



Town of Lee

Employee Handbook

2022

Accepted by the Selectboard on:

Table of Contents

- Introduction.....Page 2
- Benefits.....Pages 3-9
- Payroll.....Page 10
- PerformancePages 10-12
- Policies.....Pages 13 -20
- Social Media.....Pages 14-17
- Summary.....Page 19
- Contacts.....Page 20

Purpose

The employee handbook, 2021 edition, is designed to be a basic guide pertaining to general policies, procedures, and benefits for Town employment. Policies and procedures are constantly being reviewed and revised; therefore, the information provided in this manual is subject to change at any time without notice. Please refer to the Town Administrator to ensure a particular policy in question is accurate and up-to-date.

Furthermore, the information provided in this manual may differ slightly from provisions contained in contracts with various bargaining units. Please refer to your designated union contract for further information.

Expectations

As a Town employee, it is expected that you perform every task to the best of your ability, cooperate with management, and maintain a positive and open attitude in efforts to maintain a **collaborative** working environment. **Teamwork** is essential. How you interact with coworkers contributes not only to the success of your department, but your very own performance as well. We should embrace opportunities to help our colleagues, regardless of their department. The combination of these practices will better the performance for the Town overall. Consistent, **dependable** attendance is also crucial to department and job success.

We must also keep in mind our commitment to the **public**. As taxpayers, they support our municipality, and it is our responsibility to support them as well. This includes maintaining a **friendly, professional** disposition at all times. **Patience** is also a key factor in providing quality customer service. All residents should receive a response to any correspondence within one business day. We must think of ourselves as "ambassadors" for the Town, directly contributing to the Town's reputation. The way in which we treat the public, our customers, directly reflects upon that reputation. If we promote ourselves in a dedicated fashion and show our commitment in serving the public, we can almost guarantee our success.

Benefits

Eligibility: Permanent, full-time employees may enjoy the benefits described in this manual upon meeting the eligibility requirements for each particular benefit. Permanent, part time employees who work at least twenty (20) hours per week are eligible for health insurance and a variety of benefits, on a prorated basis. Union employees should always refer to their respective bargaining units for specific eligibility requirements.

Paid holidays

Full-time, permanent employees shall be granted leave with pay to celebrate the following holidays:

New Year's Day

(January 1)

Columbus Day

(2nd Monday in October)

Martin Luther King Day

(3rd Monday in January)

Veterans Day

(November 11th)

President's Day

(3rd Monday in February)

Thanksgiving Eve Afternoon

(4th Wednesday Afternoon in November, starting at noon)

Patriots Day

(3rd Monday in April)

Thanksgiving Day

(4th Thursday in November)

Memorial Day

(Last Monday in May)

Day After Thanksgiving

(Black Friday)

Juneteenth

(June 18th)

Christmas Eve Afternoon

(December 24th, starting at noon)

Independence Day

(July 4th)

Christmas Day

(December 25th)

Labor Day

(1st Monday in September)

Part-time, permanent employees regularly working ten (10) or more hours per week shall be given prorated holiday leave if the holiday observance falls on her/his scheduled workday.

Wastewater and Water Treatment Plant Operators as well as EMT's may take another day of their choice in lieu of half days before Thanksgiving and Christmas with the appropriate approval from their immediate supervisor.

If Wastewater and Water Treatment Plant Operators or the Highway Supervisor work all or part of a holiday, they may take another day of their choice in lieu of the holiday with the appropriate approval from their immediate supervisor.

Sick Leave

Eligibility

Permanent full-time employees shall be granted fifteen (15) sick days of paid sick leave at the beginning of each fiscal year.

Use of Sick Leave

Sick leave is intended to be used when an employee has an illness or condition that interferes with their ability to perform their essential job functions.

Except as otherwise specified under FMLA, sick leave may be used only when employees are absent for the following reasons:

1. When an employee cannot perform her/his duties because s/he is incapacitated by physical illness or injury.
2. When, through exposure to contagious disease, the presence of the employee would jeopardize the health of others.
3. Sick time may be used for doctor's appointments after all personal leave time has been exhausted.

Unused Sick Leave

Sick leave not used in the fiscal year may be carried over and accumulated into the next year up to a maximum of 180 days. All sick leave is forfeited upon retirement, resignation, involuntary termination or death of an employee.

