



**TOWN OF WEST WARWICK
ADMINISTRATIVE EMPLOYEES
POLICIES AND STANDARDS**

Adopted June 2, 2015

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The Town of West Warwick

DISCLAIMER

This manual is not a contract, nor do any provisions of this manual create a contractual relationship between the Town of West Warwick and its employees. All Administrative Employees are deemed 'at-will' employees who are subject to all of the provisions of the doctrine of at-will employment in this state.

This manual describes your obligations as an Administrative Employee of the Town of West Warwick, and you are to be familiar with its contents. By signing below, you simply acknowledge your receipt of a copy of this manual, and that you understand your status as an at-will employee.

Signature of Administrative Employee

Date

Town of West Warwick

STANDARDS OF PROFESSIONAL CONDUCT

1. **HONESTY** – Be scrupulously and consistently honest by being truthful, sincere, forthright, and candid where professional duties requiring confidentiality permit, so that persons are not misled or deceived.
2. **INTEGRITY** – Demonstrate integrity by: (1) exhibiting conduct consistent with core beliefs, i.e.; dependable, loyal, honest, efficient, motivated, positive and respectful and assuring that practices are congruent with principles; (2) honoring and adhering to the general principles of public service ethics, the mission and values of the organization; (3) expressing and fighting for your concept of what is right and upholding your convictions to the best of your ability.
3. **COMMITMENT** – Demonstrate promise-keeping by: (1) fulfilling commitments by making your word your bond; (2) discharging commitments in a fair and reasonable manner; (3) exercising prudence and caution in making commitments, considering that unknown or future factors might arise which could make fulfillment of them impossible, difficult or undesirable; (4) assuring that commitments made are clear to all parties.
4. **FAIRNESS** – (1) Demonstrating a commitment to justice, the equitable treatment of individuals in all actions, including recruiting hiring and promoting employees; (2) exercising authority with open mindedness and seeking all relevant information, including opposing perspectives; (3) voluntarily correcting personal or institutional mistakes and improprieties and refusing to take unfair advantage of mistakes or ignorance of citizens; (4) scrupulously employing open, equitable and impartial processes to gather and evaluate information necessary for decisions.
5. **RESPECT FOR OTHERS** – Respect others by: (1) acknowledging and honoring the right of those affected by official and managerial decisions to privacy and dignity; (2) treating others with courtesy and decency; (3) exercising authority in a way that provides others with the information they need to make informed decisions about matters within the scope of their professional duties.
6. **PURSUIT OF EXCELLENCE** – Perform your duties with excellence by: (1) being diligent, reliable, careful, prepared and informed; (2) continuing to develop knowledge, skills and judgment necessary to the performance of your duties.

7. **PERSONAL ACCOUNTABILITY** – Be accountable by; (1) accepting personal responsibility for the foreseeable consequences of actions and inactions; (2) recognizing your special opportunities and obligations to lead by example;

(3) making decisions that take into account long term interest and the need to exercise leadership for prosperity.
8. **LOYALTY** – Demonstrate loyalty by; (1) advancing and protecting the interests of those with legitimate moral claims arising from personal and institutional relationships; (2) safeguarding confidential information without violating professional duties; (3) resolving conflicting loyalties to various parties by placing obligations to the constitution, the institution of government and fundamental principles of representative democracy above your duty to individuals; (4) refusing to subordinate other ethical obligations in the name of loyalty such as honesty, integrity, fairness and the obligation to make decisions on the merits, without favoritism, in the name of loyalty.

The Town of West Warwick

APPOINTMENTS

It shall be the general policy of the Town to place employees according to the following principles:

Employees shall be selected solely on the basis of merit and qualifications for the job as determined by the appointing authority.

The appointing authority shall not unlawfully discriminate on the basis of race, national origin, ancestry, sex, religion, age, disability, or other characteristics protected by law.

Residence:

All Employees shall furnish to their Department Head any change in address and the notice of such change shall be forwarded to Human resources to be filed in the employee record.

Nepotism:

No Town employee or official shall interview or decide on any candidate for appointment or promotion who is a member of his or her immediate family, first cousin or closer, or household.

Part Time Employment:

Employees may be hired for part time work as necessary and as determined by the Town Manager and depending on budget appropriations. Anyone working less than 20

hours will not be eligible for benefits. Those working between 20 and 35 hours may receive pro-rated benefits.

