

Regular Select Board Meeting  
26 April 2023  
1:30 PM  
Town Office at Isle La Motte School and via Zoom

In Attendance: Mary-Catherine Graziano, Rusty Spaulding, Cary Sandvig, Erin Gilligan, Steve Mank

Meeting was called to order at 1:30 PM by Board Chair Mary-Catherine Graziano.

1. **Additions to agenda:** There were no noted additions to the agenda.
2. **Emergency plan edits and possible approval:** The Select Board reviewed the Town's Emergency Management Plan which is updated annually in May. A number of edits are required for contacts, locations, and phone numbers. Open items include moving the generator from the Old Town Hall to the Town Offices which will be overseen by Rusty Spaulding, determining if there is generator at the Fire Department, and a complete review of the Mutual Aid Annexes which will be overseen by Cary Sandvig. It was noted that as the Facebook page for the Isle La Motte is not officiated by Town administration it will not be listed on the Emergency Plan.

There are multiple questions regarding who and what locations fall under the high-risk/vulnerable population category, so additional inquiries will be made to Shaun Coleman from the Northwest Regional Planning Commission (NRPC). Mary-Catherine Graziano is attending an Incident Command System for Executives training on April 28<sup>th</sup>, as her role as Select Board Chair places her in charge in the absence of the Emergency Management Director (EMD). She anticipates being able to reconcile this and several other questions following that session.

Isle La Motte churches are currently listed as Critical Facilities; a review of their accessibility needs to be undertaken as there are rumors of potential sales for one or both locations.

Edits will be made to the plan and a draft version submitted to NRPC by Monday, 1 May. A motion was made by Rusty Spaulding for Mary-Catherine Graziano to sign the draft Local Emergency Management Plan Municipal Adoption Form 2023 as Select Board Chair, second by Cary Sandvig, all in favor. The plan will be amended and signed by Paul Zera upon his return from medical leave and to reflect the addition of an assistant EMD. A copy of the submitted draft Emergency Plan will be attached to the minutes.

3. **Review, revise, and approve personnel policy:** The Select Board is considering the adoption of a Personnel Policy for staff; there is currently not a policy and at-will employment is in place. The reference document being used as a draft is considerable in scope, and several of the policies are not applicable for the Select Board staff which is comprised of approximately five (5) employees. All members agreed that it would be beneficial to have a policy in place as a safety net against future events. In the interest of transparency, the Select Board agreed that a more detailed review of a policy should be conducted. An abridged version of the reference policy may be beneficial to implement to protect the Town from unnecessary exposure that could arise due to the lack of oversight currently in place.

Mary-Catherine Graziano asked the other members for a decision on moving forward with a plan for the Town. A motion to defer the adoption of a Personnel Policy until a more thorough review is conducted by the Select Board was made by Cary Sandvig, second by Rusty Spaulding, all in favor. A copy of the reference personnel policy will be attached to the minutes.

4. **ACO job description:** The Select Board reviewed the Animal Control Officer (ACO) job description to improve the clarity of the role. The prior ACO was committed to the position, but their tenure in office exposed serious omissions in the written policies and procedures. The new ACO will be responsible for animal control in Isle La Motte and Alburgh.

Open items to be determined include the location of the animal pound, equipment needed by the officer, officer's reporting requirements, and the officer's rabies vaccination schedule. Any anticipated expenses that will benefit both Isle La Motte and Alburgh will be discussed in advance with the Alburgh Select Board to negotiate a share of the cost.

The Select Board agreed that the ACO will be paid a stipend of \$500.00 annually plus \$25.00 per hour rounded to the nearest hour after the first ten (10) hours logged; verbiage for clarity will be confirmed by Cary Sandvig. Mileage will be reimbursed at a rate of \$0.585 per mile for 2023, adjusted annually as established by the Internal Revenue Service. All other ACO reimbursable expenses must be presented via email to the Select Board for pre-approval prior to purchase.

The Town Clerk confirmed that the dog registration and vaccination records are available at the Town Offices for review by ACO during regular office hours.

A motion to approve the job description as revised above was made by Rusty Spaulding, second by Cary Sandvig, all in favor. A copy of the approved job description will be attached to the minutes.

5. **Sunset View lot 7A paperwork:** The Select Board reviewed a motion to assign a member to sign the deed for the property which will transfer in May. A motion to assign Mary-Catherine Graziano as signatory was made by Rusty Spaulding, second by Cary Sandvig, all in favor; all Select Board members signed the motion. It was noted that the sale price of lot 7A exceeded that of the other recent land sales for the Town.
6. **Other business:** There was no additional business to discuss.
7. **Adjourn:** Motion to adjourn at 2:55 PM by Rusty Spaulding, second by Cary Sandvig, all in favor.

Respectfully Submitted on 28 April 2023 –  
Andrea Carbone

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Mary-Catherine Graziano

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Rusty Spaulding

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Cary Sandvig

Local Emergency Management Plan Municipal Adoption Form 2023

**Isle La Motte  
42A School Street  
Isle La Motte, VT 05463**

The Local Emergency Management Plan (LEMP) must be (re)adopted annually, after town meeting day, and submitted to the appropriate Regional Planning Commission (RPC) by May 1st.

At a warned public meeting (regular selectboard/city council meeting), the municipality adopted the Local Emergency Management Plan (LEMP) on the date shown at right.

At a warned public meeting (regular selectboard/city council meeting), the municipality adopted the National Incident Management System (NIMS) on the date shown at right.

If Vermont Emergency Management needs to contact municipal leaders to determine status and support requirements during an emergency, the Emergency Management Director (EMD) and two other local Points Of Contact (POCs) who should have authoritative local information are listed at right.

Mark this block if a readopted plan has no changes since the previous year.

|                           |  |
|---------------------------|--|
| <b>Municipality</b>       | Isle La Motte  |
| <b>LEMP Adoption Date</b> | 04/26/2023   |
| <b>NIMS Adoption Date</b> | 7/2/2014   |
| <b>EMD Name</b>           | Paul Zera  |
| <b>Position</b>           | EMD  |
| <b>Primary Phone</b>      | (802) 338-7779 (c)   |
| <b>Alternate Phone</b>    | NA   |
| <b>Email</b>              | NA   |
| <b>POC 2 Name</b>         | Mary Catherine Graziano                                    |
| <b>Position</b>           | Selectboard Chair  |
| <b>Primary Phone</b>      | (802) 373-9124   |
| <b>Alternate Phone</b>    |  |
| <b>Email</b>              |  |
| <b>POC 3 Name</b>         | Bill Johnson   |
| <b>Position</b>           | Fire Chief   |
| <b>Primary Phone</b>      | (802) 777-3169 (c)   |
| <b>Alternate Phone</b>    | None   |
| <b>Email</b>              | <a href="mailto:bill15kv@gmail.com">bill15kv@gmail.com</a> |

I hereby certify that the LEMP meets Vermont National Incident Management System (NIMS) requirements and current LEMP Implementation Guidance as on page 2:

Signed\* Paul Zera

Paul Zera, EMD

Printed Name; certifying individual must have taken, at a minimum, ICS402 or ICS100/IS-100 training

I hereby attest that the municipality has adopted NIMS and the LEMP as stated above:

Signed\*



Mary Catherine Graziano, Selectboard Chair

Printed Name, Selectboard Chair

**Once completed, send adoption form (2 pages) and copy of Local Emergency Management Plan to Regional Planning Commission.**

\*A typed name is acceptable as an electronic signature if it represents an act of that person in accordance with 9 V.S.A. § 278.



Local Emergency Management Plan (LEMP)

# Required Elements

Check boxes below indicating the plan has the required elements and, if not using a template, fill in page numbers to report completion of required elements.

| <b>Municipal Adoption</b> |  |                          |
|---------------------------|--|--------------------------|
| <input type="checkbox"/>  | Municipal Adoption Form  |                          |
|                           | Municipal adoption of National Incident Management System (NIMS)     | <input type="checkbox"/> |
|                           | Contact information for local authorities during an emergency        | <input type="checkbox"/> |
|                           | Certification that LEMP meets Vermont NIMS / Implementation Guidance | <input type="checkbox"/> |



# Required Elements

|                               |   |                          |
|-------------------------------|---|--------------------------|
| <input type="checkbox"/>      | LEMP adoption by local selectboard / city council (annual)                    | <input type="checkbox"/> |
| <b>LEMP Required Elements</b> |   | <b>Page</b>              |
| <input type="checkbox"/>      | <b>Planners</b>   |                          |
|                               | List of people who wrote / maintain the LEMP                                  |                          |
| <input type="checkbox"/>      | <b>Municipal Emergency Operations Center (EOC)</b>                            |                          |
|                               | Activation authority  |                          |
|                               | EOC staff positions and duties (minimum 1)                                    |                          |
|                               | List of potential EOC staff members (minimum 1)                               |                          |
|                               | Facility information for potential EOC locations (minimum 1)                  |                          |
| <input type="checkbox"/>      | <b>Resources</b>  |                          |
|                               | Emergency purchasing agent and spending limits (if any)                       |                          |
|                               | List of municipal contracts that can be used during an emergency (if any)     |                          |
|                               | List of other local resources that could be used during an emergency (if any) |                          |
|                               | National Incident Management System (NIMS) Typed Resource List                |                          |
| <input type="checkbox"/>      | <b>Public Information and Warning</b>   |                          |
|                               | VT-Alert contact information  |                          |
|                               | Local website / social media information (if any)                             |                          |
|                               | List of local media outlets (if any)  |                          |
|                               | Public notice sites for non-phone/Internet information                        |                          |
|                               | Vermont 2-1-1 contact information   |                          |
| <input type="checkbox"/>      | <b>Vulnerable Populations</b>   |                          |
|                               | List of organizations/facilities that serve local vulnerable populations      |                          |
|                               | Identification and monitoring process   |                          |
| <input type="checkbox"/>      | <b>Shelters</b>   |                          |
|                               | Spontaneous and regional shelter information                                  |                          |
|                               | Opening information for local shelters (if any)                               |                          |
|                               | Service information for local shelters (if any)                               |                          |
| <input type="checkbox"/>      | <b>Contact Information</b>  |                          |
|                               | Emergency Management personnel  |                          |
|                               | Response organizations  |                          |
|                               | Municipal officials / public works  |                          |
|                               | State, region, and adjacent municipality contacts                             |                          |

Vermont Emergency Management (VEM) encourages municipalities to create and maintain optional LEMP annexes as required. Examples might include plans for specific incident types, shelters, evacuation, and volunteer management - see the VEM website for models, samples, and examples at: <http://vem.vermont.gov>

# Local Emergency Management Plan

## 1. Emergency Management (EM) planners

|  |                               |
|--|-------------------------------|
| <i>These are the people who wrote and/or maintain this plan.</i> |                               |
| Paul Zera, ILM EMD   | Bill Johnson, ILM Fire Co.    |
| Mary-Catherine Graziano, Selectboard Chair                       | Ray Allen, Grand Isle Sheriff |
| Rusty Spaulding, Selectboard                                     | Shaun Coleman, NRPC           |
| Cary Sandvig, Selectboard  |                               |

