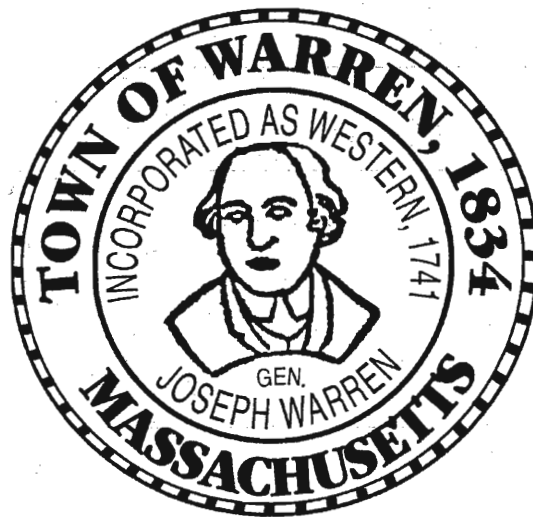
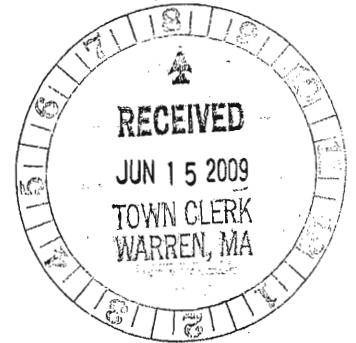


TOWN OF WARREN
PERSONNEL BY-LAW



ADOPTED MAY 7, 1983

AMENDED: May 12, 1984, May 14, 1986, December 2, 1986, May 11, 1988, May 15, 1991
February 23, 1993, May 10, 1995, May 15, 1996, October 23, 1996, May 14, 1997, October
28, 2000, May 9, 2001, May 11, 2004, May 11, 2005, May 10 2006, May 13, 2008, June 9,
2009

TOWN OF WARREN – PERSONNEL BY-LAW

SECTION I - DEFINITIONS

The following words and phrases, wherever used in the Personnel Procedures Manual shall be defined as indicated below unless otherwise clearly required.

Appointing Authority: Each elected Board shall be the appointing authority for those in the employ of the respective board or department.

Appointment: The placement of a person in the service of the Town of Warren. Appointments shall be of the following type; original, full time, part time and emergency. Appointments may be made through original, promotional, demotional or re-employment.

Authorized Position: positions may be established as full time or part time as follows: Full Time Position – a position of the town that requires no less than 20 hours per week regularly (1 calendar year), Part Time Position – a position of the Town that requires less than 20 hours per week or less than 52 weeks (1 calendar year). “Except as provided for in Section VIII of this By-law, part time positions of the town are not eligible for town benefits (e.g. medical and life insurance, sick leave, holidays, etc.)”

Board: an elected board or official that employs either full-time or part time assistance as described in the preceding paragraphs.

Executive Board: Board of Selectmen

Demotion: The downward movement of an employee to a lower maximum rate of compensation.

Finance Committee: Committee appointed by the moderator.

Grievance: Any difference between the town and its employees relating to the application or interpretation of the Personnel By-law. Probationary employees shall have the right to bring a grievance.

Immediate Family: Includes employee’s spouse, children, parents, sisters, brother, mother-in-law, father-in-law and grandparents and other members who are actual members of the employee’s household.

Layoff: the removal of an employee due to lack of work, failure of financial appropriation or other causes that do not reflect on the employee’s capabilities and performance. Layoffs shall not be considered as dismissal or disciplinary action. Layoffs shall be converted to termination if the employee is not called back to work within a twelve-month period.

Personal Leave: An authorized period of absence from work approved by the Board, Executive Board, or its agent to take care of personal business.

Town: Town of Warren

Transfer: The movement of an employee from one position in the town organization.

