



SANDY RIVER PLANTATION

PERSONNEL POLICY

& MANUAL

Effective: July 1, 2025

This policy rescinds and replaces the Personnel Policy adopted February 19, 2008

TABLE OF CONTENTS

I. PREAMBLE	1
II. EMPLOYMENT	1
III. DISCRIMINATION	2
IV. TYPES OF APPOINTMENT	3
V. ANNOUNCEMENT OF VACANCIES	3
VI. PUBLIC AND EMPLOYEE RELATIONS	4
VII. WORK WEEK/OVERTIME	5
VIII. EARNED PAID LEAVE	5
IX. LEAVE OF ABSENCE	7
X. HEALTH INSURANCE	9
XI. SAFETY	10
XII. POLITICAL ACTIVITY	12
XIII. HARASSMENT	12
XIV. DRUGS, ALCOHOL & TOBACCO	14
XV. RESIGNATION	15
XVI. DISCIPLINARY ACTION	15
XVII. GRIEVANCE PROCEDURE	17
XVIII. BOARD OF ASSESSORS	19
XIX. CONFLICT OF INTEREST	19
XX. RELATED POLICIES	22
XXI. ACCOMODATION	23
XXII. ACKNOWLEDGMENT OF RECEIPT & UNDERSTANDING	24

I. PREAMBLE

- A. The Board of Assessors hereby adopts the following policy for utilization by Sandy River Plantation in the administration of the personnel activities of all employees, committee members, board members (including the Board of Assessors) and volunteers. These rules and subsequent modifications shall supersede any policy and rules made previously by the Board of Assessors. This policy may be modified by the Board of Assessors at its discretion.
- B. The purpose of prescribing these rules and regulations is to set forth a uniform and equitable system of personnel administration for the Sandy River Plantation, to promote more effective and efficient municipal operations on behalf of the citizenry, and to pursue positive employee morale.
- C. The Board of Assessors may delete, amend, modify, or change any or all of the policy by posting the proposed change in a conspicuous place at the Sandy River Plantation Office and by emailing such a notice to all employees at least thirty (30) calendar days in advance of the meeting at which the Board of Assessors propose to make modifications or changes. Changes may be made only with approval by a majority of the Board of Assessors with all three (3) members present at the time of voting.
- D. A copy of this policy shall be provided to all employees upon the commencement of their employment and any amendment or revision of this policy shall be provided to all employees as amendments or revisions become effective.
- E. All employees will sign a receipt within one week of being given a copy of the policy, which receipt shall confirm that the employee has read the policy and has been given an opportunity to discuss with the Board of Assessors any portions of the policy which the employee feels needs clarification.

II. EMPLOYMENT

- A. The employment of personnel shall be the responsibility of the Board of Assessors, except in cases where the hiring and dismissal of Deputy Clerks and Deputy Treasurers is the statutory responsibility of the Clerk/Treasurer. The Board of Assessors shall appoint election clerks in accordance with applicable Maine law, based on recommendations submitted by the Clerk and, where applicable, from political parties pursuant to party caucus or committee nomination procedures.
- B. All applicants must submit a written and completed application based on the format outlined in the job advertisement.
- C. All employees are considered probationary for the first six (6) months of employment. The probationary period shall be considered an extension of the selection process. Probationary

employees may be removed at any time during the probationary period without cause and without right to file a grievance.

- D. A prior felony conviction shall not automatically disqualify an applicant. The nature of the offense, time elapsed, and relevance to the position will be considered.
- E. Hiring, firing, and disciplinary action, except for those positions precluded by Maine State Law, shall be the responsibility of, and at the discretion of, the Board of Assessors. The employee shall be notified of such action in writing.
- F. Employees shall be mindful of the fact that they are representatives of the Sandy River Plantation and that their actions reflect on the public image of the Plantation as a whole. Employees shall always conduct themselves in a respectful and helpful manner and shall exhibit appropriate behavior during all communications and conduct with the public.

III. DISCRIMINATION

Policy

It is the policy of the Plantation to offer equal employment opportunities to all job applicants and employees. Appointments and promotions are based solely upon qualifications and experience and are free of consideration of race, color, religion, gender, age, marital status, national origin, or disability.

Procedure

Any complaints alleging unlawful discrimination shall be submitted in writing to the First Assessor or designee who will arrange a meeting with the aggrieved party to discuss the matter. The meeting shall take place within five (5) business days from receipt of a written complaint. All information will be held in confidence and will be discussed only with those who have a need to know in order to either investigate or resolve the complaint. The First Assessor or designee shall have ten (10) business days from receipt of a written complaint to conduct an investigation and to attempt to resolve the matter to the satisfaction of the aggrieved party.

If the First Assessor or designee is unable to resolve the matter to the satisfaction of the aggrieved party within ten (10) business days of receipt of the complaint, the aggrieved party may submit a copy of the written complaint to the Board of Assessors. Such a submission shall be made within fifteen (15) business days of the original complaint to the First Assessor or designee. If a complaint involves the conduct of the First Assessor, it may be submitted directly to the designee and/or the Board of Assessors without first being submitted to the First Assessor.

The Board of Assessors shall then have fifteen (15) business days from receipt of the written complaint to investigate and to issue a report, with its findings and recommendations, to the First Assessor or designee. The First Assessor or designee shall, within five (5) working days of receipt of the report, notify the aggrieved party of the results of the investigation conducted by the Board of Assessors.

IV. TYPES OF APPOINTMENT

The classifications below define the types of employment appointments within Sandy River Plantation. All employees, regardless of classification, are subject to the personnel rules and regulations outlined in this policy, unless otherwise specified. Eligibility for benefits such as retirement, health insurance, holiday pay, Earned Paid Leave (EPL), or seniority shall be determined by the Board of Assessors, in accordance with this policy and applicable state and federal law, including Worker's Compensation and Unemployment Compensation Insurance Laws.