## 2. Municipal Emergency Operations Center (EOC)

|   |  |
|---|--|
| <i>The EOC is an organization that coordinates information, support, and response across the municipality for Incident Commanders and town officials. Its main functions are to maintain situational awareness for municipal leaders, coordinate resource and information requests, and provide public information.</i> |  |
| Who, by position, can activate the EOC?   | Selectboard Members<br>Town Clerk<br>Fire Chief<br>Sheriff   |
| <b>Preferred EOC Positions and Duties</b>   |  |
| EOC Director  | Supervises and directs all EOC activities coordinating municipal support and response  |
|   | Staffs phones and radio  |
|   | Tracks and answers any Requests For Information (RFI)  |
|   | Tracks and coordinates any Requests For Support (RFS)  |
|   | Produces and posts public information and press releases   |
| Operations  | Responsible for establishing and coordinating strategy and tactics (actions) for incident as set by Command.                     |
| Planning  | Responsible for managing the Resources, Situation, Documentation, and Demobilization Units as well as any Technical Specialists. |
| Logistics   | Responsible for providing facilities, services and material in support of the incident.  |
| Finance   | Accounts for all municipal related expenditures of incident.   |
| <b>Potential EOC Staff Members</b>  |  |
| <i>Name</i>   | <i>Notes / Contact Information</i>   |
| Paul Zera   | EMD / (802) 338-7779   |
| Rusty Spaulding   | Selectboard / (802) 928-3266   |
| Stephen Mank  | Town Clerk / (802) 928-3434  |
| Mary-Catherine Graziano   | Selectboard Chair / (802) 373-9124   |
| Cary Sandvig  | Selectboard / (860) 468-9653   |
|   |  |
| <b>Primary EOC Location</b>   |  |
| Facility / Address:   | Isle La Motte Town Offices<br>42 School Street Ext   |
| Phone Numbers:  | (802) 928-3434   |
| Equipment/Notes:  | No generator   |

| <b>Alternate EOC Location</b> |  |
|-------------------------------|--|
| Facility / Address:           | Isle La Motte Town Hall<br>2272 Main Street            |
| Phone Numbers:                | None   |
| Equipment/Notes:              | 5 kw generator   |
| <b>Alternate EOC Location</b> |  |
| Facility / Address:           | Isle La Motte Fire Company Station<br>2241 Main Street |
| Phone Numbers:                | 370-2796   |
| Equipment/Notes:              | Has generator.   |

### 3. Resources

| <b>Use municipal resources, mutual aid agreements, and local purchases first to get resources for response as needed and available.</b>  |                       |                     |
|--|-----------------------|---------------------|
| Purchasing agents for emergencies: Town Clerk/Selectboard Chair  |                       |                     |
| Emergency spending limits:   | N/A                   |                     |
| <b>Businesses with Standing Municipal Contracts</b>  |                       |                     |
| <i>Type of Contract</i>  | <i>Name</i>           | <i>Contact Info</i> |
| Excavating, Heavy Equipment  | John Yartz            | (802) 307-2377      |
|  |                       |                     |
| <b>Other Local Resources</b>   |                       |                     |
| <i>Type of Resources/Skills</i>  | <i>Town</i>           | <i>Contact Info</i> |
| <b>See Mutual Aid Annex</b>  |                       |                     |
| Island Excavating Corp.  | Grand Isle            | 372-4473            |
| BP Concrete, LLC   | Grand Isle            | 796-4643            |
| Complete Septic Services   | Isle La Motte         | 928-3572            |
| East Shore Mechanical  | Grand Isle            | 372-4833            |
| Lake Champlain Transportation Company  | Grand Isle/Burlington | 864-9804            |
| Palmer Construction<br>(excavation/concrete)   | Alburgh               | 796-3395            |
|  |                       |                     |
| State support that is usually at no cost to the municipality: <ul style="list-style-type: none"> <li>• Vermont Hazardous Material (HAZMAT) Response Team (VHMRT)</li> <li>• Vermont Urban Search and Rescue (USAR, VT-TF1)</li> <li>• Vermont State Police and Special Teams</li> <li>• Swiftwater Rescue Teams</li> <li>• Regional Shelter Support</li> <li>• State government agency expertise / services</li> <li>• Federal response agency expertise</li> </ul> State support the municipality will normally eventually have to pay for: <ul style="list-style-type: none"> <li>• Supplies and equipment (including sandbags)</li> <li>• VTrans Equipment and Personnel</li> <li>• Vermont National Guard Support</li> </ul> |                       |                     |
| <i>The State Emergency Operations Center (SEOC, 800-347-0488) will help coordinate any state support teams or other external resources that local responders may need.</i>   |                       |                     |
| <b>National Incident Management System (NIMS) Typed Resources</b>  |                       |                     |

| Type  | I   | II  | III | IV  | Other | Type  | I   | II  | III | IV  | Other |
|---|-----|-----|-----|-----|-------|---|-----|-----|-----|-----|-------|
| Critical Incident Stress Management Team                |     | N/A | N/A | N/A |       | Hydraulic Excavator, Large Mass Excavation          | N/A | N/A | N/A | N/A |       |
| Mobile Communications Center                            |     |     |     |     |       | Hydraulic Excavator, Medium Mass Excavation         | N/A | N/A | N/A | N/A |       |
| Mobile Communications Unit                              |     |     | N/A | N/A |       | Hydraulic Excavator, Compact                        | N/A | N/A | N/A | N/A |       |
| All-Terrain Vehicles                                    | N/A | N/A | N/A | N/A |       | Road Sweeper  | N/A | N/A | N/A | N/A |       |
| Marine Vessels  | N/A | N/A | N/A | N/A |       | Snow Blower, Loader Mounted                         | N/A | N/A | N/A | N/A |       |
| Snowmobile  | N/A | N/A | N/A | N/A |       | Track Dozer   | N/A | N/A | N/A | N/A |       |
| Public Safety Dive Team                                 |     |     |     |     |       | Track Loader  | N/A | N/A | N/A | N/A |       |
| SWAT/Tactical Team                                      | N/A | N/A | N/A | N/A |       | Trailer, Equipment Tag-Trailer                      | N/A | N/A | N/A | N/A |       |
| Firefighting Brush Patrol Engine                        | N/A | N/A | N/A | N/A |       | Trailer, Dump                                       | N/A | N/A | N/A | N/A |       |
| Fire Engine (Pumper)                                    |     |     |     |     | 3     | Trailer, Small Equipment                            | N/A | N/A | N/A | N/A |       |
| Firefighting Crew Transport                             |     |     |     | N/A |       | Truck, On-Road Dump                                 | N/A | N/A | N/A | N/A |       |
| Aerial Apparatus, Fire                                  |     |     |     |     |       | Truck, Plow   | N/A | N/A | N/A | N/A |       |
| Foam Tender   |     |     | N/A | N/A |       | Truck, Sewer Flusher                                | N/A | N/A | N/A | N/A |       |
| Hand Crew   |     |     |     |     |       | Truck, Tractor Trailer                              | N/A | N/A | N/A | N/A |       |
| HAZMAT Entry Team                                       | N/A | N/A | N/A | N/A |       | Water Pumps, De-Watering                            |     |     |     |     |       |
| Engine Strike Team                                      |     |     | N/A | N/A |       | Water Pumps, Drinking Water Supply - Auxiliary Pump |     |     |     |     |       |
| Water Tender (Tanker)                                   |     |     |     |     | 1     | Water Pump, Water Distribution                      |     |     |     |     |       |
| Fire Boat   |     |     |     | N/A | 1     | Water Pump, Wastewater                              |     |     |     |     |       |
| Aerial Lift - Articulating Boom                         | N/A | N/A | N/A | N/A |       | Water Truck   |     |     |     |     | N/A   |
| Aerial Lift - Self Propelled, Scissor, Rough Terrain    | N/A | N/A | N/A | N/A |       | Wheel Dozer   | N/A | N/A | N/A | N/A |       |
| Aerial Lift - Telescopic Boom                           | N/A | N/A | N/A | N/A |       | Wheel Loader Backhoe                                | N/A | N/A | N/A | N/A |       |
| Aerial Lift - Truck Mounted                             | N/A | N/A | N/A | N/A |       | Wheel Loader, Large                                 | N/A | N/A | N/A | N/A |       |
| Air Compressor  | N/A | N/A | N/A | N/A |       | Wheel Loader, Medium                                | N/A | N/A | N/A | N/A |       |
| Concrete Cutter/Multi-Processor for Hydraulic Excavator | N/A | N/A | N/A | N/A |       | Wheel Loader, Small                                 | N/A | N/A | N/A | N/A |       |
| Electronic Boards, Arrow                                | N/A | N/A | N/A | N/A |       | Wheel Loader, Skid Steer                            | N/A | N/A | N/A | N/A |       |
| Electronic Boards, Variable Message Signs               | N/A | N/A | N/A | N/A |       | Wheel Loader, Telescopic Handler                    | N/A | N/A | N/A | N/A |       |
| Floodlights   | N/A | N/A | N/A | N/A |       | Wood Chipper  | N/A | N/A | N/A | N/A |       |
| Generator   | N/A | N/A | N/A | N/A | 1     | Wood Tub Grinder                                    | N/A | N/A | N/A | N/A |       |
| Grader  |     |     | 1   | N/A |       |   |     |     |     |     |       |

Information about the NIMS Typed resources can be found at: <https://rtlt.preptoolkit.org>



#### 4. Public Information and Warning

|  |  |
|--|--|
| <p><i>During a significant emergency, the Emergency Operations Center (EOC) and Incident Command Posts (ICPs) will coordinate and manage public information, both by producing accurate, timely reports and by tracking what is publicly reported to minimize confusion and help ensure a positive public response.</i></p> <p><i>VEM launched VT-ALERT (<a href="https://vem.vermont.gov/vtalert">https://vem.vermont.gov/vtalert</a>) in 2013 as a means of reaching Vermonters directly with emergency information via their cell phones, email, or home phones. The system allows users to choose which alerts they receive, how they receive them, and for which specific geographic area. Municipalities may administer emergency messages for specific geographic areas. Contact VEM for more info.</i></p> |  |
| <p>VT-Alert message - State:<br/>Other VT-Alert managers:</p>  | <p>Contact Vermont Emergency Management: 800-347-0488</p> <p>None</p>  |
| <p>Important Local Websites / Social Media channels:</p>   | <p>Town: <a href="https://islalamotte.us">https://islalamotte.us</a></p> <p>News: <a href="https://www.theislandernewspaper.com">https://www.theislandernewspaper.com</a></p> <p>GICSO: <a href="http://grandislesheriffvt.org/">http://grandislesheriffvt.org/</a></p> <p>News: <a href="https://www.facebook.com/lakechamplainislander/">https://www.facebook.com/lakechamplainislander/</a></p> |
| <p>Local Newspaper, Radio, TV:</p>   | <p>The Islander: (802) 372-5600: <a href="mailto:islander@vermontislander.com">islander@vermontislander.com</a></p> <p>WEZF 92.9 FM - Tel. (866) 865-7827</p> <p>95 Triple X 95.5 FM - Tel. (802) 655-9595</p> <p>WOKO 98.9 FM - Tel. (802) 958-1230</p> <p>VPR 107.9 FM - Tel. (802) 955-9451</p> <p>WVMT 620 AM - Tel. (802) 655-1620</p> <p>WRSR 1420 AM – (802) 863-1010</p>                   |
| <p>Public Notice locations:</p>  | <p>Isle La Motte Town Office</p> <p>Isle La Motte Town Hall</p> <p>Grand Isle Sheriff's Office</p> <p>Isle La Motte US Post Office</p> <p>Isle La Motte Fire Station</p>   |
| <p><i>Vermont 2-1-1 is a United Ways of Vermont system that provides 24x7x365 information and referral services in cooperation with a large number of state and local government and community based entities. 2-1-1 collects and maintains a database of local resource information and is available to take calls from the general public to inform and instruct them in relation to emergency events, and to refer them to the appropriate response and recovery resource, if necessary.</i></p>  |  |
| <p>To provide information call Grand Isle Sheriff's Office<br/>Or 2-1-1</p>  | <p>Dial 372-4482</p> <p>Dial 211 or (802) 524-5993</p>   |

#### 5. Vulnerable Populations

|   |                          |
|---|--------------------------|
| <p><i>If necessary, the EOC may contact organizations and facilities, below, that serve vulnerable populations to identify residents who are at risk based on the emergency. If there are residents at risk or in danger, the EOC should monitor their status and if required coordinate support for them until their situation stabilizes.</i></p> |                          |
| <p>CARE (Citizen Assistance Registration for Emergencies)</p>   | <p>(Supporting PSAP)</p> |

| <b>High Risk Population Type</b><br>(school, daycare, nursing home, medical equipment-dependent resident, handicapped resident) | <b>Point of Contact</b>          | <b>High Risk Population Location</b><br>(physical location) | <b>POC Phone Number</b> |
|---|----------------------------------|---|-------------------------|
| TRAILER PARK  | LAKEHURST TRAILER PARK           | LAKEHURST TRAILER PARK                                      |                         |
| RV PARK   | SUNSET ROCK RV PARK              | 755 QUARRY ROAD   | (802) 928-3522          |
| CAMPGROUND  | LAKEHURST CAMPGROUND             | 204 LAKEHURST TRAILER PARK                                  |                         |
| CAMPGROUND  | SUMMER PLACE LAKESIDE CAMPGROUND | 915 QUARRY ROAD   | (802) 309-9348          |
|   |                                  |   |                         |
|   |                                  |   |                         |