Town of West Warwick

PERFORMANCE STANDARDS POLICY

Your supervisor will inform you of the specific requirements of your job duties and responsibilities and will develop in consultation with you the standards of competence and performance you are expected to achieve. All Administrative Employees are expected to perform their job functions at acceptable and satisfactory levels and with appropriate supervision. The expectation is that you will perform your job responsibilities with the goal and attitude of serving The Town to the best of your ability.

Regular self evaluation of your work and continuously looking for and implementing ways to perform in a more efficient, accurate, and productive manner are the marks of an employee who performs well. Your performance evaluations will relate largely to your ability to meet and excel at requirements based upon your job responsibilities.

Town of West Warwick

CODE OF CONDUCT

The Town believes that the best way to deliver its vital services is through a corporate philosophy that is committed to the principles of fiscal responsibility, integrity, responsiveness and excitement, otherwise referred to as the F.I.R.E. PHILOSOPHY, as adopted as the official corporate philosophy of the Town by the Town Council on January 3, 1995, in resolution 95-9.

Policy Statement: It is the policy of the town to foster efficient and effective government services, as well as the protection and fair treatment of all citizens and employees and all persons coming in contact with the Town. Every employee is a guardian of public resources entrusted by the public with its funds, safety and welfare. Therefore, each employee is required to work diligently at all times to guard the public's resources and to maximize the value the public receives for the compensation paid.

Employee Conduct and Disciplinary Policy: Employees are subject to disciplinary action, including termination of employment, when they fail to meet the standards set forth above. A partial list of infractions that will lead to immediate discipline, up to and including discharge follows. It is not intended to be all inclusive but rather is merely a list of examples of serious infractions

- *Unauthorized absence from work.
- *Violation of the Town Charter.
- *Neglect or failure to satisfactorily perform assigned duties.
- *Unauthorized use of Town property; vehicles, equipment or facility including cell phones and copy machines.
- *Violation of safety rules or a safety practice. All employees must report a work related injury to the department head and a copy to HR as soon as possible.
- *Not being at an assigned work station and ready to work promptly at starting time.
- *Insubordination
- *Sleeping on the job.
- *Dishonesty of any kind, including; theft or time and/or equipment,
- *Misrepresentation of medical conditions or other facts in seeking employment.
- *Falsification or destruction of Town records.
- *Instigating a fight or fighting.
- *Possession or consumption of alcohol during hours of work.
- *Possession or consumption of illegal controlled substance, testing positive to a random

drug testing.

*Unauthorized possession of firearms, fireworks, explosives or weapons of any kind inside Town facilities, or in its vehicles.

*Gambling on Town property or while being paid by the Town.

*Use of abusive or obscene language.

*Violation of any town policies.

*Interfering with the work of other employees, or conduct disruptive to the work of other employees.

*Harassment of co-workers, supervisors, public officials or members of the public.

*Absence of 3 working days without notification to a supervisor.

*Job abandonment

*Acceptance of gifts or gratuities from any individual or agency that may be construed as influencing a decision of a Town Official or employee.

*Conviction of a felony.

Town of West Warwick

OUTSIDE EMPLOYMENT POLICY

A full-time job at the Town must be the Employee's primary job. Full-time Administrative Employees must report to their supervisor and the Human Resources Department, immediately and in writing, any other employment with any person or organization, and any self-employment or consulting. The report must identify the nature of each type of employment, each employer, and indicate the number of hours per week spent by the Employee on such additional employment. Any employee who fails to notify the Town immediately and accurately of such additional employment may be subject to immediate discipline.

The Town of West Warwick

ATTENDANCE POLICY

Policy Statement

Punctuality and regular attendance are essential to insure optimal productivity and customer service. In order for the Town to achieve these goals all Administrative Employees are required to maintain a satisfactory record of attendance. The following is the Town of West Warwick's policy on attendance. In order to meet operational needs and commitments, management centers or departments may adapt or modify the Town's policy or establish their own attendance policy. Management centers or departments that establish policies that are different than the Town's policy must consult with the Human Resources Department when drafting their policy. The Town of West Warwick's policy on attendance will apply for departments or management centers that do not establish a policy. Supervisors are responsible for communicating the attendance policy to employees and for fair and consistent application of the policy.

