participate in the Town's retirement plans. Plan participants may make pre-tax contributions to a retirement account of their choice, either a 457 plan or a 401(k) plan. The Town may also make a defined contribution to our 401(k) plan on his or her behalf. The amount of the 401(k) contribution, if any, will be determined annually during the budget process and communicated to all employees once the

budget has been approved by Council.

All employees working more than 1,000 hours per year will also be required to participate in the Local Government Employee Retirement System (LGERS). Upon becoming eligible to participate in this plan, the employee will receive SPDs describing the plan in greater detail. Please refer to the SPDs for detailed plan information. Contact Human Resources with any additional questions.

The Town provides a monthly separation allowance to retired law enforcement officers as required in Chapter 143, Article 12D and 12E of the General Statutes of North Carolina.

Benefits Continuation (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries, including spouses, former spouses, and dependent children, the opportunity to continue health insurance coverage under the Town's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, death of an employee, a reduction in an employee's hours or a leave of absence, an employee's divorce or legal separation, and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee, or qualified beneficiary, pays the full cost of coverage at the Town's group rates as well as a small administration fee. Before continuation coverage will be provided, the Town's group health plan must be notified of the qualifying event. Although the Town will notify the plan of certain qualifying events, such as the termination of an employee, employees and/or their qualified beneficiaries are responsible for notifying the plan if the qualifying event is divorce, legal separation, or a child's loss of dependent status under the plan. Employees and/or qualified beneficiaries will then receive information about their rights to continuation coverage and how to make an informed decision on whether to elect continuation coverage.

Please note that to qualify for continuation coverage in most circumstances, employees have thirty (30) days to notify the plan of the qualifying event. If you have a question about whether a situation meets the standard of a qualifying event, please contact Human Resources as soon as possible.

3 Operational Policies

Employee Classifications

For purposes of this handbook, all employees fall within one of the classifications below:

Regular Full-Time Employees: Employees who regularly work at least thirty (30) hours per week, who were not hired on a short-term basis. Employees in this classification may work different schedules depending upon their position and assignment.

Regular Part-Time Employees (LGERS Eligible): Employees who regularly work fewer than thirty (30) hours per week, who were not hired on a short-term basis.

Regular Part-Time Employees: Employees who regularly work fewer than twenty (20) hours per week, who were not hired on a short-term basis.

Short-Term Employees: Employees who were hired for a specific short-term project or temporary basis. Short-term employees generally are not eligible for Town benefits but are eligible to receive statutory benefits.

In addition to the above classifications, employees are categorized as either "**exempt**" or "**non-exempt**" for

purposes of federal and state wage and hour laws, generally referred to as the FLSA. Employees classified as exempt do not receive overtime pay and generally receive the same weekly salary regardless of hours worked. Non-exempt employees must be paid for any hours worked more than the overtime threshold for their position. The employee will be informed of these classifications upon hire and informed of any subsequent changes to the classifications.

Introductory Period

The first ninety (90) calendar days of employment are an introductory period. This is an opportunity for the Town to evaluate the employee's performance and for the employee to decide whether it is the right fit and if

he or she is happy being employed by the Town. The Town may extend the introductory period if it desires. Completion of the introductory period does not alter an employee's at-will status. The Town of Leland will conduct a formal performance review at the end of the introductory period.

Employee Service Credit

Length of service refers to the length of time our employees spend as active full-time or part-time employees with the Town. Service begins on the day you become a full-time or part-time employee.

Length of service may be used in determining certain employee benefits, such as time-off benefits. Upon rehire, employees will not lose credit for prior service with the Town.

Employment Records

Every employee should keep his or her personnel records up to date by informing Human Resources of any change or by making changes in our Human Resources Information System and/or Employee Navigator systems. The employee also should inform Human Resources of any specialized training or skills he or she may acquire in the future, as well as any change to any required visas. Unreported changes of personal information, such as an address or marital status, can affect withholding tax and benefit coverage. Further, an out-of-date emergency contact in a crisis could cause a safety risk or other significant problem.

Working Hours and Schedule

While the Town of Leland standard office hours are Monday through Friday from 8:00 am to 5:00 pm, employee schedules may vary depending on their positions. Employees should speak to their supervisor about any questions or concerns about their schedule.

Public Safety Hours

Public safety employees of the Town of Leland may be called to report to work at any time during emergency operations. We attempt to ensure all Team members have a reliable, consistent schedule so they can address personal matters and have time with their families. From time to time, you may be asked to work a different schedule. If so, please know that we understand this may create a hardship, and employees should discuss any concerns with their supervisor. Employees will be provided meal and rest periods as required by law.

Office Hours

The offices of the Town of Leland normally are open for business from 8:00 am to 5:00 pm, Monday through Friday. Town Hall employees will be expected to be available for work throughout this time unless a scheduling conflict has been discussed with their supervisor and approved by management. Employees will be provided meal and rest periods as required by law.

On-Call and Call-Back Pay

The nature of several jobs performed by Town employees require those employees to be on-call, that is,

available and ready to work after hours or in the instance of emergencies.

This policy describes the compensation for all non-exempt employees who are officially required to be on-call and for all non-exempt employees who are officially on-call who are called back to work.

A call-back is when an employee is called back to work for unforeseen or emergency work after leaving the building or work location at the end of his or her regular shift and before the beginning of the next regularly scheduled shift. This includes time spent on the telephone for significant events only. The designation of a significant event will be determined by the Department Director or his or her designee.

If an employee is called back to work whether on-call or not on-call, the following provisions apply:

- A non-exempt employee who is called back to work outside his or her normal work schedule will be paid for the time worked, or a minimum of two (2) hours, whichever is greater.
- Hours worked are calculated beginning when the employee reports to the work site and are added to the regular total hours worked for the week.
- Employees will receive overtime compensation in accordance with the FLSA.
- Call-back pay is not considered as part of the annual base salary for classification and pay purposes, nor is it to be recorded in personnel records as part of the annual base salary.
- Once an employee reports to work, it is required that work-related communication and all direct supervision is from the employee's supervisor or a member of management.

If an on-call employee is called back to work, the following provisions apply in addition to what is stated above:

- The employee is required to arrive at the work site within approximately thirty (30) minutes after being called.
- Employees who are on-call and cannot be located to perform their duties in the event of being called back to work, fail to respond in any way, or are unable to respond to the work location, will forfeit all on-call pay for that day and may be subject to corrective action, up to and including termination.

If an on-call employee is not called back, he or she will be paid according to the following:

- Monday through Friday: One (1) hour of regular pay for each day scheduled to work and scheduled to be on-call.
- Saturdays, Sundays, and Holidays: Two (2) hours of regular pay for days not scheduled to work but scheduled to be on-call.
- On-call compensation will be calculated on a straight-time basis and on-call hours will not be considered as hours worked regarding computing overtime compensation.

Employees who are on-call must adhere to all Town of Leland policies, including the Alcohol and Controlled Substances policy. Any variance from such policies may result in corrective action, up to and including

termination.

Work Location and Assignment

To accommodate the needs of our operations, we may need to change individual work schedules on either a short-term or long-term basis. From time to time, you may also be transferred from one location or position to another.

Meals and Break Periods

As we work in a collaborative team environment, employees cannot extend their work schedule to justify taking longer breaks or meal periods. Employees who forgo break periods cannot accumulate any unused time or use

break periods as the basis for starting late, quitting early, or extending scheduled meal periods.

Employees who take unauthorized breaks or meal periods or extend authorized break or meal periods beyond approved limits, without supervisor permission, may be subject to corrective action, up to and including termination.

Non-Exempt and Exempt Employees

Except for public safety employees, employees are not paid for their lunch period and should schedule their lunch period in agreement with their department standard and their supervisor.

Public Safety Employees

Employees in public safety departments of the Town will be provided meal and break periods in accordance with the schedule of their position/shift. Employees should consult with their supervisor with questions concerning meal or break periods.

Timekeeping Procedures

Non-exempt employees must record the time work begins and ends, as well as the beginning and ending time of any departure from work for any non-work-related reason. This will allow us to pay employees correctly and to provide overtime compensation as earned. Non-exempt employees cannot start work until their scheduled starting time. Any errors in an employee's time record must be reported immediately to his or her supervisor, who will correct legitimate errors. Altering, falsifying, or tampering with time records is prohibited and may lead to corrective action, up to and including termination.

All employees are required to track their time off in accordance with Town standards, using the Town's time and attendance software system.

Overtime

From time to time, we experience periods of extremely high activity. During these busy periods, additional work may be required from all of us. Supervisors are responsible for monitoring activity and requesting overtime work if it is necessary. Reasonable effort will be made to provide employees with advance notice in such situations.

Non-exempt employees who work overtime will be compensated at the rate of one and one-half times (1.5) his or her normal hourly wage for all time worked more than their regular schedule as follows, unless otherwise required by law:

General Employees 2080 hours per year (40-hour work schedule)	Police/Patrol Employees who work 2184 hours per year (84 Hour/14-Day work schedule)	Fire Employees 2912 hour per year (212 Hour/28-Day work schedule)
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More than 40 hours per workweek	More than 84 hours in the 14-day period*	More than 212 hours in the 28-day period
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*Some employees in this category may earn overtime after 80 hours. Please consult with your supervisor if you have any questions.

Paid holidays, PTO, vacation, sick, and paid or unpaid leaves of absence (e.g., jury duty leave) are not considered hours worked and do not count toward the hours worked requirement for overtime.

Employees may work overtime only with prior management written authorization. Although non-exempt employees will be compensated for all overtime hours worked, unauthorized overtime violates Town policy and may result in corrective action, up to and including termination.

For purposes of calculating overtime for general employees, the workweek begins at 12 a.m. on Saturday and ends at 11:59 p.m. on the following Friday. For police employees working a 2184 schedule, overtime will be calculated based on the 14-day period associated with the pay period. For fire employees, please refer to the payroll calendar to determine the appropriate overtime calculation period.

Declared Emergency Overtime

In accordance with the rules set forth below, exempt, and non-exempt employees will be paid overtime when work is related to an Emergency Declaration as follows:

- When the Town Manager has deemed it necessary to enact a disaster response and the mayor declares a State of Emergency, all essential, required employees, exempt and non-exempt, must report to duty and work hours sufficient to perform operations and protect the safety and well-being of Town of Leland residents and other individuals who happen to be in the Town of Leland.
- All employees, exempt and non-exempt, who are required to respond to the disaster shall be paid 24 hours per day at the rate of one and one-half (1.5) times the employee's regular hourly rate of pay from the point in time when the Town Manager states essential employees should report to work and the employee has clocked in to report to work. This includes compensation for down time/sleep time and all time required to be available to the Town to work during the emergency.
- All employees, exempt and non-exempt, who are required to respond to the disaster shall cease to be paid at the rate of one and one-half (1.5) times the employee's regular hourly rate of pay at the point in time in which the Town Manager, or his or her designee, declares the Town's return to normal operations, unless the hours worked for a non-exempt employee go beyond the FLSA established limit for their position and the rules set forth in this policy.
- All employees will clock in for the event start and clock out when released for the final time.