## 6. Shelters

|   |  |
|---|--|
| <i>During some emergencies, the EOC will monitor or coordinate support for residents who are displaced due to property or infrastructure damage.</i>  |  |
| <b>Spontaneous Sheltering</b>   |  |
| <ul style="list-style-type: none"> <li>• Determine the approximate number of people who need sheltering</li> <li>• Call the State EOC / Watch Officer at 800-347-0488 and request support</li> <li>• Track the status of residents who need shelter until their situation stabilizes</li> </ul> |  |
| <b>Regional Shelter</b>   |  |
| Location / Address:   | Grand Isle Elementary School<br>US Route 2, Grand Isle VT  |
| Opening Contact:  | Michael Clark, GISU (802) 372-6921 (w), Sheriff Ray Allen (802) 372-4482   |
| Phone Numbers:  | (802) 372-6913   |
| Shelter Manager:  | American Red Cross<br>Angela Robinson, South Hero: (802)309-7960<br>Michaela Olin, Disaster Program Manager, Northern Vermont<br>Northern New England Region- ME, NH, VT<br>Mobile: (802) 999-4212<br>Office: (800) 464-6692<br>24 Hour Disaster Services: (833) 583-3111<br>Email: <a href="mailto:michaela.olin@redcross.org">michaela.olin@redcross.org</a> |
| <b>Primary Local Shelter</b>  |  |
| Location / Address:   | Isle La Motte Town Offices<br>42 School Street Ext   |
| Facility Contact(s):  | Paul Zera, (802) 338-7779 (m), Steve Mank, (802) 928-3434 (w), Sheriff Ray Allen 372-4482  |
| Phone Numbers:  | (802) 928-3434   |
| Shelter Manager:  | American Red Cross   |

|                                |  |
|--------------------------------|--|
|                                | Angela Robinson, South Hero: (802)309-7960<br>Michaela Olin, Disaster Program Manager, Northern Vermont<br>Northern New England Region- ME, NH, VT<br>Mobile: (802) 999-4212<br>Office: (800) 464-6692<br>24 Hour Disaster Services: (833) 583-3111<br>Email: <a href="mailto:michaela.olin@redcross.org">michaela.olin@redcross.org</a> |
| Staff Requirements:            | Depends on scale of sheltering need.   |
| Services:                      | <input checked="" type="checkbox"/> Warm/Cool <input checked="" type="checkbox"/> Overnight <input checked="" type="checkbox"/> Food Prep <input type="checkbox"/> Showers<br><input type="checkbox"/> Healthcare  |
| Notes:                         | Capacity: 100 Generator? <input type="checkbox"/> Pets Allowed? <input type="checkbox"/>   |
| <b>Alternate Local Shelter</b> |  |
| Location / Address:            | Isle La Motte Fire Station<br>2241 North Main St   |
| Facility Contact(s):           | Bill Johnson   |
| Phone Numbers:                 | (802) 370-2796   |
| Shelter Manager:               | Angie Robinson, Red Cross South Hero – (802) 309-7960  |
| Services:                      | <input checked="" type="checkbox"/> Warm/Cool <input type="checkbox"/> Overnight <input type="checkbox"/> Food Prep <input type="checkbox"/> Showers<br><input type="checkbox"/> Healthcare  |
| Notes:                         | Capacity: 50 Generator? <input checked="" type="checkbox"/> Pets Allowed? <input type="checkbox"/>   |

## 7. Critical Facilities/Hazardous Sites

*Critical Facilities: A facility that provides services and functions essential to a community, especially during and after a disaster.*

*Hazardous Sites: Facilities required to report to federal, state, and local governments under the Emergency Planning and Community Right-to-Know Act (EPCRA) of 1986 for chemical emergencies. Sites listed are those that store, and/or use hazardous substances.*

|                    |  |
|--------------------|--|
| EMERGENCY SERVICES | Isle La Motte Fire Station<br>2241 North Main St                   |
| GOVERNMENT SITE    | Isle La Motte Town Offices<br>42 School St. Ext.<br>(802) 928-3434 |
| GOVERNMENT SITE    | US Postal Service<br>46 School St.<br>(802) 275-8777               |
| RELIGIOUS SITE     | St. Anne's Shrine<br>92 St. Anne's Road<br>(802) 928-3362          |
| RELIGIOUS SITE     | Saint Joseph's Church<br>60 Cemetery Road                          |
| RELIGIOUS SITE     | United Methodist Church<br>Church St.<br>(802) 372-6638            |

**Annexes (Optional, create and letter as needed)**

|                               |
|-------------------------------|
| Annex 1 – Contact Information |
| Annex 2 – Mutual Aid          |
| Annex 3 - Maps                |
| Annex 4: NIMS Resolution      |
|                               |
|                               |

See the Vermont Emergency Management (VEM) web site at <http://vem.vermont.gov> for samples and examples of annexes, such as: forms; delegations of authority; debris plans; incident-specific plans, checklists, and matrices; animal disaster references; etc.

**Annex 1  
Contact Information**

| Position                                    | Name                           | Phone numbers - indicate<br>Mobile, Home, Work |                    |                    | E-mail   |
|---|--------------------------------|--|--------------------|--------------------|--|
|   |                                | Prime  | Alt.               | Alt.               |  |
| <b>Local Emergency Management Team</b>      |                                |  |                    |                    |  |
| EMD   | Paul Zera                      | (802)338-7779 (m)                              |                    |                    | Pfz02204@surfglobal.net  |
| Fire Chief                                  | Bill Johnson                   | (802)777-3169 (m)                              |                    |                    | bill15kv@gmail.com   |
| Selectboard Chair                           | Mary-Catherine Graziano        | (802) 73-9124 (m)                              |                    |                    | mcgilmvt@gmail.com   |
| <b>Local Response Organization Contacts</b> |                                |  |                    |                    |  |
| Fire Chief                                  | See above                      |  |                    |                    |  |
| Assistant Fire Chief                        | Dan Rainville                  | (802)372-2796 (m)                              | (802) 372-3714 (w) | (802) 928-3455 (h) | 1chefdan@gmail.com   |
| State Police                                | Jerry Partin                   | (802)524-5993                                  | 911                |                    | Jerry.Partin@vermont.gov   |
| Grand Isle County Sheriff                   | Ray Allen                      | (802)372-4482                                  | 911                |                    | Ray.Allen@vermont.gov  |
| Local Dispatch Center                       | Shelburne Dispatch             | (802)985-5110                                  | 911                |                    | Patricia.Vincent@vermont.gov   |
| Grand Isle Rescue                           | Desiree Maltais                | (802)999-7324                                  | 911                |                    | <a href="mailto:Grandislerescuesquad@gmail.com">Grandislerescuesquad@gmail.com</a> |
| Alburgh Ambulance                           | Joe Krone                      | (802)796-3757 (w)                              | 911                |                    | AVFDTECH692@YAHOO.COM  |
| <b>Municipal Government Contacts</b>        |                                |  |                    |                    |  |
| Road Commissioner                           | Selby Turner                   | (802)922-7573 (m)                              | (802)922-7573 (h)  |                    |  |
| Selectboard                                 | Rusty Spaulding                | (802) 928-3266                                 |                    |                    | spauldingrustam10@gmail.com.   |
| Selectboard                                 | Cary Sandvig                   |  |                    |                    | ilmsandvig@frang.com   |
| Town Clerk / Treasurer                      | Stephen Mank                   | (802)928-3434 (w)                              | (802)928-3315 (h)  |                    | townofislelamotte@gmail.com  |
| Town Health Officer                         | James Senesac Jr.              | (802)373-9768 (m)                              | (802)985-3462 (w)  | (802)373-9768 (h)  |  |
| Forest Fire Warden                          | Sean Peters                    | (802)399-9411                                  |                    |                    |  |
| Animal Control                              | TBD                            |  |                    |                    |  |
| Isle La Motte Town Offices                  | Paul Zera or Sheriff Ray Allen | 338-7779 (m)<br>372-4482 (m)                   |                    |                    | <a href="mailto:Ray.Allen@vermont.gov">Ray.Allen@vermont.gov</a>                   |

**Annex 2  
Mutual Aid**

|  |      | <b>Agency</b>                                  | <b>Phone</b>   | <b>Contact</b>                            |
|--|------|--|--|---|
| <b>1. TRANSPORTATION</b>                 |      |  |  |   |
| <input type="checkbox"/>                 | Time | C.I.D.E.R.                                     | 372-6245   |   |
| <input type="checkbox"/>                 | Time | Green Mountain Transit<br>(Alburgh to Georgia) | (802) 864-2282   | GMTA                                      |
| <input type="checkbox"/>                 | Time | Lake Champlain Transportation/<br>Ferries      | 864-9804   |   |
| <input type="checkbox"/>                 | Time | North Hero Drawbridge                          | 372-4360   |   |
| <b>2. COMMUNICATIONS &amp; ALERTING</b>  |      |  |  |   |
| <input type="checkbox"/>                 | Time | Vermont Emergency Alert System                 | 800-347-0488   | Duty Officer                              |
| <input type="checkbox"/>                 | Time | Burlington Communications                      | 862-7092   |   |
| <input type="checkbox"/>                 | Time | Clark Communications                           | 893-7078<br>578-9750 (m)   | Horace Clark                              |
| <input type="checkbox"/>                 | Time | Falcon Communications                          | 796-6031   | Ron Kumetz<br>rkumetz@falconcomms.com     |
| <input type="checkbox"/>                 | Time | Grand Isle County Mutual Aid                   | 985-8051 or 911  | Shelburne Dispatch                        |
| <b>3. PUBLIC WORKS &amp; ENGINEERING</b> |      |  |  |   |
| <input type="checkbox"/>                 | Time | Vermont Emergency Management                   | 800-347-0488   | Duty Officer                              |
| <input type="checkbox"/>                 | Time | Grand Isle County Mutual Aid                   | 985-8051   | Shelburne Dispatch                        |
| <input type="checkbox"/>                 | Time | Alburgh Town Garage                            | 796-3253 garage<br>582-8744 cell   | Rodney James                              |
| <input type="checkbox"/>                 | Time | Grand Isle Town Garage                         | 372-4863<br>(802) 324-5084   | Brad Sheridan                             |
| <input type="checkbox"/>                 | Time | Grand Isle Water District                      | 372-8716<br>802-741-2411 (p)<br>802-741-1203 (emergencies)<br>802-372-3865 (plant) | Janine Banks, Chairwoman<br>SOS, Operator |