Notification of Use of Sick Leave

An employee who wishes to use sick leave must notify his/her immediate supervisor and Human Resources (HR), as early as possible on the first day of absence. Failure to provide appropriate notification may be sufficient grounds for the employee to be reprimanded.

All employees, except those whose disability may rescind the need for further documentation, are required to turn in a doctor's note when they are off for more than three (3) consecutive work days and cite sickness as the reason.

Sick Leave and Worker's Compensation Insurance

Employees injured on the job and receiving worker's compensation shall, upon request, be granted sick leave pay (provided they have sick leave available) in an amount that when added to their workers compensation payment will equal but not exceed her/his regular after-tax pay.

MA Earned Sick Leave

The Town of Lee's Sick Leave Policy supersedes the Massachusetts Earned Sick Time Law in cases where the Town's Sick Leave Policy is more generous. The Massachusetts Earned Sick Time Law applies to all employees.

Sick Leave Advance

Employees as of January 8, 1999 upon the approval of the Town Administrator, may be advanced up to one hundred and eighty (180) days of Sick Leave after they have exhausted their Sick, Vacation, and Personal Leave. Employees hired after January 8, 1999 may upon the approval of the Town Administrator be advanced up to fifteen (15) days of Sick Leave after they have exhausted their Sick, Vacation and Personal Leave. The Town Administrator may require documentation from a physician.

Such advance Sick Leave must be repaid from future earned Sick Leave upon the employee's return to work. Employees who terminate employment (voluntarily or involuntarily) will be required to pay back advanced Sick Leave. Employees who have been formally warned about their abuse of Sick Leave within the prior twelve (12) months, will not qualify for a Sick Leave advance.

Sick Leave Abuse

If it appears that an employee is abusing Sick Leave, their supervisor will speak with them directly about the pattern of behavior. If it continues the employee will receive a written reprimand from HR and the Town Administrator. Up to one (1) year after an employee has been given a written reprimand for abuse of sick leave, they may be required to provide documentation from a physician to receive sick leave regardless of duration.

Conversion of Sick Leave to Personal Leave

At the beginning of the fiscal year, an employee who has used three (3) or fewer days of Sick Leave in the previous fiscal year may convert one (1) day of unused Sick Leave to Personal Leave for use in the new fiscal year upon the approval of the Town Administrator.

Personal Leave

Eligibility

Permanent Full-time employees shall be granted three (3) days of paid personal leave at the beginning of each fiscal year.

Permanent full-time employees working less than 35 hours per week, shall have personal leave prorated based on the proportion of her/his hours worked relative to the total number of hours in the work week for her/his department.

Use of Personal Leave

Personal leave may be used for conducting personal business which cannot otherwise be done during off hours. In accordance with the Small Necessities Leave Act, such personal business includes, but is not limited to, the following:

1. To visit licensed health professionals for oneself or to accompany a family member. This shall be utilized prior to use of Sick Leave.
2. To participate in school activities directly related to the educational advancement of a child of the employee.

Unused Personal Leave

Personal leave not used in the fiscal year may not be carried over and/or accumulated into the next year. All leave is forfeited upon retirement, resignation, involuntary termination, or death of an employee.

Notification of Use of Personal Leave

No employee shall be granted approval of personal leave without the prior approval from their supervisor. Employees must provide notice to their direct supervisor and HR as follows:

1. If the need for leave is foreseeable, the employee must request the leave at least 7 days in advance.
2. If the need is not foreseeable, the employee must notify their direct supervisor and HR as soon as is practicable.

Vacation Leave

Eligibility

Permanent full-time employees shall be granted paid Vacation Leave at the beginning of each fiscal year. A new employee will be granted 5 days of Vacation Leave after they have worked a full 120 days. Part time, seasonal or temporary employees are not eligible for vacation leave.

Permanent full-time employees shall have Vacation Leave prorated based on their work week hours.

Total hours worked per week	Hours put for Leave time
35	7
37.5	7.5
40	8

*Police & Fire please see your designated union contracts

Granted Vacation Leave *(based on a 5-day work week)*

<u>Years of Service</u>	<u>Vacation Days per Year</u>
6 months -5 years	10
6-10 years	15
11-15 years	20
16+	25

Use of Vacation Leave

Vacation Leave must be used in the fiscal year that it was received; however, employees may carry over up to one (1) week of vacation leave. The leave carried forward must be used before the end

of the calendar year. Should circumstances arise which prevent an employee from using Vacation Leave, the employee may petition the Town Administrator to have more leave carried forward but in no case may more than ten (10) days of leave be carried forward.