Attendance Policy

All Administrative Employees are expected to report to work on time every day that they are scheduled to work and to maintain a satisfactory record of attendance. If employees are unable to report to work they are expected to notify their Supervisors.

Town of West Warwick

DEPARTMENT HOURS

The hours during which Town offices and departments shall be open for business shall be determined by the Town Manager.

ABSENTEEISM AND TARDINESS

Administrative Employees shall regularly and promptly be at their place of work, ready and able to commence work, at the time they are scheduled to begin the workday. Absences will only be excused if provided for by these Human Resource Policies and Standards or as addressed in the appropriate Collective Bargaining Agreement. Excessive absenteeism and/or tardiness may result in disciplinary action, up to and including dismissal.

ATTENDANCE RECORDS

All departments shall maintain daily attendance records indicating the hours worked and absences for all Administrative Employees in the department.

OVERTIME AND COMPENSATORY TIME

Administrative Exempt Employees

Administrative Employees, who are Administrative Exempt individuals, are not entitled to overtime compensation as defined by FLSA (Fair Labor Standards Act). If the Town Manager allows for “flexible” hours and the employee has stayed for a meeting or a project, they may flex their hours within the pay period to account for the time. In no case shall an exempt employee accrue hours for reimbursement or for future use outside of the pay period. The Town Manager has the responsibility for defining the use of “flex” time.

Administrative Non Exempt Employees

Administrative Employees who are defined as non-exempt hourly employees are entitled to overtime compensation for hours worked beyond 40 hours per week as defined by the Rhode Island Department of Labor.

Non-exempt Employees who work overtime may elect to receive compensatory time off in lieu of overtime pay, as allowed by law. Use of compensatory time shall be mutually agreed to between the employee and their department head. Compensatory time shall be used in the pay period immediately following the one in which it was earned, unless otherwise agreed to by the employee and their department head or the Human Resource Director. If an employee is not authorized to use compensatory time within this time period and no agreement is made, the employee shall receive overtime pay instead of compensatory time.

Town of West Warwick

LONGEVITY PAY

Eligibility Requirements to receive this benefit:

Vested Administrative Employees - Only those Administrative employees who were vested as of December 31, 2013 are eligible for Longevity Pay.

Non-Vested Administrative Employees - Non-vested Administrative employees hired on or before July 1, 2008 will continue to receive Longevity Pay based on the number of years of service and the Longevity rate paid in November of 2014 – this rate will be frozen and continued annually.

The Town shall pay annually in a separate check **beginning June 30, 2016** Longevity payments to all eligible Administrative Employees, not covered by a Collective Bargaining Agreement, who were vested as of December 31, 2013, in recognition of continuous dedicated service to the Town.

Longevity Pay is based upon the *current fiscal year*, (July 1 to June 30), therefore any Administrative employee, who meets the eligibility for Longevity Pay, who terminates employment prior to June 30th of the current fiscal year will receive a prorated check based on the actual time worked.

Longevity Percentage Rate

4 years to less than 8 years	5%
8 years to less than 12 years	6.5%
12 years to less than 16 years	7.5%
16 years to less than 20 years	9.5%
20 years and over	11.5%

Town of West Warwick

HOLIDAYS

Administrative Employees not covered by a Collective Bargaining Agreement shall observe the same holidays as the employees in their department covered by a Collective Bargaining Agreement. In the case of the Police Chief, he or she shall observe the holidays set forth in the Collective Bargaining Agreement with the IBPO.

All non-union Administrative Employees will follow the AFSCME schedule for observed holidays.

An employee who is absent on leave without pay on an official holiday shall be credited with one leave day.

Employees wishing to observe religious holidays not listed in this Section must submit a written request two (2) weeks in advance to the Human Resources Director. The employee may, at his or her option, either be given time off without pay or have the time off charged to the employee's vacation allowance.

Town of West Warwick

VACATIONS

All Administrative Employees who are vested as of July 1, 2015 will remain in the current accrual system of sick, vacation (as defined below) and personal days.

All other Administrative Employees please refer to the Paid time Off (PTO) Plan.

Vacation time is granted for the purpose of allowing the employee to leave his/her duties for rest and relaxation in order that he/she may serve the Town more efficiently throughout the balance of the year.

