

TOWN OF EMBDEN

APPOINTED PERSONNEL POLICY

ARTICLE I – PREAMBLE

A. The Board of Selectmen hereby adopts the following Policy for utilization by the Town of Embden in the administration of the personnel activities pertaining to the appointed employees of the Town of Embden. These rules and subsequent modifications shall supersede any policy and rules made previously by the Board of Selectmen.

B. The Town may delete, amend, modify or change any or all of the provisions contained in this Policy without prior notice. The provisions set forth are not contractual, but rather, are for the general guidance of the Town in its relationship with its appointed employees.

ARTICLE II - EMPLOYMENT

A. The employment of appointed personnel shall be the responsibility of the Board of Selectmen.

B. All appointed 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.

C. Appointed employees shall receive a Town of Embden job description specific to the appointed position. When a job description is not available, appointed employees are to refer to and adhere to the job specific Manual for that position. Manuals should also be used in conjunction with available Town of Embden job descriptions. Manuals are available at the Town Office or on the Maine Municipal Association's website: <http://www.memun.org/members/default.htm>.

ARTICLE III - EQUAL OPPORTUNITY EMPLOYER

The Town of Embden considers applicants for all appointments without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job related medical condition or handicap, or any other legally protected status.

ARTICLE IV - PUBLIC AND EMPLOYEE RELATIONS

A. Appointed employees are prohibited from engaging in any conduct which could reflect unfavorably upon the Town or disrupt the efficient operation of the administration of the Town. Town appointed 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 losing complete impartiality in conducting Town business.

B. Cooperation of all appointed employees is essential to efficiency. Our taxpayers are entitled to the best service we can give them. Cooperation, courtesy and responsibility are the key elements of good service.

C. Receipt of gifts: A town employee is prohibited from soliciting or accepting any gift, gratuity, favor, entertainment, loans, or any other item of monetary value from any person, within or outside Town employment, whose interests may be affected by the employee's performance or nonperformance of his/her official duties.

D. Confidentiality: Many Town employees have access to confidential information pertaining to persons or property in the Town. 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 required under the "right to know" law, 1 MRS Sections 401-410.

ARTICLE V – MEETING ATTENDANCE

Appointed employees on the Town of Embden's boards must attend all specific board meetings unless excused by that board's chairman. Appointed employees shall be present at one regular scheduled Selectman's meeting bi-monthly (**one meeting every two months minimum**). Town of Embden's appointed boards may choose one representative to attend for that board. The Board of Appeals shall only be required to meet and select a representative to attend Selectmen's meetings when there is an appeal to the Board of Appeals in progress. It is the responsibility of the appointee to advise the Selectmen of their anticipated absence within two (2) hours of the beginning of the regular scheduled Selectman's meeting. There are no attendance requirements for unpaid committee members but attendance is encouraged.

ARTICLE VI - RESIGNATION

All employees resigning from appointed service of the Town shall give a written two week notice.

ARTICLE VII - POLICY ON HARASSMENT

It is the policy of the Town of Embden that all our employees should be able to work in an environment free from all forms of harassment. Harassment, both sexual and verbal, is prohibited. This policy refers not only to supervisor-subordinate actions but also to actions between co-workers. Any complaints of harassment will be investigated promptly. There will be no intimidation, discrimination or retaliation against any employee who makes a report of harassment.