No employee shall be granted Vacation Leave without the prior approval of their direct supervisor/department head and HR at least seven (7) days in advance. In the case of department heads, prior approval is needed from the Town Administrator.

Employees entitled to more than two (2) weeks' vacation may generally take only two (2) consecutive weeks unless exceptions are made by the Town Administrator or by HR for use of longer periods of time.

In considering Vacation Leave requests, supervisors will weigh the staffing needs of the department, especially with respect to seasonal or business cycle impacts. Requests may be denied on the basis of these or other reasonable considerations.

Upon retirement, resignation, involuntary termination or death, an employee or her/his beneficiary shall be compensated for all accrued Vacation Leave at her/his current rate of pay.

Other Employee Leaves

Bereavement Leave

Full-time, permanent employees shall be granted paid Bereavement Leave for up to five (5) regularly compensated days to attend services for the death of a close relative or friend. Employees must, as soon as practical, notify their supervisors of their Bereavement Leave which shall commence the first full workday following such notification.

If an employee needs additional time beyond these days, other leave time may be utilized and should be discussed with the immediate supervisor and Human Resources.

Up to four (4) hours of paid Bereavement Leave will be granted to those who wish to attend the funeral of a deceased co-worker or her/his spouse.

Part-time employees working ten (10) or more hours per week shall receive Bereavement Leave prorated by the number of hours regularly worked.

Jury Duty

If an employee is notified that they are selected for jury duty, the employee must notify their direct supervisor and provide a copy of the juror notification as soon as the date of service is known. In accordance with state law, employees will be paid regular wages for the first three (3) days of juror service.

In order to receive compensation, the employee must provide their supervisor with a juror service certificate showing proof of service for those days. If you are not a Full-Time Employee or a Part-Time Employee, you are given time off without pay while serving jury duty.

Family and Medical Leave Policy

The Family and Medical Leave Act (FMLA) entitles workers to a maximum of twelve (12) weeks of unpaid leave in the event of unexpected illness (whether self or immediate family member), to help balance the demands of the workplace with the needs of family. Employees are eligible for FMLA leave if full time or part time who has worked for at least twelve (12) months and for at least 1,250 hours during those twelve (12) months. FMLA is an unpaid leave, unless the employee has leave accruals or is eligible for another program that would allow the employee to be paid by the Commonwealth while absent due to a serious health condition.

Reasons an employee can take FMLA leave include:

- Birth, adoption, or placement of a foster child
- For a serious health condition that makes the employee unable to perform the essential functions of their job
- To care for a spouse, son, daughter, or parent with a serious health condition
- To care for a covered service member with a serious injury or illness (employee's spouse, child, parent, or next of kin)
- For any qualifying exigency arising out of the fact that an employee's spouse, child, or parent is on active military duty or call to covered active-duty status

Employees with a serious health condition should notify the HR department and complete the Employee Notice of Family and Medical Leave form and return to your HR department.

The form is due thirty (30) days in advance of the leave if feasible. Otherwise, you need to notify your employer as soon as you become aware that you will need to take a leave.

The employer must maintain group health insurance during the leave. Employees are entitled to be restored to the same or equivalent position at the conclusion of their leave.

For more information on FMLA, please see the Director of Human Resources.

Additional Employee Benefits

Employee Assistance Program

The Town of Lee has partnered with the Massachusetts Interlocal Insurance Association (MIIA) to provide its workers with an employee assistance program (EAP). The services offered are confidential and professional – offering services that range from personal & family counseling to financial and legal services/advice. This is a free of charge program, and is provided by specially trained professionals who offer assistance or referral to appropriate community resources. More information is available from the Director of Human Resources, but you may contact the MIIA office toll-free number at 1-800-451-1834. A counselor will be available to talk to you about your concerns, and together you will determine what your next steps will be.

Health Insurance Benefits/Life Insurance

The Town offers health, dental, and vision coverage benefits to qualifying employees. New employees may choose any of these plans at the beginning of employment, and will be provided the opportunity to change plans or elect to participate during open enrollment, typically in May of each year.

- The Town covers 75% of the Health Insurance premium, the Employee pays the remaining 25%.
- The Employee pays 100% of the Dental and Vision premiums.
- The Town covers 75% of the Standard life insurance premium (only available at time of hire), the Employee covers the remaining 25%.