Personnel Board: The Personnel Board shall be the Board of Selectmen

SECTION II - MANAGEMENT RIGHTS

A. Nothing in this agreement shall limit the Town of Warren in the exercise of its function of management and in the direction and supervision of the town's business by the executive board, executive office holders and/or their appointed department superintendents. This includes, but is not limited to the right to: add or eliminate staff or departments; require and assign overtime; change process, assign work and work to be performed; schedule hours and shifts of work and lunch periods; hire suspend, demote, discipline or discharge; transfer or promote, layoff due to lack of work or other legitimate reasons; establish rules and regulations, job descriptions, policies and procedures; conduct orderly operations; establish new departments; abolish and change existing jobs; determine where, when how and by whom work will be done; except where any such rights are specifically altered or modified by the terms of this agreement.

B. Management also reserves the right to decide whether, when and how to exercise its options, whether or not enumerated in this agreement. Also the failure of any party not to exercise its powers or any rights set forth in the following agreement shall not be deemed as abrogation of said powers and/or rights.

C. All persons not under Civil Service, employed and paid by the Town as laborers, trucking equipment operators, custodians of any town building, police officers, clerical workers and administrative or management employees shall be residents of the Town or shall reside in a community within fifteen miles of a Town boundary. Any such employee removing from the town to any community from within fifteen-mile boundary shall thereupon terminate his/her employment. This section shall not apply to persons employed prior to June 21, 1983.

D. Maintenance: the Administrative Secretary to the Board of Selectmen shall periodically review the Personnel By-law and communicate any necessary changes to the Executive Board. The Executive Board will decide if an article shall be placed on the Town Meeting Warrant. The Finance Committee will make recommendations on any article that will deal with the financial position of the Town.

SECTION III - EQUAL EMPLOYMENT OPPORTUNITY ACT (EEOA)

The Federal Government enacted the Equal Employment Opportunity Act (EEOA) of 1972 to govern the actions of municipalities in the area of civil rights. The intent of the act is identical with the Town's policy. The Equal Opportunity policy of the Town of Warren is:

"It shall be the policy of the Town of Warren to Guaranty equal opportunity to all qualified applicants and to all employees with respect to initial appointment, upward mobility, compensation and general working conditions without regard to age, race, color, creed, sex, national origin or physical condition."

Refer to ATTACHMENT A.

The Executive Board or its agents shall be responsible for insuring that all provisions of EEOA are complied with. Additional information on the EEOA may be obtained from the Executive Board or its agent. All department heads, boards and employees are expected to comply and cooperate fully with implementing the EEOA.

SECTION IV: - BARGAINING AGENTS FOR THE TOWN

All boards, the Executive Board or its agent shall be the bargaining agents for the Town. No bargaining agreement shall be valid without Town Meeting approval.

SECTION V: - COMPENSATION PLAN

- A. A Compensation plan shall be established from time to time by the Executive Board. Approval of said plan or amendment to shall be by vote at the annual town meeting. Said plan shall provide for minimum and maximum hourly rates of pay and/or salary for the position in a classification plan to be established by the Executive Board in conjunction with each department head or board.
(REFER TO ATTACHMENT B)
- B. The wage compensation plan is designed to include all employees working 10 hours per week or more. Those employees working less than 10 hours shall be compensated as closely as possible to the job classification and wage compensation schedule, but shall be paid at a rate based upon the amount of work performed.
- C. The Executive Board shall administer the provisions of the compensation plan and shall establish such policies, procedures and regulations as it deems necessary for the administration thereof.
- D. Upon recommendation of any board or department head supported by evidence in writing of any special reason deemed exceptional circumstances satisfactory to the Executive Board, said board or department head may authorize an entrance rate higher than the minimum rate established by the Town through a vote at the Annual Town Meeting provided however, that said rate does not exceed the rate established by the compensation plan.
- E. Only under very exceptional circumstances will the Executive Board consider upgrading an employee between the period of a given fiscal year (July 1 to June 30) Grounds for such consideration would include, but not be limited to a promotion to fill a vacancy.
- F. It shall be the responsibility of each board or department head to conduct an annual review of an employee's job performance prior to December 1st. It will be mandatory that said review be discussed with the employee and acknowledgment of this discussion be made on the review form used by each department.