- A. **FULL-TIME** – A Full-Time employee works between 35 and 40 hours per week on a continuing basis. This classification is assigned at the discretion of the Board of Assessors. Full-Time employees are eligible for all benefits as provided by this policy.
- B. **REGULAR PART-TIME** – A Regular Part-Time employee works fewer than 35 hours per week on a consistent, ongoing basis and is not considered temporary or seasonal. The Board of Assessors shall determine this classification and the applicable benefits, including retirement or health insurance, unless otherwise provided in this policy or by law.
- C. **IRREGULAR PART-TIME** – An Irregular Part-Time employee works on a non-fixed or fluctuating schedule, such as project-based staff. This classification is assigned at the discretion of the Board of Assessors. Employees in this category are not entitled to benefits unless explicitly stated in this policy or mandated by law.
- D. **TEMPORARY EMPLOYEES** – Temporary or seasonal employees are hired for short-term roles or during periods designated as “seasonal” by the State of Maine. These employees are not eligible for benefits unless mandated by law. Temporary employees may be released at any time and for any reason.
- E. **OTHER EMPLOYEES** – Committee members, board members, volunteers, and individuals paid through stipends or from specific fees (such as the Animal Control Officer or Constable) are considered Plantation employees for limited purposes. These individuals are not entitled to benefits unless specifically granted in this policy or required by law. Their classification and scope of responsibility shall be established by appointment or contract approved by the Board of Assessors.

V. ANNOUNCEMENT OF VACANCIES

Recruitment notices shall be prepared, setting forth a basic description of the position, minimum qualification requirements or education, skill, and experience preference, application steps to follow, and closing date for submitting application materials. Such notices shall affirm the Sandy River Plantation as an Equal Opportunity Employer. Such notice shall first be posted on bulletin boards in each Plantation work site. Supervisors shall be aware of promotion-ready employees and shall encourage application where appropriate. Notice may be given outside the Plantation office, if necessary, to develop a broad base of applicants. The use of such various media or

publicity may be expected to bring notice of vacancies to an adequate number of qualified applicants.

VI. PUBLIC AND EMPLOYEE RELATIONS

- A. Plantation employees are public servants and are expected to interact with residents and the public in a professional, civil, and constructive manner. Each employee represents the Plantation and may be the only point of contact a resident has with local government. Conduct during these interactions contributes directly to public perception of the Plantation.
Failure to follow established conduct standards—including refusal to assist, use of inappropriate or offensive language, or disruptive behavior—may result in disciplinary action, up to and including dismissal, based on the severity of the incident.
Employees are required to maintain personal hygiene, wear appropriate attire consistent with workplace standards, and conduct themselves in a way that supports the orderly and efficient operation of the Plantation.
- B. Employees are prohibited from engaging in any conduct which could reflect unfavorably upon the Plantation or disrupt the efficient operation of Plantation Administration. Plantation employees must avoid any action which might result in, or create the impression of, using public employment for private gain, giving preferential treatment to any person, or not allowing complete impartiality in conducting the Plantation business.
- C. Cooperation, courtesy, and responsibility shall extend to relations between all employees of the Plantation and the Public.
- D. The following policies and regulations are provided to assist the employees and Plantation Administration in functioning at peak efficiency with minimal cost to the taxpayers:
 - 1. Receipt of gifts: A Plantation employee is prohibited from soliciting or accepting any gifts, gratuity, favor, entertainment, loans or any other item of monetary value from any person, within or outside Plantation employment, whose interest may be affected by the employee's performance or nonperformance of his or her official duties. Acceptance of nominal gifts, such as food and refreshments in the ordinary course of business meetings or unsolicited advertising or promotion materials such as pens, note pads, calendars, etc. is permitted.
 - 2. Business Activities and Solicitations: No employee shall engage in any business other than their regular duties during work hours, except for reciprocal notary services.
 - 3. Confidentiality: Many Plantation employees have access to confidential information pertaining to persons or property in the Plantation. Employees must not use this privileged information to their private advantage or to provide friends or acquaintances with private advantages. Each employee is charged with the responsibility of releasing

only information, which is allowed under Maine's Right to Know Law (1 MRSA §401-410).

VII. WORK WEEK/OVERTIME

- A. Work Week: The regular work week for payroll purposes begins on Sunday and ends Saturday at midnight. The Board of Assessors shall set the hours for the Plantation employees.
- B. Overtime: In accordance with the Fair Labor Standards Act (FLSA), non-exempt employees who work more than 40 hours in a workweek shall be paid overtime at one-and-one-half (1.5) times their regular hourly rate. Overtime must be pre-approved by the Board of Assessors or the employee's designated supervisor.

The Plantation may offer compensatory time in lieu of overtime pay at the same rate (1.5 hours for each overtime hour worked), subject to a maximum accrual of 40 hours of compensatory time.

Currently, Sandy River Plantation employs only one full-time salaried employee classified as exempt under FLSA. All other employees are part-time and do not typically exceed 40 hours in a workweek. This policy remains in place to guide the administration of any future hourly or temporary staff who may qualify for overtime.

VIII. EARNED PAID LEAVE

Eligibility

Full-Time employees of Sandy River Plantation shall accrue Earned Paid Leave (EPL) in accordance with their years of continuous service. Regular Part-Time employees who work fewer than 35 hours per week and are not temporary or probationary shall be voluntarily granted EPL by the Plantation, consistent with Maine law (26 MRS §637). EPL may be used for vacation, illness, or other personal time off. Employees who are on Leave Without Pay are not eligible to accrue EPL during the leave period. Probationary employees begin accruing EPL but may not use it until after 60 calendar days of employment.