**Annex 2  
Mutual Aid**

|                                 |      |                                 |   |   |
|---------------------------------|------|---------------------------------|---|---|
| <input type="checkbox"/>        | Time | Grand Isle Fire District #4     | 372-4074<br>372-4039/355-4553                                     | Merritt Vantine, Chairman<br>Leslie Gardner, Plant Mgr.           |
| <input type="checkbox"/>        | Time | North Hero Town Garage          | 372-4755<br>802-343-5889 (m)                                      | Jim Martin, PW Foreman  |
| <input type="checkbox"/>        | Time | North Hero Water Plant          | 372-6258 plant<br>802-793-8243 cell<br>802-741-2411 pager         | Kevin Knapp (Operator)<br>Contract with Simon Operation Services. |
| <input type="checkbox"/>        | Time | South Hero Town Garage          | 372-4485  | John Beaulac, Road Foreman  |
| <input type="checkbox"/>        | Time | South Hero Fire District #4     | 372-3088<br>372-8700  | Ken Little, Chair   |
| <input type="checkbox"/>        | Time | VTRANS District 8               | 524-5926  | Ernie Patnoe, DTA   |
| <b>4. FIREFIGHTING</b>          |      |                                 |   |   |
| <input type="checkbox"/>        | Time | Mutual Aid                      | 985-8051 or 911   | Shelburne Dispatch  |
| <input type="checkbox"/>        | Time | Alburgh Fire Department         | 796-3402 station<br>796-6032 (h)<br>349-8469 (m)                  | Ron Kumetz, Chief   |
| <input type="checkbox"/>        | Time | Grand Isle Fire Department      | 372-5012 station<br>578-5219 (m)                                  | Adam White, Chief   |
| <input type="checkbox"/>        | Time | Isle La Motte Fire Company      | 928-2425<br>370-2796  | Bill Johnson, Chief   |
| <input type="checkbox"/>        | Time | North Hero Fire Department      | 802-316-1155  | Mike Murdock, Chief   |
| <input type="checkbox"/>        | Time | South Hero Fire Department      | 378-5021 station  | Robinson, Patrick Chief   |
| <input type="checkbox"/>        | Time | Clarenceville / Noyan Fire Dept | 450-294-2961 (h)<br>524-886-2148 (m)<br>450-294-2111<br>(station) | Michael Johnston, Chief   |
| <input type="checkbox"/>        | Time | Swanton Village Fire            | 868-3397 (station)  | Jason Cross, Chief  |
| <b>5. EMERGENCY MANAGEMENT</b>  |      |                                 |   |   |
| <input type="checkbox"/>        | Time | Vermont Emergency Management    | 800-347-0488  | Duty Officer  |
| <b>6. MASS CARE AND SHELTER</b> |      |                                 |   |   |
| <input type="checkbox"/>        | Time | American Red Cross              | 372-8264<br><br>24hr First Responder Hotline:<br>833-583-3111     | Angela Robinson<br><br>Micheala Olin                              |

**Annex 2  
Mutual Aid**

| <b>7. RESOURCE SUPPORT</b>            |      |  |  |   |
|---------------------------------------|------|--|--|---|
| <input type="checkbox"/>              | Time | Vermont<br>Emergency<br>Management                 | 800-347-0488                               | Duty Officer                                      |
| <input type="checkbox"/>              | Time | Mutual Aid   | 985-8051 or 911                            | Shelburne Dispatch                                |
| <input type="checkbox"/>              | Time | NW Medical<br>Reserve Corps                        | 527-5572<br>802-372-0889 (m)               | Jacquie Kelley, VDH, St. Albans                   |
| <b>8. HEALTH AND MEDICAL SERVICES</b> |      |  |  |   |
| <input type="checkbox"/>              | Time | EMS  | 985-8051 or 911                            | Shelburne Dispatch                                |
| <input type="checkbox"/>              | Time | Alburgh Rescue                                     | 802-796-3042<br>(station)                  | Peter Brescia, Chief                              |
| <input type="checkbox"/>              | Time | Grand Isle<br>Rescue                               | 999-7324<br>372-1292<br>372-3330 (station) | Desiree Maltais, Chief<br>Ray Mitchell, President |
| <input type="checkbox"/>              | Time | South Hero<br>Rescue                               | 372-5566 (station)<br>999-1190             | Mike Wickenden, Chief<br>Nancy Frantz, President  |
| <input type="checkbox"/>              | Time | Northwest<br>Medical Center                        | 524-5911<br>524-5911                       | Main<br>ER  |
| <input type="checkbox"/>              | Time | UVM Medical<br>Center                              | 802- 847-2434                              | ER  |
| <input type="checkbox"/>              | Time | Vermont Dept. of<br>Health, St. Albans<br>District | 802-524-5572<br>802-370-0889 (m)           | Jacquie Kelley, EM Outreach                       |
| <input type="checkbox"/>              | Time | Northwest<br>Counseling and<br>Support Services    | 524-6554<br>800-834-7793                   |   |
| <input type="checkbox"/>              | Time | New England<br>Poison Control<br>Center            | 800-222-1222                               |   |
| <input type="checkbox"/>              | Time | USDA Food<br>Safety Hotline                        | 1-888-674-6854                             |   |
| <b>9. SEARCH &amp; RESCUE</b>         |      |  |  |   |
| <input type="checkbox"/>              | Time | Vermont<br>Emergency<br>Management                 | 800-347-0488                               | Duty Officer                                      |
| <input type="checkbox"/>              | Time | Vermont State<br>Police                            | 524-5993<br>524-2131                       | LT Jerry Partin<br>Central Dispatch               |
|                                       |      | Grand Isle<br>Sheriff's Office                     | 372-4482                                   | Sheriff Ray Allen                                 |
| <input type="checkbox"/>              | Time | Colchester<br>Technical Rescue                     | 911  |   |



**Annex 2  
Mutual Aid**

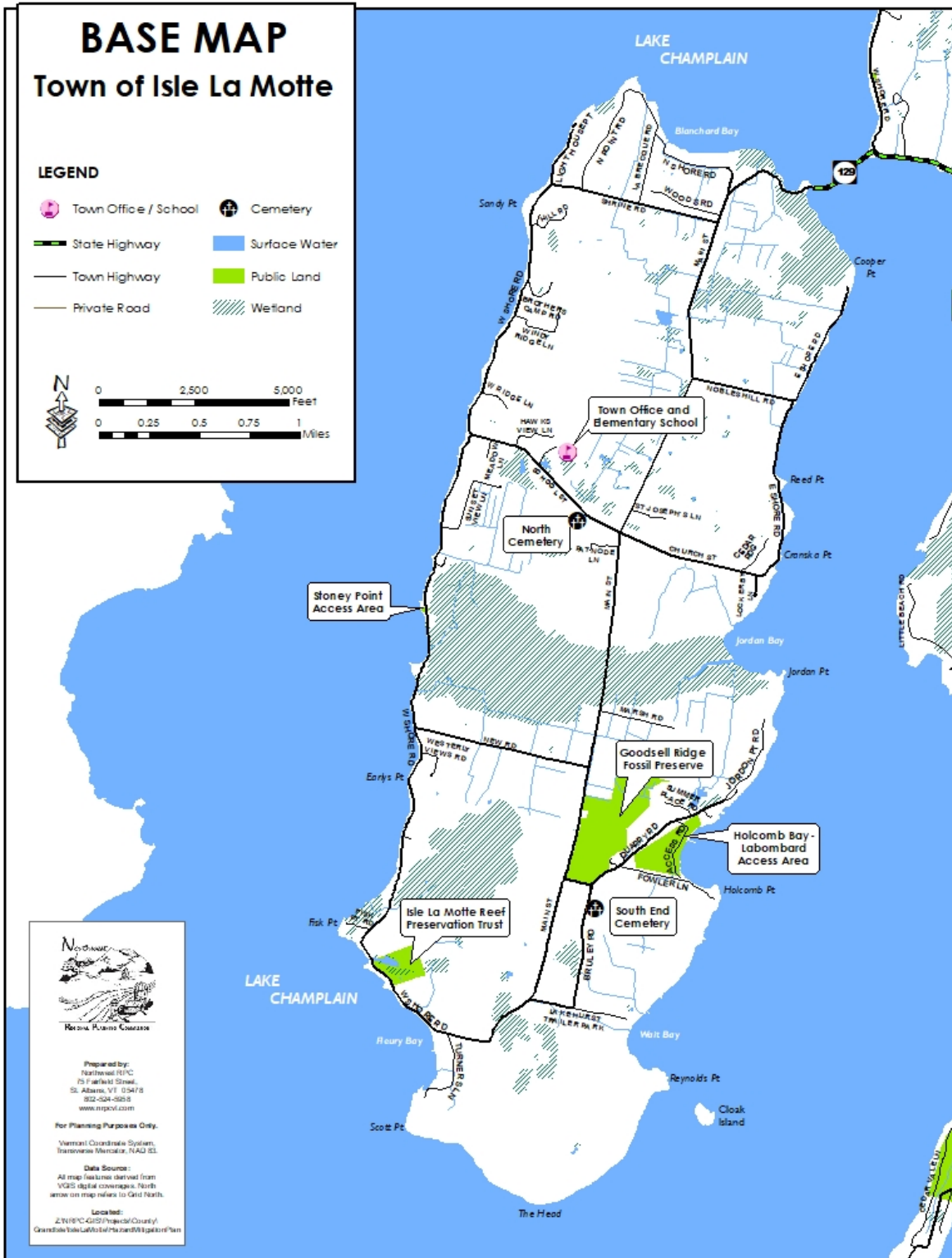
|  |      |   |   |   |
|--|------|---|---|---|
|  |      | (Swiftwater Team)                               |   |   |
| <input type="checkbox"/>                       | Time | US Coast Guard                                  | 802-951-6760                                  |   |
| <b>10. HAZARDOUS MATERIALS</b>                 |      |   |   |   |
| <input type="checkbox"/>                       | Time | Vermont HAZMAT Hotline                          | 800-641-5005                                  | Duty Officer  |
| <b>11. ANIMAL AND PLANT EMERGENCY SERVICES</b> |      |   |   |   |
| <input type="checkbox"/>                       | Time | Vermont Emergency Management                    | 800-347-0488<br>802-244-8721                  | Duty Officer  |
| <input type="checkbox"/>                       | Time | Vermont Disaster Animal Response Team (VDART)   | 800-347-0488                                  | Duty Officer to Request VDART   |
| <input type="checkbox"/>                       | Time | Franklin County Animal Rescue                   | 524-9650                                      | Front Desk  |
| <input type="checkbox"/>                       | Time | University of Vermont Extension Service         | 656-2990<br>866-622-2990                      | Front Desk  |
| <b>12. ENERGY</b>                              |      |   |   |   |
| <input type="checkbox"/>                       | Time | Vermont Electric Cooperative                    | (800) 832-2667<br>372-4482<br>985-8051 or 911 | 24x7<br>Call Sheriff's Office or Shelburne Dispatch   |
| <input type="checkbox"/>                       | Time | S.B. Collins, Inc.                              | 527-0116<br>933-5529                          | Business<br>Off hour  |
| <input type="checkbox"/>                       | Time | Cota's Propane                                  | 372-8800                                      | Business  |
| <input type="checkbox"/>                       | Time | R.L. Vallee, Inc.                               | 524-8710<br>351-2901                          | Business<br>Off hour  |
| <b>13. LAW ENFORCEMENT &amp; SECURITY</b>      |      |   |   |   |
| <input type="checkbox"/>                       | Time | Vermont State Police                            | 524-5993<br>911                               | Lt. Jerry Partin<br>St. Albans Barracks   |
| <input type="checkbox"/>                       | Time | Homeland Security Customs and Border Protection | 518-297-2441<br>802-796-3703<br>802-796-3704  | Rouses Point (Rt 9B)<br>Alburg Station (Rt 225)<br>Alburg Springs Station (Alburg Springs Rd) |
| <input type="checkbox"/>                       | Time | Grand Isle County Sheriff's                     | 372-4482 or 911                               | Sheriff Ray Allen   |
| <input type="checkbox"/>                       | Time | Grand Isle County Courthouse                    | 372-8350                                      |   |
| <input type="checkbox"/>                       | Time | US Coast Guard                                  | 911<br>802-951-6760                           |   |

**Annex 2  
Mutual Aid**

|   |      |   |              |              |
|---|------|---|--------------|--------------|
|   |      |   |              |              |
| <b>14. EMERGENCY PUBLIC INFORMATION</b> |      |   |              |              |
| <input type="checkbox"/>                | Time | Vermont<br>Emergency<br>Management<br>VT ALERT<br>(Emergency Alert<br>System) | 800-347-0488 | Duty Officer |
| <input type="checkbox"/>                | Time | The Islander  | 372-5600     |              |
| <input type="checkbox"/>                | Time | WPTZ  | 655-5455     |              |
| <input type="checkbox"/>                | Time | WCAX  | 652-6300     |              |
|   |      |   |              |              |



**Annex 3  
Maps**



**Annex 4  
NIMS Resolution**

**MUNICIPAL RESOLUTION  
DESIGNATION OF THE NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) AS THE  
BASIS FOR ALL INCIDENT MANAGEMENT IN THE MUNICIPALITY OF:**

Isle La Motte, VERMONT

WHEREAS, In Homeland Security Directive (HSPD)-5, the President directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent nationwide approach for Federal, State, Local and Tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to, and recover from domestic incidents, regardless of cause, size or complexity; and

WHEREAS, the collective input and guidance from all Federal, State, Local and Tribal homeland security partners has been, and will continue to be, vital to the development, effective implementation and utilization of a comprehensive NIMS; and

WHEREAS, it is necessary that all Federal, State, Local, and Tribal emergency management agencies and personnel coordinate their efforts to effectively and efficiently provide the highest levels of incident management; and

WHEREAS, to facilitate the most efficient and effective incident management it is critical that Federal, State, Local, and Tribal organizations utilize standardized terminology, standardized organizational structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters; and

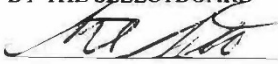
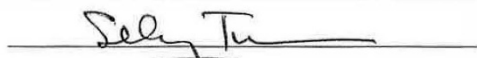

WHEREAS, the NIMS standardized procedures for managing personnel, communications, facilities and resources will improve the State's ability to utilize Federal funding to enhance Local and State agency readiness, maintain first responder safety, and streamline incident management processes; and

WHEREAS, the Incident Command System components of NIMS are already an integral part of various incident management activities throughout the State, including current emergency management training programs; and

WHEREAS, the National Commission of Terrorist Attacks (9-11 Commission) recommended adoption of a standardized Incident Command System.