In addition, voluntary life and specialty insurance policies are available to Town employees. For questions and/or more information regarding these benefits, please contact the Director of Human Resources or visit the Health Fair held in May during open enrollment.

Retirement Plan

Membership to the Berkshire County retirement system is mandatory for all employees who are regularly employed on a permanent full-time basis. A contribution of 9% of regular wages is made to this fund (an additional 2% is made for salaries in excess of \$30,000). Other employees, (i.e., seasonal and part time working <20 hours/week) contribute to a separate OBRA retirement account with Nationwide. For more information, you may visit Berkshire County Retirement's website at <https://www.berkshireretirement.com/> or contact the Director of Human Resources.

Workers' Compensation

Workers' Compensation benefits are provided to employees who sustain injuries on the job. If you are injured on the job, immediately notify your supervisor and fill out an accident report. If you require treatment, your supervisor will contact the Director of Human Resources so that a claim number may be issued for your medical expenses.

Worker's Compensation provides payment of your medical expenses and for partial salary continuation in the event of a work-related accident or illness. All employees are covered by Workers' Compensation insurance. The amount of benefits payable and the duration of payment depend on the nature of your injury or illness.

Your failure to follow through with reporting an accident may consequently jeopardize your right to benefits in connection with the injury or illness.

Questions regarding Workers' Compensation insurance should be directed to the Director of Human Resources.

Payroll

All employees are paid on a bi-weekly basis on Thursdays. Direct deposit is available and encouraged. Every effort is made to ensure your compensation is correct and free of error. However, if you believe there is an error, please report it to your direct supervisor so that the problem can be researched and addressed as soon as possible.

Overtime

Hourly employees will be compensated for the time that they work beyond the hours in their regular workweek, provided that such additional time has been approved in advance by your supervisor.

For additional hours up to and including forty (40) hours, hourly employees will be compensated at straight time; and for work after forty (40) hours, they will be compensated at the rate of time and one half.

Under certain circumstances supervisors may permit employees to perform such additional work at home, provided that the performance of that work can be measured and is approved in advance by the Town Administrator.

For Union employees, overtime is pursuant to agreements found in your respective union contracts.

Salary employees will not receive overtime and may not substitute hours worked between two different pay periods.

Normal Working Hours

All employees must complete their daily hours during the posted hours of the building in which they are located unless other arrangements have been made. Employees will not be paid for addition or substituted hours without prior authorization. All employees have a right to at least a 30-minute meal break for each 6 hours worked in a calendar day. During their meal break, workers are free of all duties and free to leave the workplace. This break is unpaid, and a "working lunch" cannot be used to offset regular working hours unless prior approval is received in advance from the Town Administrator or HR.

- Town Hall Hours: Monday - Friday - 8:30am to 4pm
- DPW Hours: Monday - Friday - 7:00am to 3:30pm

Employee Performance

Probationary period

All employees are subject to a six (6) month probationary period upon hire. The probationary period begins on the 1st day of employment. During this time, the employee will be supervised on ability to complete job tasks and maintain job responsibilities, as well as interactions with coworkers and department heads. The new employee will work especially close with his/her supervisor to become accustomed to the job responsibilities as well as Town policy and procedures. If during this period work habits, attitude, attendance and/or performance do not meet Town standards and expectations, employment may be terminated at any time.

Standards of Conduct

By accepting employment with the Town of Lee, you have a responsibility to the public, the Town, and to your fellow employees, and to adhere to certain rules of behavior and conduct. Furthermore, it is your responsibility to fulfill functions of your position in an acceptable manner. Depending on the job, those functions may be both qualitative and quantitative. If you find that you are having difficulties meeting standards, you should bring these issues to your supervisors' attention immediately.

Town employees are prohibited from engaging in any conduct which could reflect unfavorably upon the Town. Town employees must avoid action which might result in or create the impression of using public office for private gain, giving preferential treatment to any person, or losing impartiality in conducting Town business. Employees are expected to keep in mind that they are public employees and are to conduct themselves in a manner which will in no way discredit the Town government, public officials or fellow employees. Employees are expected to not conduct themselves in a manner that might be viewed unfavorable by current or potential customers or by the public at large.

