

TOWN OF LYMAN



Personnel Policy Handbook

TOWN OF LYMAN

Personnel Policy Handbook

Table of Contents

SECTION 1: INTRODUCTION

1.1: Introduction and Purpose.....	1
1.2: Mission Statement.....	1
1.3: Municipal Code of Ethics	2

SECTION 2: EQUAL OPPORTUNITY EMPLOYMENT & INCLUSIVITY

2.1: Equal Opportunity Employment.....	2
2.2: Americans with Disabilities Act.....	3
2.3: Pregnancy Worker’s Fairness Act	3
2.4: Process for sections 2.2 and 2.3.....	3
2.5: Religious Accommodations.....	4
2.6: Immigration Law Compliance.....	5

SECTION 3: NON-DISCRIMINATION AND HARRASSMENT

3.1: Non-Bullying	5
3.2: Harassment and Sexual Harassment.....	6
3.3: Unlawful Discrimination	8
3.4: Workplace Threats and Violence	8
3.5: Complaint Procedure	9
3.6: Whistle Blower’s Protection Policy and Anti-Retaliation.....	9

SECTION 4: RECRUITMENT AND EMPLOYMENT

4.1: Recruitment Process	10
4.2: Nepotism and Workplace Romance	11

4.3: Employee Classification	12
4.4: Job Descriptions	14
4.5: New Employee Onboarding	15
4.6: Probation.....	15
4.7: Promotion	16
4.8: Performance Evaluation	16
4.9: Training	17
4.10: Compensation	17
4.11: Personnel File	18
4.12: Resignation	18
4.13: Layoffs.....	18

SECTION 5: DISCIPLINE AND DISPUTE RESOLUTION

5.1: Discipline.....	19
5.2: Grievance Procedure.....	21

SECTION 6: WORKPLACE GUIDELINES

6.1: Employee Conduct and Public Relations	22
6.2: Professional Appearance	24
6.3: Attendance and Punctuality	24
6.4: Confidentiality	25
6.5: Outside Employment	25
6.6: Political Activity.....	25
6.7: Conflict of Interest.....	26
6.8: Solicitation.....	27
6.9: Town Equipment and Materials, and Facilities	27
6.10: Cell Phone Use	28
6.11: Workplace Safety	30
6.12: Social Media	30

6.13: Technology – Acceptable Use	30
6.14: Purchasing Procedure	30
6.15: Inclement Weather and Emergency Closings.....	31
6.16: Drug and Alcohol	31
6.17: Smoking.....	31

SECTION 7: PAYROLL AND WORK SCHEDULES

7.1: Payroll.....	31
7.2: Time Cards and Time Clock.....	32
7.3: Discretionary Time Off for Exempt Employees.....	32
7.4: Temporary Telecommuting (Remote Work)	32
7.5: Pay at Separation	34

SECTION 8: BENEFITS

8.1: Health and Life Insurance.....	34
8.2: Dental and Vision Insurance.....	35
8.3: Domestic Partner Coverage	36
8.4: Income Protection Plan (IPP)	36
8.5: Retirement	36
8.6: Open Enrollment	37
8.7: Worker’s Compensation	37
8.8: Unemployment	38
8.9: Holidays.....	38
8.10: Paid Time Off (PTO).....	39
8.11: Employee Recognition Program.....	40

SECTION 9: EMPLOYEE LEAVE

9.1: Personal days	41
9.2: Earned Paid Leave (EPL)	41
9.3: Leave for Victims of Domestic Abuse	42

9.4: Military Leave	42
9.5: Family Medical Leave	43
9.6: Maine Family Medical Leave	45
9.7: Paid Family Medical Leave	45
9.8: Parental Leave	47
9.9: Bereavement	47
9.10: Jury Duty	47
9.11: Life Threatening Illness	48

SECTION 10: REIMBURSEMENT OF EXPENSES

10.1: Mileage Compensation	48
10.2: Meals, Lodging, and Other Travel Expenses	49
10.3: Parking Fees and Tolls	49
10.4: Reimbursement Procedure	49

SECTION 11: MISCELLANEOUS

11.1: Freedom of Access Act Policy	50
11.2: Severability	50
11.3: Amendment	50
11.4: Definitions	51

APPENDICES

Municipal Code of Ethics	53
Communications & Social Media Policy	60
Technology – Acceptable Use Policy	64
Municipal Purchasing Policy	73
Policy Governing Access to Public Records	79
Grant Application & Management Policy	83

SECTION 1: INTRODUCTION

1.1: Introduction and Purpose

Starting a new job is exciting, but at times can be overwhelming. This Personnel Policies and Procedures Handbook has been developed to help you get acquainted and answer many of your initial questions.