SECTION VI – HOURS OF WORK, OVERTIME AND COMPENSATORY TIME

- A. For full time employees, the hours of employment shall be as follows:
 - 1. for public works and public safety employees, including dispatchers, 40 hours per 7 calendar week
 - 2. for salaried employees classified as administrative/professional, 40 hours per 7 day calendar week.
 - 3. for hourly employees not classified above, a minimum of twenty (20) and a maximum of forty (40) hours per week. Actual weekly hours for any full time position in this class are determined by the appointing authority and are subject to approval of town meeting.

- B. For part time employees, a maximum of 19 hours per 7 day calendar week. If an employee is paid by more than one town department, the 19 hour maximum applies to the total of hours worked for the town per week. Part time seasonal employees of the park department are not included in this provision.
- C. In the best interest of the Town of Warren, a board or department head may require an employee to work less than what is determined to equate a full work week for each employee classification, provided that said employee's weekly compensation is accordingly reduced.
- D. Overtime: Hourly employees who are required by their appointing authority or department head to work in excess of forty hours in a seven day calendar week, Sunday through Saturday shall be compensated at a rate of time and one half (1 ½) for all hours in excess of forty in one week
- E. Compensatory Time: Any hourly employee who is required to work in excess of forty hours in a seven day calendar week may be given compensatory time off (Comp time) in lieu of overtime pay, taking time off equal to the hours worked so that the total hours in the week from Sunday to Saturday does not exceed forty hours.
Any comp time not taken within said week must be given at one and one half hours for each hour worked in excess of forty.
Accumulated comp time shall not be accumulated in excess of a total of 24 hours at any one time and shall not be carried into the next fiscal year.
- F. All persons hired into the employ of the town of Warren shall be subject to a ninety (90) day probationary period. Said employee shall be entitled to the procedures for a grievance as provided for by this by-law.

SECTION VII – HOLIDAYS

All full time employees of the Town shall be entitled to the following holidays without loss of compensation provided that such employee be a full time employee of the town for at least 90 days prior to any such legal holiday, and that such employee shall work the day preceding and following any such holiday unless a duly authorized leave has been granted for either of said days by any Board or department head having jurisdiction over said employee. Such legal holidays shall include: New Year's Day, Martin Luther King Day, President's Day, Patriot's Day, Memorial Day, July 4th, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day and two floating holidays.

Whenever one of these holidays falls on a Saturday, the preceding regular work day shall be granted with pay. Whenever the holiday falls on a Sunday, the holiday will be observed on Monday. For employees who work a full time four day week; if a holiday falls on a Friday, the preceding regular work day will be granted with pay.

Full time employees who are scheduled to work on a holiday are either given another day off or are paid their holiday pay plus straight time for the hours worked with a minimum of four hours.

Full time employees who are not scheduled to work on a holiday, but for emergency reasons are called in to work, will be paid their holiday pay plus time and one half of the hours worked.

A full-time dispatcher who is scheduled to work on any legal holiday shall be either given another day off, or will be paid their holiday pay plus straight time for the hours worked with a minimum of four hours.

A full time dispatcher who works an eight-hour shift on Memorial Day, July 4, Thanksgiving, or Christmas Day shall be paid time and one half of his/her regular pay plus holiday pay.

SECTION VIII - VACATIONS

A. Annual vacations with pay will be granted in accordance with the following schedule:

1. Full Time Positions:

less than one year of employment - one half (1/2) day per month not to exceed five working days.

one year of employment but less than five years - two weeks

five years of employment but less than ten years - three weeks

ten years of employment but less than fifteen years - four weeks

fifteen years of employment and over - five weeks

2. Part Time Positions: One week of annual vacation with pay will be granted after three (3) years of service to any part time employee who is regularly scheduled to work ten (10) or more hours per week.

3. A week of vacation within the meaning of this section shall be equivalent to the number of hours an employee is regularly scheduled to work in one week and may be taken as a full week, or separate days. The total number of hours taken during the year must not exceed the employee's normally scheduled weekly hours times the number of vacation weeks that he/she has earned.