NOW THEREFORE, WE THE SELECTBOARD of Isle La Motte, VERMONT, by the virtue of the authority vested in us by the Constitution and Laws of the State of Vermont, do hereby establish the National Incident Management System (NIMS) as the State standard for incident management.

BY THE SELECTBOARD

|   |                    |
|---|--------------------|
|  | <u>7/2/2014</u>    |
|  | <u>7/2/14</u>      |
|  | Date <u>7/2/14</u> |

**VLCT MODEL PERSONNEL POLICY  
LEVEL I MODEL  
  
PERSONNEL POLICY  
TOWN OF \_\_\_\_\_, VERMONT**

**Section 1: TITLE AND AUTHORITY**

This Policy shall be known as the Town of \_\_\_\_\_ Personnel Policy. It has been adopted by the Town of \_\_\_\_\_ (hereinafter "Town") Selectboard pursuant to 24 V.S.A. §§ 1121 and 1122.

This Personnel Policy is a guide and may not be construed under any circumstances as a contract or binding agreement. This Policy is not intended nor does it constitute a contract or agreement for employment. With the exception of those town officers who, by law, can only be removed for cause (e.g. town manager, zoning administrator, etc.), employment with the Town of \_\_\_\_\_ is **at-will** and not for any definite period or succession of periods of time. The Town or the employee may terminate employment at any time, for any reason or no reason at all, with or without notice. Employee discipline or termination is left entirely to the discretion of the *[Town Manager/Selectboard/employee's supervisor]*. A disciplined or terminated employee will have no right to appeal such determination.

This Personnel Policy does not constitute an express or implied contractual modification of employees' at-will employment arrangement with the Town as employer. Nothing contained in this Policy is intended to be part of the employment relationship; instead, the contents merely represent general statements of Town Policy. Any prior policies or verbal or written assurances of continued employment which could be construed as altering the at-will status of this employment relationship or any other unwritten practices or policies to the contrary are hereby superseded and nullified.

The selectboard reserves the right to amend any of the provisions of this Personnel Policy for any reason, at any time, with or without notice. The selectboard also retains the right to modify or amend the terms of employment at any time and for any reason, including unilaterally eliminating a position and thus terminating employment, reducing the work hours for some or all employees due to economic necessity, shortage of work, organizational efficiency, changes in departmental functions, reorganizing or reclassifying positions resulting in the elimination of a position, or for other reasons without limitation.

This Personnel Policy will be administered by the *[Town Manager/Selectboard/employee's supervisor]*.

## **Section 2: PERSONS COVERED**

This Personnel Policy applies to full-time and part-time employees of the Town. Except by separate written agreement, elected officers and their statutory assistants, members of Town boards and commissions, volunteers, and persons who provide the Town with services on a contract basis are not covered by this Policy.

For purposes of this Policy, a full-time employee is an employee who works at least \_\_\_\_\_ hours per week on a regular and continuing basis. A part-time employee is an employee who works fewer than \_\_\_\_\_ hours per week on a regular and continuing basis.

Where a conflict exists between this Policy and any collective bargaining agreement or individual employment contract, the latter will control.

## **Section 3: EQUAL EMPLOYMENT OPPORTUNITY**

It is the policy of the Town to provide equal opportunity to all employees and applicants without regard to race, color, religion, ancestry, sex, sexual orientation, gender identity, age, national origin, place of birth, marital status, disability, veteran's status, HIV status, pregnancy, health coverage status, genetic information, crime victim status, or any other category of person protected under state or federal law.

## **Section 4: CONDUCT OF EMPLOYEES**

All employees are considered representatives of the Town and as such are expected to conduct themselves in a courteous, helpful, and respectful manner in all their interactions with the public, other employees, and town officials.

All employees are expected to faithfully execute the duties and responsibilities of their office to the best of their ability.

## **Section 5: CONFLICTS OF INTEREST**

A conflict of interest means a direct or indirect personal or financial interest of an employee or a person or group closely tied with the employee including a close relative, household member, business associate, or employer or employee. A close relative includes a spouse, civil union partner, romantic co-habitant, parent, stepparent, grandparent, child, stepchild, grandchild, sibling, aunt or uncle, niece or nephew, parent-in-law and sibling-in-law.

Every employee of the Town shall carry out their job in a way that avoids conflicts of interest so that the public trust will be preserved. All decisions made by Town employees shall be made based on the best interest of the community at large rather than the interests of any particular individual or employee.

An employee shall not participate in any official action if the employee has a conflict of interest in the matter under consideration. An employee shall not personally, or through any member of their household, business associate, employer or employee, represent, appear for, or negotiate in a private capacity on behalf of any person or organization in a cause, proceeding, application or other matter pending before the Town.

An employee shall not use resources not available to the general public, including but not limited to Town staff time, equipment, supplies, or facilities for private gain or personal purposes.

An employee may accept a nominal gift or gratuity in connection with an action associated with their official duties on behalf of the Town with an estimated monetary value not exceeding [*insert de minimus amount, e.g., \$20*] once per calendar year, with the understanding that employees may not directly or indirectly ask, demand, exact, solicit, accept or receive any gift, gratuity, act or promise beneficial to that individual, or another, which could influence any action or inaction associated with their official duties on behalf of the Town, or create the appearance of impropriety in connection with any actions or inactions associated with their official duties on behalf of the Town. Nor shall any employee authorized to procure or to recommend procurement of materials, supplies or services, directly or indirectly, ask, demand, exact, solicit, seek, accept, receive or agree to receive for the employee or another person, any benefit or benefits from the person providing or soliciting the provision of such materials, supplies or services with the exception of items of a de minimus nature valued [*repeat de minimus amount*] or less (such as vendor booth “freebies”). An employee may attend a hosted meal when it is provided in conjunction with a meeting directly related to the conduct of Town business or where official attendance is appropriate. An employee may accept an award publicly presented in recognition of public service.

## **Section 6: HOURS OF SERVICE**

Regular work hours for persons employed at the Town hall or other Town offices shall be \_\_\_ a.m. to \_\_\_ p.m., Monday through Friday, with [*number of minutes*] [*paid or unpaid*] time allowed for lunch.

Regular work hours for the road crew shall be \_\_\_ a.m. to \_\_\_ p.m., Monday through Friday, with \_\_\_\_\_ allowed for lunch, unless the [*insert "Road Foreman" or "Road Commissioner"*] and the [*insert "Town Manager" or "Selectboard"*] agree otherwise.

Regular work hours may be changed, and employees may be expected to work additional hours that may exceed forty hours in a given week, as circumstances require. All road crew employees



are required to be available for work on an on-call basis, especially during the winter months. All Town employees are required to be available for work in the case of an emergency, weather-related or otherwise.

All employees are expected to be in attendance during regular work hours. Employees who will be absent from work are expected to notify their supervisor in advance whenever possible. Employees who are calling in sick are expected to notify their Supervisor as soon as possible, but no later than \_\_\_ a.m.

### **Section 7: OUTSIDE EMPLOYMENT**

The primary occupation of all full-time employees shall be with the Town. Employees may not engage in any outside business activities during their normal working hours. Employees are prohibited from undertaking outside employment that interferes with their job performance or constitutes a conflict of interest, as defined in Section 5 of this Policy.

Prior to accepting any outside employment, employees will disclose their intent to do so in writing and obtain prior clearance from the [*Selectboard/Town Manager/employee's supervisor*] that such employment does not constitute a conflict of interest.

### **Section 8: POLITICAL ACTIVITY**

No employee may use their official authority for the purpose of interfering with or affecting the nomination or election of any candidate for public office, or demand or solicit from any individual direct or indirect participation in any political party, political organization, or support of any political candidate. Employees are prohibited from using Town facilities, equipment, or resources for political purposes and from pursuing political activities while working.

This Personnel Policy is not to be construed to prevent employees from becoming or continuing to be members of any political party or organization, from attending political party or organization meetings or events, or from expressing their views on political matters, so long as: 1) these views are clearly articulated as being those of the individual and not of the Town, 2) these activities do not interfere with the individual's ability to effectively perform their duties, and 3) these activities take place or are expressed during non-working hours. This Personnel Policy is not to be construed as prohibiting, restraining, or in any manner limiting an individual's right to vote with complete freedom in any election.

### **Section 9: NEPOTISM**

The Town – in recognition of the potential for a conflict of interest to occur in the workplace– prohibits the hiring or transferring of relatives, when doing so will result in a close relative

supervising or evaluating another close relative, or a close relative supervising or evaluating the immediate supervision of another close relative.

A close relative includes a spouse, civil union partner, romantic co-habitant, parent, stepparent, grandparent, child, stepchild, grandchild, sibling, aunt or uncle, niece or nephew, parent-in-law and sibling-in-law.

## **Section 10: DRUG AND ALCOHOL USE**

The Town intends to maintain a drug-free workplace and workforce. The use of alcohol or illegal drugs and the abuse of prescription drugs are not tolerated in the workplace or at work-related events.

As a Town employee, you are prohibited from working, or presenting yourself for work, while under the influence, or severe after effects, of illegal drugs, controlled substances, and/or alcohol. This Policy is designed to promote our goal of providing a safe, healthy and productive work environment. This Policy covers all employees, including drivers and other employees who are also subject to drug testing programs performed in accordance with Federal Department of Transportation (DOT) requirements.

It is the Policy of the Town to prohibit the manufacture, distribution, transfer, display, transportation, sale, dispensation, possession, consumption, or use of illegal drugs, controlled substances, and/or alcohol by Town employees at the workplace and/or during work hours. Prohibited behavior includes manufacturing, distributing, transferring, displaying, transporting, selling, dispensing, possessing, consuming, using, or being under the influence of illegal drugs, controlled substances, and/or alcohol during work hours, on work premises, while engaged in work activities away from work premises, and/or during work-related events.

For the purposes of this Policy, the term “illegal drug” includes both: (a) all state and/or federally controlled substances, including look-alike and designer drugs, and drug paraphernalia, and (b) prescription medications that have not been prescribed for current use by an authorized medical practitioner or that are being used contrary to the prescribing medical practitioner’s instructions. Controlled substances include but are not limited to the following substances: marijuana, cocaine, opiates, amphetamines, phencyclidine (PCP), barbiturates, benzodiazepine, methadone, methaqualone, and propoxyphene.

