

All files downloaded from the Internet must be checked for possible computer viruses. It is the responsibility of the employee to ensure that current virus-checking software is installed on his/her work computer.

### 2.13 VACANT POSITIONS

Whenever any vacancy occurs or is anticipated in any Town position, the ~~Department Head~~Town Administrator shall, as soon as practicable, notify the Selectboard of that vacancy. At the time of providing said notice, the ~~Department Head~~Town Administrator may suggest, as he or she deems necessary, the elimination of the vacant position, filling of the vacancy by promotion from within the department, or revision of the relevant job description.

Whenever a ~~Department Head~~Town Administrator desires to create and fill a new position, he/she may submit to the Selectboard a proposed job description (including suggested pay rate) together with a written statement substantiating the need for the proposed position. No new positions will be established without prior approval of the Selectboard.

### 2.14 TRANSFERS

The ~~Selectboard~~Town Administrator shall have the authority to transfer a person to a different position between Town departments without advertising.

### 2.15 ADVERTISING AND APPLICATION

Whenever the ~~Selectboard~~Town Administrator deems necessary, it may publicly advertise any vacancy in a newspaper of general circulation within the Town. The ~~Board~~Town Administrator may also place advertisements in one or more professional or trade journals. Such advertisement should include: title of position, salary range, date of availability, and brief description of necessary skills and duties to be performed. Prior to filling any position, a notice of vacancy shall be posted in appropriate locations accessible to all Town employees.

All applications for employment shall be on forms supplied by the ~~Town Administrator~~Selectboard. Said forms shall include information concerning the applicant's identity, work experience, references and any other matter deemed relevant by the ~~Town Administrator~~Selectboard. The applicant, attesting to the truth of the matters stated, shall sign all applications. Any false statement shall be grounds for rejection of any application or dismissal from the Town's service.

Written employment applications may be rejected from any applicant:

- 1). Whose application clearly indicates that minimum qualifications required are not fulfilled.
- 2). Who has practiced or attempted fraud or deception in any statement of fact pertinent to the application.

The existence of passwords and "message delete" functions do not restrict or eliminate the Town's ability or right to access electronic communications. Deleted messages may be recovered and reviewed.

Employees shall not share passwords, or provide email/voice mail access to an unauthorized user, or access another user's email/voice mail without authorization. Employees shall not post, display or make easily available any systems access information, including, but not limited to, passwords, host names, addresses, etc. Employees shall not leave files, sessions, or connections open, unattended or otherwise available.

Employees who use their own equipment to connect to the Town from outside the Town premises or from home should know that any communications that are delivered or sent through the Town communications system may leave copies behind on the Town system, which are not private, and are subject to all of the terms and provisions of this policy.

Offensive, demeaning or disruptive messages are prohibited. This includes, but is not limited to, messages that are inconsistent with the Town's policies concerning equal employment opportunity and sexual or other unlawful harassment.

Messages sent to "All Email Users" and other broadcast messages should be used sparingly, and only for Town business. Expressly prohibited are chain letters and personal classified ads.

The Town's network, including its connection to the Internet, is to be used primarily for business and work-related matters. Unauthorized use of the Internet is strictly prohibited. Unauthorized use of the Town's computers includes, but is not limited to:

- 1). Unauthorized entry or attempted unauthorized entry into other computer systems or areas of the Town's computer systems which a user is not authorized to view.
- 2). Attempting to disable or compromise the security of information contained on Town computers.
- 3). Intentionally introducing a virus or other mischievous software onto any Town computer.
- 4). Accessing, downloading, posting or printing pornographic or sexually explicit material.
- 5). Utilizing any Town computer for computer or on-line games.

Because postings placed on the Internet may display the Town's address, make certain before posting information on the Internet that the information reflects the standards and policies of the Town. Under no circumstances shall information of a confidential or sensitive nature be placed on the Internet except as specifically authorized by the Town.

Subscriptions to news groups and mailing lists are permitted only when the subscription is for a work-related purpose. All other subscriptions are prohibited.