Types of behavior and conduct that the Town considers inappropriate include but are not limited to the following:

- No employee shall accept, or agree to accept, either directly or indirectly, any favor, gift, loan, fee, service or other item of value, in any form whatsoever, from any organization or individual if it is intended or gives the appearance of rewarding or influencing the employee in carrying out his appointed duties. **Refer to the conflict-of-interest law** (available from the Town Clerk or HR)
- Violating the Town's nondiscrimination and/or sexual harassment policy
- Establishing a pattern of excessive absenteeism or tardiness
- Engaging in excessive, unnecessary, or unauthorized use of Town supplies, particularly for personal use
- Reporting to work intoxicated or under the influence of non-prescribed drugs
- Illegally manufacturing, possessing, using, selling, distributing, or transporting drugs
- Bringing or using alcoholic beverages on Town property
- Fighting or using obscene, abusive, or threatening language or gestures
- Stealing property from coworkers, customers, clients or the Town
- Having firearms on Town premises or while on Town business (except for sworn police officers)
- Disregarding safety or security regulations
- Engaging in insubordination
- Failing to maintain the confidentiality of the Town, customer, or client information

This list should not be viewed as being all-inclusive. If your performance, work habits, overall attitude, conduct, or demeanor becomes unsatisfactory, based on violations either of the above or of any other Town of Lee policy, rule, or regulation, you will be subject to disciplinary action, up to and including termination.

Disciplinary Actions and Grievance Procedures:

Violations of conduct policies and/or unfavorable behavior, as well as poor job performance, are generally handled in a progressive manner at the discretion of the Town Administrator, the Director of Human Resources, and the department head. Progressive discipline consists of verbal reprimand, written documentation(s), unpaid suspensions, and termination.

Steps to resolve grievances involving discipline (for non-union employees):

1. The employee attempts to resolve dispute informally with her/his supervisor.
2. If the dispute is not resolved in the first step, the employee provides the Human Resources Director with a written statement of the grievance, the facts upon which it is based, and the proposed remedy sought by the employee. The Town Administrator and the Director of Human Resources investigate the grievance and provide the employee a written response within ten (10) working days of written statement.
3. If the dispute is not resolved at step 2, the employee provides written request for a hearing to the Select Board. The hearing is held within thirty (30) days, and it is conducted in accordance to the Open Meeting Law. The members of the Select Board issue a written decision within ten (10) days of adjourning their hearing, and their decision is final but may be subject to appropriation.

Steps to resolve grievances involving compensation, leaves, working hours and working conditions (for non-union employees):

1. The employee attempts to resolve dispute informally with the Town Administrator and HR.
2. If the dispute is not resolved in the first step, the employee provides the Personnel Board with a written statement of the grievance, the facts upon which it is based, and the proposed remedy sought by the employee. The Personnel Board investigates the grievance and provides the employee a written response within ten (10) working days.
3. If the dispute is not resolved at step 2, the employee provides written request for a hearing to the Select Board. The hearing is held within thirty (30) days, and it is conducted in accordance to the Open Meeting Law. The members of the Select Board issue a written decision within ten (10) days of adjourning their hearing, and their decision is final but may be subject to appropriation.

**For Employees in Unions, please refer to your respective bargaining unit contract for disciplinary actions and grievance procedures.*

**The Personnel Board is established under M.G.L. c.41 s. 108C. and sections of Chapter 40 21A.*

Important Policies

Equal Opportunity and Affirmative Action:

We embrace and encourage our employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socioeconomic status, veteran status, and other characteristics that make our employees unique.

The Town's policy is applicable—but not limited—to our practices and policies on recruitment and selection, compensation and benefits, professional development and training, promotions, transfers, social and recreational programs, layoffs, terminations, and the ongoing development of a work environment built on the premise of diversity equity that encourages and enforces:

- Respectful communication and cooperation between all employees.
- Teamwork and employee participation, permitting the representation of all groups and employee perspectives.
- Healthy work/life balance.
- Employer and employee contributions to the communities we serve to promote a greater understanding and respect for the diversity.

All employees of the Town have a responsibility to treat others with dignity and respect at all times. All employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all other Town-sponsored and participative events.

The Town does not discriminate on the basis of age, race, color, religion, sex, marital status, sexual orientation, gender identity or gender expression, national origin, disability, veteran status, or any other characteristic protected by law.

Any employee found to have exhibited any inappropriate conduct or behavior against others may be subject to disciplinary action. Employees who believe they have been subjected to any kind of discrimination that conflicts with our diversity policy and initiatives should seek assistance from a supervisor or Human Resources.