As an employee of the Town of Lyman, the importance of your contribution cannot be overstated. Our goal is to provide residents with the finest and most efficient service possible. You are an integral part of this process.

This Personnel Policy Handbook is a resource to help you understand our organizational needs and expectations. Our business make up is service and we will strive to ensure we continue to provide citizens of Lyman with excellent services in the most efficient and effective manner possible. For this reason, it is important all persons conducting business on behalf of the Town, whether of an employee, board, committee, or volunteer status are expected to adhere to all Town policies and procedures.

This handbook includes policies and procedures for employee hiring and advancement, fringe benefits, retirement, employee leave policies, discipline and grievance processes, performance management, and other related policies. The policies in this handbook apply to all employees. These policies and procedures are not intended to and do not constitute a binding employment contract with any individual or group of employees. These policies and procedures are developed to provide reasonable assurances that all rights and benefits of employees and applicants for employment are protected and respected.

The rules, regulations, policies, and procedures in this handbook constitute the Town's Personnel Policy Handbook and they have been adopted for information and guidance and for use by the Town of Lyman Select Board, Town Manager (or Designee), Supervisor/Department Head, and Employees of the Town. The Town Manager (or Designee) is responsible for the administration of the provisions of this handbook and has the authority to take appropriate action in dealing with cases of violations of it.

In implementing this handbook, the Supervisor/Department Head of the Elements of Town Government, with approval of the Town Manager (or Designee), are authorized to generate and implement departmental rules and regulations supplemental to the policies in this manual. Such rules and regulations bear the same authority as the policies in this handbook.

1.2: Mission Statement

The Town of Lyman partners with our community members to deliver superior services in the most effective manner possible. We respect members of the public, each other, and treat all with

courtesy and dignity. We rely on teamwork to provide a seamless experience for all customers. We uphold high standards in our personal, professional, and organizational conduct. We continuously strive to meet the needs of our residents through available resources by being flexible and promoting the use of innovation. We accept responsibility for our personal and organizational decisions and actions. We openly communicate with the public and each other by sharing information.

Our Expectations of Excellent Services

- Listening to your customers and team members
- Responsiveness
- Effective communications
- Taking ownership
- Creating a positive, helpful, friendly environment
- Teamwork
- Going above and beyond to help customer with their needs

1.3: Municipal Code of Ethics

The Municipal Code of Ethics applies to all Town officials whether elected, appointed, volunteering, or an employee of the Town. It is the responsibility of all employees to review and become familiar with the ethics policy and abide by it. Refer to policy labelled “Municipal Code of Ethics”.

SECTION 2: EQUAL OPPORTUNITY EMPLOYMENT & INCLUSIVITY

2.1: Equal Opportunity Employment

The Town is committed to a policy of equal employment opportunity to all persons based on individual merit, competence, and need. As an Equal Opportunity Employer, the Town of Lyman shall employ, upgrade, and promote the best qualified candidates who fit the mission statement of the Town and who are available at the salary level established for the position, without discrimination as to race, religion, age, sex, physical or mental disability, sexual orientation (including gender identity and expression), national origin or ancestry, marital status, genetic information, protected veteran or military status, color, pregnancy, familial status, political affiliation, whistleblower activity, or any other status protected by law.

This policy applies to all terms and conditions of employment including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, benefits, and training.

2.2: Americans With Disabilities Act

The Town is committed to complying with all applicable provisions of the Americans with Disabilities Act of 1990 (ADA), as amended. It is the Town's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job.

Consistent with this policy of nondiscrimination, the Town will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the Town aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the Town.

The Town encourages individuals with disabilities to come forward and request reasonable accommodation. Employees with a disability who believe they need reasonable accommodation to perform the essential functions of their job should notify their Supervisor/ Department Head and Town Manager (or designee) as outlined in 2.4 of this section. The Town will maintain all medical information in a confidential manner in accordance with the ADA.

2.3: Pregnancy Worker's Fairness Act

The Town does not discriminate based on pregnancy or related conditions, including lactation and the need to express breast milk for a nursing child. The Town also does not discriminate based on sex, which can include pregnancy, childbirth, and the need for maternity leave.

