

SUGGESTED MOTION: Mr. Mayor, I move to adopt the revised personnel manual and make it effective June 1, 2017 to all employees of the Town of Onancock.

AGENDA **TOWN COUNCIL** **May 22, 2017**

SUBJECT: Adoption of Revised Personnel Manual

RECOMMENDATION: Staff recommends approval of the revised personnel manual

TIMING: Current

DISCUSSION: Department heads and the Town Manager reviewed the current personnel manual and have made recommendations for Town Council review and approval.

Staff: Bill Kerbin
Town Manager

Attachment: Revised Personnel Manual

Copy:

**TOWN OF ONANCOCK
PERSONNEL POLICIES**

**ADOPTED
DECEMBER 17, 2012
EFFECTIVE
JANUARY 1, 2013
REVISED
JANUARY 28, 2013
REVISED
MARCH 28, 2016
PROPOSED REVISION
MAY 22, 2017**

**TOWN OF ONANCOCK
PERSONNEL POLICY
TABLE OF CONTENTS**

I. PURPOSE	5
II. DEFINITIONS	5
A. EXEMPT EMPLOYEE	5
B. FULL-TIME EMPLOYEE	5
C. PART-TIME EMPLOYEE	5
D. PROBATIONARY EMPLOYEE	6
E. TEMPORARY EMPLOYEE	6
F. MANAGER	6
III. EQUAL EMPLOYMENT OPPORTUNITY	6
A. POLICY STATEMENT	6
B. HARASSMENT	6
C. SEXUAL HARASSMENT	7
D. ACCOMMODATING INDIVIDUALS WITH DISABILITIES	7
E. VIOLATIONS	7
F. RETALIATION	8
IV. RECRUITMENT AND SELECTION	8
A. OPEN POSITIONS	8
B. PROBATIONARY PERIOD	8
B-1. POLICE PROBATIONARY PERIOD	9
C. HIRING AUTHORITY	9
V. EMPLOYEE COMPENSATION	9
A. PAY AND CLASSIFICATIONS	9
B. HOURS OF WORK	9
C. PERFORMANCE INCREASES	9
D. OVERTIME	11
E. BONUSES & NON-MONETARY AWARDS	11
F. RETIREMENT	11
VI. HOLIDAYS AND LEAVE	11
A. HOLIDAYS	11
B. INCLEMENT WEATHER	12
C. LEAVE	11
1. ANNUAL SICK LEAVE	12
2. SICK LEAVE	13
3. BEREAVEMENT LEAVE	13
4. MILITARY LEAVE	14
5. MILITARY LEAVE WITHOUT PAY	14
6. CIVIL LEAVE	14

D.	WORKER'S COMPENSATION LEAVE	14
E.	LEAVE WITHOUT PAY	15
1.	FAMILY AND MEDICAL LEAVE	15
2.	ELIGIBLE EMPLOYEES	15
3.	PURPOSES FOR WHICH FMLA LEAVE MAY BE TAKEN	15
4.	FMLA BENEFITS	16
A.	LEAVE	16
B.	JOB RESTORATION	16
C.	HEALTH BENEFITS	17
5.	EXTENDED LEAVE WITHOUT PAY	17
6.	OTHER LEAVE WITHOUT PAY	17
VII.	EMPLOYEE DEVELOPMENT	17
VIII.	PERFORMANCE APPRAISALS	18
IX.	HEALTH AND SAFETY	18
A.	WORKERS' COMPENSATION	18
B.	OCCUPATIONAL SAFETY AND HEALTH	18
X.	ELECTRONIC COMMUNICATIONS	19
A.	INTERNET	19
B.	CONSENT TO MONITORING	20
C.	PASSWORDS	20
XI.	ALCOHOL & DRUG FREE WORKPLACE	20
A.	EMPLOYEE RESPONSIBILITIES	20
B.	DRUG & ALCOHOL TESTING	21
XII.	POLITICAL ACTIVITY	21
XIII.	SMOKING IN WORKPLACE	22
XIV.	DISCIPLINE AND GRIEVANCES	22
A.	DISCIPLINARY ACTIONS	22
B.	NOTIFICATION	23
XV.	TERMINATION OF EMPLOYMENT	24
A.	RESIGNATION	24
B.	LAY-OFF	24
C.	TERMINATION FOR INABILITY TO PERFORM	24
XVI.	MODIFICATION OF POLICIES	24
XVII.	JOB DESCRIPTIONS	24
A.	TOWN MANAGER	25

B. OFFICE MANAGER	27
C. ADMINISTRATIVE ASSISTANT	29
D. DIRECTOR OF PUBLIC WORKS	31
E. WATER/WASTEWATER LEAD OPERATOR	33
F. WATER/WASTEWATER PLANT OPERATOR/MECHANIC	34
G. MAINTENANCE WORKER	35
H. CHIEF OF POLICE	36
I. POLICE SUPERVISOR	38
J. POLICE OFFICER	40
K. HABORMASTER	43
XVIII. PERSONNEL POLICIES RECEIPT ACKNOWLEDGMENT	45

TOWN OF ONANCOCK PERSONNEL POLICIES

I. PURPOSE

The objective of these Personnel Policies ("Policy") is to provide a uniform system of personnel administration for the staff of The Town of Onancock ("Town"), based on merit principles, equitable compensation, open competition in hiring and advancement, and equal employment opportunities.

It is the policy of the Member to establish reasonable rules of employment conduct (i.e., guidelines for management and employees to follow) and to ensure compliance with these rules through a program consistent with the best interests of the Member and its employees. THIS MANUAL IS NOT, AND SHALL NOT BE CONSTRUED AS AN EXPLICIT OR IMPLIED CONTRACT; SHALL NOT MODIFY ANY EXISTING AT-WILL STATUS OF ANY TOWN EMPLOYEE; AND SHALL NOT CREATE ANY DUE PROCESS REQUIREMENT IN EXCESS OF FEDERAL OR STATE CONSTITUTIONAL OR STATUTORY REQUIREMENTS. THE TERM AT-WILL MEANS EMPLOYEES CAN TERMINATE VOLUNTARILY OR BE TERMINATED AT WILL. EXCEPTIONS ARE EMPLOYEES HAVING WRITTEN CONTRACTS SIGNED BY THE CHIEF ADMINISTRATIVE OFFICER.

Additionally, it is the policy of the Town to strive for safety in all activities and operations, and to carry out the commitment of compliance with health and safety laws applicable to the Town by enlisting the help of all employees to ensure that public and work areas are free of hazardous conditions.

II. DEFINITIONS

Whenever responsibilities fall to the Town Manager under these Policies, he or she may designate another to fulfill his or her responsibilities.

- A. Exempt Employee** – a salaried employee who performs executive, administrative or professional duties as defined under the Fair Labor Standards Act and its regulations. Full-time, part-time, and temporary employees may be exempt.
- B. Non-Exempt Employee** – an individual hired on an hourly basis for an established position for an indefinite term who is expected to work a minimum of 32 hours a week and do not perform any executive duties but may have supervisory responsibilities.
- C. Part-time Employee** – an individual hired on either a salary or wage basis for an established position for an indefinite term who is expected to work an established period of time that is less than 32 hours per week.
- D. Probationary Employee** – a full-time or part-time employee who has worked for the Town for less than six months.

E. Temporary Employee – an individual hired on a term basis, e.g., day, week, period of months or on a project basis. Temporary employees, such as the Harbormaster or Assistant Harbormasters, who work only during the boating season (April to November of each year), shall not be eligible for any benefits extended to full-time employees, to expressly include, but not limited to, health insurance, life insurance, holiday pay of the accumulation of annual or sick leave.