### Prohibited Conduct:

The following actions are prohibited in the workplace, on municipal property, while using municipal equipment, or during any time period in which you are on municipality business:

- Possessing, consuming, or using illegal or controlled substances, as defined by federal, state, and local statutes. (Controlled substances may be taken pursuant to a properly issued prescription, provided the controlled substance is taken as, and in the amount,

prescribed and so long as the medication does not adversely affect the employee's ability to perform the essential functions of their job).

- Distributing, transferring, displaying, transporting, selling, or possessing with the intent to distribute illegal or controlled substances.
- Possessing or using drug paraphernalia except when used for legal substances and in a legally prescribed manner.
- Being under the influence of illegal or controlled substances as demonstrated by actions and/or other evidence.
- Growing and/or manufacturing any illegal drug or controlled substance.
- Possessing or using alcohol.
- Being under the influence of alcohol.

*[If the municipality is awarded EBSA grants, the employer must provide a "Drug-Free Workplace" as required by 31 C.F.R. Part 20. In that case, this section must be adopted as drafted and include the following:*

*An employee must notify the [Town Manager/Selectboard/employee's supervisor] in writing if they are convicted of a violation of a criminal drug statute occurring in the workplace and must do so no more than five (5) calendar days after the conviction.]*

The limited, responsible consumption of alcohol on or off municipality premises at a Town-sponsored business or social function is permitted, but only if it has been authorized in writing and in advance by the [Town Manager/Selectboard/employee's supervisor]. The Town expects all attendees at such a function to behave in a professional manner and in accordance with Town policies.

The Town reserves the right to search and inspect all areas of the workplace and its premises for the purposes of maintaining a safe and healthy workplace.

The illegal use of prescription drugs is prohibited. If an employee is legally taking prescription drugs that affect the employee's ability to safely perform any of the essential functions of their job, their supervisor or the [Town Manager/Selectboard/employee's supervisor] will determine whether the employee should continue to perform their functions until concerns regarding safety can be addressed. Medical certification may be required.

In addition to this Policy, employees who operate commercial motor vehicles (CMVs) for the Town are also subject to the provisions of the Town's CMV Drug and Alcohol Policy.

## **Section 11: TOBACCO USE**

In recognition of the hazards that tobacco poses to the health of employees, and in accordance with 18 V.S.A. §§ 1421 et seq. and §§ 1741 et seq., the Town hereby prohibits employees' use of tobacco in any form, including electronic cigarettes, in all publicly owned buildings, offices and enclosed areas, designated smoke-free areas of Town property, and in all Town vehicles.

## **Section 12: PERFORMANCE EVALUATIONS**

Employees may be provided job performance evaluations at such times and in such manner as the *[Town Manager/Selectboard/employee's supervisor]* deems reasonable. The results of such evaluations will be discussed with the employee, the employee's supervisor, the *[Town Manager/Selectboard/employee's supervisor]* and will become a part of the employee's personnel file.

## **Section 13: PERSONNEL RECORDS**

Personnel records will be maintained for each employee of the Town. In accordance with Vermont's Public Records Law, any employee or the employee's designated representative may inspect or copy their personnel file at a mutually agreeable time during regular office hours. The Town reserves the right to have its representative present at the time its files are examined or copied.

## **Section 14: USE OF TOWN EQUIPMENT**

Except as provided in Section 15, the use of Town equipment or property for personal use is strictly prohibited. Employees should have no expectation of privacy regarding anything stored in or on Town-owned property or Town-owned equipment, including but not limited to desks, filing cabinets, lockers, and vehicles. Employees should expect that such areas may be searched at any time to retrieve work-related materials or to investigate suspected violations of workplace rules.

## **Section 15: USE OF TOWN COMPUTER SYSTEM**

For purposes of this Policy, "computer system" means all computers and devices and any related hardware, equipment, components, or software, including, but not limited to, host computers, file servers, workstation terminals, laptops, tablets, smartphones, internal or external communication networks, the world wide web (www), the Internet, commercial online services, bulletin board systems, backup systems, and the internal and external e-mail systems accessed via the Town's computer equipment.

All electronic communications regarding Town business should be, to the furthest extent possible, conducted via official Town computer systems. A Town employee should avoid conducting Town business using their personal computer, device, or account unless authorized by the Town. The Town computer system is to be used by employees for the purpose of conducting Town business. Occasional, brief, and appropriate personal use of the Town computer system is permitted, provided it is consistent with this Policy and does not interfere with an employee's job duties and responsibilities.

Employees should have no expectation of privacy or confidentiality regarding anything created, sent, or received on the Town computer system. The Town may monitor at any time its computer system without warning or any specific notice to employees, including any and all computer transactions, communications, and transmissions for any reason including, but not limited to ensuring compliance with this Policy and evaluating the use of its computer system. All files, documents, data, and other electronic messages created, received, or stored on the Town computer system are open to review and regulation by the Town and may be subject to the provisions of Vermont's Public Records Law.

Employees may not introduce software from any outside source on the Town's computer system without prior, written authorization from their supervisor. Employees may be held responsible for any damages caused by using unauthorized software or viruses they introduce into the Town computer system.

Employees who have a confidential password to access the Town's computer system should be aware that this does not mean the computer system is for personal confidential communication, nor does it suggest that the computer system is the property of that person. Additionally, employees who have a confidential password to access the Town's computer system, or to access any Town-sponsored computer networks, or software-as-a-service, shall provide access to the [*Town Manager/Selectboard/employee's supervisor*] upon request.

Transmission of electronic messages on the Town computer system shall be treated with the same degree of propriety, professionalism, and confidentiality as written correspondence. The following are examples of prohibited uses of the Town computer system:

- Communications that in any way may be construed by others as disruptive, offensive, abusive, discriminatory, harassing, or threatening;
- Communications of sexually explicit images or messages;
- Transmission of chain letters or solicitations for personal gain, commercial or investment ventures, religious or political causes, outside organizations, or other non-job-related solicitations during or after work hours;
- Access to Internet resources, including websites and news groups, that are inappropriate in a business setting;
- Unauthorized disclosures. Unauthorized disclosures include disclosures of non-public information, unless the disclosure is authorized by law; and the dissemination of confidential, proprietary, or privileged information.
- Any other use that may compromise the integrity of the Town and its business in any way.

Nothing in this Policy will be interpreted or applied in a manner that interferes with employee rights to organize, form, join, or assist labor organizations, to bargain collectively through representatives of their choosing to the extent allowed by law, or to engage in other concerted activities for the purpose of addressing the terms and conditions of employment.

## **Section 16: PERSONAL USE OF SOCIAL MEDIA**

This section applies to employees using social media in their personal, non-official capacity. Personal or non-official use of social media means day-to-day use of social media by employees that is unrelated to their official work duties. Employees' personal or non-official use of social media may occur during work or off-duty hours. Consistent with Section 15, occasional, brief, and appropriate personal use of social media is permitted during work hours provided it is consistent with this Policy, does not interfere with an employee's job duties and responsibilities, and does not have a detrimental effect on employee productivity or the Town's operations.

Employees using social media in their personal capacity are expected to be truthful, courteous, and respectful toward supervisors, co-workers, residents, customers, and other persons or entities associated with or doing business with the Town.

When posting content or commenting on Town business in their personal capacity, employees must use a disclaimer which establishes that their posted content or comments represent their own opinions and do not represent those of the Town. Employees must not attribute personal statements or opinions to the Town when engaging in the use of social media and if, through their identification or posts, any confusion as to whether their statements might be attributable to the Town arises, they must clarify that their posts are their own and not those of the Town.

Personal use of social media should not be tied to the Town's business and employees must not use their town email account or password in conjunction with a personal social media platform.

Personal use of social media that adversely or negatively affects or impacts the workplace is prohibited. The following is a non-exhaustive list of examples, situations, or activity when personal use of social media may adversely or negatively affect an employee's duties or the workplace:

- Name calling and personal attacks or other such demeaning behavior;
- Friendships, dating or romance between co-workers;
- Cyber-bulling, stalking, or harassment;
- Release of private or confidential data;
- Unlawful activities;
- Misuse of town social media;
- Inappropriate use of the Town's name, logo, or the employee's position or title;
- Using town-owned computer systems or equipment for extensive personal social media use; or
- Violating federal, state, or local law.

## **Section 17: PUBLIC RECORDS**

Any written or recorded information that is produced or acquired by a Town employee in the course of Town business is a public record, subject to Vermont's Public Records Law and may be

covered by the State of Vermont's retention rules and disposition schedules for municipal records. Although the Town discourages the use of personal computers, devices, or accounts to conduct Town business (see Section 15, above), the use of a personal computer, device, or account does not prevent an otherwise public record from being subject to public inspection and copying. In the uncommon event that an employee uses their personal computer, device, or account to conduct Town business, the record created, sent, or received should be forwarded by the employee to the employee's Town computer system, or otherwise captured and retained as a Town record. All employees are required to respond in the manner prescribed by Vermont's Public Records Act regardless of where a Town public record may be stored. All employees must provide any Town public records stored in their personal computers, devices, or accounts that are responsive to a public records request.

### **Section 18: ELIGIBILITY FOR BENEFITS**

The Town offers group insurance and other benefit programs to its eligible *[insert applicable language such as "full time" or "full and part-time"]* employees *[insert "and elected officials" if applicable]*. Details about those benefits, as they exist on the date of hire *[insert "or election" if applicable]*, are included as an attachment to this Policy.

*[If benefits are offered to part-time employees, insert language regarding eligibility such as "Part-time employees who are regularly scheduled to work at least \_\_\_ hours a week are eligible to receive the above benefits on a prorated basis, subject to the eligibility requirements of the insurance carrier."]*

The Town reserves the right to change insurance carriers, or to add, delete, or amend insurance or other benefit programs in its sole discretion. The Town also reserves the right to change the amount or percentage of its contribution to the cost of any group health insurance program. Employees will be provided with advance notice of any change in the contribution rate. Workers' compensation insurance applies to all employees. Employees may be covered by workers' compensation insurance if their injury arises out of and is in the course of employment. Questions should be posed to the *[Town Manager/Selectboard/employee's supervisor]*.

### **Section 19: HOLIDAY LEAVE**

Full- and part-time employees will receive the following paid holiday leave:

- New Year's Day (January 1)
- Martin Luther King, Jr.'s Birthday (3<sup>rd</sup> Monday in January)
- Presidents' Day (3<sup>rd</sup> Monday in February)
- Town Meeting Day (1<sup>st</sup> Tuesday in March)
- Memorial Day (last Monday in May)

- Juneteenth National Freedom Day (3<sup>rd</sup> Saturday in June)
- Independence Day (July 4)
- Bennington Battle Day (August 16)
- Labor Day (1<sup>st</sup> Monday in September)
- Indigenous Peoples' Day (second Monday in October)
- Veterans' Day (November 11)
- Thanksgiving Day (4<sup>th</sup> Thursday in November)
- Christmas Day (December 25)

Employees will receive holiday leave pay for the number of hours in the employee's typical workday on which the holiday falls, at the employee's regular rate of pay. Part-time employees will receive prorated holiday leave pay based on the number of hours the employee is regularly scheduled to work. Holiday leave that is not actually worked by an employee will not be included in calculating overtime for that employee.

Holidays falling on a Saturday will be observed the preceding Friday. Holidays falling on a Sunday will be observed the following Monday.

Holidays that fall during an employee's vacation leave will not be charged as vacation leave.

**Section 20: VACATION LEAVE**

Full-time employees will accrue vacation at the following rates:

| Years of Service | Annual Accrual Rate | [pick one: Weekly/Bi-weekly/Monthly] Accrual Rate |
|------------------|---------------------|---|
| ___ years        | ___ days            | ___ hours   |
| ___ years        | ___ days            | ___ hours   |
| ___ years        | ___ days            | ___ hours   |
| ___ years        | ___ days            | ___ hours   |
| ___ years        | ___ days            | ___ hours   |

Part-time employees who work at least \_\_\_ hours per week will accrue a pro-rated amount of vacation based on their normal work schedule.