Travel Time for Non-Exempt Employees

From time to time, travel is required to fulfill the duties of a position. Employees should speak to their supervisor in advance of travel to discuss any questions or concerns.

Overnight, Out-of-Town Trips

Non-exempt employees will be compensated for time spent traveling (except for meal periods) during their

normal working hours, on days they are scheduled to work and on unscheduled workdays (such as weekends). Non-exempt employees also will be paid for any time spent performing job duties during otherwise non-compensable travel time; however, such work should be limited without advance supervisor authorization.

Out-of-Town Trips for One Day

Non-exempt employees who travel out of town for a one-day assignment will be paid for all travel time, except for, among other things: (1) time spent commuting to and from the employee's home and (2) meal periods.

Local Travel

Non-exempt employees will be compensated for time spent traveling out of town during a workday to a training or meeting.

Commuting Time

Under the Portal-to-Portal Act, travel from home to work and from work to home is generally non-

compensable. However, if a non-exempt employee regularly reports to a worksite near his or her home but is required to report to a worksite farther away than the regular worksite, the additional time spent traveling is compensable. If an employee is transferred to a location for more than one day or if an employee volunteers to work at another location, the time to travel to that location is not compensable.

If compensable travel time results in more than forty (40) hours worked by a non-exempt general employee, the employee will be compensated at an overtime rate of one and one-half (1.5) times the regular rate.

Safe Harbor Policy for Exempt Employees

It is our policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure proper payment, and that no improper deductions are made, employees must review pay stubs promptly to identify and report all errors.

Employees classified as exempt salaried employees will receive a salary which is intended to compensate them for all hours they may work for the Town. This salary will be established at the time of hire or classification as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work performed.

Under federal and state law, salary is subject to certain deductions. For example, unless state law requires otherwise, salary can be reduced for the following reasons:

- Full-day absences for personal reasons, except in accordance with a bona fide workplace time off policy.
- Full-day absences for sickness or disability.
- Full-day suspensions for infractions of Town written policies and procedures.
- Family and Medical Leave absences (either full- or partial-day absences).
- The first or last week of employment in the event the employee works less than a full week.
- Any full work week in which the employee does not perform any work.

Salary may also be reduced for certain types of deductions such as a portion of health, dental, or life insurance premiums, state, federal, or local taxes, social security, pension contributions, or voluntary contributions to a 401(k).

In any work week in which the employee performed any work, salary will not be reduced for any of the

following reasons:

- Partial day absences for personal reasons, sickness, or disability, unless all time off has been exhausted under a bona fide paid time off plan.
- An absence because the employer has decided to close a facility on a scheduled workday.
- Any other deductions prohibited by state or federal law.

However, unless state law provides otherwise, deductions may be made to accrued leave for full- or partial-day absences for personal reasons, sickness, or disability.

If the employee believes he or she has been subject to any improper deductions, the employee must immediately report the matter to a supervisor. If the supervisor is unavailable, or if the employee believes it would be inappropriate to contact that person, or if the employee has not received a prompt and fully acceptable reply, he or she must immediately contact Human Resources.

Employee Paychecks

All employees will be paid bi-weekly for all the time worked for the preceding pay period every other Friday.

Pay stubs itemize deductions made from gross earnings. By law, the Town is required to make deductions for Social Security, Medicare, federal income tax, state income tax, and any other appropriate taxes. These required deductions may also include any court-ordered garnishments. Payroll stubs will also differentiate between regular pay received and overtime pay received.

If there is an error in an employee's pay, the employee must bring the matter to the attention of Human Resources immediately so the Town can resolve the matter quickly and amicably.

Direct Deposit

The Town of Leland requires employees to use direct deposit.

Performance Review

The Town of Leland endeavors to review performance regularly and to provide regular feedback to employees to ensure they are receiving the support they need to perform their job. Employees can expect to receive an evaluation after ninety (90) days of employment, as well as quarterly and annually thereafter. However, a positive performance evaluation does not guarantee an increase in salary, a promotion, or continued employment. Compensation increases and the terms and conditions of employment, including job assignments, transfers, promotions, and demotions, are determined by and at the discretion of management.

In addition to these formal performance evaluations, the Town encourages employees and supervisors to discuss job performance on a frequent and ongoing basis. This will allow a supervisor to better serve employees about what is expected in their job performance. Only with regular effective communication can we have the best possible working environment.

Record Retention – Open Records

The Town acknowledges its responsibility to preserve information relating to litigation, audits, and investigations. Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against the Town and its employees, and possible corrective action against responsible individuals, up to and including termination of the employee. Each employee has an obligation to promptly contact the Town Manager, or his or her designee, to inform him or her of potential or actual litigation, investigation, or similar proceeding involving the Town that may have an impact on record retention protocols.

It is the general policy of the Town to retain all required employee documents for the period that is required. It is also our policy to destroy any documents that are not required. As appropriate, a record of records destruction will be maintained.

Access to Employee Files

The Town of Leland maintains a personnel file for each employee. The personnel file includes such information as the employee's job application, resume, training records, documentation of performance appraisals, salary increases, and other employment records. Personnel files are the property of the Town of Leland and access to the information they contain is restricted except as provided by law. Generally, only supervisors and management personnel who have a legitimate reason to review information in a file are allowed to do so. With reasonable advance notice, current employees may request the opportunity to review the contents of their own personnel files, except for certain items specified in N.C. Gen. Stat. § 160A-168. Such review must take place in the office and in the presence of Human Resources.

Requests for personnel information by others, including members of the public, will be evaluated, and complied in accordance with North Carolina General Statutes concerning public information.

Job Postings

The Town of Leland is dedicated to assisting employees in managing their careers and reaching their professional goals through promotion and transfer opportunities. This policy outlines the job posting program that is in place. To be eligible to apply for an open position, employees must meet the following minimum requirements:

- Must be a current, regular, full-time, or part-time employee.
- Must not be in a probationary status or presently on a performance improvement plan; and
- Must meet the job qualifications listed on the job posting.

If the employee meets the eligibility requirements, the employee must first notify his or her supervisor of his or her intent to apply for an open position before applying or current resume to Human Resources. Not all positions are guaranteed to be posted. The Town reserves the right to seek applicants solely from outside sources or to post positions internally and externally simultaneously.

For more specific information about this, please contact Human Resources.

Visitors in the Workplace

To provide for the safety and security of employees and Town facilities, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, avoids potential distractions and disturbances, and other potential liabilities.

Animals or other pets are not allowed in the workplace.

All visitors must be always accompanied when in restricted spaces. If an unauthorized individual is observed on the premises, employees must immediately notify their supervisor.

Inclement Weather Policy

In case of severe inclement weather, the Town's facilities and offices may be closed for all or part of the regular workday. In the event of such extreme weather conditions, the Town will decide when Town Hall will close.

If it becomes necessary to close a facility, the Town will attempt to send an email by 6:00 am on the day of such closure. Supervisors will also reach out to employees, if possible. When the Town is closed due to inclement weather, the time off from scheduled work may be unpaid for hourly non-exempt employees or may be Administrative Leave, at the discretion of the Town Manager, or his or her designee. Salaried exempt employees will be paid in accordance with the Fair Labor Standards Act.

There are times when weather and driving conditions vary greatly in the same geographical area. It is left up to the individual employee to determine if roads are safe enough to drive. Employees who are absent due to inclement weather (e.g., icy roads) when the Town's worksites are open shall notify their supervisors of their inability to come to work. In some instances, with the supervisor's approval, employees may be able to make up time during the workweek. However, time missed due to inclement weather when the Town's worksites are open cannot be made up during a subsequent workweek. We expect our employees to make every reasonable effort to report to work if the Town's worksites are open.

All general and administrative employees are requested to plan for inclement weather so that they may be able to work from home if travel is not possible. Normal business operations, including meetings and conference calls, will occur if possible even during inclement weather days.

Essential Positions

Upon the creation of a position, each department head is responsible for designating positions within their department as "essential" for purposes of reporting to work during inclement weather or for emergency events or disasters. Positions are deemed essential in the job description and are designated as such if the employee's job is considered a vital service such as law enforcement, fire/rescue, or if the employee's department requires the skills of the employee during inclement weather or emergency events or disasters. An employee in a position deemed essential is expected to work when asked. Such employees may be asked to stay on the job when Town offices are closed, and for an extended period, or report to work and may be asked to temporarily perform work that is not normally in their regular job description while other co-workers are excused. Employees will be required to sign their job description after notification and acknowledgment of the position qualifying as essential upon hire, or as the job description is updated.

4 Leaves of Absence

Personal Medical Leave

Under certain circumstances, the Town of Leland may permit an unpaid personal medical leave for employees who are not eligible for leave under the Federal Family and Medical Leave Act (FMLA) or any state leave law. A written request for such a leave shall be presented to Human Resources at least two (2) weeks before the anticipated start of the leave. The request will be considered based on staffing requirements and the reasons for the requested leave, as well as performance and attendance records. Medical certification may be required. The Town Manager, or his or her designee, will decide on the request.

Normally, a leave of absence will be considered for a period of up to four (4) weeks. In certain circumstances, a personal leave may be extended if, prior to the end of an existing leave, the employee submits a written request for an extension to Human Resources and the request is granted. During the leave, employees will not earn vacation or sick time. The Town will continue health insurance coverage during the leave if employees submit their share of the monthly premium payments to the Town in a timely manner, subject to the terms of the plan documents.

When the employee anticipates returning to work, he or she should notify Human Resources of the expected return date. This notification should be made at least one (1) week before the end of the leave. Upon completion of the personal leave of absence, the Town will attempt to return employees to their original job or a similar position, subject to prevailing operational considerations.

Failure to advise Human Resources of availability to return to work or failure to return to work beyond the time approved by the Town will be considered a voluntary resignation of employment as of the commencement date of the leave.

Personal leave runs concurrently with any Town-provided short-term disability leave of absence.

Paid Parental Leave

The Town of Leland will provide up to two (2) weeks of paid parental leave to employees immediately following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. The purpose of paid parental leave is to enable the employee to care for, and bond with, a newborn or a newly adopted or placed child. This policy will run concurrently with the Family and Medical Leave Act (FMLA) leave, as applicable.