F. Manager – the Town Manager

III. EQUAL EMPLOYMENT OPPORTUNITY

A. Policy Statement

It is the policy of the Town to provide equal opportunity in employment and to administer employment policies without regard to race, color, religion, sex, age, national origin, or disability. This policy applies to every aspect of employment practices including, but not limited to the following:

1. Recruiting, hiring, and promoting in all job classifications without regard to race, color, religion, sex, age, national origin, political affiliation, or disability, except where such a factor can be demonstrated as a bona fide occupational qualification.
2. All decisions for hiring or promotions shall be based solely upon each individual's qualifications for the position to be filled.
3. Other personnel actions such as compensation, benefits, transfers, layoffs, training, and assignments, will be administered without regard to race, color, religion, national origin, sex, age, political affiliation, or disability.

B. Harassment

The Town is committed to having a diverse workforce with all employees being valued for their individual capabilities and contributions, complying with all federal, state, and local laws on equal employment opportunity, and providing a workplace free from tensions involved in conduct that does not relate to the Town's business. In particular, a hostile atmosphere created by non-work related conduct including ethnic, racial, sexual, or religious remarks, animosity, unwelcome sexual advances, requests for sexual favors, or other similar conduct is not permitted.

Harassment based on race, sex, color, national origin, religion, age, or disability will not be tolerated. Harassment arises from the dynamics of the workplace and can be based on nuances, subtle perceptions, and implicit communications. Conduct that may rise to the level of harassment includes verbal remarks (epithets, derogatory statements, slurs, jokes), physical contact (assaults, physical interference with movement or work, touching), visual displays (displaying of printed or photographic materials, objects), and other actions that are demeaning or hostile.

C. Sexual Harassment

Sexual harassment is unwelcome advances, requests for favors, or other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is either explicitly or implicitly made a term of condition of employment;
 2. Submission or rejection of such conduct is used as a basis for employment decisions;
 3. The conduct is severe or pervasive enough to create an intimidating, hostile, or offensive work environment.
- a. **Examples of sexual harassment are:**
1. Physical assaults
 2. Subtle or overt pressures or direct requests for sexual favors
 3. Inappropriate displays of sexually suggestive objects or pictures;
 4. A pattern of unwelcome conduct of a sexual nature that would be offensive to a reasonable person such as unnecessary touching, abusive or demeaning language or gestures (including remarks about another's clothing, body or body movements, or sexual activities), or teasing or joking.

No supervisor or coworker shall intimate either explicitly or implicitly that an employee's submission to or rejection of sexual advances will in any way influence any personnel decision regarding that employee's employment, evaluation, wages, advancement, assigned duties, shifts, or any other conditions of employment.

D. Accommodating Individuals with Disabilities

The Town provides equal employment opportunities to qualified individuals with disabilities. Reasonable accommodations will be provided to a qualified employee or applicant with a disability when that employee or applicant requests an accommodation. A qualified employee or applicant is one who is able to perform the essential functions of the job with or without accommodation. A request for an accommodation will be denied if the accommodation is not shown to be effective, places an undue burden on the Member, or if the employee poses a direct threat to the health and safety of him or herself or others.

E. Violations

An employee who believes that this policy is being violated should (1) inform the offending person(s) that the conduct is unwelcome and (2) should report it immediately to the manager. The report should be made in writing; however, a report will also be accepted by phone or in person.

Charges will be promptly and thoroughly investigated and corrective actions taken if the charge is founded. If it is determined that a violation has occurred, appropriate relief for the employee(s) bringing the complaint and appropriate disciplinary action, up to and including discharge, against the person(s) who violated the policy will follow.

A non-employee who subjects an employee to harassment in the workplace will be informed of the Town's policy and appropriate actions will be taken to protect the employee from future harassing conduct.

In all cases, the Town will make follow-up inquiries to ensure that the harassment has not resumed.

An Employee violating this policy will be subject to disciplinary action, including termination. The employee who brought the complaint will be provided information on the outcome of the investigation.

F. Retaliation

Retaliation is illegal and contrary to the policy of the Town. Employees who bring complaints of discrimination or who identify potential violations, witnesses interviewed during the investigation, and others who may have opposed discriminatory conduct are protected from retaliatory acts.

If an employee believes that he or she is being retaliated against, a written report should be made to the Town Manager or to a member of the Town Council who is on the Personnel Committee if the conduct involves the Town Manager. Those who are found to be acting in a retaliatory manner will be disciplined for such conduct.

IV. RECRUITMENT AND SELECTION

A. Open Positions

All positions shall be open to all individuals who meet the minimum requirements for the position. The recruitment objective is to obtain well-qualified applicants for all vacancies and selection shall be based on the best-qualified person available at the salary offered for that position.

First consideration will be given to current employees who desire to fill an open position, if the current employee is qualified for the position and if the placement best serves the needs of the Town. The Town Manager may carry out open competition to fill any vacancy, but only after soliciting interest from within the pool of existing Town employees.

Employment decisions shall be handled in a manner consistent with the Virginia Conflicts of Interest Act.

B. Probationary Period

All new full-time and part-time employees shall serve a 6 (six) month probationary period except for employees in the police department who shall serve a one (1) year probationary period. During this period the employee must show that he or she is capable and willing to perform the job satisfactorily. At the end of the probationary period the employee will be evaluated to determine satisfactory performance. If satisfactory performance is attained the employee will be entitled to all the benefits of non-probationary status. In establishing a probationary period, the Town does not change in

any way the employment-at-will status that applies to its employment relationship with all employees.

B-1. Police Department Probationary Period

All new full-time and part-time employees shall serve a 12 (twelve) month probationary period. During this period the employee must show that he or she is capable and willing to perform the job satisfactorily. After 6 (six) months the employee will be evaluated to determine performance. If performance is satisfactory the employee will remain on probation for an additional 6 (six) months, but will receive benefits of non-probationary status. If satisfactory performance is attained at the end of twelve (12) months, the employee will be converted to non-probationary. In establishing a probationary period, the member does not change in any way the employment-at-will status applies employment relationship with all employees.

C. Hiring Authority

The Town Manager has complete authority for hiring, promoting, and discharging employees in accordance with these policies. The Town Manager has the responsibility and authorization for administering the personnel system established by these policies.

V. EMPLOYEE COMPENSATION

The total compensation of employees consists of the regular salary and authorized overtime pay for full-time nonexempt employees, the employer's contributions to employee benefits, holiday pay, and various forms of leave with pay. Part-time and temporary employees may also receive leave in certain circumstances. Leave policies, found in Section VI, should be reviewed.

A. Pay and Classification

1. The compensation plan for employees of the Town shall consist of:
 - a. A classification system for all classified jobs
2. The rates of pay for each employee shall be set by the Town Manager.

The compensation plan may be amended by motion of the Town Council or by the Town Manager provided that any change does not exceed amounts appropriated by the Town Council.

B. Hours of Work

1. The Department Heads shall establish the hours of work for their own department employees. The standard scheduled workweek for which salary is paid consists of (40) hours, generally Monday through Friday with the exception of the Department of Public Works and the Police Department.
2. Employees shall have two 15-20 minute rest breaks per day, which are included within the total required hours of work. These breaks may be used in conjunction with a 30-minute meal break, as long as the sum does not exceed 60 minutes per workday. Flexible work scheduling may be used for the purpose of extending a meal break with the employee's start time being advanced or end time being extended as approved by his supervisor. Certain employees as approved by the Town Manager may have their

meal break(s) included as a part of their regularly scheduled workday. (NOTE: if 20 minute breaks are used, that time counts as hours worked for FLSA)

3. Flexible work scheduling may be considered within the standard workweek, Monday through Friday, so long as the standard hours in a workweek, normally 40, are not altered.