Each regular full-time Administrative Employee shall be allowed a vacation with normal pay, subject to the following regulations:

All scheduled vacation time should be requested and approved by utilizing the **Request For time Away From Work** form.

Six months of continuous service shall be required before any vacation is granted. Thereafter, vacation time shall be accumulated the same as other unionized employees.

Employees shall receive vacations on the basis of the following schedule:

1 – less than 4 years	15 days
4 – less than 8 years	18 days
8 – less than 12 years	21 days
12 – less than 20 years	24 days
Over 20 years	26 days

Vacation time can be accumulated twice the amount for one calendar year and carried over to the next year. In no case shall it be accumulated for more than one calendar year, i.e., vacation time in excess of the employee's annual entitlement will be lost if it is not used in any year by December 31. In other words, any amount of vacation time beyond the current allotment and the previous year's allotment will be lost on December 31 of each year. The Town Manager has the ability to alter, negotiate and approve vacation time.

Town of West Warwick

SICK LEAVE

All Administrative Employees who are vested as of July 1, 2015 will remain in the current accrual system of sick (as defined below), vacation and personal days.

All other Administrative Employees please refer to the Paid time Off (PTO) Plan.

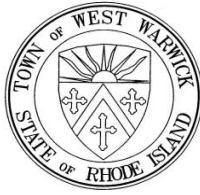
Sick leave shall be for the purpose of relieving an employee of his/her duties when he/she is incapacitated from performing his/her duties because of actual illness or when his/her presence at home is necessary because of the serious illness of his/her immediate family, or member of the employee's immediate household and may not be used under any other circumstances. Employees who use their earned sick leave for any other reason may be dismissed from Town service.

All full-time Administrative Employees shall receive 1.25 days per month for sick leave, which they may accumulate from year to year to a maximum of 150 days. Sick leave may not be used until earned. When an employee is separated from Town service for reasons other than involuntary termination, the employee will be compensated for all unused accumulated sick leave credited to such employee on the date of separation, but not in excess of 150 days. Unless an employment agreement or contract is in place, said payment shall be made within thirty (30) days of the employee's departure.

When an employee finds it necessary to be absent because of illness, he/she shall provide notice of their absence to the Department Head before the regular starting time for work. Failure to do so may result in denial of sick leave with pay, at the Town's option.

If an employee has exhausted all of his/her earned sick leave and is still unable to work because of illness, he may apply in writing to the Town Manager for a leave of absence without pay.

If an employee is absent more than 3 consecutive days, they may be eligible for Family Medical Leave if they meet the criteria, as outlined in the FMLA Policy. The Town may require a certificate from a licensed physician as evidence of an employee's illness in excess of the 4th consecutive day.



REQUEST FOR TIME AWAY FROM WORK

NAME: _____

DATE(S) OF REQUEST: _____

Request time away from work for the following reason:

- Vacation
- Sick Leave
- Jury Duty – please attach copy of Jury Notice
- Bereavement leave
- Unpaid Leave – attach Town Manager’s approval
- Other – please specify _____

Employee Signature _____

Date _____

Approved _____ Not Approved _____

Supervisor/Dept. Head _____

Town Manager _____

Date _____

Forward copies of Administrative requests to Town Mgrs. Office

Dept. Head requests must have Town Manager's approval

Town of West Warwick

PERSONAL LEAVE

All Administrative Employees who are vested as of July 1, 2015 will remain in the current accrual system of sick, vacation and personal days.

All other Administrative Employees please refer to the Paid time Off (PTO) Plan.

Full-time Administrative Employees will be awarded three (3) personal days on July of each year. Personal days will not accumulate beyond the year in which they are earned. Employees working less than a full year will be compensated one personal day for each six month worked.

An employee who seeks to use a personal day must give at least three (3) days notice to his or her Department Head or the Town Manager. This notice requirement may be waived if the Department Head (in cases involving his/her subordinate) or the Town Manager believe the circumstances warrant waiver and grant permission to take a personal day without such notice.

Town of West Warwick

ABSENCE WITHOUT AUTHORIZATION

An absence of an Administrative Employee from duty, including an absence for a single day or part of a day, that is not specifically authorized by a Department Head, the Human Resource Director or Town Manager, or leave of absence under the provisions of these Policies and Standards, shall be deemed an absence without authorization. Any such absence shall be without pay and may warrant disciplinary action, including dismissal. Absence without authorization for three consecutive work days, or for any duration on three separate occasions, within a thirty (30) day period, without authorization, shall involuntarily terminate employment for cause upon the happening of the third such day or occasion.