Eligibility

Eligible employees must meet the following criteria:

- Have been employed with the organization for at least 12 months (the 12 months do not need to be consecutive).
- Have worked at least 1,250 hours during the 12 consecutive months immediately preceding the date the leave would begin; and
- Be a regular employee, either full- or part-time, who works more than 20 hours per week (temporary or seasonal employees and interns are not eligible for this benefit).

In addition, employees must meet one of the following criteria:

- Have given birth to a child.
- Be a spouse or committed partner of a woman who has given birth to a child; or
- Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger). The adoption of a spouse's child is excluded from this policy.

Amount, Time Frame, and Duration of Paid Parental Leave

This benefit will be up to ten (10) working days paid time away from work. This will be applied as follows:

- Regular full-time forty (40) hour per week employees will be eligible for eighty (80) hours of paid parental leave within the provisions of this program.
- Regular part-time employees will be eligible for the equivalent of their normal working schedule within a two-week period. For example, an employee who works 9am-2pm each day will be eligible for fifty (50) hours of paid parental leave.
- Law Enforcement (84-hour work period employees) will be eligible for 84 hours of paid parental leave within a two-week period.

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- Fire/Rescue employees (Kelly schedule employees) will be eligible for paid leave during a two-week period based upon their regularly scheduled shifts for that period.

Eligible employees will receive the maximum paid parental leave per birth, adoption, or placement of a child/children. The fact that a multiple birth, adoption, or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the two-week total amount of paid parental leave granted for that event. In addition, in no case will an employee receive more than four (4) weeks of paid parental leave in a rolling 12-month period measured backwards, regardless of whether more than two birth, adoption, or foster care placement events occur within that 12-month time frame. During their employment, an employee may have no more than six paid parental leave periods.

Example: When an employee requests parental leave, the first day of the leave will be the beginning date of their 12-month window. Within that 12-month period, they may have two distinct parental leaves. After 12 months have passed, for every day that was used in a leave, a new day is added. April 1 – Leave 1 begins; January 5 – Leave 2 begins. Until April 1 passes again, the employee is not eligible for any additional leave.

Each hour of paid parental leave is compensated at 100 percent of the employee's regular, straight-time hourly or salaried pay. Paid parental leave will be paid on the regularly scheduled pay date. Town-paid holidays will not count towards the 10-day period of parental leave.

Approved paid parental leave may be taken at any time during the three (3) month period immediately following the birth, adoption, or placement of a child with the employee. Paid parental leave may not be used or extended beyond this three (3) month time frame.

In the event of a female employee who has given birth, the period of paid parental leave will commence at the conclusion of any short-term disability leave/benefit provided to the employee for the employee's own medical recovery following childbirth.

Employees must take paid parental leave in one continuous period of leave and must use all paid parental leave during the three (3) month time frame indicated above. Any unused paid parental leave will be forfeited at the end of the three (3) month time frame.

Upon termination of the individual's employment, he or she will not be paid for any unused paid parental leave for which he or she was eligible.

Coordination with Other Policies

Paid parental leave taken under this policy will run concurrently with leave under the FMLA. Thus, any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth or placement of a child due to adoption or foster care under the FMLA, the leave will be counted toward the 12 weeks of available FMLA leave per a 12-month period. All other requirements and provisions under the FMLA will apply. In no case will the total amount of leave, whether paid or unpaid, granted to the employee under the FMLA, exceed 12 weeks during the 12-month FMLA period. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA. After the paid parental leave, and any short-term disability leave for employees giving birth, is exhausted, the balance of FMLA leave, if applicable, will be compensated through an employee's accrued sick or vacation time. Upon exhaustion of accrued sick or vacation time, any remaining leave will be unpaid leave. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.

The Town of Leland will maintain all benefits for employees during the paid parental leave period just as if they were taking any other paid leave, such as paid vacation or paid sick leave.

If a Town-paid holiday occurs while the employee is on paid parental leave, such day will be charged to holiday pay. However, such holiday pay will not extend the total paid parental leave entitlement.

An employee who takes paid parental leave that does not qualify for FMLA leave will be afforded the same level of job protection for the period that the employee is on paid parental leave as if the employee was on an FMLA-qualifying leave.

Requests for Paid Parental Leave

The employee must provide his or her supervisor and the Human Resource department with notice of the request for leave at least thirty (30) days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The employee must complete the necessary HR forms and provide all documentation as required by the HR department to substantiate the request. As is the case with all Town policies, the Town Manager, or the Town Manager's designee, has the exclusive right to interpret this policy.

Military Leave

If employees are called into active military service or enlist in the uniformed services, they will be eligible to receive an unpaid military leave of absence. To be eligible for military leave, employees must provide Human Resources with advance notice of service obligations unless they are prevented from providing such notice by military necessity or it is otherwise impossible or unreasonable to provide such notice. Provided the absence does not exceed applicable statutory limitations, employees will retain re-employment rights and accrue seniority and benefits in accordance with applicable federal and state laws. Employees should ask Human Resources for further information about eligibility for Military Leave.

If employees are required to attend yearly Reserves or National Guard duty, they can apply for an unpaid temporary military leave of absence not to exceed the number of days allowed by law, including travel. They must give Human Resources and their supervisor as much advance notice as possible of their need for military leave so that the Town can maintain proper coverage while employees are away.

Employees will not be required to use accrued vacation or paid time off for this period of absence.

Family Medical Leave

Employees may be entitled to a leave of absence under the Family and Medical Leave Act (FMLA). This policy provides employees information concerning FMLA entitlements and obligations employees may have during such leaves. If employees have any questions concerning FMLA leave, they should contact Human Resources.

Eligibility

FMLA leave is available to "eligible employees." To be an "eligible employee," an employee must:

- Have been employed by the Town for at least 12 months (which need not be consecutive);
- Have been employed by the Town for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave; and
- Be employed at a worksite where 50 or more employees are located within 75 miles of the worksite.

Entitlements

Proprietary and Confidential

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As described below, the FMLA provides eligible employees with a right to leave, health insurance benefits, and, with some limited exceptions, job restoration.

Basic FMLA Leave Entitlement

The FMLA provides eligible employees up to 12 workweeks of unpaid leave for certain family and medical reasons during a 12-month period. The 12-month period is determined based on a rolling 12-month period measured backward from the date an employee uses his or her FMLA leave. Leave may be taken for any one or a combination of the following reasons:

- To care for the employee's child after birth or placement for adoption or foster care.
- To care for the employee's spouse, son, daughter, or parent (but not in-law) who has a serious health condition.
- For the employee's own serious health condition (including any period of incapacity due to pregnancy, prenatal medical care, or childbirth) that makes the employee unable to perform one or more of the essential functions of the employee's job; and/or
- Because of any qualifying exigency arising out of the fact that an employee's spouse, son, daughter, or parent is a military member on covered active duty or called to covered active-duty status (or has been notified of an impending call or order to covered active duty) in the Reserves component of the Armed Forces for deployment to a foreign country in support of contingency operation or Regular Armed Forces for deployment to a foreign country.

Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three (3) consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Qualifying Exigencies

Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, caring for the parents of the military member on covered active duty, and attending post-deployment reintegration briefings.

Additional Military Family Leave Entitlement (Injured Service Member Leave)

In addition to the basic FMLA leave entitlement discussed above, an eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member is entitled to take up to 26 weeks of leave during a single 12-month period to care for the service member with a serious injury or illness. Leave to care for a service member shall only be available during a single 12-month period and, when combined with another FMLA-qualifying leave, may not exceed 26 weeks during the single 12-month period. The single 12-month period begins on the first day an eligible employee takes leave to care for the injured service member.

Covered Service Member

A covered service member is a current member of the U.S. Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient

status, or is on the temporary retired list for a serious injury or illness. These individuals are referred to in this policy as "current members of the U.S. Armed Forces." Covered service members also include a veteran who is discharged or released from military services under a condition other than dishonorable at any time during the five (5) years preceding the date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness. These individuals are referred to in this policy as "covered veterans."

The FMLA definitions of a "serious injury or illness" for current Armed Forces members and covered veterans.

are distinct from the FMLA definition of "serious health condition" applicable to FMLA leave to care for a covered family member.

Intermittent Leave and Reduced Leave Schedules

FMLA leave usually will be taken for a period of consecutive days, weeks, or months. However, employees also are entitled to take FMLA leave intermittently or on a reduced leave schedule when medically necessary due to a serious health condition of the employee or covered family member or the serious injury or illness of a covered service member. Qualifying exigencies leave also may be taken on an intermittent basis.

No Work While on Leave

The taking of another job while on FMLA leave without prior authorization by the Town is grounds for termination to the extent permitted by law.

Protection of Group Health Insurance Benefits

During FMLA leave, eligible employees are entitled to receive group health plan coverage on the same terms and conditions as if they had continued to work.

Restoration of Employment and Benefits

At the end of FMLA leave, subject to some exceptions including situations where job restoration of "key employees" will cause the Town substantial and grievous economic injury, employees generally have a right to return to the same or equivalent positions with equivalent pay, benefits, and other employment terms. The Town will notify employees if they qualify as "key employees," if it intends to deny reinstatement, and of their rights in such instances. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an eligible employee's FMLA leave.

Notice of Eligibility for, and Designation of, FMLA Leave

Employees requesting FMLA leave are entitled to receive written notice from the Town telling them whether they are eligible for FMLA leave and, if not eligible, the reasons why they are not eligible. When eligible for FMLA leave, employees are entitled to receive written notice of 1) their rights and responsibilities in connection with such leave; 2) the Town's designation of leave as FMLA-qualifying or non-qualifying, and if not FMLA-qualifying, the reasons why; and 3) the amount of leave, if known, that will be counted against the employee's leave entitlement.

The Town may retroactively designate leave as FMLA leave with appropriate written notice to employees, provided the Town's failure to designate leave as FMLA-qualifying at an earlier date did not cause harm or injury to the employee. In all cases where leaves qualify for FMLA protection, the Town and employee can mutually agree that leave be retroactively designated as FMLA leave.

Employee FMLA Leave Obligations

Employees who take FMLA leave must notify the Town in a timely manner of their need for FMLA leave. The following describes the content and timing of such employee notices.

Content of Employee Notice

To trigger FMLA leave protections, employees must inform Human Resources or their supervisor of the need for FMLA-qualifying leave and the anticipated timing and duration of the leave, if known. Employees may do this by either requesting FMLA leave specifically or explaining the reasons for the leave to allow the Town to determine that the leave is FMLA-qualifying. For example, employees might explain that:

- A medical condition renders them unable to perform the functions of their job.
- They are pregnant or have been hospitalized overnight.
- They or a covered family member are under the continuing care of a health care provider.
- The leave is due to a qualifying exigency caused by a military member being on covered active duty or called to covered active-duty status to a foreign country.
- If the leave is for a family member, that the condition renders the family member unable to perform daily activities, or that the family member is a covered service member with a serious injury or illness.