Some examples are:

- a. Arrive earlier in the morning and leave earlier in the afternoon.
- b. Arrive later in the morning and leave later in the afternoon.
- c. Work four 10-hour days.
- d. Work four 9-hour days and one 4-hour day.
- e. Work some other similar permanent or seasonal scheduling option(s)
- f. Add time to meal break and arrive earlier and leave later.

Other temporary or occasional flexible work schedules may include some combination of altered work start and stop times to allow employees to have medical appointments or take care of personal business during work hours without being charged leave. If flexible work scheduling or compressed workweeks are instituted on an ongoing basis, the agency head may approve such only after consultation with the Town Manager. Flexible work scheduling must not interfere with or disrupt normal Town operations.

4. If an employee is unable to report for work or expects to be late, the employee must contact his supervisor as soon as possible but no later than the beginning of his or her scheduled work period, giving the reason for his absence or tardiness. Paid leave may or may not be approved. If an employee has difficulty reaching his supervisor, he should leave a message reporting his absence but continue to attempt to contact his supervisor. The responsibility to notify a supervisor(s) about absences or about tardiness always rests with the employee.
5. Hours of work, schedules, and duty assignments of short duration of individual employees or work units may be altered under authorization of the department head or his designee within the established workweek and schedule of the agency as conditions warrant. Schedules may also be adjusted to meet FMLA and ADA requirements.
6. Water/Sewer Department non-exempt employees who are required to carry with them and answer a Town-owned cellular telephone for emergency situations occurring after the normal work day shall be paid a flat bonus of \$100.00 for each week they have the phone in possession. When such employees are so designated, they shall be prohibited from departing the land mass lying between Cape Charles and the Maryland state line, more commonly known as the Eastern Shore of Virginia, during all such after-work periods. The employee shall also refrain from ingesting intoxicating substances during this "on call" time. If summoned to work by this same telephone, such employees shall be compensated at the overtime pay rate described in the Fair Labor Standards Act from the time they leave their off-duty location until the time of return, utilizing the most direct route in both directions.

C. Overtime

Employees who are not exempt under the Fair Labor Standards Act (non-exempt) will be paid at the rate of time and a half for all hours worked in excess of forty (40) hours a work week. Unless authorized by a department head or the Town Manager, employees should not work over forty (40) hours during a workweek.

Exempt employees who are required to work beyond normal hours or on weekends and holidays may be given compensatory time off at the discretion of the Town Manager.

Police Department employees will be paid at the rate of time and a half for all hours worked in excess of eighty (80) hours bi-weekly. Unless authorized to do so beforehand, employees should not work over eighty (80) hours during a biweekly pay period.

D. Bonuses and non-monetary awards

The Town Manager may grant a bonus or non-monetary award (e.g., award time off, lunch “on the town”) to an employee to recognize superior service to the Town.

E. Retirement

The Town participates in the Virginia Retirement System for all employees eligible for retirement benefits pursuant to the rules and policies of VRS.

VI. HOLIDAYS AND LEAVE

A. Holidays

The following holidays are observed by the Town. Full-time and part-time salaried employees shall be granted time off for these days without charging the time against leave balances:

New Year's Day	January 1
Martin Luther King Jr Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1 st Monday in September
Veteran's Day	November 11
Thanksgiving Day	4 th Thursday in November
Day after Thanksgiving	4 th Friday in November
Christmas Eve	December 24
Christmas Day	December 25

When an employee is required to work on one of these holidays, compensatory time off will be given on an hour for hour basis for the hours worked on the holiday OR employees who are not exempt under the Fair Labor Standards Act (non-exempt) will be paid at the rate of time and a half for all hours worked. Holidays falling on Saturday or Sunday shall be taken on the Friday or the Monday, respectively, as announced by the Town. Each non-exempt employee of the police department shall be paid the equivalent of one (1) shift per holiday. (e.g. Each non-exempt police officer will be paid for ten (10) hours worked per holiday)

The state code lists state holidays in §2.2-3300.

B. Inclement Weather Policy

It may be necessary delay opening of the Town Office, close the Town office early or close the Town Office due to weather conditions. This decision will be made by the Town Manager, or in his or her absence, the Mayor. The Town Manager will notify all department heads and, in turn, department heads will notify their employees. The closings and delays will also air on WESR 103.3 FM and be placed on the Town’s social media page(s) (e.g., Facebook) and website. Employees for the Town should assume that normal operations exist unless directly contacted by a supervisor, the Town Manager or the Mayor.

All staff do not report for work that day will be paid at a normal workday rate for the office being closed. Nonexempt personnel required to work will be paid time and half for those hours worked. Exempt personnel will be offered compensatory time for those hours worked.

C. Leave

1. Annual Leave

Full-time employees will accrue paid annual leave for personal purposes at the following rates and shall be used on an hour for hour basis.

0-1 years of service	<u>80 hours</u> (after probationary period of 180 days and six months of continuous service)
2-8 years of service	120 hours (10 days)
9-15 years of service	144 hours (15 days)
16+ years of service	160 hours (20 days)

Annual leave shall be approved in advance by the Town Manager or department head. Leave is not eligible at all times: the manager and department heads have a primary obligation to ensure that the Town’s service to the citizens is carried out. No employee may take more than 80 hours of annual leave at any given time.

Each employee shall accrue 16 hours (2 days) of personal leave each calendar year. This leave must be taken within the calendar year accrued.

Each employee may accumulate a maximum of 240 hours of annual leave. Annual leave above that amount shall expire and may not be accumulated or used. It shall be the employee’s responsibility to ensure that his/her “use or lose” leave in excess of the allowable 240-hour carryover is properly scheduled with his/her supervisor.

Upon separation, an employee shall be entitled to payment for all [unexpired] credited annual leave based on the employee’s current rate of pay at time of separation. In the event of the death of an employee, the employee’s estate shall be entitled to payment for any unused balance of annual leave allowances at the time

of death. Probationary employees are not entitled to payment of any unused annual leave.

2. Sick Leave

Sick leave shall accrue at the rate of 8 hours per month, and, when taken, shall be used on an hour for hour basis. Sick leave shall be used for:

- a. FMLA leave, pursuant to section D.1.
- b. Illness or injury incapacitating the employee and preventing the employee from performing assigned duties.
- c. Doctor or dental appointments during working hours.
- d. Medically-necessary care of family members, such as a spouse, child, parents, siblings, or in-laws, living in the same household as the employee.

Employees are required to notify their direct supervisor within 1 hour of normal business hours if taking sick leave.

Sick Leave is a privilege not a right that is provided by the Town. Abuse of sick time shall not be tolerated and shall be subject to disciplinary action. Examples of this abuse shall include but not be limited to: failure to notify a supervisor in advance of taking sick leave; taking leave as it is earned or falsifying the reason for the use of sick time. Any employee out on sick leave or workman's compensation shall not work secondary employment.

An employee away from work for medical conditions which require absence in excess of five (5) consecutive days or for FMLA purposes is required to (1) submit to the department head a written statement from the attending physician or health care provider, stating the earliest approximate date of return to duty and advising on the ability of the employee to perform the essential functions of his or her job with or without reasonable accommodations, and simultaneously (2) apply for leave under the Family and Medical Leave Act. The department head or CAO has the prerogative of requiring a physician's or health care provider's letter with the above content prior to an absence of five (5) consecutive days if in his or her judgment this information is necessary. Medical information and the personnel needs of the Town will be considered in determining the holding of the employee's position or placement in another position for which the employee qualifies. All medical information will be kept confidential and will be made a part of a file separate from the employee's personnel file.