Accrual

Full-Time employees are granted EPL hours annually on July 1 based on the following schedule:

- Year One: 120 Hours (equiv. to 15 days)
- Years Two through Five: 160 hours (20 days)
- Years Six through Fourteen: 200 hours (25 days)
- Years Fifteen through Nineteen: 240 hours (30 days)
- Year Twenty and Beyond: 280 hours (35 days)

EPL accrues at the beginning of the fiscal year (July 1) and is available for use as scheduled or in emergency situations as defined below. Accrual for newly hired Full-Time employees is prorated based on the number of months remaining in the fiscal year.

Regular Part-Time employees accrue 1 hour of EPL for every 40 hours worked, up to a maximum of 40 hours per fiscal year. This time is recorded and tracked based on the employee's submitted time sheets.

Approval

All EPL must be approved by the Board of Assessors. Requests for EPL shall be made in writing, by email or form, at least two (2) weeks in advance, when possible. Emergency use, illness, or unanticipated needs are permitted with shorter notice. EPL may be used in hourly increments.

Usage Restrictions

- EPL may not be used during the initial 60-day probationary period unless for an emergency or illness documented by a licensed health provider.
- EPL may not be used to increase hours beyond an employee's scheduled workweek.
- EPL must be used to cover all absences unless the absence is covered under another specific leave policy.

Payout and Carryover

- Full-Time employees may carry over a maximum of 40 hours into the next fiscal year. Hours in excess of this amount shall be forfeited unless otherwise approved by the Legislative Body.
- Upon resignation, retirement, or termination after five (5) full years of continuous service, a Full-Time employee shall be paid any unused accrued EPL in their final paycheck or within 14 days of separation.

Managing Your EPL

Accumulated EPL can provide some insurance against loss of income during an illness or other emergency. Employees are encouraged to retain an adequate amount of EPL to help protect against such a loss. It is each employee's responsibility to manage their EPL properly, ensuring that EPL is available for the unforeseen illness/emergency, and at the same time, avoid exceeding the maximum accrual. During each year of service, the Sandy River Plantation encourages employees to take time off from their job for rest and relaxation.

Payment in Lieu of Time Off

With Board of Assessors approval and subject to annual budget allocation, Full-Time employees may elect to receive pay for up to 40 hours of unused EPL if they choose to work in lieu of taking leave. This option is available once per fiscal year and must be requested in writing by June 30.

Holidays

Holiday pay is provided to Full-Time employees only, based on the average number of hours worked per day. Recognized paid holidays are:

New Year's Day	Martin Luther King Jr. Day
Presidents Day	Patriots Day
Memorial Day	Juneteenth
Independence Day	Labor Day
Indigenous People's Day	Veteran's Day
Thanksgiving Day	Thanksgiving Friday
Christmas Day	

Holidays are scheduled according to the calendar established annually by the Maine Department of Administrative and Financial Services.

IX. LEAVE/LEAVES OF ABSENCE

A. Bereavement Leave

A Full-Time employee may be excused from work for up to five (5) workdays for the death of an immediate family member, as outlined below, and shall be paid their regular rate of pay for the scheduled work hours missed. In the event of the death of an employee's spouse, domestic partner, child, or parent, the employee shall, upon request, be granted five (5) additional days of paid bereavement leave. Additional leave may be granted by the employer's supervisor but will be unpaid or will be paid through the utilization of EPL.

For purposes of this article only, immediate family is defined to mean spouse, domestic partner, child (including stepchildren), parent (including stepparent), guardian, sibling (including step-/half-siblings), parent-in-law, grandparent, and grandchild.

B. Leave without pay

An employee may be granted a leave of absence without pay at the discretion of the Board of Assessors. Employees who are granted leave of absence may not accumulate EPL time.

However, it is the employee's responsibility to manage their EPL, according to their needs. Time off without pay is strongly discouraged and should be an extreme exception. EPL not managed properly, which results in one or more instances of time off without pay may result in disciplinary action.

From time to time, it may be necessary for an employee to be unexpectedly absent from work. The Plantation is aware that emergencies, illnesses, or pressing personal business may arise that cannot be scheduled outside an employee's work hours. The Plantation encourages employees who are sick to stay home and not report to work. If a staff member reports to work and is clearly sick, they may be sent home by the supervisor and the appropriate amount of EPL will be deducted from their EPL balance.

When an employee is not able to work due to illness, the employee must, when possible, inform the Board of Assessors at least 30 minutes prior to the start time for that day. After three days of failing to call in, the Plantation may assume the employee has resigned from their position and the Board of Assessors will begin dismissal proceedings.

For any illness extending continuously for five consecutive workdays, the Plantation may ask the employee to obtain a doctor's certification to confirm the illness and the need for the employee to be out of work, and the anticipated date of the return to work.

Unplanned absences may be considered excessive if they occur frequently or if they show a pattern. An unauthorized absence may lead to disciplinary action and possible dismissal of employment.

C. Maine Paid Family Medical Leave (PFML)

Although Sandy River Plantation is not required to provide leave under the federal Family and Medical Leave Act (FMLA) or the Maine Earned Paid Family and Medical Leave (MEFML) due to its size, the Plantation voluntarily offers Maine Paid Family and Medical Leave in accordance with Maine law.

Note: Full benefits under Maine's Paid Family and Medical Leave program take effect on January 1, 2026. This policy will be updated if necessary or required to reflect future guidance or statutory changes.

Eligible employees may apply for Maine PFML benefits for qualifying reasons, including: the birth, adoption, or foster placement of a child; serious illness or injury of the employee or a family member; or other qualifying events as defined by Maine statute.