Calling in "sick," without providing the reasons for the needed leave, will not be considered sufficient notice for FMLA leave under this policy. Employees must respond to the Town's questions to determine if absences are potentially FMLA-qualifying.

If employees fail to explain the reasons for FMLA leave, the leave may be denied. When employees seek leave due to FMLA-qualifying reasons for which the Town has previously provided FMLA-protected leave, employees must specifically reference the qualifying reason for the leave or the need for FMLA leave.

Timing of Employee Notice

Employees must provide thirty (30) days' advance notice of the need to take FMLA leave when the need is foreseeable. When a 30-day notice is not possible, or the approximate timing of the need for leave is not foreseeable, employees must provide the Town notice of the need for leave as soon as practicable under the facts and circumstances of the case. Employees who fail to give 30 days' advance notice for foreseeable leave without a reasonable excuse for the delay, or otherwise fail to satisfy FMLA notice obligations, may have FMLA leave delayed or denied.

Cooperation in the Scheduling of Planned Medical Treatment (Including Accepting Transfers to Alternative Positions) and Intermittent Leave or Reduced Leave Schedules

When planning medical treatment, employees must consult with the Town and make a reasonable effort to schedule treatment so as not to unduly disrupt the Town's operations, subject to the approval of an employee's health care provider. Employees must consult with the Town prior to the scheduling of treatment to work out a treatment schedule that best suits the needs of both the employees and the Town, subject to the approval of an employee's health care provider. If employees providing notice of the need to take FMLA leave on an intermittent basis for planned medical treatment neglect to fulfill this obligation, the Town may require employees to attempt to make such arrangements, subject to the approval of the employee's health care provider.

When employees take intermittent or reduced work schedule leave for foreseeable planned medical treatment for the employee or a family member, including during a period of recovery from a serious health condition or to care for a covered service member, the Town may temporarily transfer employees during the period that

the intermittent or reduced leave schedules are required to alternative positions with equivalent pay and benefits for which the employees are qualified, and for which better accommodate recurring periods of leave.

When employees seek intermittent leave or a reduced leave schedule for reasons unrelated to the planning of medical treatment, upon request, employees must advise the Town of the reason why such leave is medically necessary. In such instances, the Town and employee shall attempt to work out a leave schedule that meets the employee's needs without unduly disrupting the Town's operations, subject to the approval of the employee's health care provider.

Submission of Medical Certifications Supporting Need for FMLA Leave (Unrelated to Requests for Military Family Leave)

Depending on the nature of FMLA leave sought, employees may be required to submit medical certifications supporting their need for FMLA-qualifying leave. As described below, there generally are three types of FMLA medical certifications: an **initial certification**, a **recertification**, and a **return to work/fitness for duty certification**.

It is the employee's responsibility to provide the Town with timely, complete, and sufficient medical certifications. Whenever the Town requests employees to provide FMLA medical certifications, employees must provide the requested certifications within fifteen (15) calendar days after the Town's request, unless it is not practicable to do so despite an employee's diligent, good faith efforts. The Town will inform employees if submitted medical certifications are incomplete or insufficient and provide employees at least seven (7) calendar days to cure deficiencies. The Town will deny FMLA leave to employees who fail to timely cure deficiencies or otherwise fail to timely submit requested medical certifications.

With the employee's permission, the Town, through individuals other than an employee's direct supervisor, may contact the employee's health care provider to authenticate or clarify completed and sufficient medical certifications. If employees choose not to provide the Town with authorization allowing it to clarify or authenticate certifications with health care providers, the Town may deny FMLA leave if certifications are unclear.

Whenever the Town, in its sole discretion, deems it appropriate to do so, it may waive its right to receive timely, complete, and/or sufficient FMLA medical certifications.

Initial Medical Certifications

Employees requesting leave because of their own, or a covered relation's serious health condition, or to care for a covered service member, must supply medical certification supporting the need for such leave from their health care provider or, if applicable, the health care provider of their covered family or service member. A new initial medical certification will be required on an annual basis for serious medical conditions lasting beyond a single leave year.

If the Town has reason to doubt initial medical certifications, it may require employees to obtain a second opinion at the Town's expense. If the opinions of the initial and second health care providers differ, the Town may, at its expense, require employees to obtain a third, final, and binding certification from a health care provider designated or approved jointly by the Town and the employee.

Medical Recertifications

Depending on the circumstances and duration of FMLA leave, the Town may require employees to provide recertification of medical conditions giving rise to the need for leave. The Town will notify employees if recertification is required and will give employees at least fifteen (15) calendar days to provide medical recertification.

Return to Work/Fitness for Duty Medical Certifications

Unless notified that providing such certifications is not necessary, employees returning to work from FMLA leave that was taken because of their own serious health conditions, that made them unable to perform their jobs, must provide the Town with medical certification confirming they are able to return to work and the employees' ability to perform the essential functions of the employees' position, with or without reasonable accommodation. The Town may delay and/or deny job restoration until employees provide return to work/fitness for duty certifications.

Submission of Certifications Supporting Need for Military Family Leave

Upon request, the first time employees seek leave due to qualifying exigencies arising out of the covered active duty or call to covered active duty status of a military member, the Town may require employees to provide: 1) a copy of the military member's active duty orders or other documentation issued by the military indicating the military member is on covered active duty or call to covered active duty status and the dates of the military member's covered active duty service; and 2) a certification from the employee setting forth information concerning the nature of the qualifying exigency for which leave is requested. Employees shall provide a copy of new active-duty orders or other documentation issued by the military for leaves arising out of qualifying exigencies arising out of a different covered active duty or call to covered active-duty status of the same or a different military member.

When leave is taken to care for a covered service member with a serious injury or illness, the Town may require employees to obtain certifications completed by an authorized health care provider of the covered servicemember. In addition, and in accordance with FMLA regulations, the Town may request that the certification submitted by employees set forth additional information provided by the employee and/or the covered service member confirming entitlement to such leave.

Substitution of Paid Leave for Unpaid FMLA Leave

Employees will be required to use any accrued sick, vacation, and paid time off while taking FMLA leave. The substitution of paid time off for unpaid FMLA leave time does not extend the length of FMLA leave and the paid time will run concurrently with an employee's FMLA entitlement.

If and/when an employee becomes eligible for short-term disability, any accrued unused sick, vacation, and paid time off will only be used to cover the cost of continued employee benefits coverage the employee has elected at the time of the disability. If all available accrued unused sick, vacation, and paid time off has been exhausted, the employee will need to arrange with Human Resources to pay their contributions to continue their coverage during the balance of their leave time.

Leaves of absence taken in connection with a disability leave plan or workers' compensation injury or illness shall run concurrently with any FMLA leave entitlement.

Payment of Employee's Share of Health Insurance Premiums

During FMLA leave, employees are entitled to continued group health plan coverage under the same conditions as if they had continued to work. Unless the Town notifies employees of other arrangements, whenever employees are receiving pay from the Town during FMLA leave, the Town will deduct the employee benefits elected medical, dental, and vision plan premiums from the employee's paycheck in the same manner as if the employee was actively working.

If FMLA leave is unpaid, employees must pay their portion of the group health premium through a "pay-as-you-go" method. The Town's obligation to maintain health care coverage ceases if an employee's premium payment is more than thirty (30) days late. If an employee's payment is more than fifteen (15) days late, the

Town will send a letter notifying the employee that coverage will be dropped on a specified date unless the contribution is received before that date. If employees do not return to work within thirty (30) calendar days at the end of the leave period, they will be required to reimburse the Town for the cost of the premiums the Town paid for maintaining coverage during their unpaid FMLA leave.

Questions or Complaints About FMLA Leave

If you have questions regarding this FMLA policy, please contact Human Resources. The Town is committed to complying with the FMLA and, whenever necessary, shall interpret and apply this policy in a manner consistent with the FMLA.

The FMLA makes it unlawful for employers to 1) interfere with, restrain, or deny the exercise of any right provided under FMLA; or 2) terminate or discriminate against any person for opposing any practice made unlawful by FMLA or involvement in any proceeding under or relating to FMLA. If employees believe their FMLA rights have been violated, they must contact Human Resources immediately. The Town will investigate any FMLA complaints and take prompt and appropriate remedial action to address and/or remedy any FMLA violation. Employees also may file FMLA complaints with the United States Department of Labor or may bring private lawsuits alleging FMLA violations.

Coordination of FMLA Leave with Other Leave Policies

The FMLA does not affect any federal, state, or local law prohibiting discrimination, or supersede any state or local law that provides greater family or medical leave rights. For additional information concerning leave entitlements and obligations that might arise when FMLA leave is either not available or exhausted, please consult the Town's other leave policies in this handbook or contact Human Resources.

5 Grievances and Recordkeeping

Grievance Process

It is a goal of the Town to have free and open conversation between employees and their supervisors. In this way, we believe many issues can be avoided and a more harmonious, productive workplace will result. However, the Town acknowledges that from time-to-time circumstances may arise where an employee and a supervisor may have a difference of opinion that merits additional official review. It is the policy of the Town to provide a means whereby employees may freely discuss such problems with supervisors and provide a procedure for the presentation and mutual adjustment of points of disagreement that arise between the parties.

The purposes of this policy are:

- To provide employees a procedure by which their complaints can be considered rapidly, fairly, and without reprisal.
- To encourage employees to express themselves about the conditions of employment that affect them as employees; and
- To promote better understanding of policies, practices, and procedures that affect employees.

No employee, who in good faith exercises their rights under this policy and utilizes the grievance procedures, shall be subjected to retaliation or any form of harassment. An employee who retaliates against someone who has filed a grievance in good faith is subject to corrective action up to, and including, termination.

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A grievance is any dispute concerning the interpretation or application of this personnel policy, or any other

policy, practice, or procedure affecting working conditions for the Town. A grievance might involve alleged safety or health hazards, unfair or discriminatory supervisory practices, misapplication of department work rules, unsatisfactory physical facilities or equipment, or other complaints related to conditions of work or other action. Complaint processes involving issues covered by other parts of this policy are excluded from this procedure. Nothing herein shall be interpreted to change the status of any employee from that of an employee at will.

Procedure

All appeals or grievances of employment termination from employees who were terminated by individuals designated and delegated the authority to do so by the Town Manager, shall be addressed directly to the Town Manager. Any terminations executed by the Town Manager are not subject to grievance or appeal.