Exceptions to this policy may be considered on a case-by-case basis and approved by the Town Manager. Sick leave is charged on an hour-for-hour basis for all employees and is not considered entitlement.

3. Bereavement Leave

An employee may take up to three (3) days of bereavement/funeral leave for the death of an immediate family member. The employee shall immediately notify

their department head or the Town Manager of their intent to use bereavement leave. Immediate family is defined as spouse, parent, mother and father-in-law, son, daughter, brother, sister, grandparents, grandchildren, and any other persons residing in the same household as the employee. The employee may also be granted other bereavement leave under extenuating circumstances subject to approval of the department head or the town Manager.

4. Military Leave

An employee who is a member of a reserve force of the United States or of the Commonwealth of Virginia and who is ordered by the appropriate authorities to attend a training program or who is called into emergency active duty for the purpose of aiding civil authority under the supervision of the United States or the Commonwealth of Virginia shall be granted a leave of absence with full pay during the period of such activity,

5. Military Leave without Pay

An employee who leaves the employ of the Town to join the military forces of the United States during the time of war or other declared national emergency or who is called to service in the Virginia Militia by order of the Governor shall be placed on military leave without pay commencing on the first business day following the last day of active employment with the Town. The employee on such leave is entitled to be restored to the position he or she vacated, provided the employee makes application to the Town not later than 90 days after the date of honorable discharge or separation under honorable conditions. Job restoration is further conditioned on the position still existing and the employee being physically and mentally capable of performing the work of the vacated position. This section does not override section VI B.3.

6. Civil Leave

An employee will be given time off without charge to leave or loss of pay for (a) performing jury duty, (b) when subpoenaed as a witness to appear before a court, public body or commission, (c) serving as a blood donor, or (d) performing emergency civilian duties in connection with national defense or (e) for the purpose of voting in a national, state, or local election. The period of such leave shall not exceed the time necessary to perform the activity, plus any travel time.

D. Workers' Compensation

When an employee is unable to report to work because of incapacity that is the result of a compensable injury under the Virginia Workers' Compensation Act, the employee will receive for the first seven (7) days of absence full salary minus normal payroll deductions. The first seven days of Workers' Compensation leave will not be charged against the employee's consolidated leave balance.

If the absence is longer than seven days, the employee will receive for the period of absence the full compensation that is provided under the Workers' Compensation Act. If the period of incapacity extends beyond twenty-one (21) calendar days, the employee will be required to reimburse the Town the amount of compensation awarded to the employee

for the employee's first seven days of absence. This is an obligation owed to the Town and one which, if not reimbursed promptly, will be deducted from future monies (wages, terminal leave pay, etc.) owed to the employee by the Town.

E. LEAVE WITHOUT PAY

The following are the situations for which an employee may be on leave without pay status.

1. Family & Medical Leave

Employees are entitled to participate in the benefits of the Family and Medical Leave Act ("FMLA"). FMLA leave is unpaid leave. The Town requires an employee to use accrued paid leave on an hour for hour basis in conjunction with FMLA leave.

2. Eligible Employees

To be covered under the FMLA, an employee must have worked for the Town for twelve (12) months and must have worked at least 1,250 hours within the twelve (12) months preceding the start of the leave. Part-time and temporary employees who meet these requirements are eligible for FMLA leave.

3. Purposes for Which FMLA Leave May be Taken

FMLA leave may be used:

- A. to care for an employee's child after birth, or for the placement with an employee of a child for adoption or foster care (provided that the leave is requested and used within twelve (12) months of the birth, placement, adoption, or foster care),
- B. to care for an employee's spouse, child, or parent (does not include in-laws) who has a serious health condition,
- C. When the employee is unable to work because of their own serious health condition.

A serious health condition is an illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility, or an incapacity lasting more than three consecutive days and involving continuing treatment by a health care provider. Continuing treatment involves two or more treatments (or one treatment when the condition is such that continuing follow-up is or will be required) by a healthcare provider for pregnancy, prenatal care, or other chronic or long-term serious health conditions.

To qualify for leave due to the serious health condition of a family member, the family member must be incapable of self-care. To qualify for leave due to the serious health condition of the employee, the employee must be unable to work at all or unable to perform any of the essential functions of the employee's position.

Employees are required to obtain a health care provider certification for all absences for which FMLA leave is being requested. A chronic or long-term health condition or pregnancy does not require a visit to the health care provider for each absence; however, a statement by the health care provider that the absence was due to the chronic condition or pregnancy may be requested by the Town at its discretion.

4. FMLA Benefits

A. Leave

An eligible employee is entitled to a total of twelve weeks of unpaid leave during any twelve-month period. If FMLA leave is exhausted before the end of the twelve-month period, the employee may use accumulated paid leave (sick, compensatory, annual, etc.) on an hour for hour basis. Employees may also use any accumulated paid leave prior to the start of FMLA leave.

An employee is required to request FMLA leave in writing at least thirty days before the leave is to commence if the need for the leave is foreseeable. In circumstances when the leave is not foreseeable thirty days in advance, an employee must request the leave as soon as practicable. The Town may designate leave as FMLA leave without a request from an employee.

FMLA leave taken for a serious health condition of the employee or family member may be taken intermittently or on a reduced-hours basis.

FMLA leave taken for birth, adoption, placement, or foster care cannot be taken intermittently unless approved in advance. If both spouses work for the Town, the total FMLA leave that may be taken for this event by both employees is twelve weeks, pro-rated between as the spouses choose. FMLA leave taken for the birth, adoption, placement, or foster care of a child must be taken within the twelve months following the event.

Should the Member obtain information that the employee was not FMLA eligible or the event did not qualify under FMLA, the designation of FMLA leave previously given may be withdrawn.

B. Job Restoration

Upon return from FMLA leave, an employee is entitled to be restored to the same position that was held before the start of the FMLA leave, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. If an employee is unable to return to work after the FMLA leave benefits and all accumulated paid leave have been exhausted, the employee will not have a right to return to his or her position even if there are unused accrued leave balances.

Key employees are entitled to FMLA leave but are not entitled to job restoration if re-employment after the conclusion of the leave will cause a

substantial and grievous economic injury to the Town. A key employee is a salaried employee who is among the highest paid ten percent of the Member's workforce. A key employee will be notified in writing of his or her status in response to the employee's notice of intent to take FMLA leave, unless circumstances do not permit such notice. If a key employee is already on FMLA leave when s/he receives notice that s/he is a key employee, the employee will be given a reasonable time to return to work before losing the right to job restoration.

C. Health Benefits

If paid leave is used for FMLA purposes, an employee will maintain the same benefits as if working. If the employee is on leave without pay, continuation in the health care plan is permitted, provided that the employee continues to pay for his or her share of the premiums. If the employee fails to make his premium payments, the employee will be provided written notice of this failure and will be given an additional fifteen days to make payment in full. If payment is not made after this notice, health benefit coverage will cease.

If an employee does not return to work after the conclusion of the FMLA leave, the employee is responsible for reimbursing the Town for the Town's share of the health care premiums paid.

5. Extended Leave without Pay

When special circumstances require an extended leave, the Town Manager has the authority to grant an employee leave without pay provided that the operations of the Town's program(s) will not be adversely affected.

6. Other Leave without Pay

An employee who is absent from work without prior approval shall receive no pay for the duration of the absence and may be subject to disciplinary action which may include dismissal. If extenuating circumstances exist for the unauthorized absence, due consideration will be given. In addition, an employee may be placed on suspension without pay for disciplinary reasons.

