

- Any other use that may compromise the integrity of the Town and its business in any way.

15.7 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.

## 16. Public Records

16.1 Any written or recorded information that is produced or acquired by a Town employee during Town business is a public record, subject to Vermont's Public Records Act 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 16, 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 public records stored in their personal computers, devices, or accounts that are responsive to a public records request.

## 17. Eligibility for Benefits

17.1 Subject to the eligibility requirements of the insurance carriers, the Town offers group insurance and other benefit programs to its eligible full-time employees. Details about those benefits are available to employees at any time.

17.2 This Personnel Policy is not contractual in nature and does not guarantee any continuance of insurance benefits. 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. The Town will endeavor to provide employees with advance notice of any change in the contribution rate.

## 18. Holiday Leave

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

- New Year's Day (January 1)
- Martin Luther King Jr.'s Birthday (3rd Monday in January)\*
- Presidents Day (3rd Monday in February)
- Town Meeting Day (1st Tuesday in March)\* Public Works/Highway Dept Only
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Juneteenth National Independence Day: June 19
- Labor Day (1st Monday in September)
- Indigenous Peoples' Day (second Monday in October)\*
- Veterans' Day (November 11)
- Thanksgiving Day (4th Thursday in November)
- Christmas Day (December 25)

18.2 Employees will receive holiday leave pay equal to the number of hours in the employee's regular workday on which the holiday falls, at the employee's regular rate of pay. Holiday leave that is not actually worked by an employee will not be included in calculating overtime for that employee.

18.3 Holidays falling on a Saturday will be observed the preceding Friday unless Saturday is a regularly scheduled workday. Holidays falling on a Sunday will be observed the following Monday, unless Sunday is a regularly scheduled workday.

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

18.5 Holidays marked \*may be used as a floating holiday and may be used with the prior authorization of the employee's department head.

18.6 Employees will have half a day (1/2) before Christmas and half a day (1/2) before New Year's Day, if falling on a normally scheduled workday.

## 19. Vacation Leave

19.1 Full-time employees only.

19.2 Vacation leave accrual begins on the date of hire on a Per Pay Period basis. Probationary employees accrue vacation time but may not use it during the employee's probationary period. An increase in the annual rate of accrual of vacation leave will occur on the anniversary of the date of hire.

19.3 Full-time employees will receive vacation leave pay at the employee's regular rate of pay. Leave must be taken in a minimum of half-hour increments.

19.4 Employees are strongly encouraged to take an annual vacation.