Town of West Warwick

PAID TIME OFF (PTO) POLICY

Effective July 1, 2015 all Administrative Employees, not vested as of this date, will transition to the Paid Time Off (PTO) plan.

All Administrative Employees who are vested as of July 1, 2015 will remain in the current accrual system of sick, vacation and personal days.

The purpose of Paid Time Off (PTO) is to provide employees with flexible paid time off from work that can be used for such needs as vacation, personal or family illness, doctor appointments and other activities of the employee's choice.

The Paid Time Off days you accrue, effective July 1, 2015 will replace the prior accrual system of sick, vacation and personal days for Administrative Employees not vested.

Effective June 30, 2015 all prior accrued time i.e. vacation, sick and personal, will be 'frozen', for Administrative employees not vested, yet available for use prior to discharging PTO time to cover an absence from work. .

Each Administrative full time employee, not vested, will accrue PTO weekly in hourly increments based on their length of service as defined below. Eligibility to accrue PTO is based on the employee working or using accrued PTO for the entire weekly pay period. PTO is not earned in pay periods during which **unpaid leave** or **workers compensation leave** are taken.

PTO				
ACCRUALS				
<u>Years</u>	<u># days</u>	<u>weekly accrual of</u>		
		<u>hours</u>		
1-3 yrs	26.40 days	3.55	3.81	4.06
4-7 yrs	28.80 days	3.88	4.15	4.43
8-11 yrs	31.20 days	4.20	4.50	4.80
12-19 yrs	33.60 days	4.52	4.85	5.17
20+ yrs	35.20 days	4.74	5.08	5.042

The above calculations are based on an employee who works 7 hours per day, 7.5 hours per day or 8 hours per day.

Guidelines for Usage are as follows:

The Request For Time Away From Work form, on the following pages, should be used for all planned absences. You must indicate the appropriate bank of time to be used.

You must first discharge from the appropriate bank of 'frozen' time prior to discharging PTO time.

For instance, if you are absent for sickness for 5 days and your 'frozen' bank only has 3 sick days in it, you will use 3 sick days and 2 PTO days to cover your absence. Again, all banks of sick and vacation time will be frozen as of June 30, 2015. If you have any 'frozen' time in either bank (sick or vacation) you must exhaust that time before using Paid Time Off (PTO).

When discharging PTO time you must do so in half or full day increments. To take PTO requires 5 days of notice to the Town Manager and/or department head. The employee must complete the 'Request For Time Away From Work' form. In all instances Paid Time Off must be approved and as much notice as possible should be given to the Town Manager and/or department head.

If PTO is used for a legitimate, unexpected illness or emergencies then you do not have to use the 'Request' form. If you have an unscheduled absence of more than 3 consecutive days you will be required to present a doctor's note to Human Resources when you return to work.

In the event of an unscheduled absence all 'frozen' sick time will be used before Paid Time Off will be used. If at some point you no longer have **any** time available you will be in an 'unpaid' status.

Under the Town's Family and Medical Leave Acts (FMLA) policy, all accrued 'frozen' sick and vacation time will be used before PTO time is taken to cover the absence. In the event all of the employees sick, vacation and PTO time is used the employee will then become 'unpaid' while on FMLA.

Each employee may carry over into a new fiscal year, up to twice the scheduled annual accrual of PTO days. Employees are responsible for monitoring and taking their PTO over the course of the year so that they do not lose time accrued when the fiscal year ends.

Employees are paid for the PTO they have accrued at employment end. Employees who give two weeks' notice of employment termination must work the two weeks without utilizing PTO.