Except for a matter related to termination of employment, when an employee has a claim or complaint concerning employment with the Town, the successive steps described below are to be taken toward resolution of the matter. The number of days indicated at each step of the grievance procedure should be considered as the maximum number of calendar days allowed for presentation of, and response to, the grievance at that level. However, when mutually agreed upon, time limits given below may be extended by those concerned.

Step One. The employee with a grievance shall present the matter, in writing, to the appropriate supervisor within ten (10) calendar days of its occurrence or within ten (10) calendar days of learning of the event or condition. The grievance shall specify the relief that he or she expects to gain using this procedure. The supervisor is encouraged to consult with any employee or officer deemed necessary to reach a correct, impartial, and equitable determination and shall give the employee a written response within ten (10) calendar days from the receipt of the written grievance.

Step Two. If the grievance is not resolved to the satisfaction of the employee by the supervisor in Step 1, the employee may appeal, in writing, to the appropriate department head within ten (10) calendar days from the receipt of the supervisor's response. The department head shall respond in writing to the appeal within ten (10) calendar days from the receipt of the written appeal.

Step Three. If the matter is not resolved to the satisfaction of the employee in Step 2, the employee may appeal, in writing, to the appropriate Assistant Town Manager within ten (10) calendar days after the receipt of the department head's response. The Assistant Town Manager shall respond in writing to the appeal within ten (10) calendar days from the receipt of the written appeal.

Step Four. If the matter is not resolved to the satisfaction of the employee in Step 3, the employee may appeal, in writing, to the Town Manager within ten (10) calendar days after the receipt of the Assistant Town Manager's response.

For all eligible appeals and grievances, the Town Manager, or if appropriate, his or her designee, shall hold a hearing thereon within ten (10) calendar days of receipt of the employee's written appeal. The Town Manager may consult with whatever sources are deemed appropriate and shall allow the employee to examine all the evidence and to present his or her case.

The Town Manager shall review the case data and render a decision in writing within ten (10) calendar days after the hearing, with one copy sent to the employee's home address on file by certified mail and one copy placed in the employee's personnel file. The Town Manager's decision shall be the final decision.

All written documentation pertinent to the filing and resolution of the grievance shall be maintained in a separate grievance file, as part of the employee's personnel file, in the Human Resources Department.

Discrimination Appeal Procedure

Any applicant for Town employment, Town employee, or former Town employee who has reason to believe that employment, promotion, training, or transfer was denied him or her, or that demotion, layoff, or termination of employment was forced upon him or her because of age, sex, gender, gender identity, race, color, national origin, religion, creed, political affiliation, or disability, except where specific requirements constitute a bona fide occupational qualification necessary to proper and efficient administration, shall have the right to appeal directly to the Town Manager using the grievance procedure outlined in this section, if so desired. An employee or applicant must appeal an alleged act of discrimination within thirty (30) days of the alleged discriminatory action.

Recovery of Lost Employment Benefits

Back pay and benefits may be awarded to reinstated employees in suspension, demotion, improper dismissal, and discrimination cases.

Recordkeeping

Personnel records are necessary for the proper administration of the personnel system and will be maintained by the Human Resources Department. The Town shall maintain, in personnel records, only information that is relevant to accomplishing personnel administrative purposes. The following information will be kept in an employee's electronic personnel file:

- The employment application and copies of documents that support the application.
- Changes in personal status such as name, address, marital status, number of dependents, telephone number, persons to be notified in emergencies, and beneficiaries of Town sponsored benefits.
- Performance appraisals.
- Documents related to legal actions against the employee that affect the Town, such as garnishments or convictions.
- Disciplinary records, if any, including supporting documents.
- Town records relating to performance or service excellence, if any, including supporting documents; and
- Community merit or recognition records, if any, which would include letters, awards, or invitations.

Public Personnel Records Defined

The following information on each Town employee is part of an employee's public personnel record:

- Name
- Age
- Date of original employment or appointment to Town service
- The terms of any contract by which the employee is (or was) employed
- Current position and title

- Current salary
- Date and amount of each change in salary
- Date of each promotion, demotion, transfer, suspension, separation, or other change in position classification
- Date and general description of the reasons for each promotion
- Date and type of each dismissal, suspension, or demotion for disciplinary reasons taken by the Town. If the disciplinary action was a dismissal, a copy of the written notice of the final decision of the Town setting forth the specific acts or omissions that are the bases for the dismissal
- Office to which employee is currently assigned.

Access to Personnel Records

As required by N.C.G.S. § 160A-168, any person may have access to the public information listed above for the purpose of inspection, examination, and copying during regular business hours, subject only to such rules and regulations for the safekeeping of public records as the Town Council may adopt. Access to such information shall be governed by the following provisions:

- All requests shall be in writing and contain the following information: Name of employee, information requested, date information requested, and the name and address of the person submitting the request. This information must be retained for a period of two (2) years.
- Upon request, records of disclosure shall be made available to the employee to whom it pertains.
- An individual examining a personnel record may copy the information. Any available photocopying facilities may be provided, and the individual may be assessed the costs of making the copies.
- Any person denied access to any record shall have a right to compel compliance with these provisions by application to a court for writ of mandamus or other appropriate relief.

Confidential Information

All information contained in a Town employee's personnel file, other than the information listed above, will be maintained as confidential in accordance with the requirements of N.C.G.S. § 160A-168 and shall be open to inspection only in the following instances:

- The employee, or his duly authorized agent, may examine all portions of his personnel file, except, (1) letters of reference solicited prior to employment, and (2) information concerning a medical disability, mental or physical, that a prudent physician would not divulge to his patient.
- A licensed physician designated in writing by the employee may examine the employee's medical record.
- A Town employee having supervisory authority over the employee may examine all material in the employee's personnel file.
- By order of a court of competent jurisdiction, any person may examine such portion of the employee's personnel file as may be ordered by the court.
- An official of an agency of the state or federal government, or any political subdivision of the state, may inspect any portion of a personnel file when such information is deemed by the official having custody of the personnel records to be necessary and essential to the pursuance of a proper function of the

inspecting agency, but no information shall be divulged for the purpose of assisting in a criminal prosecution of the employee or for the purpose of assisting in an investigation of the employee's tax liability. However, such official having custody of such records may release the name, address, and telephone number from a personnel file for the purpose of assisting in a criminal investigation.

- An employee may sign a written release, to be placed with his or her personnel file, that permits the Human Resources Department to provide, either in person, by telephone, or by mail, information specified in the release to prospective employers, educational institutions, or other persons specified in the release.
- As allowed by law, the Town Manager, with concurrence of the Town Council, may inform any person of the employment or non-employment, promotion, demotion, suspension, or other disciplinary reasons for that personnel action. Before releasing the information, the Town Manager shall determine, in writing, that the release is essential to maintaining the public trust and confidence in the administration of services or to maintain the level and quality of Town services. This written determination shall be retained in the office of the Town Clerk and is a record available for public inspection and shall become part of the employee's personnel file.
- Each individual requesting access to confidential information will be required to submit satisfactory proof of identity.

Procedure for Objecting to Material in Personnel File

Any employee who objects to material in his or her personnel file on the grounds that the material is inaccurate, or misleading, may seek to have the material removed from the personnel file or may place in the file a statement relating to the material. The employee may utilize the Grievance Process, in Section 5, to seek to resolve any such dispute or disagreement.

Records of Former Employees

The provisions for access to personnel records and objecting to material contained in personnel records apply to former employees and current employees.

Records of Applicants

Applicants, and other information gathered with respect to an applicant, will be kept confidential in accordance with N.C.G.S. § 160A-168. The Town will not release this information without written permission from the applicant.

No public official may destroy, sell, loan, or otherwise dispose of any public record, except in accordance with N.C.G.S. § 121-5. Whoever unlawfully removes a public record from the office where it is usually kept, or whoever alters, defaces, mutilates, or destroys it, will be guilty of a misdemeanor and upon conviction will be fined accordingly, as provided in N.C.G.S. § 132-3.

6 General Standards of Conduct

Workplace Conduct

The Town of Leland endeavors to maintain a positive work environment. Each employee plays a role in fostering this environment. Accordingly, we all must abide by certain rules of conduct, based on respect, honesty, common sense, fair play, and perform in a manner consistent with the core values of the Town.

Because everyone may not have the same idea about proper workplace conduct, it is helpful to adopt and

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enforce rules all can follow. Unacceptable conduct may result in disciplinary or corrective action, up to and including termination, at the Town's sole discretion. The following are examples of some, but not all, conduct which can be considered unacceptable:

- Obtaining employment based on false or misleading information.
- Stealing, removing, or defacing Town of Leland property or a co-worker's property.
- Disclosure of confidential information.
- Completing another employee's time records, including clocking in/out for another employee.
- Violation of safety rules and policies.
- Violation of the Town of Leland's Drug and Alcohol-Free Workplace Policy (within Section 1).
- Fighting, threatening, or disrupting the work of others or other violations of the Town of Leland's Workplace Violence Policy (within Section 1).
- Failure to follow lawful instructions of a supervisor.
- Conduct unbecoming a public officer or employee.
- Acceptance of gifts in exchange for "favors" or "influence."
- Conviction of a felony or of a misdemeanor which would adversely affect performance of duties, or the entry of a plea of "no contest" to either.
- Misappropriation of Town funds or property.
- Failure to perform assigned job duties.
- Violation of the Punctuality and Attendance Policy (within Section 6), including but not limited to irregular attendance, habitual lateness, or unexcused absences.
- Gambling on Town property.
- Willful or careless destruction, or damage to Town assets or to the equipment or possessions of another employee.
- Intentionally or carelessly wasting work materials.
- Violation of the Solicitation and Distribution Policy (within Section 6).
- Violation of the Town of Leland's Harassment or Equal Employment Opportunity Policies.
- Violation of the Communication and Computer Systems Policy (within Section 6).
- Unsatisfactory job performance.
- Failure to demonstrate the organization's core values or align with the organization's culture.
- Any other violation of Town policy.

Obviously, not every type of misconduct can be listed. Note that all employees are employed at will, and the Town of Leland reserves the right to take disciplinary or corrective action for any reason deemed appropriate by the Town. Nothing in this handbook shall be construed as a promise of, or right to, any specific treatment or procedure in each situation. However, the Town of Leland will endeavor to utilize corrective action when appropriate.

Punctuality and Attendance

Employees are hired to perform important functions at the Town of Leland. As with any group effort, operating effectively takes cooperation and commitment from everyone. Therefore, attendance and punctuality are very important. Unnecessary absences and lateness are expensive, disruptive, and place an unfair burden on fellow employees and supervisors. We expect excellent attendance from all employees. Excessive absenteeism or tardiness will result in action, up to and including termination.