2.4: Process for Sections 2.2 and 2.3

Employees who have mental or physical disabilities, or pregnancy related medical conditions which may impact their ability to perform the essential functions of their job, shall notify their Supervisor/Department Head and the Town Manager (or Designee) in writing to request an accommodation. Once a request has been made, the employee, Supervisor/Department Head and Town Manager (or Designee) will begin the following steps:

- The employee, Supervisor/Department Head, and Town Manager (or Designee) meet to discuss potential accommodation.
- The employee, Supervisor/Department Head, and Town Manager (or Designee) review the essential functions of the job. It may be necessary to provide a job description or list of essential functions to the employee's medical provider to confirm

the disability and the need for the accommodation.

- The employee, Supervisor/Department Head, and Town Manager (or Designee) will review options for potential accommodation and will work together to come up with ideas that are reasonable and that do not create an undue hardship for the employer (Town).
- In the event that a reasonable accommodation is determined, it will be documented and placed in the employee's medical file.
- The employee, Supervisor/Department Head, and Town Manager (or Designee) will continue to monitor the need for the accommodation to ensure there are not any issues or concerns by either party.
- If the employee rejects the proposed accommodation, the employee may appeal following the Town's grievance policy and procedure.

Any individual with a disability who believes he or she have been subject to discrimination based on disability may discuss the complaint with the Town Manager (or Designee). It is unlawful for the Town, its employees, contractors, or grantees to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.

2.5: Religious Accommodations

The Town of Lyman respects the religious beliefs and practices of all employees and will make, on request, accommodation for such observances when a reasonable accommodation is available that does not create undue hardship for the Town.

An employee whose religious beliefs or practices conflicts with their job, work schedule, or other aspects of employment, and who seeks a religious accommodation must submit a written request for the accommodation to their immediate Supervisor/Department Head and Town Manager (or Designee). The written request will include the type of religious conflict that exists and the employee's recommendation of accommodation.

The Supervisor/Department Head and Town Manager (Or Designee) will review the request and consider whether a conflict exists due to a sincerely held religious belief or practice and whether an accommodation is available that is reasonable and that would not create an undue hardship on the Town.

The Supervisor/Department Head and Town Manager (or Designee) will meet with the employee and discuss the merits of the accommodation and conclusion of a decision. If the employee accepts the proposed religious accommodation, the Supervisor/ Department Head and Town Manager (or Designee) will implement the decision agreed upon. If the employee rejects the proposed accommodation, the employee may appeal following the Town's grievance policy and procedure.

2.6: Immigration Law Compliance

The Town only employs United States citizens and Non United States citizens authorized to work in the United States. In compliance with the Immigration Reform and Control Act of 1968, it is against Town policy to discriminate in any aspect of employment of a person authorized to work in the United States based on the person's national origin, citizenship, or intent to become a U.S. citizen. In accordance with federal law, every prospective employee is required to provide verification attesting that he or she is legally employable in the United States. The Town retains copies of these documents submitted/signed by an employee. To the extent practical and appropriate, these documents will be kept confidential. However, on request, the Town is required to provide copies of these documents to any applicable state or federal departments.

Providing false documentation or making any false statement related to this verification shall be grounds for immediate discharge. And, if during the course of employment, the Town requests further information relating to an employee's authorization to work in the United States, the employee must furnish the information requested. Failure to cooperate in providing such information shall be grounds for discipline, up to and including termination.

SECTION 3: NON-DISCRIMINATION AND HARRASSMENT

3.1: Non-Bullying

The Town will not tolerate any instance of bullying behavior. Employees found in violation of this policy will be disciplined up to and including termination.

The Town defines bullying as repeated inappropriate behavior, either verbal, physical, or otherwise, conducted by one or more persons against another or others at the place of work or in the course of employment. Employees have the right not to be bullied, harassed, or victimized and have the right to work in a safe environment free from hostility.

Examples of bullying include the following types of behavior:

Physical Bullying: Pushing, shoving, hitting, poking, tripping, assault or threat of physical assault; damage to a person's work area or property.

Verbal Bullying: Making abusive or offensive remarks; persistent name calling that is hurtful, insulting, or humiliating; making defamatory statements, slandering, ridiculing, or maligning a person or the persons family; using the person as the butt of a joke.