The Plantation pays the full employer contribution of 0.5% of wages to the Maine PFML program on behalf of employees.

Leave taken under this program is unpaid by the Plantation; however, employees may choose to use accrued Earned Paid Leave (EPL) or other paid time off during the leave period.

Employees requesting PFML leave must provide at least 30 days' advance notice when foreseeable, or as soon as practicable otherwise. The Plantation requires medical certification or other appropriate documentation to support the need for leave.

Upon return from Maine PFML leave, employees will be reinstated to their original position or an equivalent position with the same pay and benefits, to the extent required by law.

D. Leave for Victims of Domestic Violence

In accordance with Maine Law, the Plantation will grant employees a reasonable and necessary amount of time off from work without pay if the employee is a victim of domestic violence, domestic assault, sexual assault, or stalking and the employee requires time to:

- a. Prepare for or attend court proceedings,
- b. Receive medical treatment, or
- c. Obtain necessary services to remedy a crisis caused by domestic violence, sexual assault, or stalking.

Employees must request leave as soon as circumstances make it clear that time off is necessary. Approval of leave will be dependent upon (a) whether the absence will create an undue hardship for the Plantation, (b) whether the employee requested leave within a reasonable time, and (c) whether the requested leave is impractical, unreasonable or unnecessary given the facts made available to the Plantation at the time of the request.

If the employee's leave is approved, the employee will be required to first use any accrued EPL before taking unpaid leave. EPL does not accrue during leave and holidays are not paid while on leave. However, employees may be allowed to continue fringe benefits, such as health and dental insurance, at the employee's own expense. Employees will not be discriminated against for taking or asking for leave.

E. Parental Leave

A regular full-time employee who has completed at least one full year of employment with the Plantation will be granted an additional four (4) weeks of paid time upon the birth or adoption of their child. This can be used in addition to unpaid Family Medical Leave and short-term disability coverage approved for the same reason. Such time shall also be in addition to the employee's current EPL balance. Parental Leave expires 12 months after the date of birth or placement.

X. HEALTH INSURANCE

A. Eligibility

Only Full-Time employees are eligible to receive health insurance coverage paid by the Plantation.

B. Coverage

The Plantation utilizes the Maine Municipal Employee's Health Trust (MMEHT) to offer insurance coverage to its full-time employees. The MMEHT utilizes its financial reserves to stabilize rates for its members to remain a competitive choice for Maine municipalities. Employees may choose MMEHT's POS-C.

C. Cost

Sandy River Plantation pays 100% of the premium for individual (employee-only) coverage under the Plantation-sponsored health insurance plans. If an employee elects to add spouse, dependent, or family coverage, the employee shall be responsible for the full cost of the additional premium.

All employee contributions for extended coverage are deducted from the employee's paycheck in the month preceding the coverage month.

D. Opt Out

Employees who do not choose to accept the Plantation's sponsored coverage will receive a stipend in the amount of \$1,000 per year.

XI. SAFETY

General

The Plantation considers the health and safety of its employees to be essential to its mission and vital to the efficient operations of the Plantation. To accomplish this, the Plantation is committed to providing a safe workplace for its employees and to complying with all state and federal safety regulations.

Safety is a team effort. Accidents, which are generally caused by unsafe acts, unsafe conditions, or a combination of both, can have a direct effect on employees, customers, and Plantation property. We recognize that the success of any accident prevention effort depends on the cooperation and active support of you, your co-workers, managers, and supervisors.

The federal Occupational Safety and Health Administration (OSHA) has established mandatory safety guidelines for business and appropriate safety procedures have been instituted throughout the Plantation. Working safely and complying with such safety procedures is a condition of employment – required by our policies and by law. You are responsible for cooperating in the prevention of injuries to yourself and/or others by observing the following safety rules:

- a. Know your duties and perform them in the safest possible manner, following proper work methods.
- b. Understand and adhere to safety policies and procedures; comply with all Plantation safety requirements of any safety equipment and/or clothing.
- c. Avoid accidents by being alert to, identifying and correcting unsafe conditions and practices; keep premises free of safety hazards.
- d. The Plantation has invested in equipment that is designed to enable you to do your work more efficiently and effectively; you are responsible for the proper care and use of this equipment to maintain it in good operating condition.
- e. If you are operating a vehicle – your own or the Plantation's – as part of your job duties, you are always expected to observe all traffic regulations and practice safe driving.

- f. Immediately report to your supervisor all identified hazards, unsafe conditions, and/or practices, defective or malfunctioning equipment, and any illness, accident or discomfort experienced in the workplace.

Work-Related Accidents and Injuries

Any accident, minor or major, could result in personal suffering and an inability to perform your work well. While every effort is made to ensure that your working environment is as safe as possible, your alertness, cooperation and awareness of accident hazards are key. If you become aware of a hazard, it is your duty to let your supervisor know as soon as possible. Please exercise personal caution and good judgment in all your work. Your well-being and that of fellow employees and customers is everyone's responsibility.

A work-related accident or injury is one that occurs during the hours that you are at work and is directly caused by activities that you perform as part of your job. If you are injured while performing work-related duties, or experience a work-related illness, *you must report it to your supervisor immediately*, even if the injury is a seemingly minor one. Failure to promptly report an injury could affect your ability to obtain workers' compensation benefits later.

If medical attention is required, you will be sent to the Plantation's occupational health provider and will be asked to provide information regarding the circumstances of your injury or illness, including its nature and severity. When you must lose time from work as a result of your injury, you are expected to keep your supervisor informed, on a regular basis, of your recovery status and return-to-work plans. The Plantation will make every reasonable effort to accommodate your return to work as quickly as possible.