VII. EMPLOYEE DEVELOPMENT

Education Leave – For pursuit of courses of study

It is the policy of the Town to encourage employees to obtain training designed to develop the employee's value to the organization. Leave with partial pay or leave without pay may be available.

Education leave is discretionary and is normally taken with partial pay or without pay. When an employee can demonstrate that the pursuit of the educational program will have an immediate and discernable benefit to (the Town), leave with full pay may be granted by the Town manager. The conditions of such leave shall be subject to a case by case

determination based on factors which include the nature of the education or training, length of the absence, work record of the employee, work requirements at the time of the request, and value of the education or training to the Town.

The cost of training and related expenses undertaken at the direction of the Town Manager may be paid in full by the Town. In such case, the hours of training count as hours worked. For training requested by an employee, the employee may receive reimbursement of tuition costs if (1) the training was approved in advance by the manager and (2) the employee shows successful completion of the course. If the training was not required by the Member, the hours do not count as hours worked.

VIII. PERFORMANCE APPRAISALS

The work of employees will be evaluated at the discretion of the Town Manager or department heads to address unsatisfactory work performance. The supervisor will meet with the employee to discuss performance. A written report of the appraisal will be prepared with a copy provided to the employee being appraised and a copy for the personnel files. If the employee believes that the report is unfair, he or she may prepare comments to be attached to the supervisor's appraisal report. The goal of the appraisal is to improve an employee's performance and assist the employee in correcting their deficiencies.

IX. HEALTH AND SAFETY

A. Workers' Compensation

Workers' Compensation provides benefits for an employee in the event of certain occupational illnesses, injuries, or deaths. Any job-related accident or workplace injury, no matter how insignificant, must be reported to the supervisor as soon as possible, but within 24 hours.

The Town may select a panel of physicians to whom employees must go for all work-related injuries. Supervisors are to inform employees of the physicians included in the panel. In the event an injury requires immediate medical attention; the employee may go directly to the nearest hospital emergency room. Follow-up care must be with the panel of physicians. If the Town selects a panel, all employees will be notified.

B. Occupational Safety and Health

The Town strives to provide a safe and healthy work environment for all employees by providing the necessary safety education and training. Employees shall follow all prescribed safety procedures when performing their daily activities and shall further exercise all reasonable and prudent judgment to ensure safety.

The Town, through its Department heads, shall be responsible for providing requisite personal protective equipment (PPE) for all employees.

Each employee has the responsibility for ensuring that the various work centers are free from any recognized hazards that might lead to death or injury, and it is also the responsibility of each employee to perform all work in a safe manner. All hazards, deaths,

injuries, and illnesses that occur on Town property must be reported to the manager within the same day of the discovery or occurrence.

Employees are directed to utilize all applicable safety procedures and to perform all work in a safe manner. Employees are responsible for bringing to the department head or Town Manager's attention any potential hazards that might exist at their work site. Department heads in consultation with Town Manager are responsible for developing and maintaining work safety rules and for providing these rules in writing to their subordinates.

Specifically, employees shall:

1. Report all injuries, regardless of severity, to the supervisor immediately but no later than 24 hours;
2. Report and, if possible, correct all unsafe conditions or acts;
3. Avoid horseplay and mischief, which could cause injury;
4. Take all standard safety precautions to prevent injury;
5. Follow all safety rules.

Under no circumstances shall an employee fail to report a potential safety issue for fear of retribution. All employees shall be assured that "whistleblower" reports of potential safety issues to department heads or the Town Manager will be addressed promptly, objectively, and without identification of the reporting party.

X. ELECTRONIC COMMUNICATIONS

A. Internet

The Town may provide electronic, digital and wire communications equipment for business purposes. The primary purpose of this equipment is to assist with Town operations. Employees may use electronic equipment for personal use on a very limited basis. Messages received, sent, and stored on this equipment shall be subject to monitoring from time to time and in the course of this monitoring may be read for content. Employees should be aware that there are stored records of all communications. There should be no expectation of privacy in any communications received, sent, or stored on equipment or service provided by the Town.

The Town may provide unlimited access to the Internet and the World Wide Web to its employees as one of the many resources available to assist them in doing their jobs better and more efficiently. Therefore, the Town may establish an Internet account that may be accessed by employees.

Employees may be provided with passwords and e-mail addresses to enable them to use the account; these addressees and passwords are not provided to make employees' usage confidential or private. E-mail records are business records of the Town's. The usage of the Internet is subject to the same code of conduct which applies to all other actions in the workplace and using the Town's Internet account in a manner that violates any rules or regulations constitutes grounds for disciplinary action, up to and including discharge. The

electronic use, transmission, and storage of messages, files, images, and sounds are subject to monitoring by the Town.

Employees must not share their passwords with any other individuals, including other employees or outsiders. Nor is it appropriate to attempt to subvert network security either by accessing the Internet without using your password or by seeking to discover other passwords to gain access. Employees are representatives of the Town when using the Town's Internet account. Accordingly, they are expected to act and to communicate professionally on the Internet. Employees are prohibited from using equipment to view pornography or obscene material; to operate a personal business or participate in illegal activities.

The Town will have access to a log of all usage, including a list of employees who have used the Internet and the sites they visited. The Town will monitor this usage from time to time, and employees found to be abusing usage or using the Internet inappropriately will be subject to disciplinary action.

B. Consent to Monitoring

Employees will be required to consent to the monitoring of communications sent, received and stored on equipment provided by the Town or an electronic, wire, or where digital services provided by the Town is a requirement for employment.

C. Passwords

All employees shall create passwords that that are not recognizable to to other potential internal or external users of their computer system. Passwords shall include letters, numbers and characters. Passwords shall be changed every ninety (90) days. Employees must not share their passwords with any other individuals, including other employees or outsiders.

XI. ALCOHOL AND DRUG FREE WORKPLACE

A. Employee Responsibilities

1. No employee shall unlawfully manufacture, dispense, possess, use, or distribute any controlled substance, medication, or alcohol unless authorized by a department head or the Town Manager;
2. Any employee convicted under a federal or state statute regulating controlled substances shall notify their department head and the Town Manager within five days after the conviction.
3. No employee shall consume alcoholic beverages immediately before work, during work hours, or while at work during breaks or lunches.
4. No employee shall be impaired by alcoholic beverages immediately before work, during work hours, or while at work during breaks or lunches.

5. No employee shall represent the Town in an official capacity while impaired by alcohol, illegal drugs, or medication.
6. No employee, using medication that may impair performance, shall operate a motor vehicle or engage in safety sensitive functions while on duty for the Town.
7. If an employee is using a prescription or non-prescription medication that may impair performance of duties; the employee shall report that fact to his or her supervisor.
8. An employee who has reason to believe that the performance of another employee is impaired by alcohol, illegal drugs, and/or medication shall immediately notify the department head or Town Manager.

Disciplinary Action. Because of the serious nature of illegal use or abuse of alcohol, controlled substances, and/or non-prescribed use of medication, appropriate employee disciplinary action will be taken, up to and including termination.

B. Drug & Alcohol Testing

In order to achieve a drug-free work place, all employees and applicants for employment shall be required to participate in all of the following alcohol and controlled substances testing:

1. When an applicant for a position has been extended a conditional offer of employment but before beginning work.
2. When there is a reasonable suspicion to believe that the employee is in an impaired state.
3. When the employee has been involved in an on-duty accident or has endangered others in the workplace.
4. On a random basis.
5. As a condition for return to duty after testing positive for controlled substances or alcohol.
6. As part of follow-up procedures to return-to-duty related drug or alcohol violations.