4. An employee's length of service on June 30th will determine the amount of vacation leave to which the employee is credited for the next fiscal year. The vacation time credited is only to be used from the July 1st through June 30th.

B. Vacation leave shall be granted by the Executive Board, Board or Department Head of the town at such time as in his/her opinion will cause the least interference with the regular work of the Town. The Executive Board, board or department head will take seniority into consideration when determining vacation schedules.

C. Compensation for annual vacation will be granted to employees who retire or are laid off for other reasons than just cause; said compensation to be determined according to time earned in accordance with paragraph A.

D. Employees eligible for vacation whose services are otherwise terminated by dismissal, resignation or entrance into the armed services shall be compensated for the amount of vacation time earned in accordance with paragraph A.

E. Upon the death of an employee eligible for annual vacation, payments shall be made to the wife or other surviving relative for time earned in accordance with paragraph A..

F. If a holiday falls within a vacation period, the employee will be given an extra day off.

G. For purposes of calculating vacation time under this section only, a part time employee of the town who subsequently obtains full time employment with the town will be credited with full time service using the following formula: every forty (40) hours of part-time service is to be equal to one week of full-time service and every fifty (50) weeks or two thousand (2000) hours of part time service is equal to one year of full time service for the town of Warren for purposes of vacation time. Vacation time will be granted to the full time employee using the service time calculated pursuant to the preceding part time to full time service formula by applying the service time to paragraph A above.

SECTION IX – LEAVES OF ABSENCE

A. Sick Leave

Sick leave may be used only in instances when an employee is out of work due to illness or leaves work for medical appointments. Use of sick leave for other than the above stated reasons will result in loss of pay. Continual abuse of sick leave could result in further disciplinary action including possible suspension and/or dismissal.

Sick leave with pay will be granted to full-time employees following a 90 day probationary period. One day of sick leave will be granted for each month worked beginning in the fourth month of employment, accumulative to 120 days.

For purposes of calculating sick time under this section only, a part time employee who subsequently obtains full time employment with the town will be credited with full time service using the following formula: every forty (40) hours of part-time service is to be equal to one week of full-time service, one hundred-sixty (160) hours of part time service is equal to one (1) month of full time service and every fifty (50) weeks or (2000) hours of part time service is equal to one year of full time service for the town of Warren for purposes of sick time. Sick time will be granted to the full time employee using the service time calculated pursuant to the preceding part time to full time service formula by applying the service time to the above paragraph.

A certificate from an attending physician will be required by the Executive Board, board or department head for sick leave in excess of three (3) consecutive days. A physician's note may also be required by the board or department head if a sick day is taken immediately prior to or following a vacation or holiday.

Personal Leave: A full-time employee shall be allowed three (3) personal leave days in each fiscal year. Any such personal days used shall be deducted from sick days available to the employee. Personal leave not taken during the year will be accumulated by the employee as a sick day as other sick leave is accumulated from year to year as provided by this by-law.

Extended Sick Leave/Injury:

Under normal circumstances department heads are allowed to accept an employee's physician's recommendation for the employee's return to work when said employee is out of work for more than three (3) consecutive days due to illness or injury.

Under extraordinary circumstances, department heads are to direct a written recommendation to the Board of Selectmen requesting that an employee be scheduled for an appointment to see a physician designated by the Town prior to returning to work when said employee is out of work more than three (3) consecutive days due to an illness or injury.

B. Death Leave

1. An employee of the town shall be entitled to be excused from work time with pay for up to five days with the approval of the department head for each instance to attend to funerals and other personal business caused by a death in the immediate family. The members of the immediate family shall include the following; Mother, Father, Sister, Brother, Spouse, Child, Grandchild, Grandparent, or any other relative living within the household of said employee.
2. An employee of the town shall be entitled to be excused from work time with pay for up to three days with the approval of the department head for each instance to attend to the funerals and other personal business caused by the death of a mother/father-in-law, brother/sister-in-law, son/daughter-in-law, niece/nephew.
3. Death leave shall not accumulate from year to year.
4. Death leave pay shall not be in addition to vacation or holiday pay.