Fire and Emergency Procedures

While our facilities are maintained and as secure as possible against fire hazards, there may be occasions when a fire or other emergency will require prompt action, including evacuation of the building. Please speak with your supervisor about emergency procedures for your work area.

Security

The Plantation has instituted measures to safeguard your personal security, as well as Plantation facilities, products, and equipment. You are expected to follow all Plantation and department security procedures. Please speak with your supervisor regarding security procedures for your work area.

Use of Vehicles

Personal Vehicle: If you are required to use your personal vehicle for approved business purposes, you will receive a vehicle allowance equal to the current Plantation mileage reimbursement rate which matches the federal mileage reimbursement rate. This allowance is to compensate for the cost of gasoline, oil, depreciation, and insurance and is reimbursed to you upon submission of the proper documentation. The mileage reimbursement is paid only for miles driven on Plantation business. In addition, you may claim reimbursement for parking fees and tolls actually incurred while on Plantation business.

XII. POLITICAL ACTIVITY

While performing their normal work duties, employees shall not seek or accept nomination or election to any office in the Plantation government and shall not use their influence publicly in any way for or against any candidate for elective office or any current cause within the Plantation government. This rule is not to be construed to prevent employees from becoming or continuing to be members of any political organization, from attending political meetings, from expressing their views on political matters outside of work, or from voting with complete freedom in any election.

XIII. HARASSMENT

Policy

The Plantation is committed to maintaining a workplace free from all forms of harassment. All employees have the right to work in an environment that is respectful, safe, and free from unlawful or inappropriate conduct. Harassment, as defined in this policy, is strictly prohibited and applies to interactions between supervisors and subordinates as well as between co-workers.

All complaints of harassment will be investigated promptly and thoroughly. Retaliation, intimidation, or discrimination against any employee who makes a complaint in good faith is strictly prohibited and may result in disciplinary action.

Sexual Harassment

It is unlawful for any employee to sexually harass another employee, and for any supervisor to permit acts of sexual harassment to occur in the workplace. The Plantation will not tolerate any such conduct.

Definition under Maine Law

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
- b. Submission to or rejection of such conduct is used as the basis for employment decisions; or
- c. Such conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or offensive work environment.

Examples of Prohibited Sexual Harassment

The following are examples of conduct that may constitute sexual harassment and are not permitted:

- a. Physical conduct of a sexual nature, including:
 - Sexual assault, battery, molestation, or attempted assault.

- Intentional touching or physical contact of a sexual nature (e.g., pinching, patting, grabbing, brushing against another employee).

b. Verbal or written conduct, including:

- Sexual advances, propositions, or comments that are unwelcome.
- Sexually suggestive jokes, remarks, gestures, or noises.
- Comments about a person's sexual history, appearance, or clothing.
- Promises of preferential treatment in exchange for sexual conduct.

c. Visual or environmental conduct, including:

- Displaying sexually explicit or suggestive materials in the workplace (e.g., posters, calendars, emails, screensavers).
- Publicizing sexually explicit or demeaning content in any form.
- Posting signs or creating segregated spaces in the workplace based on sex (except where permitted by law, such as restrooms).

Other Types of Harassment

Harassment based on race, color, national origin, religion, age, disability, sexual orientation, gender identity, or any other protected characteristic is also prohibited. This includes derogatory comments, slurs, visual material, or any conduct that creates a hostile or offensive work environment.

Reporting Harassment

Any employee who believes they have been subjected to harassment is encouraged to report the conduct immediately to their supervisor or to the Board of Assessors. If the complaint involves a member of the Board of Assessors, employees may report the matter to the Board Chair or a designated external advisor, if applicable. Complaints will be managed with sensitivity and confidentiality to the extent possible. Any employee found, after investigation, to have engaged in harassment will be subject to disciplinary action, up to and including termination.

Training Requirement

All employees are required to complete Harassment and Sexual Harassment Prevention Training within one year of beginning employment. Periodic refresher training may be required thereafter in accordance with state law or municipal policy.

The Maine Municipal Association (MMA) offers approved training that satisfies this requirement.

Other acceptable training options include:

- Maine Department of Labor-approved programs, including online or in-person sessions
- Certified human resource or legal professionals providing municipal-specific training
- Interactive, web-based training platforms that meet Maine's legal requirements (e.g., through Maine.gov)
- State-recognized training vendors or programs developed and vetted by the Maine Human Rights Commission (MHRC)

All training must include education on the legal definitions of harassment and sexual harassment, reporting procedures, and the rights and responsibilities of employees and supervisors.

XIV. DRUGS, ALCOHOL & TOBACCO

- A. Tobacco. No use of tobacco products, including cigarettes, smokeless tobacco, and electronic cigarettes, is permitted within the facilities or on any Plantation-owned property at any time. “Property” means the organization’s facilities “curb to curb,” including offices, grounds, adjacent sidewalks, parking lots, Plantation owned vehicles, and employee vehicles parked on owned and leased property.
- B. Drugs and Alcohol. The Sandy River Plantation retains the right and responsibility to expect each employee to report for work and to perform their duties in a manner which does not jeopardize the health and safety of co-workers and the public. Work performance impaired by alcohol or drugs, both legal and illegal, poses a threat to the well-being of employees and the public. Further, the State recognizes that an employee's consumption of drugs and alcohol, can have a detrimental impact in the workplace. Therefore, it is the Plantation’s policy to maintain an alcohol and drug-free work environment.

In order to protect the health and safety of all Plantation employees and the general public, the policy is as follows:

Whenever employees are working, operating a personal vehicle on Plantation business, present on Plantation premises, representing the Plantation, or conducting Plantation-related work offsite, they are prohibited from:

- a) using, possessing, buying, selling, manufacturing, or dispensing drugs or alcohol.
- b) being under the influence of alcohol or any drug as defined in this policy.