We recognize, however, there are times when absences and tardiness cannot be avoided. In such cases, employees are required to notify supervisors as early as possible, but no later than the start of the workday.

Asking another employee, friend, or relative to give this notice is improper and may be grounds for corrective

action. Employees should call, email, or text, stating the reason for the absence and the expected duration, for every day of absenteeism or tardiness, unless on an approved leave of absence.

Absences of three (3) consecutive workdays without notification generally will be considered a voluntary resignation of employment with the Town and the Town may take action to finalize the end of the employment relationship.

Corrective Action

Employment with the Town of Leland is based on mutual consent, and both the employee and the Town have the right to terminate employment at will, with or without cause or advance notice. However, the Town recognizes the value in retaining and helping its employees succeed. To that end, the Town endeavors, to utilize corrective action to help an employee improve his or her performance when appropriate.

The major purpose of any corrective action is to correct concerns where possible, prevent recurrence, and prepare the employee for satisfactory performance in the future. Although the Town does not adhere to a progressive disciplinary policy, the following measures may be used by the Town, as appropriate and in an equitable manner, to help employees improve their performance:

- Coaching sessions
- Training
- Verbal warnings
- Written warnings
- Performance improvement plans
- Suspension, with or without pay

These types of corrective actions may be used when it is determined that termination is not appropriate, but nothing in this policy shall be read to require that a particular corrective action be utilized. Supervisors shall document, in writing, all corrective actions taken to help employees improve their performance.

Political Activity Restricted

Each employee has a civic responsibility to support good government by every available means and in every appropriate manner. Each employee may join or affiliate with civic organizations of a partisan or political nature may advocate and support the principles or policies of civic or political organizations in accordance with the United States Constitution and laws of the State of North Carolina and in accordance with the Constitution and laws of the United States of America. However, no employee shall:

- Engage in any political or partisan activity while on duty.
- Use official authority or influence for the purpose of interfering with or affecting the result of an election or a nomination for office.
- Be required as a duty of employment or as a condition for employment, promotion, or tenure of office to contribute funds for political or partisan purposes.
- Coerce or compel contributions for political or partisan purposes by another employee of the Town.
- Use any supplies or equipment of the Town for political or partisan purposes.
- Be appointed to any Town of Leland Advisory Boards.

- Be a candidate for the Leland Town Council or any partisan election. However, if the employee is a candidate for a non-partisan election, except the Leland Town Council, the employee must take a leave of absence starting at least by the beginning of early voting for the primary election, but no less than fifteen (15) calendar days immediately prior to the primary election and extending through the primary election day. The leave of absence may consist of accumulated vacation leave and/or leave without pay. If successful in any primary election, the leave of absence must be extended through the general election day. If a primary election is not required for the candidate position, the employee must take a leave of absence starting at least by the beginning of early voting for the general election, but no less than fifteen (15) calendar days immediately prior to the general election and extending through the general election day. If successful, the NC General Statutes concerning dual office holding shall apply. To follow the proper procedures when requesting a leave of absence, the employee should refer to the Vacation Leave policy and the Leave without Pay policy.

Any violation of this section shall subject such employee to corrective action, up to and including termination.

Intra-Organizational Communications

Town employees shall adhere to the following guidelines when dealing with intra-organizational communications:

- Town employees shall not directly contact Town of Leland elected officials concerning any work-related functions, except via the established supervisory chain, or by special permission of the Town Manager.
- Any Town employee contacted directly by an elected official concerning Town functions, other than a routine service call or contact made via the established chain, shall immediately report the nature of the contact through his or her supervisor to the Town Manager.
- Town employees should not refer any citizen to an elected official to resolve a complaint or request. If the citizen's request cannot be effectively resolved, the employee shall take the matter to his or her supervisor.
- Town employees shall not endeavor to affect Board action, except within the normal scope of their job as an employee of the Town of Leland.

Teleworking

The Town of Leland may allow employees to telework (work remotely or work from home) from time to time due to special circumstances or inclement weather. Employees permitted to telework must continue to abide

by the Town's Employee Handbook and all employee policies, including Anti-Discrimination and Anti-Harassment, IT Use of Communications and Computer Systems, and Workplace Safety. Failure to follow Town of Leland policies may result in corrective action, including termination of the telecommuting arrangement or employment.

Employees are prohibited from performing unauthorized work during this time. Nonexempt employees who are permitted to telework must comply with the Town of Leland's timekeeping standards and payroll practices.

Employees must be available for work during all their regular hours of work unless otherwise authorized and must accurately record all working time via the Town's time and attendance software system.

Video Call Policy

In connection with teleworking, or at other times as needed, employees may participate in video calls to execute their responsibilities. It is expected that employees will maintain a professional demeanor, appearance, and environment for the conduct of these calls. Failure to maintain acceptable standards may impact the authorization of future remote working sessions.

Use of Communications and Computer Systems

The Town of Leland's communication and computer systems are intended primarily for business purposes. However, limited personal usage is permitted if it does not hinder performance of job duties or violate any other Town policy. This includes the voicemail, e-mail, and internet systems. Employees need to understand all their communications are considered public record in regard to their use of the Town of Leland systems.

The Town of Leland may access the voicemail and e-mail systems and obtain the communications within the systems, including past voicemail and e-mail messages, without notice to users of the system, in the ordinary course of business, when the Town deems it appropriate to do so. The reasons for which the Town may obtain such access include but are not limited to 1) maintaining the system; 2) preventing or investigating allegations of system abuse or misuse; 3) assuring compliance with software copyright laws; 4) complying with legal and regulatory requests for information; and 5) ensuring that Town operations continue appropriately during an employee's absence.

Further, the Town of Leland may review internet usage to ensure that such use with Town property, or communications sent via the internet with Town property, are appropriate. The reasons for which the Town may review an employee's use of the internet with Town property include but are not limited to 1) maintaining the system; 2) preventing or investigating allegations of system abuse or misuse; 3) assuring compliance with software copyright laws; 4) complying with legal and regulatory requests for information; and 5) ensuring that Town operations continue appropriately during an employee's absence.

The Town may store electronic communications for a period after the communication is created. From time to time, copies of communications may be deleted.

The Town's policies prohibiting harassment, in their entirety, apply to the use of the Town's communication and computer systems as well. No one may use any communication or computer system in a manner that may be construed by others as harassing or offensive based on race, national origin, sex, sexual orientation, age, disability, religious beliefs, or any other characteristic protected by federal, state, or local law.

Further, since the Town's communication and computer systems are intended for business use, all employees, upon request, must inform the IT Staff of any private access codes or passwords.

Unauthorized duplication of copyrighted computer software violates the law and is strictly prohibited. No employee may access or attempt to obtain access to another employee's computer systems without appropriate authorization.

Violators of this policy may be subject to corrective action, up to and including termination.

Use of social media

The Town of Leland respects the right of any employee to maintain a blog or web page or to participate in social media, or similar sites, including but not limited to Facebook, Twitter, LinkedIn, Instagram, Snapchat, TikTok, Tumblr, Reddit, YouTube, rumble, WhatsApp, WeChat, Foursquare, Tinder, NextDoor, Twitch, Yelp,

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GIPHY, Skype, VSCO, Discord, Myspace, Vimeo, Parler, Telegram, GETTR. However, to protect Town interests and ensure employees focus on their job duties, employees must adhere to the following:

- Employees may not post on a blog or web page or participate on a social networking platform during working hours unless it is part of the employee's duties for their position with the Town or use such platforms to disparage the Town.
- All rules regarding confidential and proprietary business information apply in full to blogs, web pages, and social networking platforms, such as Twitter, Facebook, LinkedIn, or similar sites. Any information that cannot be disclosed through a conversation, a note, or an e-mail also cannot be disclosed in a blog, web page, or social networking site.
- Whether an employee is posting something on his or her own blog, web page, social networking, Twitter, or similar site or on someone else's, if the employee mentions the Town and also expresses either a political opinion or an opinion regarding the Town's actions that could pose an actual or potential conflict of interest with the Town, the poster must include the following disclaimer: *Postings on this site are my own and do not reflect or represent the opinions of the Town of Leland, for which I work.* The poster should specifically state that the opinion expressed is his or her opinion and not the Town's position. This is necessary to preserve the Town's good will in the community.
- Any conduct that is impermissible under the law if expressed in any other form or forum is impermissible if expressed through a blog, web page, social networking, Twitter, or similar site. For example, posted material that is discriminatory, obscene, defamatory, libelous, or violent is not allowed. Town policies apply equally to employee social media usage.

The Town of Leland encourages all employees to keep in mind the speed and way information posted on a blog, web page, and/or social networking site is received and often misunderstood by readers. Employees must use their best judgment. Employees with any questions should review the guidelines above and/or consult with their supervisor. While employees are free to express their own opinions on their personal social media sites, they should be aware that as Town employees, certain comments (for example, comments that are unduly disruptive or impair the functioning of the workplace) can rise to the level of unacceptable personal conduct, thus creating just cause for potential corrective actions up to and including termination of employment.

Personal and Town-Provided Portable Communication Devices

Many employees may need to use their personal communication devices (PCD) in support of their work. Employees should avoid using their PCD for work purposes if possible. When work materials are accessed via a PCD, employees need to understand all their communications are considered public record regarding the use of such devices for work purposes, and all use is subject to monitoring to the maximum extent permitted by applicable law. This includes, as permitted, the right to monitor personal communications as necessary.

Communications sent via a personal PCD also may be subject to monitoring if sent through the Town's networks and the PCD must be provided for inspection and review upon request. It may require the installation of "wipe" technology that will remove Town information from a device. If so, a condition of his or her employment is agreement to this software. Generally, no personal information will be impacted in these situations, unless requested.

All conversations, text messages, and emails must be professional. When sending a text message or using a

PCD or Town device for business purposes, employees must comply with applicable Town guidelines, including
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policies on sexual harassment, discrimination, conduct, confidentiality, equipment use, and operation of vehicles.

If an employee who uses a personal PCD for business resigns or is terminated, the IT department will remove all Town-related materials and accounts on or before his or her last day of work. The IT department will make efforts to ensure no personal data is impacted by this, however, this cannot be guaranteed.

Portable Communication Device Use While Driving

Employees who drive on Town business must abide by all state and local laws prohibiting or limiting portable communication device use while driving. Further, even if usage is permitted, employees should choose to refrain from using any portable communication device while driving if possible. "Use" includes, but is not limited to, talking, or listening to another person or sending an electronic or text message via the PCD.

Employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is necessary while the employee is driving, and is permitted by law, the employee should use a hands-free option. Under no circumstances shall employees feel that they need to place themselves or others at risk to fulfill business needs.