XII. POLITICAL ACTIVITY

- A. An employee shall not be coerced to support a political activity, whether funds or time are involved.
- B. An employee shall not engage in political activity on work premises during work hours.

- C. An employee shall not use Town-owned equipment, supplies or resources, and other attendant material (diskettes, paper, computer online and access charges, etc.) when engaged in political activities.
- D. An employee shall not use, discriminate in favor of or against, any person or applicant for employment based on political activities.
- E. An employee shall not use the employee's title or position while engaging in political activity.

XII. SMOKING – TOWN-OWNED AND CONTROLLED BUILDINGS AND WORK PLACES

The Town Manager may develop and implement policies and procedures governing smoking in parts of Town-owned and controlled buildings or work areas not open to the general public in the normal course of business, except by invitation. The Town Manager shall enforce these policies and procedures through administrative methods.

State law reference(s) – §§ 15.2-2801, 15.2-2802

XIV. DISCIPLINE AND GRIEVANCES

Town employees are expected to conduct themselves in a professional and courteous manner, as representatives of the Town. Employees are expected to avoid any action, which might result in giving preferential treatment to any organization or person, losing independence or impartiality of action, or adversely affecting the integrity of the Town.

A. Disciplinary Actions

If an employee's work performance or behavior is deemed unsatisfactory, the following kinds of disciplinary action may be taken, depending upon the circumstances: oral coaching/warning, written warning, suspension, demotion, or termination. Other types of discipline may be used in addition to those listed.

The following are examples of misconduct that may result in discipline. The list is not inclusive and other conduct may be subject to disciplinary action:

1. Conviction of a felony or of a misdemeanor;
2. Willfully falsifying Town records (including time records, leave records, job applications, or pay or reimbursement vouchers);
3. Gross negligence with Town property or misuse of Town property;
4. Violating any workplace rule;
5. Performing official duties in a rude and discourteous manner, threatening co-workers, or using physical violence while on duty;

6. Violating any lawful official regulation or order or willfully failing to obey a proper direction of a supervisor or the Town Manager;
7. Using, or being impaired at work by intoxicants, drugs, or alcohol including a positive blood test for drugs; or possessing drugs or open alcoholic beverages at work that are being consumed by an employee.
8. Grossly neglecting duty or continually being unable or unwilling to render satisfactory performance;
9. Taking property of the Town for one's personal use, for sale to another or for a gift to another;
10. Inducing, or attempting to induce, an officer or employee in the service of the Town to commit an unlawful act or to act in violation of any lawful or official regulation or order;
11. Accepting a bribe, gift, token, money, or other thing of value intended as an inducement to perform or refrain from performing any official acts, or engages in any action of extortion or other means of obtaining money or other things of value through his/ her position in the Member;
12. Failing to report for work or being absent without prior notice to supervisor;
13. Unsatisfactory attendance, excessive absences, or excessive tardiness.
14. Harassing other employees or the public.
15. Violating the sick leave policy.
16. Willfully providing false statements in carrying out job related duties or functions;
17. Any conduct deemed inappropriate by the Personnel Committee.

B. Notification

Prior to imposing disciplinary action, including termination, the supervisor shall inform the employee of the reason for the discipline and the employer shall have the right to comment on the discipline. However, the supervisor may have the employee removed from the workplace prior to giving an opportunity to comment if the employee's continued presence poses a safety danger or is disruptive to the workplace

XV. TERMINATION OF EMPLOYMENT

A. Resignation

To resign in good standing, an employee must give at least two weeks advance notice. If special circumstances exist, the notice requirement may be waived by the manager. Failure to give the required advance notice will result in forfeiture of compensation for accrued leave, other than compensatory leave for non-exempt employees. Failure to return to work at the expiration of an approved leave of absence shall be interpreted as a resignation.

B. Lay-off

The Town reserves the right to furlough, dismiss or lay-off employees for lack of available work or funds. In such cases the employees affected will be given a minimum of two weeks advance notice. (alternative - two weeks' pay in lieu of notice)

C. Termination for Inability to Perform

An employee may be terminated if he or she becomes physically or mentally unable to perform the duties of the position. However, any such action shall be taken in a manner that complies with the requirements of the Americans with Disabilities Act.

XVI. MODIFICATION OF POLICIES

These policies do not constitute a contract of employment. The policies as a whole, or individually by section, may be modified, amended, or rescinded at the sole discretion of the Town without notice.

A. TOWN MANAGER

GENERAL DESCRIPTION OF WORK:

Performs complex administrative and professional work in directing the full activities of the Town; does related work as required.

Work is performed under supervision of the Town Council. Supervision is exercised over all Town personnel and activities.

RESPONSIBILITIES AND DUTIES:

The Town Manager acts as the Chief Executive Officer, Chief Financial Officer, Procurement Officer and Clerk for the Town. The person in this position also acts as Director of Planning and Zoning, providing staff functions to the Town Planning Commission and the Town's Board of Zoning Appeals.

TYPICAL TASKS:

- Plans, organizes, directs and administers the executive and administrative activities of the Town; assures that laws and ordinances of the Town are enforced.
- Prepares reports and brings recommendations regarding the Town functions, policies, ordinances and activities to the Town Council.
- Participates in meetings of the Town Council offering professional advice and counsel on matters before Council.
- Formulates and analyzes policies and activities for Council's consideration.
- Makes recommendations regarding changes and improvements to the Town's operation.
- Prepares and administers the Town's operating budget and monitors expenditures; submits Monthly reports to the Town Council on the status of the Town's finances.
- Prepares reports, coordinates meetings and brings recommendations regarding the functions, policies or activities to the Planning Commission and the Board of Zoning Appeals.
- Attends authorized meetings of various commissions, agencies, boards and committees as a Town Representative
- Supervises all departments in the performance of their functions.
- Have employees receive training commensurate with their duties to be determined by the Town Council.
- Negotiates contracts for professional and non-professional services and executes said contracts as authorized by the Town Council; provides contract administration for same.
- Develops and maintains good rapport with the Federal, State and Local Agencies on behalf of the Town.
- Responds to questions from the media and acts as spokesperson for the Town.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of the principles, practices, methods and techniques of local government management and administration; knowledge of municipal finance, planning and engineering principles and practices. Ability to plan, organize, direct and control the activities of a local governmental unit and carry out decisions as directed by the Town Council. Ability to direct the collection, review, evaluation and dissemination of information; ability to prepare and present comprehensive professional reports. Ability to initiate and cultivate effective working relationships with elected officials, Federal, State and Local Agencies Officials and the general public.

EDUCATION AND EXPERIENCE:

Graduation from an accredited college or university with a bachelor's degree in public or business administration, political science or related field and five (5) years' experience in work-related duties of the position, at least two (2) year of which shall have been in a supervisory capacity. A combination of education and related experience may be substituted for degree requirements.

B. OFFICE MANAGER

GENERAL DESCRIPTION OF WORK:

Provides administrative assistance, office management and clerical support to the Town Manager and Mayor and Town Council. Duties include office management, financial record keeping, payroll processing and benefits administration.