Drug: any substance that adversely affects an employee’s ability to perform their job duties safely and effectively.

Any employee who is under the influence of alcohol or drugs (as defined in this policy), or who possesses or consumes alcohol or drugs on the job or in the workplace has the potential for disrupting their own, as well as their co-workers', safe and efficient performance of duties. Such employees shall be subject to disciplinary action up to and including dismissal of employment.

Any illegal substance found in the workplace will be turned over to the appropriate law enforcement agency and may result in criminal prosecution.

Any employee who is convicted of a criminal drug statute violation occurring on the job or in the workplace shall be terminated.

XV. RESIGNATION

To remain in good standing upon departure with the Sandy River Plantation, all employees resigning from Plantation employment are encouraged to provide at least two weeks' written notice.

XVI. DISCIPLINARY ACTION

Introduction

When an employee's performance, conduct, or compliance with policy does not meet established standards, the matter shall be addressed promptly and specifically. The employee will be informed of the issue and, when appropriate, given an opportunity to improve within a reasonable period before further action is taken. A record of the date and time of this notice shall be made and placed in the employee's personnel file. In cases involving serious misconduct, a single incident may warrant immediate disciplinary action, up to and including discharge. Disciplinary decisions will take into account the nature of the issue and any relevant history. All disciplinary actions shall be documented and maintained in the employee's personnel file in accordance with this policy. The individual or body initiating the disciplinary action—whether the appointed employee or the Board of Assessors—shall also ensure that written notice of the action is submitted to the Board of Assessors within 48 hours, excluding weekends and holidays.

Appeal

Any employee subject to disciplinary action may request a review through the grievance procedure outlined in this Personnel Policy. Retaliation for filing a grievance is prohibited.

Alcohol and Drug Abuse

- a. It is the policy of the Plantation to recognize alcohol and drug abuse as a treatable disease. However, it is not the intent of the Plantation to accept below-standard performance, nor to restrict supervisors in addressing performance problems.
- b. Whenever appropriate, the Plantation shall refer employees to appropriate agencies and organizations to seek treatment. However, the possession, sale, or use of drugs (as defined in Section XVII: *Drugs, Alcohol, and Tobacco*) on the employer's premises is strictly prohibited and is grounds for immediate dismissal. The use of alcohol on premises is also prohibited and is grounds for dismissal, except at Plantation-sanctioned events (e.g., receptions).

Unacceptable Conduct

Disciplinary action, up to and including immediate dismissal, may result from work performance, conduct, or habits that fall below established standards. The following list is not exhaustive but provides examples of conduct that may result in discipline:

a. Insubordination

Refusal to comply with a lawful and reasonable order issued by an authorized supervisor. Employees are not required to follow directives that would violate any law, regulation, or policy.

b. Theft or Destruction of Property

Stealing, misappropriation of Plantation funds, or willful or negligent damage to Plantation property.

c. Impairment While on Duty

Being under the influence of drugs or alcohol while on duty in a manner that impairs performance, safety, or public trust, or violates the Plantation's substance use policy.

d. Unprofessional Conduct

Behavior toward the public, supervisors, or coworkers that is objectively disruptive, disrespectful, or interferes with the effective functioning of the workplace.

e. Attendance Issues

Habitual tardiness, excessive unexcused absences, abuse of sick leave, or failure to obtain authorization for time off.

f. Conflicts of Interest

Acceptance of money, gifts, or favors intended to influence the employee's performance of official duties.

g. Abuse of Authority

Using official position or authority for personal gain or in a manner inconsistent with Plantation policy or ethical standards.

h. Falsification of Records

Knowingly providing false information on job applications, time sheets, or other official records.

i. Job Performance Deficiencies

Consistent failure to meet performance expectations, exercise sound judgment, or follow established policies and procedures.

j. Unauthorized Business Dealings

Attempting to sell goods or services to the Plantation where the employee has a direct or indirect financial interest.

k. Criminal Conduct

A conviction for any criminal offense that affects the employee's ability to perform their duties or that compromises public trust in the Plantation.

Reprimands, Suspensions, Discharge

Disciplinary action may include, but is not limited to, some or all of the following. If appropriate and justified, a reasonable period of time for improvement may be allowed before initiating any disciplinary action. In general, three warnings will be given before suspension or dismissal. In some instances, however, a specific incident in and of itself may justify severe disciplinary action, up to and including immediate discharge. The action to be taken depends on the seriousness of the incident and the employee's past performance and conduct.

a. Oral Reprimand

An oral reprimand is defined as a verbal notice to an employee that their behavior or performance must be improved or corrected. An oral reprimand may be given by the immediate supervisor and should define the improvement or corrective action required. The supervisor shall inform the employee that failure to comply with the oral warning will result in more serious action. Supervisors shall record the date and the subject of the oral reprimand, and this record shall be placed in the employee's personnel file.

b. Written Reprimand

A written reprimand is defined as a written notice to an employee that their performance or behavior must be improved or corrected. Such notice may be given by an immediate supervisor and shall contain a statement of the cause for the action, the improvement or corrective action required, the periods for such action, and the possible consequences of failing to comply. Written reprimands shall be placed in the employee's personnel file. An employee receiving a written reprimand may respond in writing, and a copy of the response shall be attached to the reprimand.

c. Suspension

Defined as the temporary removal of an employee from duty without pay. An employee on suspension will not receive holiday pay nor accumulate sick or personal time. Suspension should be used when other corrective measures have failed and it is believed that suspension may result in improvement, or when the cause is sufficiently serious to warrant such action. The decision to suspend an employee shall be the responsibility of the Board of Assessors.

d. Discharge

Defined as the removal of an employee from Plantation service. Discharge will be used when other means of improving behavior or performance have failed, or when the nature of the misconduct warrants this action. The decision to discharge an employee shall be the responsibility of the Board of Assessors.