C. Military Leave: An employee shall be granted regular pay less military pay for military duty not exceeding two weeks.

D. Jury Duty Leave: an employee will be granted regular pay less jury pay for jury duty. If said employee is excused from jury duty prior to 12:00 noon he/she will be required to report for the regular afternoon schedule.

E. Maternity Leave: Provided an employee of the Town of Warren has been employed for at least three (3) consecutive months and gives two (2) weeks notice of expected departure date and notice that she expects to return to her job, she is entitled to the same position without loss of employment benefits for which she was eligible prior to her date of departure if she terminates her maternity leave within eight (8) weeks. Accrued sick leave benefits shall be provided for maternity leave purposes under the same conditions and terms which apply to other temporary medical disabilities.

F. Leave without Pay

Leave without pay may be granted to an employee with extended illnesses, military leave in excess of two weeks, and other reasons deemed satisfactory by the Executive Board, Board or Department Head.

G. Leave Covered by Workmen's Compensation: The town of Warren will pay employees as required by state law for compensation loss because of work related illness or injury. In addition, the town will compensate an employee for up to five working days of any incapacity resulting from a work related illness or injury which is not covered by workers' compensation benefits.

H. Mileage Reimbursement: reimbursement for mileage traveled by an employee in fulfilling duties required by the Town shall be at a rate to be determined by the Board of Selectmen. Effective on July first of each year beginning in 2001, the rate will be the rate allowed by the Internal Revenue Service as determined by that agency at the start of that calendar year.

SECTION X – MEDICAL INSURANCE

- A. Description: membership in blue Cross-Blue Shield or other recognized insurance company medical insurance, or a Blue Cross-Blue Shield recognized Health Maintenance

Organization such as the Fallon Clinic or Medical West shall be offered to all full time employees of the Town, or elected or appointed officials to be determined by the Executive Board. Description of the plans are available through the treasurer's office.

- B. Eligibility: all full time permanent, probationary, elected and appointed officials as stated in Section I.
- C. Contributions: The town's contribution will be not less than 50%. A town contribution in excess of 50% is subject to appropriation.

SECTION XI – GRIEVANCE PROCEDURE

- A. General Policy: It is the policy of the Town of Warren that all employees should be treated fairly, courteously and with respect. Conversely, each employee is expected to accord the same treatment to his associates, supervisors, subordinates and to the public.

Employees shall follow the following procedures in presenting grievances for consideration:

STEP 1: Whenever an employee has a grievance he should first present it verbally (or in writing) to his immediate supervisor, department head or board. It is the responsibility of the supervisor to arrange a mutually satisfactory settlement of the grievance within two (2) working days of the time it is first presented, or failing in that, advise the employee of his inability to do so.

STEP 2: If the employee is not satisfied with the decision of the immediate supervisor he shall present his grievance to the department head (if other than the immediate supervisor). The department head or board shall follow the procedure for the immediate supervisor as outlined in Step 1, above.

STEP 3: Within seven (7) calendar days after the response of the department head, if the aggrieved is not satisfied, he shall present his grievance in writing to the Chairman of the Executive Board. The Executive Board may request additional documents relating to the grievance from the department head or board. Upon receipt of the grievance, the Executive Board shall schedule a meeting to be held within seven (7) calendar days for final resolution of the grievance.

The Executive Board shall hear the grievance in the presence of the aggrieved, the supervisor, the department and such other persons as the Board may deem appropriate. The Executive Board shall decide the matter and give notice of the decision to the employee within seven (7) calendar days of the meeting. The decision of the Executive Board shall be final.

- B. Suspension or Dismissal: the procedure for processing a grievance concerning the suspension or dismissal of an employee shall commence with Step 3 as follows:
The employee shall present the grievance in writing directly to the personnel board within seven (7) calendar days of receipt of the notice of suspension or dismissal. The procedure outlined in Step 3 above shall be followed.

Termination of an employee classified as Administrative (job grade A) by this by-law shall be upon written notice of at least thirty (30) days of the intended termination. If said employee is terminated by the Executive Board a detailed statement of reasons for termination shall be included and shall be for just cause.