REQUEST FOR TIME AWAY FROM WORK

NAME: _____

DATE(S) OF REQUEST: _____

Request time away from work for the following reason:

- Paid Time Off (PTO)
 - Sick Time (Frozen Bank)
 - Vacation Time (Frozen Bank)
 - Personal Time (Frozen Bank)
- Jury Duty – please attach copy of Jury Notice
- Bereavement leave
- Personal Day
- Unpaid Leave – attach Town Manager’s approval
- Other – please specify _____

Employee Signature _____

Date _____

Approved _____ Not Approved _____

Supervisor/Dept. Head _____

Town Manager _____

Date _____

Forward copies of Administrative requests to Town Mgrs. Office

Dept Head requests must have Town Manager’s approval

Town of West Warwick

BEREAVEMENT LEAVE

In the event of death in the Administrative Employee's immediate family (spouse, common-law spouse, child, foster child, mother, father, sister, brother, mother-in-law, father-in-law, foster parents and stepchild and domestic partner) said employee shall be entitled to absence with full pay for five (5) working days not chargeable to the employee's sick leave accumulation. In the event additional days are needed the employee may request that time from the Director of Human Resources and may charge approved time to vacation or said request may be unpaid at the employee's choice.

In the event of death of an employee's grandmother, grandfather, grandchild, brother-in-law, sister-in-law, son-in-law, daughter-in-law, said employee shall be entitled to absence with full pay for three (3) working days for a period of mourning and attendance at the funeral not chargeable to the employee's sick leave accumulation.

In the event of an employee's niece, nephew, uncle, aunt, or any relative an employee is caring for, said employee shall be entitled to absence with full pay for one (1) working day not chargeable to the employee's sick leave accumulation to attend services.

Cohabitation and/or Primary Caregiver, in the event of a death of an individual, not listed above, with whom the employee is cohabitation or the employee is the primary caregiver, the employee shall be granted the following days off with pay as listed in the table below. Cohabitation means that the other individual has maintained the same legal residence as the employee.

<u>Cohabitation/Caregiver Time</u>	<u>Days Off With Pay</u>
1 year or more	3 days
6 months up to one year	2 days
Less than 6 months	1 day

Town of West Warwick

HEALTH BENEFITS

Members making less than \$50,000 in base salary shall increase their medical co-share to Seventeen Percent (17%) of the working rate established by the health plan administrator from time to time, and members making \$50,000 or more in base salary shall increase their medical co-share to Twenty Percent (20%) of the working rate established by the health plan administrator from time to time. Those that are receiving 50% cash in lieu of health insurance will have the percentage deducted from the total cost of health insurance, prior to determining the 50% split.

Part time employees who are scheduled to work 20 or more hours each week will be offered prorated benefits.

LIFE INSURANCE

The Town of West Warwick will provide to all full time Administrative Employees a Term Life Insurance Policy of \$20,000 at no cost to the employee. All Administrative Employees may opt for additional coverage to include their spouse and children at their own expense. Human Resources will assist in answering your questions.

Town of West Warwick

TUITION REIMBURSEMENT

The Town of West Warwick supports Administrative Employees who wish to continue their education to secure increased responsibility and growth within their professional careers. You must be a full time employee and have completed one full year or more of continued employment, to be eligible for this program. The Town of West Warwick will reimburse you up to a maximum of \$1,500 per year incurred by an employee for continuing education through an accredited program that either offers growth in an area related to his/her current position or might lead to promotional opportunities. The employee must secure a passing grade of "B" or higher (or its equivalent) to receive any reimbursement. Expenses must be validated by receipts, and a copy of the final grade. To receive Tuition Reimbursement the following procedure must be followed:

- The employee must provide his/her manager with information about the course for which he/she will seek reimbursement.
- Classes should be scheduled as is feasible to not interfere with normally scheduled working hours.
- Employee must provide a statement regarding purpose, intentions and personal commitment.
- The Town Manager must approve in advance of the enrollment.
- Administrative Employees who receive tuition reimbursement from the Town under this provision shall reimburse the Town in full in the event the employee leaves the Town's employment within twenty four (24) months of receiving such reimbursement.

Town of West Warwick

EXPENSES

Administrative Employees who are required to use their vehicles for Town business shall receive mileage reimbursement to be set annually by the current IRS Mileage Reimbursement Rate.

Auto Insurance: Employees who drive their personal cars in performance of their duties shall maintain at their own expense adequate automobile insurance pursuant to Rhode Island law. All such employees shall provide verification of adequate automobile insurance on a yearly basis to the Human Resources Director. The Town Solicitor shall also make periodic inspections of insurance documentation of such employees during the course of the year to ensure compliance with this policy.

Lodging: Employees, who need lodging in relation to Town business shall be reimbursed for the cost of the employee's lodging, provided prior approval has been obtained from the Town Manager. A signed voucher with appropriate original receipts must accompany reimbursement requests. Any telephone charges must be related to the Town.