Non-Sexual/Sexual Harassment:

Harassment can occur in many forms. The Town of Lee takes all allegations of harassment seriously, and any will be addressed promptly and confidentially. If you believe you have been the subject of any kind of harassment, contact your department head or the Human Resources Director. A full copy of the Town's harassment policy is given to every newly-hired employee. A full copy can also be found in the Human Resources Department.

Social Media Creation & Content Policy:

This policy establishes guidelines for the creation and use of social media accounts by the Town of Lee. The intended purpose behind establishing Town of Lee social media accounts ("SMA") is to disseminate information about the Town from the Town to its citizens.

The Town has a strong interest and expectation in deciding what is "spoken" on behalf of the Town on its social media sites, as well as how the accounts are created and maintained. For purposes of this policy, "comments" include information, articles, pictures, videos or any other form of communication content posted on a Town social media account.

General Guidelines:

1. The establishment and use by any Town department of social media sites are subject to approval by the Town Administrator or their designees. All Town social media sites shall be maintained by the department that creates the account.
2. The Town of Lee's website, www.lee.ma.us will remain the Town's primary and predominant internet presence. Wherever possible, Town social media sites should link back to the official Town of Lee website for forms, documents, online services and other information necessary to conduct business with the Town of Lee.
3. The Town Administrator, the Director of HR, or the department head will monitor content on Town social media sites to ensure adherence of the Town's Social Media Policy.
4. The Town reserves the right to restrict or remove any content that is deemed in violation of this Social Media Policy or any applicable law. Any content removed based on these guidelines must be retained by the Town Administrator for a reasonable period of time, including the time, date, and identity of the author.
5. The following language will be included in the profile of all Town social media accounts: "A comment posted by a member of the public on any Town of Lee social media site is the opinion of the commentator only, and publication of a comment does not imply endorsement of, or agreement by, the Town of Lee, nor do such comments necessarily reflect the opinions or policies of the Town of Lee."
6. The Town reserves the right to update this policy at any time, and will communicate any changes/updates to this policy with its employees.

CREATION:

The Town of Lee allows individual departments to create and maintain social media accounts for their respective departments currently on the following platforms only: Facebook, Instagram, LinkedIn and Twitter. Platforms are subject to change pending approval of the Town Administrator. If you are interested in a different platform, please contact the Town Administrator.

ACCOUNTS:

When initially creating social media accounts, the department shall request a separate e-mail address with the Information Technology (IT) department that shall consist of the department's name and abbreviation of "SMA". For example, if RSVP creates a Facebook account, they would be assigned an e-mail address of → RSVP**SMA**@town.lee.ma.us.

This email is to be used for ALL social media platforms. No one shall create a page for the Town of Lee using their personal Town e-mail address, or any other email address.

- All pages are to be created as BUSINESS PAGES ONLY. No personal information, such as names, birthdays, etc. should ever appear on the pages.

Once a departmental social media presence page is created, all logins shall use the Town of Lee issued email associated with the account. The password for the page shall be given to the IT department and the IT department shall maintain all login/password information for ALL social media sites/pages associated with any/all Town of Lee departments.

CONTENT:

Social media presence on the web for any/all Town departments requires that the Town of Lee and the associated department(s) are the subject of the page. All media presence shall ensure that the associated department(s) and the Town of Lee are portrayed in a positive manner at all times. Only informational postings should be on pages and at no time should there be any editorialized comments/information/images/videos or other content that portray an individual's personal beliefs or statements.

The following file types are allowed on social media sites (such as Facebook, Instagram, LinkedIn, and Twitter):

- Official Town of Lee logo/seal image only.
- Photos & videos associated with the department or Town of Lee functions/events taken by authorized personnel.
- Copyrighted material must give credit to the copyrighter.
- Images associated with the department or Town of Lee functions/events created by authorized personnel.
- Links/Shares to business related sites/pages from other social media sites that have to do with the associated department or the Town of Lee.
- Comments once approved by the department head or their designee that pertain to the department.
- Links or shares to media associated with the department or Town of Lee.
- All comments/tweets should align with the Department's mission, goals, and objectives. All comments/tweets will be routinely monitored by the Department Head and may be subject to removal.