Vacation leave accrual begins [*insert applicable time such as "on the date of hire" or "on the first of the month following hire date"*] on a [*insert applicable time such as "weekly," "bi-weekly," or "monthly"*] basis. An increase in the annual rate of accrual of vacation time will occur [*insert applicable time such as "the beginning of the calendar year" or "on the anniversary of the date of hire."*]

Full-time employees will receive vacation leave pay at the employee's regular rate of pay. [*If part-time employees are offered vacation time, insert language such as the following:*



*"Part-time employees will receive prorated vacation leave pay based on the number of hours the employee is regularly scheduled to work in a week." Leave must be taken in a minimum of [insert applicable time such as "15-minute" or "2 hour"] increments.*

Employees are strongly encouraged to take an annual vacation. Requests for vacation should be submitted to the employee's supervisor as soon as possible but not less than [48 hours/one week, etc.] in advance of the requested time off. [This notice may be waived at the discretion of the Town Manager/Selectboard/employee's supervisor.]

*[If employees are allowed to carry over any unused vacation leave to the next year, insert language such as "If an employee does not use all of the employee's accrued vacation leave in a year, the employee may carry unused, accrued vacation leave forward to the next year up to a maximum of \_\_\_ vacation days. Any unused, accrued vacation leave that exceeds the amount carried forward will be forfeited."]*

An employee who resigns from employment with the Town [will/will not] be compensated for unused, accrued vacation leave.

## **Section 21: SICK LEAVE**

### Definition

For the purposes of this Section of the Policy, the following definition shall apply: "eligible employee" means an employee or an elected official of the Town who: (a) is age 18 or older; (b) works an average of 18 or more hours per week during the year; and (c) is expected to work more than 20 weeks in a 12-month period. This definition does not include an individual who: (i) works on a per diem or intermittent basis; (ii) works only when he or she indicates that he or she is available to work; (iii) is under no obligation to work for the Town; and (iv) has no expectation of continuing employment with the Town.

### Earned Sick Leave

Eligible employees will earn [insert number that is equal to or greater than one] hour of paid sick leave for every [insert number that is equal to or less than fifty-two] hours worked by that employee. Such leave will [insert either "be awarded to employees in a lump sum at the beginning of the annual period," or "accrue to the employee based on hours actually worked by that employee."]

### Accrual Limit

*[If the municipality will limit the amount of leave that an eligible employee may accrue, insert the following language: "The amount of leave that an eligible employee may accrue in a 12-month period is limited to [insert number that is equal to or greater than forty (40)] hours."]*

### Waiting Period

*[If the municipality requires eligible employees to wait before using such leave, insert the following sentences: "Eligible employees who are employed by the Town on January 1, 20\_\_ will begin to accrue paid leave on January 1, 20\_\_ but such leave may not be used until [insert date that is on or before the next January 1<sup>st</sup>]. Newly-hired employees who are eligible to earn leave will begin to accrue that leave on the first day of employment but may not use such leave until [insert period of time up to one year] from the date of hire."]*

An employee [*insert "may" or "may not"*] take sick leave during the employee's first year of employment.

#### Use of Paid Leave

*[If the municipality will limit the amount of accrued leave that may be used by employees, insert the following: "An employee may not use more than 40 hours of accrued leave within a 12-month period."]*

Eligible employees may use paid leave in increments no smaller than [*insert language that indicates the minimum increment that may be used such as "fifteen minutes," "half hour," or "one hour"*].

An employee may use sick leave for the purposes below:

- The employee is ill or injured.
- The employee obtains professional diagnostic, preventive, routine, or therapeutic health care.
- The employee cares for a sick or injured parent, grandparent, spouse, child, brother, sister, parent-in-law, grandchild, or foster child, including helping that individual obtain diagnostic, preventive, routine, or therapeutic health treatment, or accompanying the employee's parent, grandparent, spouse, or parent-in-law to an appointment related to their long-term care.
- The employee is arranging for social or legal services or obtaining medical care or counseling for the employee or for the employee's parent, grandparent, spouse, child, brother, sister, parent-in-law, grandchild, or foster child, who is a victim of domestic violence, sexual assault, or stalking or who is relocating as the result of domestic violence, sexual assault, or stalking. As used in this section, "domestic violence," "sexual assault," and "stalking" shall have the same meanings as in 15 V.S.A. § 1151.
- The employee cares for a parent, grandparent, spouse, child, brother, sister, parent-in-law, grandchild, or foster child, because the school or business where that individual is normally located during the employee's workday is closed for public health or safety reasons.

*[If the municipality will allow for the use of paid leave for additional reasons, insert language such as the following "Leave may also be used for any appointment or event authorized in advance by the employee's supervisor such a real estate closing or a funeral."]*

Employees must provide notice as soon as practicable of the intent to use earned sick time and the expected duration of the employee's absence. Employees must make reasonable efforts to

avoid scheduling routine or preventive health care or other appointments during regular work hours.

Compensation for use of paid leave will be at the employee's regular rate of pay.

#### Carryover of Paid Leave

*[If the municipality will not provide a lump sum at the beginning of the year and will not pay out for unused time, insert the following language: "If an employee does not use all of their accrued sick leave in a 12-month period the accrued, unused sick leave carries over into the next 12-month period." If the municipality will provide a lump sum of paid sick leave at the beginning of year, insert the following language: "Employees accrued, unused sick leave will not carry over at the end of the year into the next 12-month period." If the municipality will pay out employees for unused sick leave time at the end of the year, insert the following language: "At the end of the year, the Town will compensate employees at their regular rate of pay for accrued, unused sick leave hours."]*

#### Compensation at Time of Separation from Employment

The Town *[insert either "will" or "will not"]* compensate eligible employees for unused, accrued sick leave at the time of separation from employment.

### **Section 22: BEREAVEMENT LEAVE**

Employees may be provided with up to *[insert number]* paid bereavement leave days (pro-rated for part-time employees) related to the death of a close family member, domestic partner or member of an employee's household. The exact amount of time off depends upon the circumstances and subject to supervisor approval. For purposes of this section of the Personnel Policy, "close family member" is defined as the following: *[insert some or all of the following terms: spouse, civil union partner, romantic co-habitant, parent, stepparent, grandparent, child, stepchild, grandchild, sibling, aunt, uncle, niece, nephew, parent-in-law, or sibling-in-law.]*

If additional time off is needed, or if time off is needed for the funeral of a friend or a relative who is not included above, the employee's supervisor may grant, on a case-by-case basis, the use of a reasonable amount of accrued sick leave, if available, or unpaid leave, if unavailable. The amount of such time off, if approved, will depend upon the individual circumstances such as the distance to be traveled, closeness of the employee's relationship with the person who died or the employee's family, and the employee's level of responsibility in making funeral or other arrangements.

Paid bereavement leave does not accrue and thus, when not used, is not carried forward into the next year nor compensated upon separation from employment.

## **Section 23: PARENTAL AND FAMILY LEAVE**

*[If your municipality has fewer than 10 employees, this entire section should be omitted, unless the municipality wishes to observe the VPFLA.]*

*[If your municipality has between 10 and 49 employees, insert language such as "Eligible employees may receive leave as described in the Vermont Parental and Family Leave Act (VPFLA). This State law will determine employee eligibility, the qualifying reasons for such leave, and the length of leave."]*

*[If your municipality has 50 or more employees, insert language such as "Eligible employees may receive leave as described in the Family and Medical Leave Act (FMLA) and Vermont Parental and Family Leave Act (VPFLA). These federal and state laws will determine employee eligibility, the qualifying reasons for such leave, and the length of leave."]*

The Town reserves the right to designate any qualifying leave of absence granted under this Policy as leave under FMLA or the VPFLA. A request for leave must be made to the [Town Manager/Selectboard/employee's supervisor]. Where an employee's leave request is covered by the VPFLA and the FMLA, the Town will adhere to the law that provides the most benefits to the employee. If an employee is entitled to leave under both the VPFLA and FMLA, the leave periods will run concurrently.

For the purposes of determining the 12-month period in which an employee may be entitled to VPFLA and/or FMLA leave, the Town will use a rolling 12-month period measured backward from the date an employee uses such leave.

## **Section 24: SHORT TERM FAMILY LEAVE**

In accordance with 21 V.S.A. § 472a, eligible employees may be entitled to take unpaid leave not to exceed four hours in any 30-day period and not to exceed 24 hours in any 12-month period for the following purposes:

- To participate in preschool or school activities directly related to the academic educational advancement of the employee's child, stepchild, foster child, or ward who lives with the employee, such as a parent-teacher conference;
- To attend or accompany the employee's child, stepchild, foster child, or ward who lives with the employee or the employee's parent, spouse or parent-in-law to routine medical or dental appointments;
- To accompany the employee's parent, spouse or parent-in-law to other appointments for professional services related to their care and well-being; or
- To respond to a medical emergency of the employee's child, stepchild, foster child, or ward who lives with the employee or the employee's parent, spouse or parent-in-law.

The Town may require that leave (including accrued paid leave) be taken in a minimum of two-hour segments. At the option of the employee, accrued paid leave may be used. Before taking leave under this section an employee shall make a reasonable attempt to schedule appointments outside of regular work hours. An employee shall provide the Town with the earliest possible notice of the intent to take short term family leave, but in no case later than seven days before leave is to be taken, except in an emergency where the required seven-day notice could have a significant adverse impact on the family member of the employee.

### **Section 25: CRIME VICTIM LEAVE**

In accordance with 21 V.S.A. § 472c, eligible employees who are crime victims may be entitled to take unpaid leave for the purpose of attending a deposition or court proceeding related to:

- a criminal proceeding when the employee has a legal right or obligation to appear at the proceeding;
- a relief from abuse, neglect, or exploitation hearing when the employee is the plaintiff; or
- hearings concerning an order against stalking or sexual assault, when the employee seeks the order as plaintiff.

A “crime victim” is a person who has:

- obtained a relief from abuse order against a family or household member;
- obtained a court order against stalking or sexual assault;
- obtained a court order against abuse of a vulnerable adult; or
- sustained physical, emotional or financial injury as the direct result of the commission or attempted commission of a crime or act of delinquency and is identified as a crime victim in an affidavit filed by law enforcement official with a prosecuting attorney. This includes the victim’s child, foster child, parent, spouse, stepchild or ward of the victim who lives with the victim, or a parent of the victim’s spouse, provided that the individual is not identified in the affidavit as the defendant.

At the option of the employee, accrued sick leave, vacation leave, or any other accrued paid leave may be used.

### **Section 26: LEAVE OF ABSENCE WITHOUT PAY**

A request to take unpaid leave from employment for the purpose of attending town meeting must be made at least seven days prior to the date of the town meeting. Such leave will be granted provided that it does not cause an interruption of the essential operation of town government.

Other requests for leaves of absence without pay for any reason other than those covered by federal or state law must be submitted in writing to the employee’s supervisor and must set

forth the purpose for which the leave is requested. All leave requests must be for a definite period of time and include a specified date of return. Such leave requests are subject to the sole discretion of the Town.

If a leave of absence without pay is granted, the employee may, at the Town's sole discretion, continue the employee's group health plan coverage by paying the required premium in accordance with the payment schedule established by the Town. Other employee benefits (e.g., sick leave, vacation, seniority, etc.) will not accrue during an unpaid leave period that exceeds \_\_\_\_ *[insert number]* days.

### **Section 27: MILITARY LEAVE**

The Town will comply with the requirements of the Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C. §§ 4303 et seq., and 21 V.S.A. §§ 491 et seq. Employees who take military leave subject to the provisions of these laws will be granted leave without pay. At the option of the employee, any paid leave accrued prior to the commencement of the leave may be used.

### **Section 28: JURY LEAVE**

The Town *[will/will not]* compensate employees for their service as jurors or witnesses when unrelated to their status as a Town employee. *[If compensation is offered, insert language regarding the rate of such compensation such as "at the employee's regular hourly rate."]* In accordance with 21 V.S.A. § 499, employees will otherwise be considered in the service of the Town for purposes of determining seniority, benefits, credit towards vacations, sick leave, and other rights, privileges, and benefits of employment.