Food Beverages: On approved Town business, an employee shall be reimbursed an amount set by the Town Manager for food and beverage. Alcohol will not be reimbursed. Supporting original receipts must be turned in on a voucher.

Town Vehicles: Town vehicles shall be used for approved Town business and approved travel to and from the employee's residence to his/her place of employment within the Town. The Town Manager shall approve the use of any Town vehicle to and from an employee's residence if the employee is not a resident of the Town of West Warwick. No other individual other than the approved Town employee shall operate a Town vehicle. Town vehicles shall be left in the possession of the Town or on Town property during an extended absence for any reason. For purposes of this provision, extended absence shall mean any absence of three scheduled working days or more. Employees who violate this policy will be disciplined.

Town of West Warwick

LAYOFFS

Any employee may be laid off because of a shortage of work or funds, the abolition of a position, change in departmental organization, or any other reason. The duties performed by an employee who is laid off may be reassigned to other employees or eliminated.

DISMISSAL

Administrative Exempt employees are "AT WILL" employees and may be terminated without cause by the Town Manager.

RETIREMENT

The Town's pension plan(s) are set forth in the Town Municipal Code. Notice of intention to retire should be sent to the Human Resource Director in the year prior to retirement so that the necessary preparations can be made.

An Administrative Employee shall contribute Eleven Percent (11%) to the Town of West Warwick Pension system. Pensions shall be computed based on the previous 36 months base salary including Longevity. Employees may retire after ten (10) years of service and age fifty-five (55). Pension members earn 2.4% of pay for each year of service after 7/1/2014. Service prior to 7/1/2014 remains at the 2.5% level per year of service, refer to the Pension Plan document for COLA schedule.

Administrative Employees may instead opt to be a member of the ICMA 457 Plan. Each member may, if they choose to, contribute to this plan and the Town will contribute a percentage of the annual base salary as agreed upon at the date of hire.

Effective July 1, 2015 the Town will contribute 7% to the ICMA Retirement Plan for any Administrative Employee who participates in the Plan. If an employee participates in both the Town funded pension plan and the ICMA Retirement Plan, there will be no ICMA contribution from the Town.

Town of West Warwick

TIME TOWARDS EARLY RETIREMENT

All Administrative Employees who are vested as of July 1, 2015 will be eligible for this benefit.

These employees may use up to 150 days of unused accrued sick time towards his/her retirement date and continue to receive pay during this period until the date of his/her retirement.

Any Administrative Employee wishing to utilize the Time Towards Early Retirement clause of this agreement must, in writing, notify the Town of his/her desire, and said time shall be used consecutively and without recourse for return to duty. Said employee will not be allowed to accrue any additional time for vacation, sick or personal time however, said employee shall receive all other benefits and privileges afforded to that employee.

As for the vacancy created due to the use of '**Early Retirement**' the Town shall construe the vacancy to have occurred on the first day that the employee utilizes the Early Retirement option.

Town of West Warwick

MEDIA CONTACT

The Town Manager shall be responsible for contacting the media setting forth the official statements and/or policies on behalf of the Town Administration. Employees should refrain from providing information to the media without the consent of the Town Manager.

The Town of West Warwick

TERMINATION POLICY

Policy

Both the Town of West Warwick and the employee have the right to sever an employee relationship. Various forms of termination include: voluntary, resignation, dismissal, and termination resulting from a redundancy or layoff.

Procedures

In any termination situation, all keys, identification card and other Town property must be returned to the employee's department on the final working day.

Voluntary Terminations

Resignation from The Town: An employee who decides to resign must notify the department head or designee of this intention in writing as early as possible. The following serve as minimum guidelines for the amount of notice required by the Town.

The letter of resignation must specify the effective date for the resignation. Resignations, once submitted and accepted, are binding on the employee and the Town and cannot be changed except by mutual agreement.

It is recommended for the department head/director or supervisor to contact the Human Resources Director to arrange a time for the employee to attend an exit interview.

The Town of West Warwick

CONFIDENTIALITY AGREEMENT

As an Administrative Employee of The Town of West Warwick, I am aware that the data and materials to which I have access are to be treated in a professional and confidential manner.

This information will be used only in the conduct of official internal business and may not be disclosed to any third party.

Signature

Date

Please print or type name