## 2.16 SELECTION

All appointments to positions in the service of the Town of Hinesburg shall be made according to merit and fitness. Education, experience, aptitude, knowledge, skills, character, physical fitness (where necessary for the essential functions of the position), personality, or other qualifications deemed necessary for the satisfactory performance of the duties of the position to be filled shall be considered with weights assigned to each factor as may be deemed proper by the Selectboard or its authorized representative or such advisory examining committee as may be appointed.

## 2.17 APPOINTMENT

- 1). Probationary Period: All appointments shall be subject to a three (3) month probationary period, except police officers who shall serve a twelve (12) month probationary period. The probationary period may be extended for an additional period of as much as six (6) months at the request of the ~~Town Administrator Department Head and approval of the Selectboard~~. All probationary employees shall receive an evaluation of their performance during the probationary period. Any new employee may be discharged with or without cause during the probationary period. During said period, the grievance procedure set forth in Article IX of this manual, shall not apply.
- 2). In positions in which health or physical abilities are particularly important, a physical examination shall be required of all entering employees after an offer of employment is made by the Town, and such offer of employment shall be conditioned on the positive results of the examination. AU information obtained as part of the medical exams shall remain confidential and shall not be placed in the employee's personnel file but in a separate medical file.
- 3). All Town employees hired after November 6, 1986, must provide the Selectboard or its authorized representative with proof of citizenship or legal immigration status in conformance with federal law. Failure to provide such proof shall result in non-hiring or immediate dismissal.
- 4). After a decision is made to hire a candidate for employment with the Town, the candidate will receive a written offer of employment from the ~~Town Administrator Selectboard~~. The written offer will include references to the provisions subsections 1,2 and 3 above, and will also include a salary or hourly rate of pay and a job description for the position and any other information the ~~Selectboard-Town Administrator~~ deems pertinent.

## 2.18 EMPLOYEE LICENSES AND CERTIFICATIONS

If an employee must obtain a license and/or a certification as a pre-requisite to employment with the Town of Hinesburg and said license or certification is revoked or suspended by the granting authority, the ~~Selectboard-Town Administrator~~ may suspend the employee's employment with the Town until said license or certification is reinstated by the granting authority.

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## 2.19 PROMOTIONS

Every non-probationary employee shall be eligible for promotion or transfer. All transfers and promotions shall be evaluated after a six-month period.

## 2.20 RETIREMENT

Any employee age 65 or more, or any employee otherwise eligible for retirement as determined by the Vermont Municipal Employees Retirement System, may choose to retire from service of the Town of Hinesburg. Upon retirement, as defined in 24 V.S.A., Chapter 125, each Town employee shall be entitled to the benefits set forth therein.

## 2.21 RESIGNATION

Any employee may resign at any time by submitting a written letter of resignation to the ~~Town Administrator Department Head and the Selectboard~~. The employee will be asked to provide the Town with a two-week notice.

## 2.22 LAYOFF

Any Town employee may be laid off whenever it is necessary to reduce the number of employees in any department because of change in the function or organization of a department, financial restrictions, changes in work demands, elimination of job categories, or related reasons. Employees so affected shall be notified ten (10) working days in advance of the action to be taken.

To the extent possible, layoffs within a department shall be made in inverse order of seniority. However, seniority shall not be the determining factor regarding layoff upon receipt by the ~~Town Administrator Selectboard~~ of a written recommendation submitted by the relevant Department Head, which specifies:

- 1). The special contributions, skills, and performance of a less senior department employee.
- 2). Reasons why departmental operations would be best maintained through the retention of a position filled by a less senior employee.

Recall shall be in reverse order of any layoffs. Laid off employees will be eligible for health insurance benefits at his/her own expense as provided by the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA).

## 2.23 TERMINATION

Upon an employee's termination of service with the Town, an employee shall be reimbursed for accrued but unused Combined Time Off (CTO) and Extended Sick Bank (ESB) hours.