



Item #5

PERSONNEL MANUAL CHANGE FORM REQUEST

The purpose of this form is to encourage employee participation in reviewing and updating the Personnel Manual. From time to time, some items in this manual may become outdated, inappropriate, or simply unnecessary. Conversely, you may identify an issue you feel should be included in the Personnel Manual. This form will provide a method for employees to identify and address these issues in a timely fashion. If you find a policy that meets one of the above conditions, make note of it by completing the section below and submitting the completed form to your Department Head. Please continue to make copies of this form and place them with your Personnel Manual for easy access.

Refer to: Holidays (pg. 7-1 + 7-2) Sick leave (pg 7-6)
(NAME OF THE POLICY)

Chapter # 7 Page # 1 + 2 + 6 Paragraph # Pg 1 Para 7
Pg 2 Para 1
Pg 6 Para 1

Appendix # _____ Page # _____ Paragraph # _____

I recommend that we ADD, REVISE, or DELETE, the above policy for the following reasons:

I recommend the change be made to read similar to the following:

See attached

Date: 7-22-13

Submitted by: Richard Perusse

Reviewed with Department Head/Town Administrator: [Signature]

Selectmen's Decision: _____ Date: _____

Please attach additional pages if necessary.

We would like to propose either on of two options:

Allow the Highway crew to use sick hours if they so choose, to make up for holidays during the 10 hour work day period.

Or

Change the policy for Holidays from:

~~"Holidays shall be based upon the normal hours worked by an employee during a regular workweek subject to a maximum of eight (8) hours, i.e. if an employee is regularly scheduled to work six (6) hours per day, each holiday shall equal (6) hours at the employee's regular rate of pay. Those who work ten (10) hours a day at the time of the holiday will be allowed to work two (2) additional hours that week in order to attain a full forty (40) hour workweek."~~

To:

"Holidays shall be based upon the normal hours worked by an employee during a regular workweek, i.e. if an employee is regularly scheduled to work six (6) hours per day, each holiday shall equal (6) hours at the employee's regular rate of pay, those who are scheduled to work eight (8) hours per day, each holiday shall equal eight (8) hours of the employee's regular rate of pay, those who are scheduled to work ten (10) hours a day, each holiday shall equal ten (10) hours of the employee's regular rate of pay.."

NEW Proposed Holiday policy for full-time employees

Full-time employees are entitled to the paid holidays listed below, and will be paid at their straight-time hourly rate based on the hours they are scheduled to work that day. When an eligible full time employee does not normally work on one of the paid holidays, a regular workday shall be substituted for the holiday. This will usually be either the day before or after the holiday, but if not the day must be taken within the week it falls (the day to be determined by the Department Manager).