XVII. GRIEVANCE PROCEDURE

Policy

A grievance is a dispute between any employee and the Plantation concerning the interpretation or application of the terms of employment. Excluded from consideration as a grievance are those matters pertaining to management's judgments of qualifications and/or performance relating to

hiring or promotion of personnel, and compensation adjustments, except that all personnel may appeal performance evaluations.

Procedures

1. Any employee who perceives a grievance as defined shall, within ten (10) working days submit a written statement / email setting forth the specific nature and details of the grievance to their supervisor, who shall attempt to resolve the matter within five (5) working days thereafter. Proceed to Step 2 if neither a nor b below apply:
 - a. If the employee does not have a supervisor or if the grievance involves the conduct of the employee's supervisor, the grievance shall be submitted directly to the Board of Assessors (proceed to Step 3).
 - b. If the grievance involves the conduct of the Board of Assessors, the grievance shall be submitted directly to the Board of Assessors Chair via email (proceed to Step 5).
2. In the event the matter is not thereby resolved, the employee may within five (5) working days following the supervisor's decision, or failure to act, bring the grievance in writing to the attention of the Board of Assessors.
3. The Board of Assessors shall schedule a date to hear the grievance of the employee which shall be not less than five (5) nor more than ten (10) working days from receipt of the written statement. The Board of Assessors shall have five (5) working days thereafter, in which to consider the matter and render a decision in writing.
4. The employee may appeal the decision of the Board of Assessors to the Board of Assessors within five (5) working days by submitting an email request to the Chair of the Board of Assessors and the Board of Assessors.
5. In the event that the Board of Assessors does not make a decision within thirty (30) days from the date of correspondence with the Chair of the Board of Assessors (as outlined in Step 1a or step 4 above), the unresolved issue shall be submitted to Arbitration, as provided by the Municipal Public Employees Labor Relations Law. Expenses of Grievance Procedures and Arbitration, if any, shall be divided equally between the Plantation and the employee. Each party shall be responsible for their own legal fees.

Records Retention

All personnel records, including documentation related to hiring, evaluations, disciplinary actions, grievances, and leaves of absence, shall be maintained in accordance with the State of Maine's Records Retention Schedule for Local Government, as published by the Maine State Archives. Access to personnel records shall be limited to authorized individuals, and records shall be disposed of securely once the retention period expires and no legal or administrative need exists. Employees may request access to their own personnel files as permitted under Maine law (26 MRS §631).

XVIII. BOARD OF ASSESSORS

The Board of Assessors shall issue directives to employees under their direct supervision either individually or through consensus, provided such direction is consistent with Plantation policy and the scope of the employee's duties. Board members shall not intervene in the day-to-day supervision of employees assigned to another staff supervisor and shall communicate matters concerning those employees through the designated supervisor.

Nothing in this section prevents the Board of Assessors from forming committees or appointing citizens to investigate the conduct of officials or employees or to consider matters affecting the welfare of the Plantation.

XIX. CONFLICT OF INTEREST

Statement of Policy

It is the Policy of the Sandy River Plantation that the proper operation of democratic government requires that public officials be independent, impartial, and responsible to the citizens, that public office not be used for personal gain, and that the public have confidence in the integrity of its municipal government.

The purpose and intent of this article is to promote the objective of protecting the integrity of the government of the Sandy River Plantation against actual or reasonably perceived conflicts of interest, either financial or because of a personal relationship, without creating unnecessary barriers to Public Service.

Definitions

A. Personal Relationship

The term "personal relationship" means any family, affectional, or social relationship that is characterized by one or more of the following:

1. Persons who are spouses, or parents and children
2. Persons who share a physical intimacy with each other
3. Persons who acknowledge an ongoing romantic relationship with each other
4. Persons who live together in the same residence
5. Persons who intermingle their financial assets without an accounting of separate ownership interests
6. Financial involvement

B. Financial Involvement

Financial involvement means any existing (or current efforts toward achieving) ownership or investment interest, contract right, significant customer relationship, or employment relationship, of or with a public official or a person with whom the public official has a personal relationship.

Standard of Conduct

A public official shall refrain from participation as an official in a matter when there is an actual, potential, or reasonably perceived conflict of interest arising from a personal relationship or financial involvement that would cause a reasonable person to believe that the public official cannot act in their official capacity without self-interest.

Applicability of Conflict-of-Interest Guidelines

When a Select person, Board member, Board of Assessors, or other Plantation official or employee has a doubt as to the applicability of a provision of this guideline to a particular situation, they should apply to the Board of Assessors for an advisory opinion and be guided by that opinion.

The Board of Assessors, Board member, Board of Assessors, or other officials or employees shall have the opportunity to present their interpretation of the facts at issue and of the applicable provision(s) of the guideline before such an advisory decision is made.

Board of Assessors

No member of the Board of Assessors, or a firm in which they exercise control during their term of office, shall be allowed to contract with the Plantation to supply any goods or services unless they are procured by a competitive process in which the select person with a conflict of interest has not participated as an official.

It shall be the responsibility of the Board of Assessors to assure the public that An Assessor having a direct or indirect relationship that could be construed as a conflict of interest has recused themselves from all participation concerning the service to be rendered.

The action shall be recorded in the minutes of the Board of Assessors.

Should any member of the Board of Assessors seek the opportunity to acquire contractual work for the Plantation, they shall give notice of such interest to the remaining Board of Assessors. This notice shall be placed on the agenda of a regular meeting of the Board of Assessors before bids are advertised for the contractual service. The remaining Board of Assessors shall determine the appropriateness of the proposed participation by a member of the Board of Assessors. The action shall be recorded in the official minutes of the meeting.