Since this policy does not require any employee to use a cell phone while driving, employees who are charged with traffic violations resulting from the use of portable communication devices while driving will be solely responsible for all liabilities that result from such actions. Texting and/or emailing while driving is prohibited in all circumstances.

Inspections

The Town of Leland reserves the right to require employees on Town property to agree to the inspection of their persons, personal possessions and property, and personal vehicles parked on Town and work areas. This includes lockers, vehicles, desks, cabinets, workstations, packages, handbags, briefcases, and other personal possessions or places of concealment, as well as personal mail sent to the Town or to its clients. Employees are required to cooperate in the conduct of any search or inspection.

Tobacco Use

Smoking, including the use of e-cigarettes and the use of all tobacco products is not permitted on Town property in any way. This includes in or on Town buildings, grounds, and vehicles.

Personal Telephone Calls and Text Messaging

Disruptions during work time can lead to errors and delays. Therefore, we ask that personal telephone calls and personal text messaging be kept to a minimum, and only be made or received after working time, or during lunch or break time. The use of camera phones and video recorders is prohibited in all working areas except in the support of work projects.

Bulletin Boards

Important notices and items of general interest are continually posted on our bulletin and electronic notice boards. Employees should make it a practice to review it frequently. This will assist employees in keeping up with what is current. Town of Leland employees should not post or remove any material from the bulletin board unless they are authorized by Human Resources to do so.

Confidential Town Information

During work, an employee may become aware of confidential information about the Town of Leland, including but not limited to information regarding Town finances, agreements, or personnel. An

employee also may become aware of similar confidential information belonging to the Town's citizens. Any employee who improperly copies, removes (whether physically or electronically), uses, or discloses confidential information to anyone in the organization not authorized to have such knowledge, or to anyone outside of the Town, may be subject to corrective action, up to and including termination.

Outside Employment

Employees may hold outside jobs if the employee continues to meet the performance standards of his or her job with the Town of Leland and the outside work does not conflict with any Town policies or interests, or that competes with the Town. All employees will be judged by the same performance standards and will be subject to the Town's scheduling demands, regardless of any existing outside work requirements.

If the Town determines that an employee's outside work interferes with performance or the ability to meet the requirements of the Town as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain employed with the Town of Leland. Outside employment that constitutes a conflict of interest is prohibited.

Employees are not permitted to engage in outside employment without prior approval by the Town Manager. Employees who seek to engage in outside employment should contact Human Resources for additional information.

Conflict of Interest and Business Ethics

It is the Town of Leland's policy that all employees avoid any conflict between their personal interests and those of the Town. The purpose of this policy is to ensure that the Town's honesty and integrity, and therefore its reputation is not compromised. The fundamental principle guiding this policy is that no employee should have, or appear to have, personal interests or relationships that actually or potentially conflict with the best interests of the Town or are reasonably perceived to negatively impact the Town. If it is not possible to give an exhaustive list of situations that might involve violations of this policy. However, the situations that would constitute a conflict in most cases include, but are not limited to, those that:

- May adversely affect job performance at the Town, or an employee's ability to fulfill all job responsibilities at the Town. Adverse effects may include, but are not limited to, poor job performance, fatigue, or excessive absenteeism or tardiness.
- Interfere with an employee's ability to work his or her normal schedule at the Town or prevent the employee from being available for work beyond normal working hours, such as emergencies or peak work periods, when such availability is a regular part of the employee's job.
- Interfere with the responsibilities to the Town as the primary employer.
- Involve performing services for customers that are normally performed by Town employees.
- Require working for a Town service provider, a Town grant and/or contract created by the employee, or self-employment that is in competition with the Town.
- May require the use of Town information, property, facilities and/or systems, such as phones, tools, equipment, etc.
- Accept any gift, favor, or thing of value that may tend to influence that employee in the discharge of

duties.

- Grant, in the discharge of duties, any improper favor, service, or thing of value.
- Involve assisting others in transactions with the Town in which the employee has participated, or which has been under their official responsibility.

Employees must be sensitive to any situation where they have a business interest that may unfairly benefit from the employee's involvement with the Town, or any other situation that would appear to a reasonable person to be a conflict between public and personal interests.

The Town of Leland reserves the right to require any employee to cease an activity which the Town, determines to conflict with the interests of the Town. Any questions regarding possible conflict of interest or outside work should be discussed with the employee's department head. The final decision as to whether outside work is a conflict of interest shall be made by the Town Manager, or his or her designee, in his or her sole discretion.

Use of Facilities, Equipment, and Property, Including Intellectual Property

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Employees must notify their supervisor if any equipment, machines, or tools appear to be damaged, defective, or in need of repair. Prompt reporting of loss, damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment used on the job.

Improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in corrective action, up to and including termination. Further, the Town is not responsible for any damage to employees' personal belongings.

Employees are also prohibited from any unauthorized use of the Town's intellectual property, such as videos, print materials, and software.

Hiring Relatives/Employee Relationships

A familial relationship among employees can create an actual, potential, or perceived conflict of interest in the employment setting, especially when one relative supervises another relative. To avoid this problem, the Town of Leland may, in its sole discretion, refuse to hire or place a relative in a position where the potential for favoritism or conflict exists.

For the purposes of this policy, a relative is any person who is related by lineage or marriage, or whose relationship with the employee is like that of persons who are related by lineage or marriage.

Employee Relationships and Fraternization

The Town of Leland wishes to preserve a working environment that has clear boundaries between personal and professional relationships. This is believed to be the best practice for conducting business in a professional manner. This policy establishes clear boundaries regarding personal relationships in the workplace. "Personal relationship" is defined as a relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature.

- Employees are prohibited from engaging in any physical interactions that would be seen as inappropriate in the work area. What constitutes inappropriate conduct is at the discretion of the Town of Leland.
- An employee who is involved in a personal relationship with another employee may not occupy a position in the same department as, work directly for, or supervise the employee with whom he or she is involved. It is the responsibility and obligation of the employees involved to disclose the existence of the relationship to the Department Director and/or Human Resource Director.
- The Town of Leland reserves the right to take prompt action if an actual or potential conflict of interest arises concerning individuals who occupy positions at any level (higher or lower) in the same line of authority, which may affect employment decisions. Supervisors are prohibited from having romantic relationships with subordinates and violators of this policy may be subjected to corrective actions, up to and including termination.
- When a conflict or the potential for conflict arises because of a personal relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment or terminated from employment.
- When a conflict or a potential for conflict arises because of the relationship affecting employment, the individuals concerned may, in the Town's sole discretion, be given the opportunity to decide who is to be transferred to another position or terminated if no position is available. If the individuals concerned are given this opportunity and the decision is not made within 30 calendar days, management will decide who is to be transferred or, if necessary, terminated from employment.

Employee Dress and Personal Appearance

Generally, the Town of Leland dress code is business casual. Employees are expected to use good judgment and to show courtesy to their co-workers by dressing in a manner that is presentable and appropriate. See the following guidelines for office dress code:

Town of Leland Employee Policy Handbook

Appropriate	Inappropriate
<ul style="list-style-type: none"> ❖ Town shirts ❖ Blazers ❖ Short-sleeve/long-sleeve shirts and blouses, with or without collars ❖ Button-down shirts ❖ Sleeveless shirts, blouses, and dresses of appropriate length* ❖ Ethnic wear ❖ Traditional denim jeans ❖ Slacks/khakis/corduroys ❖ Full-length pants ❖ Cropped pants ❖ Skirts of appropriate length* ❖ Jeggings/leggings with long tops ❖ Boating shoes/moccasins/ loafers ❖ Oxford shoes ❖ Belts or suspenders, as appropriate ❖ Stilettos and open-back shoes, such as mules and sling backs ❖ Flats and low heel shoes ❖ Open-toe dress shoes ❖ Wedges and dress sandals ❖ Tennis shoes 	<ul style="list-style-type: none"> ❖ Muscle shirts ❖ T-shirts, excluding Town t-shirts ❖ Exercise or athletic wear and sweatpants ❖ Spaghetti strap tops, off-shoulder tops, and halter tops ❖ Tank tops and crop tops ❖ Short dresses ❖ Spandex ❖ Beachwear ❖ Short skirts ❖ Low-rise pants ❖ Ripped jeans ❖ Crocs ❖ Flip flops

** It is recommended to consider cultural and environmental sensitivities and ensure that shirts and skirts are of an appropriate length.*

Any questions related to the content of these guidelines, or their interpretation should be directed to Human Resources.

Employees who are uniformed should dress in accordance with the required department standards. Employee questions concerning appropriate apparel, within a department where uniforms are worn, must be promptly directed to his or her supervisor. If questions or issues arise concerning these standards, they should be addressed to Human Resources.

At all times, uniformed employees must be aware they are representing the Town and must conduct themselves accordingly. This includes refraining from wearing Town uniforms in public locations that might be deemed controversial or might adversely affect the reputation of the Town. Employees are asked to cover all tattoos when in uniform, and any tattoos that show objectionable or obscene images.

Uniforms

It is the desire of the Town of Leland to provide uniforms that will present a positive image to the public and that will identify the employee as a Town of Leland employee. The Town may also provide uniforms to those

Proprietary and Confidential

employees who are at significant risk of damaging their own clothing because of performing work for the Town. Employees who work in positions where uniforms are required are required to wear their uniforms on each scheduled workday/shift and, when possible, when working in an on-call, callback, or emergency assignment. Uniforms are required to be clean and neatly pressed.

Uniforms will be replaced on an as-needed basis as determined by the Town in its sole discretion. All damaged uniforms must be turned in to the employee's supervisor or department head before a new garment will be issued to replace the damaged garment. In the event an employee misplaces any part of his or her uniform, the garment will be replaced at the employee's expense.

Town-issued uniforms may not be worn by employees when not performing Town duties. Employees who wear apparel with a Town logo when not working must be aware of the perception of their actions and circumstances to the public, and the reflection it has on the Town.

Clothing that is provided to employees for uniform purposes and has a Town logo on it must be returned upon separation of employment from the Town.

Shorts

Shorts are allowed to be worn to work in the performance of job duties only within certain departments and for specific positions. It is the responsibility of the department head to determine and define the standard of measurement for when shorts are allowed to be worn to work in the performance of job duties, for example during specific weather conditions and outdoor temperatures.

Departments and positions who are allowed to wear shorts in the performance of duties include the following:

- Fire/Rescue
 - Fire and rescue personnel working 24-hour rotating shifts.
- Police
 - Police Officers when performing bike patrol.
- Operation Services
 - Grounds and facilities maintenance workers.
 - Recreation personnel when working outdoors or during Town recreation events.
- Planning and Inspections
 - All personnel when performing field work.