The following file types are **NOT** allowed on social media sites:

- Any personal image rendering of the Town of Lee logo or seals.
- Photos or videos that have nothing to do with the associated department or Town of Lee.
- Shares from personal social media pages/accounts.
- Links or Shares from any other personal social media pages.
- Personal comments of any kind.
- Advertising links of any kind.
- Political content of any kind.
- Links or shares to media not associated with the associated department or Town of Lee.
- Any material that is discriminatory, bias, intimidating, or hateful towards any individual or group.
- Any material that violates any Town ordinance, policy, rule, or regulation.

In the event of any violation of this policy, the Town Administrator may instruct the department head or their designee to remove the violated content. Refusal to do so may result in disciplinary action. The Town Administrator may instruct the department to take any social media page(s) down it finds not in compliance and/or in violation of this policy, or any other policy set forth and established by the Town of Lee.

IT SUPPORT:

The IT department will support the technical side of social media sites, specifically:

- Creating and maintaining the email address and password for all pages
- Assistance with technical issues as it pertains to the Town of Lee's network only

The IT department will not support:

- Adding/deleting/maintaining content to pages
- Creating pages or presence for departments
- Technical issues with specific platforms. Those issues would need to be addressed with the platform support staff such as Facebook, Twitter, LinkedIn or any other approved platform

The department head and any page administrator who violates this policy shall be subject to disciplinary action(s), up to and including termination of employment with the Town of Lee. If you are having difficulty determining whether or not content you would like to post on your department's social media page is in violation of this policy, please contact the Town Administrator for further discussion. Any questions regarding this policy may also be directed to the Director of Human Resources.

RESPONSIBILITY:

Each department head will have overall responsibility of their social media presence on the web. Department heads may delegate the day-to-day updating of pages; however, *department heads remain responsible for ALL content added to their respective pages.*

Employees are responsible for acting in a manner that is consistent with the Town's policies. Employees are expected to be courteous, respectful, and thoughtful about how other employees, residents, and other social media users may be affected by postings. Postings that harass or threaten any other Town employees or officials, residents, or users, or which disclose confidential information related to the business of the Town or personal information concerning other Town employees or officials, violate Town policy and may result in disciplinary action up to and including termination. *Employees bear full responsibility for the material they post on social media profiles or other personal blogs.*

PERSONAL SOCIAL MEDIA ACCOUNTS:

This section is intended to provide guidance with regard to the personal use of social networking sites during non-work hours and on equipment not belonging to the Town of Lee. The guidelines previously set forth in this policy, as well as the Town's Internet Policy, shall remain in full force and effect. Employees should always adhere to them when using social media.

- **Professional Judgment:** Employees are encouraged to use professional judgment at all times with regard to personal use of social networking sites. In using social networking sites, employees should at all times be respectful to co-workers, residents, or persons seeking assistance from the Town of Lee. Employees should not disclose confidential information, engage in any unlawful activity, or convey information that is disparaging or defamatory while using social networking sites. Such statements or comments occurring online and/or through use of social networking sites may result in disciplinary action.
- **Improper Practices:** It is not possible to list all the circumstances that may constitute violations of this policy. Activities and/or actions which are considered offensive are messages or material which contain but are not limited to: nudity, sexual references or implications, sharing demeaning pictures, cartoons, or jokes, racial or ethnic slurs, or other comments that inappropriately address someone's race, color, gender, national origin, religion, ancestry, age, sexual orientation, disability, maternity leave, genetics, active military status, or another basis prohibited under state or federal anti-discrimination statutes.
- **Violations & Disciplinary Action:** Violation(s) of this policy may result in disciplinary action being taken against the employee, up to and including termination from employment. Employees shall report violations of this policy to their supervisor, or in the case of department heads, directly to the Town Administrator or Director of Human Resources. Retaliation against another user for reporting a violation or violations of this policy is strictly prohibited by the Town of Lee.

Any questions regarding this policy may be directed to the Town Administrator.

Smoking Policy:

Use of tobacco products in any form is prohibited in Town buildings and Town vehicles. Employees who choose to use tobacco during their breaks may not do so near Town Hall entrances. Smokers must dispose of smoking materials properly. Please refer to the Town's Smoke-free Workplace policy.

Drug & Alcohol Policy:

The use, possession, or sale of alcohol and/or a controlled substance, in any quantity, while at work or on Town property is grounds for disciplinary action, up to and including termination. All employees who feel they may be at risk for misuse of alcohol or drugs are encouraged to make full use of the confidential counseling treatment with the Town's Employee Assistance Program (EAP), or seek help through their health plan. Please refer to HR for detailed copies of the Town's drug & alcohol policies.