When Town employees are called to serve as a witness in a court proceeding due to their status as an employee of the Town, the Town will compensate the employee for the difference between their regular rate of pay and their compensation as a witness. The Town will pay the difference only when the employees' regular rate of pay exceeds their compensation as a witness.

### **Section 29: OVERTIME AND COMPENSATORY TIME OFF**

In accordance with the federal Fair Labor Standards Act (FLSA), the Town compensates nonexempt employees at the rate of one and one-half hours for each hour actually worked in excess of forty hours in any workweek. Holidays, sick time, and vacation days do not count as hours worked for purposes of calculating either overtime or compensatory time eligibility.

*[If your municipality offers comp time, insert the following section:]*

In place of overtime pay, the Town in its discretion may provide nonexempt employees with compensatory time off (“comp time”), subject to the following conditions:

- Comp time is earned at a rate of one- and one-half hours for each hour worked in excess of forty hours actually worked in any workweek.
- An employee may accrue a maximum of *[insert number]* hours of comp time. An employee who has accrued *[insert number]* hours of comp time will be paid overtime compensation for additional overtime hours of work.
- The Town may, at its sole discretion and at any time, pay the employee for time worked in lieu providing comp time. Additionally, the Town may “buy down” the employee’s accrued comp time balance, partially or entirely, by paying the employee a sum commensurate with the number of hours being eliminated from the employee’s accrued comp time balance.
- An employee receiving payment for accrued comp time will be paid at the regular rate of pay earned by the employee at the time the employee receives such payment.
- Upon termination from employment, an employee will be paid for unused comp time at a rate not less than the average regular rate of pay received by the employee during the last three years of employment or the employee’s final regular rate of pay, whichever is higher.

An employee who has accrued comp time and requests use of comp time will be permitted to use such time off within a reasonable period after making the request, if such use does not unduly disrupt the Town’s operations. Requests for use of comp time must be submitted to the employee’s supervisor. Requests for use of comp time will not unreasonably be withheld.

### **Section 30: EMPLOYMENT HARASSMENT AND DISCRIMINATION**

The Town is committed in all areas to providing a work environment that is free from unlawful discrimination. Vermont and federal law prohibit employment discrimination or retaliation based on race, color, religion, sex, gender identity, marital status, national origin, age, pregnancy, genetic information, health coverage status, crime victim or veteran status, any other category of person protected under federal or state law, or against a qualified individual with a disability with respect to all employment practices. Vermont law also prohibits discrimination based on sexual orientation, ancestry, HIV status, and place of birth. It is unlawful to retaliate against employees or applicants who have alleged employment discrimination.

Harassment based on a person’s protected category is a type of discrimination. Examples of harassment include the following: insulting comments or references based on a person's race, color, religion, sex, gender identity, marital status, national origin, age, pregnancy, genetic information, crime victim or veteran status, disability, sexual orientation, ancestry, HIV status, place of birth; aggressive bullying behaviors; inappropriate physical contact or gestures; physical assaults or contact that substantially interferes with an individual’s work performance or creates an intimidating, hostile, or offensive working environment; and retaliation against an employee for complaining about the behaviors described above or for participating in an investigation of a complaint of harassment. Petty slights, annoyances, and isolated incidents (unless serious) will

not rise to the level of illegality. To be unlawful, the conduct must create a work environment that would be intimidating, hostile, or offensive to reasonable people.

The Town will not tolerate unlawful harassment based on a person's race, color, religion, sex, gender identity, marital status, national origin, age, pregnancy, genetic information, crime victim or veteran status, disability, sexual orientation, ancestry, HIV status, place of birth, or membership in a classification protected by law. Likewise, the Town will not tolerate retaliation against an employee for filing a complaint of harassment or for cooperating in an investigation of harassment.

Any employee who believes that they have been the target of this type of harassment, or who believes they have been subjected to retaliation for having brought or supported a complaint of harassment, is encouraged to directly inform the offending person or persons that such conduct is offensive and must stop.

Any employee who wishes to report harassment should file a complaint with:

*[Insert the name and contact information for at least two people with whom internal complaints may be filed.]*

A prompt, thorough, and impartial investigation will be conducted, and confidentiality will be protected to the extent possible. If it is determined that unlawful harassment has occurred, the Town will take immediate and appropriate corrective action. No person will be adversely affected in employment with the Town as a result of bringing a complaint of unlawful harassment.

Complaints of harassment or retaliation may also be filed with the following agencies:

Civil Rights Unit  
Vermont Attorney General's Office  
109 State Street  
Montpelier, VT 05609-1001  
Tel: (802) 828-3657 (voice)  
(888) 745-9195 (Toll Free VT)  
(802) 828-3665 (TTY)  
Fax: (802) 828-2154  
Email: [ago.civilrights@vermont.gov](mailto:ago.civilrights@vermont.gov)  
Online: <http://ago.vermont.gov/about-the-attorney-generals-office/divisions/civil-rights/>

Equal Employment Opportunity Commission  
JFK Federal Building  
475 Government Center  
Boston, MA 02203  
Tel: 1 (800) 669-4000 (voice)



1 (800) 669-6820 (TTY)  
1 (844) 234-5122 (ASL Video)  
Fax: 617-565-3196  
Email: [info@eeoc.gov](mailto:info@eeoc.gov)  
Online: [www.eeoc.gov](http://www.eeoc.gov)

These agencies may conduct impartial investigations, facilitate conciliation, and, if they find that there is probable cause or reasonable grounds to believe unlawful harassment occurred, they may take a case to court.

### **Section 31: SEXUAL HARASSMENT**

Sexual harassment in the workplace is illegal under federal and Vermont law and is strictly prohibited. The Town is committed to providing a workplace free from this unlawful conduct. All employees have the right to work without being subjected to insulting, degrading or exploitative treatment on the basis of their sex, sexual orientation, or gender identity. It is against the policies of the Town for any individual, male or female, to sexually harass another individual in the workplace. In accordance with 21 V.S.A. §§ 495 and 495h, the Town has adopted the following sexual harassment policy. All employees are required to read this policy before signing the employee acknowledgement form.

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

- submission to that conduct is made either explicitly or implicitly a term or condition of employment;
- submission to or rejection of such conduct by an individual is used as a component of the basis for employment decisions affecting that individual; or
- the conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Examples of sexual harassment include, but are not limited to, the following, when such instances or behavior come within one of the above definitions:

- explicitly or implicitly conditioning any term of employment (e.g., continued employment, wages, evaluation, advancement, assigned duties or shifts) on the provision of sexual favors;
- touching or grabbing a sexual part of an individual's body;
- touching or grabbing any part of an individual's body after that party has indicated, or it is known, that such physical contact was unwelcome;
- continuing to ask an individual to socialize on- or off-duty when that person has indicated they are not interested;
- displaying or transmitting sexually suggestive pictures, objects, cartoons, or posters if it is known or should be known that the behavior is unwelcome;

- continuing to write sexually suggestive notes or letters if it is known or should be known that the person does not welcome such behavior;
- referring to or calling a person a sexualized name if it is known or should be known that the person does not welcome such behavior;
- regularly telling sexual jokes or using sexually vulgar or explicit language in the presence of a person if it is known or should be known that the person does not welcome such behavior;
- retaliating in any way for having filed or supported a complaint of sexual harassment (e.g., ostracizing the person, pressuring the person to drop or not support the complaint, adversely altering that person's duties or work environment, etc.);
- making derogatory or provoking remarks about or relating to an employee's sex, sexual orientation, or gender identity;
- directing harassing acts or behavior against a person on the basis of their sex, sexual orientation, or gender identity;
- any off-duty conduct which falls within the above definition and affects the work environment.

It is also unlawful to retaliate against employees for filing a complaint of sexual harassment or for cooperating in an investigation of sexual harassment.

Any employee who believes that they have been the target of sexual harassment, or who believes they have been subjected to retaliation for having brought or supported a complaint of harassment, is encouraged to directly inform the offending person or persons that such conduct is offensive and must stop.

Any employee who wishes to report sexual harassment should file a complaint with:

*[Insert the name and contact information for at least two people with whom internal complaints may be filed.]*

A prompt, thorough, and impartial investigation will be conducted, and confidentiality will be protected to the extent possible. If it is determined that unlawful harassment has occurred, the Town will take immediate and appropriate corrective action. No person will be adversely affected in employment with the Town as a result of bringing a complaint of unlawful harassment.

Complaints of sexual harassment or retaliation may also be filed with the following agencies:

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These agencies may conduct impartial investigations, facilitate conciliation, and, if they find that there is probable cause or reasonable grounds to believe sexual harassment occurred, they may take a case to court.

**ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**SIGNATURES of SELECTBOARD:**

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**ADDENDUM B: Agreement by Independently Elected Officer to be Bound by Personnel Policy**

This is an agreement between the Town of the *[insert name of municipality]* and *[insert name and title of independently elected officer]* (hereafter "Town Official"), collectively referred to as "parties."

In exchange for the provision of benefits by the Town as follows:

*[list benefits]*

Town Official agrees to be bound by the provisions of the *[insert name of municipality]* Personnel Policy *[if applicable, insert any exceptions]*.

Town Official:

- has received a copy of the Town’s Personnel Policy and understands that it is *[insert name’s]* responsibility to familiarize themselves with its contents;
- has been given an opportunity to ask questions about said Policy and has been provided with satisfactory information in response to those questions;
- acknowledges that as per section 1 of the Town’s Personnel Policy, the selectboard reserves the right to amend any of the provisions of the Personnel Policy for any reason, at any time, with or without notice;
- acknowledges that they understand the Town’s Personnel Policy and agrees to comply with all of its provisions *[if applicable, insert “except the provisions listed above”]*.

The parties agree that this shall not constitute a contract for employment.

If any term of this agreement, the provisions of the Personnel Policy to which it incorporates by reference, or the application hereof of either to any person or a circumstance(s) is held invalid, this invalidity does not affect other provisions or applications of the agreement’s terms, which can be given effect without the invalid term(s) or application(s). For this purpose, this agreement is severable.

*[if applicable, insert the following: "In addition to the above, Town Official agrees that all personnel hired or appointed by them shall be subject to the Town's Personnel Policy except the provisions governing performance evaluations, discipline, or termination which do not apply to Town Official. In return, said personnel will receive benefits from the Town as follows: [list benefits].]*

Entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

**BY: Independently Elected Official:**

**Selectboard:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# **ANIMAL CONTROL OFFICER**

## **SUMMARY OF POSITION**

The Animal Control Officer (ACO) is appointed by the Selectboard to administer and enforce Isle La Motte's Dog Ordinance (Ordinance). The ACO responds to citizens' complaints; handles animals in a humane and responsible manner and deals tactfully but firmly with animal owners. Independent judgment is expected, guided by the Selectboard's instructions, and applicable State statutes.

## **SPECIFIC DUTIES AND RESPONSIBILITIES**

The ACO shall have the following specific duties:

- Respond to complaints routed through our Town Clerk or Selectboard Chair about any animal in violation of the Ordinance within the Town of Isle La Motte
- When possible and appropriate, apprehend and transport animals in a safe and humane manner to the designated pound
- Issues warnings and citations for violations of the Ordinance, and conducts follow up visits as necessary
- Seeks opportunities to educate animal owners about the Ordinance, and its impact on both animal and owner
- Coordinates with Town Clerk's office the verification of vaccinations, licenses, etc.
- Develop, update, and implement procedures, including the ordinance, with Selectboard oversight
- Create and maintain records of each individual incident. Records must be complete and submitted to the Town Clerk within 7 calendar days of incident

## **DESIRED QUALIFICATIONS, ABILITIES AND SKILLS**

- No minimum level of education is required, however, a thorough knowledge of the Ordinance, as well as applicable State statutes, will be necessary.
- Knowledge of animal behavior, animal control laws, and skill in safely handling animals
- Valid driver's license
- Reliable vehicle in which to respond to complaints, and, when possible and appropriate, to transport animals
- Good interpersonal skills

## **STIPEND & REIMBURSEMENT**

- \$500/year, \$25/hour after first 10 hours
- Mileage at IRS rate

- Expenses: Certified postage, other expenses as approved by Selectboard in writing.