Shorts may not be worn when it endangers an employee's safety in performing job duties. Personal protective equipment (PPE) must be worn whenever it is necessary, by reason of hazards.

Shorts allowed to be worn to work in the performance of job duties are to be a Bermuda style length and may not be longer than two (2) inches below the top of the kneecap (front and back). No capris or super short shorts are allowed. Shorts must not be faded and must be worn at the employee's normal waistline.

Boots

The Town of Leland may provide either one or two pairs of boots per fiscal year for employees depending on their job functions. The amount will be set during the budget process. Any cost exceeding the amount specified by the current budget will be the obligation of the employee.

Employee Appreciation Events

Throughout the year, a variety of events and activities will be held to show appreciation to Town employees for their hard work, dedication, and service to the Town. The goal will be to hold at least one recognition event

each quarter.

During voluntary employee appreciation events and activities, held when the Town is closed, employees who attend the voluntary event shall receive administrative leave at their regular rate of pay. The amount of administrative leave an employee will receive shall be dependent on the employee's standard assigned work period and the total number of hours the employee has already worked in that work period, in addition to any paid leave taken within the same work period.

Example 1: An employee assigned to a 7-day work period with a regular work schedule of forty (40) hours, works nine (9) hours on Monday, eight (8) hours on Tuesday, eight (8) hours on Wednesday, eight (8) hours on Thursday, and four (4) hours on Friday of a work period. The Town closes for the event on the Friday within the same work period from 12pm-5pm. If the employee attends the entire event, the employee will receive three (3) hours of administrative leave to bring the employee's maximum hours to forty (40).

Example 2: An employee assigned to a 7-day work period with a regular work schedule of forty (40) hours, works ten (10) hours each day Monday thru Thursday of a work period. The Town closes for the event on the Friday within the same work period from 12pm-5pm. If the employee attends the entire event, the employee will not receive administrative leave due to already working his or her maximum forty (40) hours in the work period.

Employees, whether full-time or part-time, who attend the voluntary event and are not regularly scheduled to work on the day of the event, will not receive administrative leave.

If an employee who is regularly scheduled to work does not wish to attend the voluntary event, he or she shall inform his or her supervisor and continue his or her normal duties, if possible, or request time off. In such a case, the employee will not receive administrative leave.

If the combination of administrative leave and time worked during the work period in which the event is held does not add up to the employee's regularly scheduled hours for the work period, then the employee is required to submit a request to use paid leave to make up a full work period.

Administrative leave hours will not be greater than the number of hours for which Town Hall is closed.

Service Awards and Special Recognition PTO Day

Full-time and part-time active employees may become eligible for a service award in the year in which they complete 1, 3, 5, 10, 15, 20, 25, 30, 35, and 40 years of service. Recognition for years of service will be held throughout the year during Town employee recognition events.

Special Recognition PTO Day

Special Recognition PTO day is a floating personal day that an employee may receive as an award when recognized for outstanding performance or service, or as part of a recognition event activity. An employee who is awarded such a PTO day must take it as a full day and must still submit a leave request to their supervisor for approval through the Town's time and attendance software system. These PTO days must be used within one (1) year of award and not later than June 30th of the following calendar year. Paid time off will not be paid out upon separation of employment with the Town.

Publicity/Statements to the Media

All media inquiries regarding the position of the Town on any issue must be referred to the Communications Manager and the Town Manager, or his or her designee. Only the Communications Manager, with the approval of the Town Manager, or Town Manager's designee are authorized to make or approve public statements on

behalf of the Town. No employees, unless specifically designated by the Town Manager, are authorized to

make those statements on behalf of the Town. Any employee wishing to write and/or publish an article, paper, or other publication on behalf of the Town must first obtain written approval from the Communications Manager and the Town Manager, or Town Manager's designee.

Operation of Vehicles

All employees authorized to drive Town-owned or leased vehicles or personal vehicles in conducting Town business must possess a current, valid driver's license and an acceptable driving record. Any change in an employee's license status or driving record must be reported to his or her supervisor immediately. Supervisors are required to promptly inform the Human Resources Department or management of changes in an employee's driving status.

An employee must have a valid driver's license in his or her possession while operating a vehicle off or on Town property. It is the responsibility of every employee to drive safely and obey all traffic, vehicle safety, and parking laws or regulations. Drivers must always demonstrate safe driving habits.

Town-owned or leased vehicles may be used only as authorized by an employee's supervisor.

Civil or Criminal Legal Matters

If an employee is sued, charged with, or convicted of a civil or criminal matter that may affect their employment activities such as the loss of their driver's license, professional license, or their authorization from state regulatory authorities to conduct their job functions, they must immediately notify their supervisor and Human Resources. The fact such a matter has occurred will not necessarily be grounds for dismissal unless it renders the employee unable to perform their job functions or would negatively impact the operations of the Town. The decision concerning such matters would be at the exclusive discretion of the Town Manager.

Expense Reporting

Employees are required to adhere to all Finance Department policies concerning expenses and travel. Intentional disregard or abuse of Finance policies may lead to corrective action, up to and including termination.

Employment References

The Town of Leland will respond to reference requests regarding current or former employees, but only through the Human Resources Department. The Town will provide general information concerning the employee such as date of hire, date of termination, and positions held. Requests for reference information must be in writing, and responses will be in writing. Please refer all requests for references to the Human Resources Department.

If You Must Leave Us

Should an employee decide to leave the Town, we ask that he or she provide a supervisor with at least two (2) weeks' written advance notice of departure. The Town, at its sole discretion, may elect to accept the resignation prior to the expiration of the notice period and pay the employee for any or all the notice period. All Town property including, but not limited to, keys, badges, cellphones, computers, uniforms, equipment, passwords, etc., must be returned at separation.

Employees also must return all the Town's confidential information upon separation. To the extent permitted by law, employees will be required to repay the Town, through payroll deduction or direct cash/check reimbursement, for any lost or damaged Town property. As noted previously, all employees are employed at-

will and nothing in this handbook changes that status.

Exit Interviews

Employees who resign are requested to participate in an exit interview with the Human Resources department.

A Few Closing Words

This handbook is intended to give employees a broad summary of things they should know about the Town of Leland. Information in this handbook is general in nature and, should questions arise, any member of Human Resources or Town Manager's Office should be consulted for complete details. While the Town intends to continue the policies, rules, and benefits described in this handbook, the Town, at its sole discretion, may always amend, add to, delete from, or modify the provisions of this handbook and/or change its interpretation of any provision set forth in this handbook. Employees will be informed of any revisions or additions to this policy and will be required to acknowledge and accept the revised or updated policy as a condition of employment. Employees should not hesitate to speak to a member of Human Resources or the Town Manager's Office if they have any questions about the Town or its personnel policies and practices.

General Handbook Acknowledgement

This Employee Policy Handbook is an important document intended to help you become acquainted with the Town of Leland. This document is intended to provide guidelines and general descriptions only. It is not the final word in all cases. Individual circumstances may call for individual attention.

Because the Town's operations may change, the contents of this handbook may be changed at any time, with or without notice, in an individual case or generally, at the sole discretion of management. Notice of changes will be provided to employees for acknowledgement, as necessary.

Please read the following statements and sign below to indicate your receipt and acknowledgment of this Employee Policy Handbook.

I have received and read a copy of the Town of Leland's Employee Policy Handbook. I understand that the policies, rules, and benefits described in it are subject to change at the sole discretion of the Town at any time.

I further understand that my employment is terminable at will, either by myself or the Town, with or without cause or notice, regardless of the length of my employment or the granting of benefits of any kind. I understand that the Town may utilize progressive discipline but is not required to do so.

I understand that no representative of the Town of Leland other than the Town Manager may alter "at-will" status and any such modification must be in a signed writing.

I understand that my signature below indicates that I have read and understand the above statements, and that I have received a copy of the Town's Employee Policy Handbook.

Employee's Printed Name: _____

Employee's Signature: _____ Date: _____

Receipt of Sexual Harassment Policy

It is the Town's policy to prohibit harassment of any employee by any supervisor, employee, customer, or vendor based on sex, gender, or gender identity. The purpose of this policy is not to regulate personal morality within the Town but rather to ensure that all Town employees are free from sexual harassment. While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior include unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic images, sending sexually explicit e-mails or text messages or photos, and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments. Depending upon the circumstances, improper conduct can also include conversation or joking with sexual content or overtones, vulgar or offensive conversation or jokes, commenting about an employee's physical appearance, conversation about your own or someone else's sex life, teasing, or other conduct directed toward a person because of his or her gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

If an employee feels that he or she has been subjected to conduct which violates this policy, the employee must immediately report the matter to Human Resources. If unable, for any reason, to contact this person, or if the employee has not received a response within seven (7) business days after reporting any incident of perceived harassment, the employee must contact the Town Manager. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee must contact any higher-level supervisor in his or her reporting hierarchy, or the Human Resources Department. Every report of perceived harassment will be fully investigated, and corrective action, up to and including termination, will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Town will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If an employee feels that he or she has been subjected to any such retaliation, the employee must report it in the same way a claim of perceived harassment would be reported under this policy. Violation of this policy including any improper retaliatory conduct will result in corrective action, up to and including termination. All employees must cooperate with all investigations.

I have read, and I understand the Town of Leland's Sexual Harassment Policy.

Employee's Printed Name: _____

Employee's Signature: _____ Date: _____

Receipt of Non-Harassment Policy

It is the Town of Leland's policy to prohibit intentional and unintentional harassment of any individual by another person based on any protected classification including, but not limited to, race, color, national origin, disability, religion, marital status, gender, gender identity, veteran status, sexual orientation, or age. The purpose of this policy is not to regulate our employees' personal morality, but to ensure that in the workplace, no one harasses another individual.

If an employee feels that he or she has been subjected to conduct which violates this policy, he or she must immediately report the matter to Human Resources. If the employee is unable for any reason to contact Human Resources, or if the employee has not received a response within seven (7) business days after reporting an incident of what the employee perceives to be harassment, the employee must contact the Town Manager. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee must contact any higher-level manager in his or her reporting hierarchy, or the Human Resources Department. Every report of perceived harassment will be fully investigated, and corrective action, up to and including termination will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Town will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If an employee feels he or she has been subjected to any such retaliation, he or she must report it in the same way the employee would report a claim of perceived harassment under this policy. Violation of this policy including any improper retaliatory conduct will result in corrective action, up to and including termination. All employees must cooperate with all investigations.

I have read, and I understand the Town of Leland's Non-Harassment Policy.

Employee's Printed Name: _____

Employee's Signature: _____ Date: _____

The signed original copy of this receipt must be given to the Human Resources Department where it will be filed in your personnel file.



Town of
Leland

Growing our future. Nourishing our roots.