- C. Discipline: no employee shall be removed, dismissed, discharged, suspended or disciplined except for good cause.
Disciplinary action or measures shall include the following: oral reprimand; written reprimand; suspension; discharge. Any of the above measures are to be fully documented by the supervisor, department head or appointing authority.
In general discipline is progressive. However, in cases of serious misconduct or violation of a state or federal policy such as the drug free workplace policy or sexual harassment policy, suspension or discharge may be initiated without any prior warnings or reprimands. Any employee shall have the right to take up a suspension or discharge as a grievance procedure in accordance with Section XI of this by-law.

SECTION XII

This by-law does not apply to employees of the school department.

SECTION XIII – SEVERABILITY

The provisions contained herein shall be considered to satisfactorily meet with all the statutes of the Commonwealth of Massachusetts. However, any provision or provisions of this policy which conflict with a statute of the Commonwealth including a statute which requires acceptance which has previously or may hereafter be accepted by the Town of Warren shall be nullified or modified to the extent that the statute of the Commonwealth is applicable.

SECTION XIV – APPLICATION OF THIS BY-LAW

This by-law shall apply to all employees excluding positions filled by popular election and those which are covered by separate agreement between any association of employees and the town developed through collective bargaining. All provisions of this by-law shall be applicable insofar as any collective bargaining agreement may refer to this by-law and to the extent applicable by statute or in the absence of any other provisions.

SECTION XV – SICK LEAVE BANK

At the commencement of fiscal year 1998, a fund of days shall be established to be called a Sick Leave Bank. The fund of days shall be established as follows: during the first year of the agreement, each employee eligible for sick leave shall donate one (1) day to the Sick Leave Bank. Newly hired employees shall donate one (1) day to the Sick Leave Bank within the first six (6) months of employment. An employee at his/her option may donate two (2) sick days to the bank in successive years.

The maximum number of days accumulating in the Sick Leave Bank cannot exceed one hundred fifty (150) days. An employee shall be eligible to apply for the use of days from the Sick Leave Bank when he/she has exhausted his/her accumulated and current sick leave days.

The day or days contributed to the Sick Leave Bank shall not be considered to be days absent from the job.

The Sick Leave Bank shall be administered by a Sick Leave Bank Committee consisting of six (6) members: a member of the Board of Selectmen appointed by the Chairman of the Board of Selectmen, a member of the Finance Committee appointed by the Chairman of the Finance Committee, a member of the Highway Department chosen by an election of its members, a member of the Sewer Department chosen by an election of its

members, a member of the Police Department chosen by an election of its members, and a member of the Administrative Personnel chosen by an election of its members. The chairperson of said committee will be the representative of the Board of Selectmen, who shall not vote on any request unless there is a tie in said vote.

The duties of the Sick Leave Bank Committee shall include but not be limited to the following:

- (1) Establishing rules, regulations and procedures to govern operation of the bank.
- (2) Approving or denying the application for use of sick bank leave days in accordance with its established rules and regulations. The decisions of the Sick Leave Bank Committee shall not be subject to the grievance procedure. Within ten (10) days following notification of a decision by the Sick Leave Bank Committee, an applicant or his/her representative may present an appeal in writing to the Sick Leave Bank Committee. Such appeal shall consist of a request to the committee to review its decision and shall present the applicant's reasons for requesting such a review.

Any unused days remaining in the Sick Leave Bank as of June 30, shall remain in the Bank and shall accumulate from year to year to the established limit of one hundred fifty (150) days.

The provisions of the Sick Leave Bank shall not apply to normal illness due to pregnancy, childbirth or the recuperation therefrom except when such request is accompanied by a physician's written certification that said employee could not perform the duties appropriate to the position.