Other Officials and Employees

Any official or employee of the Plantation, other than members of the Board of Assessors, who has a personal relationship with anyone in any contractual relationship with the Plantation or who has a financial interest, directly or indirectly, in any contractual relationship with the Plantation, or in the sale to the Plantation of any land, material, supplies, or services, or who is contractor supplying the Plantation with any services or materials shall make known their specific interests to the Board of Assessors in writing before proceeding to deliver the services.

Further, the Plantation official or employee shall refrain from voting upon or otherwise participating in any decisions regarding the sale of any contractual services to the Plantation.

An official or employee of the Plantation shall be deemed to have direct or indirect financial interest under this section when that person has any financial interest in any business retained by the Plantation to perform a service, or has a personal relationship with an officer, director, partner, associate, employee, or stockholder for a private corporation business, or other economic entity to which this section relates.

Outside Employment

Full-time employment with the Plantation is considered an individual's primary employment. An employee may not engage in additional employment, which in any manner interferes with the proper and effective performance of the duties of their position or results in a conflict of interest. Notification of all outside employment shall be provided to the Board of Assessors.

Use of Plantation Property

Plantation-owned vehicles, materials, facilities, or equipment, including shops and tools, shall not be used by Plantation employees or their families for any personal or private use without the express consent of the Board of Assessors. All facilities and equipment are provided by the public and should be used only for public use.

Gifts and Favors

No Plantation employee, official, or Board member shall solicit or accept any gift, gratuity, favor, entertainment, loan, service, or any other item of value — regardless of monetary amount — from any person, firm, or corporation whose interests may be affected by the individual's performance or non-performance of their official duties, or who is engaged, directly or indirectly, in any business dealings with the Plantation.

This includes anything that could reasonably be perceived as intended to influence, or that might appear to influence, the impartiality or objectivity of the employee or official in carrying out their responsibilities.

Exceptions to this prohibition include:

- Nominal items such as food or refreshments served in the ordinary course of business meetings or official functions; and
- Unsolicited promotional materials of minimal value, such as pens, calendars, or note pads, that are distributed to the general public.

Any doubt about whether an item falls within these exceptions should be resolved in favor of declining or reporting the item to a supervisor or designated ethics officer.

Employment of Family Members

The spouses and children of the Board of Assessors or a member of the Board of Assessors may not be employed by the Plantation, with the exception of employment by the School Department.

Representing Private Interests Before Plantation Agencies or Courts

No Board member or other official or employee whose salary is paid in whole or in part by the Plantation shall appear on behalf of private interests before any agency of the Plantation. They shall not represent private interests in any action or proceeding against the interests of the Plantation in any litigation to which the Plantation is a party.

A Board member may appear before Plantation agencies on behalf of constituents in the course of their duties as representative of the electorate or in the performance of public or civil obligations. However, no Board member or other official or employee shall accept a retainer or compensation that is contingent upon a specific action by a Plantation agency.

Nothing in this guideline shall deny any Board member or other official or employee from appearing before any agency of the Plantation on their own behalf, provided the records of the proceedings clearly state the fact that they are appearing on their own behalf, and provided further that the nature of their interest is clearly set forth in the records.

Disclosure of Interest in Legislation

A Board member who has a financial or other private interest in any legislation shall disclose on the records of the Board of Assessors or other appropriate authority the nature and extent of such interest.

Any other official or employee who has a financial or other private interest, and who participates in discussion with or gives an official opinion to the Board, shall disclose on the records of the Board of Assessors or other appropriate authority the nature and extent of such interest.

Violations

Any select person, Plantation official or employee who conceals such financial or personal interest or otherwise violates the requirements of this policy, either intentionally or otherwise, may be subject to recall or removal from office.

XX. RELATED POLICIES

The following standalone policies are adopted by the Plantation and apply to all employees. These policies are considered part of the conditions of employment and must be followed accordingly. Copies are provided to each employee upon hire and are available upon request.

- Acceptable Use Policy (use of computers, networks, email, internet, and municipal devices)
- Code of Ethics
- Inclement Weather Policy

Violation of any of the above may result in disciplinary action, up to and including discharge, in accordance with the Disciplinary Action section of this Personnel Policy.

XXI. ACCOMODATION

The Plantation is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment of qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the essential duties of the position.

Reasonable accommodation is available to all disabled employees, where their disability affects the performance of job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classification, organizational structures, position descriptions, lines of progression, and seniority lists. Leave of all types will be available to all employees on an equal basis.

The Plantation will not discriminate against any qualified employees or applicants because they are related to or associated with a person with a disability. The Plantation adheres to any state or local law that provides individuals with disabilities greater protection than the ADA. Furthermore, the Plantation is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

XXII. ACKNOWLEDGMENT OF RECEIPT AND UNDERSTANDING

I acknowledge that I have received, read, and understand the **Personnel Policy of Sandy River Plantation**, including its provisions on employment classification, leave, benefits, safety, conduct, and expectations.

I understand that:

- It is my responsibility to read and comply with the policies and procedures contained in this document.
- This policy does not constitute an employment contract and is subject to change at the discretion of the Board of Assessors.
- The most current version of the policy shall be considered the official policy, and I will be notified of any material changes.

I further acknowledge that I have had the opportunity to ask questions and seek clarification on any part of the policy that I did not understand. By signing below, I agree to comply with the policy as a condition of my employment.

Employee Name (Printed): _____

Employee Signature: _____

Date: _____

Received by (Supervisor or Board Member): _____

Title: _____

Date: _____