Dress Code Policy:

The Town of Lee has established business casual work attire for its employees. This policy projects a professional image for our visitors, co-workers, and the citizens of Lee. Each department and/or union may have guidelines regarding this policy. For instance, some employees are required to wear a uniform that has been provided to them. Department heads are responsible for determining what is and is not appropriate and acceptable work attire. They are further required to enforce these standards.

Please keep in mind that those employees who have direct interaction with the public should be especially conscious of their attire.

Political Activity Policy:

Massachusetts General Law, Chapter 55, regulates political activity by public employees and the use of public buildings and resources in campaign. Public employees who take part in political campaigns, and the candidates and committees they support, should be aware of these sections of the law.

Town employees **may not** directly or indirectly solicit and/or receive a contribution, or anything of value, for any political purpose. In other words, absolutely no monetary involvement is to be conducted by the public employee. Examples include but are not limited to:

- selling tickets to a political fundraiser
- collecting political contributions (whether in person, by phone, e-mail, or mail)
- sponsor or host a political fundraising event
- serve as a treasurer of a political committee
- allow his or her name to be used in a fundraising letter, advertisement, phone call, or e-mail

In addition, soliciting or receiving campaign contributions in a Town building is prohibited. Examples include Town Hall, schools, libraries, police and fire stations, and public works buildings.

Lastly, public resources (i.e. Town vehicles, office equipment, and supplies) may not be used for political campaign purposes.

A Town employee **may** attend political functions and be politically active in capacities other than fundraising. For example, a public employee may attend a political rally and hold a sign, or perhaps host a meeting where no money exchange occurs. A Town employee may also run for office, but must organize a campaign committee if they plan to raise money.

For further information or clarification on this policy, please report to the Town Clerk or Human Resources Department.

Conflict of Interest:

Anyone performing services for a Town, or holding a municipal position is subject to the conflict-of-interest law. Under this law, on-the-job restrictions include but are not limited to:

- asking for/accepting bribes of any nature
- gifts and gratuities valued at \$50 or more
- misuse of position – using your official position to get something you or someone else are not entitled to

In addition, the selling of merchandise, raffle tickets, solicitations of financial contributions, and distribution of any printed or written material on Town property is prohibited.

*Refer to conflict of interest law for more information:

<https://www.mass.gov/service-details/summary-of-the-conflict-of-interest-law-for-municipal-employees>

Summary

As a valued employee of the Town, your compliance with all of the preceding is expected and appreciated. Therefore, should you have any questions or misunderstandings with regard to any of the information in this handbook, bring them to the attention of your supervisor. Further information on specific topics reported in this guide are available in the full version, from the Human Resources Department.

As an organization which strives to be the best, we are constantly seeking ways to do things better. Consequently, you are encouraged to make your recommendations for improvement known. We recognize that there can be several ways to accomplish an objective; If you have an idea or suggestion for improvement, please submit it to your supervisor.

In closing, we trust you will find your employment with the Town of Lee both personally rewarding and professionally challenging. We believe in what we do for the community, the public we serve, and ourselves. Together, we can strive for and achieve our mission.

Contacts

- Town Administrator – (413) 409-5976
- Human Resources - (413) 243-5501
- Town Accountant - (413) 243-5510
- Town Clerk - (413) 243-5505
- Assessors - (413)243-5512
- Treasurer/Collector - (413) 243-5506
- Assistant Treasurer/Collector - (413) 243-5515
- Land Use - (413) 243-5517
- Building Department - (413) 243-5518
- Fire - (413) 243-5550
- Police - (413) 243-5530
- DPW – (413) 243-5520
- Waste Water Plant - (413)243-5525
- Water Plant - (413) 243-5526
- Selectman's Office – (413) 409-5975
- Council on Aging – (413) 243-5545
- Conservation Commission - (413)243-5511
- Tri-Town Health Department - (413) 243-5540
- Lee Library – (413) 243-0385

2022 Handbook Agreement

I, _____ hereby acknowledge that I have received a copy of the Town of Lee's employee handbook, with the understanding that the material outlined is only an overview of employment, and additional comprehensive material can be found in the Human Resources Department or with your department head. Furthermore, it is understood that some of the material found in this handbook may not apply to your employment if you belong to a particular bargaining unit, and should refer to your respective bargaining unit agreement for details regarding policies and procedures.

Signed: _____

Date: _____

Print Name: _____