TYPICAL TASKS:

- Responds to public inquiries.
- Makes appointments and arranges committee meetings.
- Prepares and responds to routine correspondence for the Town Manager.
- Answers telephone and directs calls accordingly; takes and delivers messages as required.
- Assists with preparation of Town audit.
- Assists with collection of returned checks.
- Assists with processing payroll.
- Assists Town Manager with administration of employee benefits programs.
- Takes meeting minutes, types and distributes to appropriate individuals.
- Assists in planning, promotion and maintaining up to date information for town events.
- Compiles data for special and periodic reports.
- Maintains files of office records and materials.
- Assists with receipt of water and sewer, taxes and other payments.
- Operates and maintains a variety of office machines and computer equipment.
- Other tasks as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrated ability to compile and analyze data for report preparation.
- Demonstrated ability in basic bookkeeping practices and principles.
- Demonstrated ability to analyze and solve moderately complex problems.
- Demonstrated ability to make sound decisions.
- Proven oral and written communication skills
- Demonstrated ability to deal courteously and effectively with the public.
- Computer skills, including use of word processors and spreadsheets.
- Familiarity with online banking functions.
- Demonstrated ability to interpret policies and procedures.
- Demonstrated ability to follow oral and written instructions.
- Demonstrated ability to interact effectively and professionally with a variety of people.
- Demonstrated ability to perform detailed work in an accurate manner.
- Demonstrated ability to work with information in a confidential manner.
- Comprehensive knowledge of standard office practices and procedures, equipment and secretarial techniques.
- Skilled in use of standard office equipment and applications.
- Professional telephone skills

EDUCATION AND EXPERIENCE:

High school diploma or GED. Associate's or Bachelor's Degree from an accredited college or

university A minimum of two years of experience in positions with similar skill requirements.

ADA COMPLIANCE

Physical Ability:

Tasks involve the ability to exert light physical effort in sedentary to light work. Tasks may involve some lifting, carrying, pushing and/or pulling of object and materials of light weight (up to 20 pounds). Tasks may involve extended periods at a keyboard or work station.

Dexterity:

Requires the ability to perform skilled coordinated movements, such as keyboarding, using a calculator and operating office equipment and a cash register.

Sensory Requirements:

Some tasks require visual perception and discrimination. Some tasks require clear, oral communications ability.

Environmental Factors:

Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, violence, disease or pathogenic substances

C. ADMINISTRATIVE ASSISTANT

GENERAL DESCRIPTION OF WORK:

Processes payments, interacts with the public and answers telephone inquiries. Provides administrative and clerical assistance to the Town Manager and other personnel. Other responsibilities include water and sewer billing including bill preparation, collections and record keeping. Reports to the Office Manager.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Greet visitors and provides information to assist with requests.
- Answer telephone and directs calls accordingly. Take and deliver messages as required.
- Process payments for water and sewer bills, taxes and other receipts and account for payments on a daily basis.
- Balance cash drawer a minimum of twice per week and reconcile with automated records and daily transactions.
- Prepare and make bank deposits.
- Open, sort and distribute mail.
- Maintain water and sewer billing accounts.
- Coordinate water meter readings with appropriate town staff.
- Prepare and send water and sewer bills in accordance with town policies, procedures and ordinances.
- Provide Operator-In-Charge with administrative assistance for operation of water and sewer systems.
- Perform collection efforts for all overdue receipts owed to the Town.
- Process taxes, abatements and supplemental tax bills.
- Prepare and issues business licenses and maintains related records.
- Sell Town vehicle decals and maintains related records.
- Assist Town Manager with administration of zoning permits.
- Maintain files of office records and materials.
- Maintain schedule and calendar for use and rental of town facilities.
- Place orders for office supplies as needed and in accordance with established policies and procedures.
- Operate and maintain a variety of office machines and computer equipment.
- Other tasks as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Professional telephone skills
- Ability to deal courteously and effectively with the public.
- Good oral and written communication skills.
- Comprehensive knowledge of standard office practices and procedures, equipment, and secretarial techniques.
- Ability to perform mathematical calculations including addition, subtraction, multiplication, division, decimals, percentages and fractions.
- Knowledge of secure cash handling procedures.
- Knowledge of basic bookkeeping practices and principles.

- Aptitude to use a variety of advisory data and information, such as tax statements, policy and procedure manuals, Virginia Code books, Town Code books and financial documents.
- Demonstrated ability to interpret policies and procedures.
- Demonstrated ability to follow oral and written instructions.
- Demonstrated ability to interact effectively and professionally with a variety of people.
- Demonstrated ability to perform detailed work in an accurate manner.
- Demonstrated ability to work with information in a confidential manner.
- Proficient in Microsoft Office 2007, specifically Word and Excel.
- Skilled in 10-key data entry.
- Skilled in use of standard office equipment and applications.

EDUCATION AND EXPERIENCE:

High school diploma or GED is required; Associate or 4 year degree from an accredited college or university preferred; supplemented by two (2) years previous administrative experience and/or training in an office setting. Must have excellent interpersonal and communication skills.

ADA COMPLIANCE

Physical Ability:

Tasks involve the ability to exert light physical effort in sedentary to light work. Tasks may involve some lifting, carrying, pushing and/or pulling of object and materials of light weight (up to 20 pounds). Tasks may involve extended periods at a keyboard or work station.

Dexterity:

Requires the ability to perform skilled coordinated movements, such as keyboarding, using a calculator and operating office equipment and a cash register.

Sensory Requirements:

Some tasks require visual perception and discrimination. Some tasks require clear, oral communications ability.

Environmental Factors:

Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, violence, disease or pathogenic substances.

D. DIRECTOR OF PUBLIC WORKS

GENERAL DESCRIPTION OF WORK:

Responsible for operation and maintenance of town water and wastewater systems, street maintenance, and grounds and building. The Director of Public Works shall also be in charge of the establishment of the chain of command.

TYPICAL TASKS:

- Supervises water and wastewater personnel and Street Maintenance staff.
- Responsible for operation and maintenance of water and wastewater systems including repair and maintenance of water supply lines and sewage collection system.
- Responsible for connection of new customers to water and wastewater systems using either town personnel or, with approval of Town Manager, contract services. Responsible for work performed by contractors.
- Responsible for metering of town water usage, including meter readings and meter maintenance and repair.
- Assist Town Manager in overseeing water and wastewater accounts.
- Responsible for developing and implementing operations and maintenance procedures for the water and wastewater systems.
- Maintains inventory of equipment, materials and supplies necessary for the performance of duties.
- Responsible for the preparation of reporting documents to appropriate authorities concerning town utilities, and ensuring compliance with all permit requirements.
- Responsible for employee performance evaluations for individuals assigned to the water and wastewater departments.
- Assists the Town Manager in preparing long-range planning for capital expenditures such as repair and replacement of town utilities.
- Prepares monthly reports on the status of water and wastewater systems for Town Manager and Town Council.
- Promotes a favorable public image of the water and wastewater department. Answers and resolves routine customer complaints and questions about water and wastewater operations.
- Responsible for ensuring that personnel are scheduled to respond to emergency calls.
- Is required to be on-call to respond to emergency situations.
- Other tasks as assigned by Town Manager.

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of procedures, materials, tools, and equipment used in the operation and maintenance of water and wastewater systems.
- Management skills required to supervise and personnel performing tasks associated with water and wastewater system operations.
- Ability to establish and maintain effective working relationships with local and state agencies and the general public.
- Ability to communicate clearly and effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Graduation from high school or G.E.D with a minimum of five (5) years water and wastewater systems experience, two (2) of which must have been in a responsible supervisory position. Additional education may be substituted for experience.

Individual must hold certification from the Commonwealth of Virginia as a Class III Water Operator and a Class II Wastewater Operator. Individual must possess a valid Motor Vehicle Operator's License.

E. WATER/WASTEWATER LEAD OPERATOR

GENERAL DESCRIPTION OF WORK:

Assists Director of Public Works with daily operation of town water and wastewater systems. Responsible for supervision of subordinate personnel.