ATTACHMENT "A"

**TOWN OF WARREN
PERSONNEL BY-LAW**

AMENDMENT:

The following complies with Federal Sharing Regulations, Chapter 504:

Further, no qualified handicapped person shall, on the basis of handicap, be subject to discrimination in employment under any program or activity to which this paragraph applies. And further, no handicapped person shall on the basis of handicap be subjected to discrimination in other programs provided by the community which include employment. Therefore, DISCRIMINATION IS PROHIBITED IN:

- Recruitment
- Advertising
- Processing of Applications
- Hiring, termination and rehiring classifications
- Upgrading, promotion, and demotion position or tenure and seniority
- Transfer
- Departure and return from leave of absence and sick leave
- fringe benefits
- layoff and return from layoff
- rate of pay or other compensation
- job assignment and job organizational structure and description
- line of progression
- selection and financial support for training including:
 - apprenticeships
 - conferences
 - leave of absence to pursue training
 - other related activities
- Employer sponsored activities including:
 - Social programs
 - Recreational programs

Other terms, conditions and privileges not specifically enumerated in this section.

FAMILY MEDICAL LEAVE POLICY
TOWN OF WARREN

The Family Medical Leave Act (FMLA) of 1993 requires employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for certain family and medical reasons. At the employer's or employee's option, certain paid leave may be substituted for unpaid leave.

It will be the policy of the Town of Warren that FMLA leave requests of up to five working days will be addressed by the Department Head and requests in excess of five working days will be brought before the Board of Selectmen, which is designated by by-law as the town's personnel board.

The employee should notify the Department Head or Board of Selectmen in writing at least fourteen (14) days in advance when the need for leave is foreseeable. Emergency situations will be reviewed on a case by case basis as soon as possible.

Leave requests for five days or less may be authorized by the department head with the employee exercising the option of whether to use accrued paid time off (including vacation or earned sick days) or unpaid time off. If paid sick time is to be used during the leave, the employee is responsible for providing documentation as outlined in Section IX A (Sick Leave) of the town's personnel by-law.

Requests for FMLA leave of over five working days will be brought before the Board of Selectmen in order that the type of leave to be used and other details of the leave can be established with the employee.

Adopted by Board of Selectmen
February 25, 2002

**TOWN OF WARREN
DRUG FREE WORKPLACE POLICY**

It is the policy of the Town of Warren to provide employees with a working environment that is free of the problems associated with the use and abuse of drugs and alcohol. The use of controlled substances is inconsistent with the behavior expected of employees and subjects the Town to unacceptable risk of workplace accidents or other failures that would undermine the Town's ability to operate effectively and efficiently.

The Town of Warren will comply with the Federal Drugfree Workplace Act of 1988 as follows:

1. The unlawful manufacture, distribution, dispensation, possession use of or being under the influence of controlled substances as defined in the Federal Controlled Substances Act (21USC,812,section 202) or alcohol is prohibited on Town property or any other worksite. An employee who is in violation of the above referenced law will be referred to the appropriate authorities for legal prosecution. Any violation of this policy will be grounds for disciplinary action up to and including immediate suspension and dismissal.

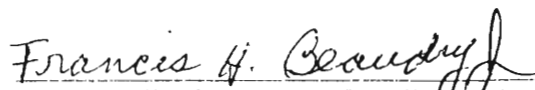
2. Employees who are convicted of controlled substance violations must inform their department head or appointing authority within five(5) days of such conviction. Department heads or appointing authorities shall notify the Board of Selectmen immediately. When applicable, the Selectmen will notify the relevant Federal Agency. No later than thirty(30) days of notice of a conviction, the Board of Selectmen may take disciplinary action up to and including termination.

3. Employees who are convicted of such drug related violations may be required to successfully complete a drug abuse or similar program as a condition of continued employment or re-employment.

4. Employees afflicted with alcoholism or drug abuse will be encouraged to undergo a program designed to rehabilitate the employee. If the employee refuses to avail himself of assistance and alcohol and/or drug abuse impairs work performance, attendance, conduct or reliability, then he or she will be subject to dismissal. All costs associated with treatment/rehabilitation shall be the responsibility of the employee.

5. Each employee of the Town of Warren shall be given a copy of this policy and the opportunity to question his or her supervisor regarding its rules and procedures.


David Delanski, Chairman


Francis H. Beaudry, Jr. Vice Chair


Brian B. Baldwin, Clerk

January 16, 1996