TYPICAL TASKS:

- Monitors and operates water and wastewater plant and equipment
- Observes variations in operating conditions and test results to determine processing requirements
- Operates and maintains pumps, motor valves and electrical controls
- Performs and supervises preventative and corrective maintenance on plant equipment
- Collects water and wastewater samples, operates laboratory equipment and conducts lab testing
- Assists Director of Public Works in ensuring that proper lab procedures are followed.
- Assists in the upkeep of all records pertinent to operation of the water and wastewater systems.
- Assists in the operation and repair of wastewater collection and water distribution systems.
- Assists the Director of Public Works with inventory of equipment and supplies
- Reads water meters
- Tests and observes water meters for accuracy.
- Required to be on-call to respond to emergency situations (on-call rotation)
- Other tasks as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Understanding and working knowledge of the operations of water and wastewater systems.
- Knowledge of equipment specification and operations manuals for town water and wastewater systems.
- Ability to understand and follow oral and written directions.
- Ability to effectively supervise personnel performing tasks associated with water and wastewater system operations.
- Ability to maintain good working relationships with town employees and the general public.

EDUCATION AND EXPERIENCE:

Graduation from High School or a G.E.D. Must possess or be able to possess within five years, a Virginia Class II Wastewater License and a Virginia Class IV Water License. Must possess a valid Motor Operator's License.

F. WATER/WASTE WATER PLANT OPERATOR/MECHANIC

GENERAL DESCRIPTION OF WORK:

Responsible for general maintenance of water and wastewater facilities. Assists in operation and maintenance of wastewater treatment plant and water system. Reports to Lead Operator.

TYPICAL TASKS:

- Monitors and operates water/wastewater treatment plants and equipment
- Observes variations in operating conditions and test results to determine processing requirements.
- Operates and maintains pumps, motor valves and electrical controls
- Operates and maintains power generating equipment
- Performs and supervises preventative and corrective maintenance on plant equipment.
- Collects water and wastewater samples, operates laboratory equipment and conducts lab testing.
- Assists in the upkeep of records pertinent to the water and wastewater systems.
- Reads water meters.
- Maintains and repairs water and sewer lines and pump stations.
- Reads water meters.
- Assists Lead Operator with meter testing and maintenance.
- Required to be on-call to respond to emergency situations (on-call rotation)
- Other tasks as assigned by operator in charge and lead operator.

SKILLS, KNOWLEDGE AND ABILITIES:

- Understanding and working knowledge of the operation of water and wastewater systems.
- Knowledge of equipment specification and operations manuals for town water and wastewater systems.
- Ability to understand and follow oral and written instructions.
- Ability to maintain good working relationships with town employees and the general public.

EDUCATION AND EXPERIENCE:

Graduation from High School or G.E.D. Must possess or be able to possess within five year a Virginia Class III Wastewater License and a Virginia Class IV Water License. Must possess a valid Motor Vehicle Operator's License.

G. MAINTENANCE WORKER

GENERAL DESCRIPTION:

A maintenance worker performs a variety of maintenance tasks on the Town's water lines, sewer lines, buildings, grounds, streets Wastewater Treatment Plant and the Wharf. Reports to the Director of Public Works.

GENERAL RESPONSIBILITIES:

Operates automotive equipment and various power equipment. All work in these categories is performed under the overall direction of the Director of Public Works.

TYPICAL WORK EXAMPLES:

- Operates a backhoe
- Operates an air hammer and power saw
- Installs water and sewer lines
- Patches and clean streets, clean storm drains Performs construction work on Town streets, sidewalks and buildings. Installs and repairs water and sewer lines, reads water meters.
- Unstops sewer lines.
- Repair streets after utility construction
- Patches street after utility construction
- Drives a truck, hauls and spreads material such as sludge, sand, gravel and dirt.
- Cuts grass, paints and cleans sidewalks
- Hauls trash, limbs, brush and operates a bush chipper
- Performs custodial duties
- May work at Wastewater Treatment Plant performing such duties as cleaning maintenance and grounds-keeping.
- Performs maintenance tasks such as lubrication of Town automotive equipment and power tools. May make minor repairs to Town equipment.
- Assists in snow removal operations, shovels snow, drive trucks, etc.
- Installs street signs. Works on street and sidewalk construction projects.
- Works with insect control problems
- Performs other duties as assigned to the Director of Public Works.

REQUIRED SKILLS:

Ability to perform a variety of semi-skilled maintenance tasks and manual labor

Ability to understand and follow simple oral and written instructions

Ability to perform heavy manual labor under unfavorable weather conditions.

SPECIAL REQUIREMENTS:

Graduation from high school or equivalent

A maintenance worker must possess or be able to obtain a valid Virginia Motor Vehicle Operator's License within thirty days.

H. CHIEF OF POLICE

GENERAL RESPONSIBILITIES:

The Chief of Police is the Chief Administrative Officer of the Department. The final authority in all matters of termination is at the discretion of the Chief of Police. The Chief of Police is responsible for setting all the department's training standards, policies, ranks, and discipline. The Chief of Police shall have general charge of the station house and all property of the Police Department.

TYPICAL WORK EXAMPLES:

- As necessary, make recommendations for the adoption of new Town ordinances or the amendment of existing ones.
- Supervise the maintenance of police vehicles and any other equipment needed for the operation of the department.
- Prepare periodic and special reports, and assures that adequate records are maintained of all department activities.
- Plan and coordinate the training of members in procedures, duties and proper use of equipment.
- Identify criminal offenders and criminal activity and, where appropriate, apprehend offenders and participate in subsequent court proceedings.
- Coordinate with other local, state, and federal authorities in area/regional law enforcement matters. Possess knowledge of area/regional state & federal task force infrastructure and general procedures.
- Receive and dispose of complaints, attend civic club and school meetings to explain the activities and functions of the Police Department and to establish favorable public relations.
- In consultation with the Town Manager, recommend policies and regulations governing activities of the Police Department to the Town Council.
- Ensure compliance with all laws which the department or its officers have the authority to enforce.
- Organize, direct and control all resources of the department to preserve the peace, protect persons and property and enforce the law.
- Establish a routine of daily duties to be performed by officers. Designate an officer to serve as commanding officer in his/her absence.
- Promote police presence in the downtown business area through periodic foot patrols as a standard routine.
- Keep himself informed of departmental affairs, ensuring that the duties and responsibilities of members are properly discharged.
- Maintain a daily watch to watch log of events for review by assigned Police officers to ensure efficient & effective continuity of operations.
- Develop a policy covering the safekeeping of all evidence and any property recovered, found or confiscated.
- Due to manning constraints of the department, perform the duties and shifts of a Police Officer in enforcing the law.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of laws, rules, and court decisions relating to the administration of criminal justice and law enforcement; comprehensive knowledge of scientific methods of crime detection, criminal detection, criminal identification and radio communication; comprehensive knowledge of controlling laws and ordinances; thorough knowledge of the geography of the Town; knowledge of state and federal law enforcement general policies & procedures to ensure effective interoperability; demonstrated ability to lead and direct the activities of Police Officers; ability to maintain cooperative relationships with other Town officials and with the general public; ability to evaluate the effectiveness of the police department and to institute improvements; ability to prepare and review reports; resourcefulness and sound judgment in emergencies; demonstrated integrity and tact.

EDUCATION AND EXPERIENCE:

A high school diploma, possession of a valid Virginia Driver's License, current First Aid Certification, plus extensive experience in a variety of law enforcement tasks and functions, coupled with complementary supervisory experience.