Gesture Bullying: Non-verbal threatening body language or gestures.

Exclusion: Socially or physically excluding or disregarding a person in work-related activities.

Bullying may be intentional or unintentional. Additionally, the following examples may constitute or contribute to evidence of bullying in the workplace:

- Shouting or raising voice at an individual in public or in private.
- Making threats of harm or intimidation whether verbal, non-verbal, or in writing.
- Persistent singling out of an individual
- Spreading rumor and gossip regarding individuals.
- Making verbal remarks or obscene gestures.
- Public humiliation in any form.
- Constant criticism of matters unrelated or minimally related to the person's job performance or job description.
- Blocking, cornering, or crowding a person to cause intimidation.
- Personal insults and use of offensive slander.
- Ignoring or interrupting an individual in meetings
- Public reprimands
- Encouraging others to disregard a supervisor's or designee's instructions.

Bullying is **NOT**: Expressing differences of opinions; offering constructive feedback, guidance, or advice about work-related behavior; or reasonable action taken by an employer or supervisor relating to the management and direction of employees or place of employment (i.e. managing an employee's performance, taking reasonable disciplinary actions, assigning work).

3.2: Harassment and Sexual Harassment

The Town of Lyman is committed to maintaining a work environment free from all forms of harassment and intimidation. Harassment is prohibited in connection with any employee activity including, but not limited to, relations with other employees, supervisors, prospective employees, clients, vendors, elected officials, appointees, or members of the public. Reports of harassment will be promptly investigated. Employees found in violation of this policy will be disciplined up to and including termination.

The Town expects that all relationships among persons in the work environment will be professional and conduct themselves in a business-like manner. The Town strictly prohibits and does not tolerate any type of harassment, sexual, or otherwise in the form of unwelcomed or unwarranted verbal, physical, or visual conduct of its employees based on the protected characteristics of race, religion, age, sex, physical or mental disability, sexual orientation (including gender identity and expression), national origin, genetic pre-disposition, color, political affiliation, whistleblower activity, or any other status protected by law.

Definitions of Sexual Harassment:

Sexual Harassment: Unwelcomed and inappropriate sexual remarks, gestures, visual displays, or physical advances in the workplace or other professional situation.

Quid Pro Quo: Harassment that occurs when submission or rejection of such conduct is used as the basis for employment decisions affecting an individual, such as promotions in exchange for sexual favors, or an unfavorable change of duties in response to rejected sexual advances.

Hostile Work Environment: Unwelcomed sexual conduct which creates an intimidating, hostile, or offensive work environment, or interferes with an individual's work performance. Conduct which is not sexual in nature may still create a sexually hostile work environment if it is based on the victim's gender. Such instances may include physical or verbal abuse based on gender, exclusion or isolation of the individual, or tampering with belongings.

Definitions of Harassment:

Behavior which is offensive and intrusive creating an intimidating, hostile, degrading, or humiliating environment towards an individual because of their race, religion, age, sex, color, gender identity or expression, sexual orientation, national origin, disability, marital status, citizenship, genetic information, or any other characteristic protected by law.

Sexual and other types of harassment may take many forms. Such forms may include, but are not limited to:

- Unwelcome sexual advances, gestures, comments, or contact.
- Offensive material including sexually explicit cartoons, pictures, drawings, videos, objects, or other communications including email, internet programs, blogs, or websites.
- Offensive or sexual jokes.
- Pinching, grabbing, sexual assault, or any physical contact of a sexual nature.
- Threats.
- Subjecting employees to ridicule, slurs, or derogatory actions.
- Basing employment decisions or practices on submission to such harassment
- Deliberate blocking of a person's path
- Non-verbal sexual behavior, such as staring or leering at a person's body.
- Use of derogatory stereotypes.
- Refusal to cooperate with employees in performing work-related tasks.

Unwelcome harassment of any kind need not occur in the workplace to be unlawful if the harassment activity creates a hostile or offensive work environment, the activity may constitute actionable harassment regardless of where it occurs.

3.3: Unlawful Discrimination

The Civil Rights Act of 1964 prevents discrimination in the workplace. Any discrimination based on a protected class is illegal with regard to race, religion, national, social, or ethnic origins, sex (including pregnancy). Age (over 40, physical, mental, or sensory disability. Sexual orientation, gender identity or expression, marital status, past or present military service, genetic information, familial status, whistleblower activity, and any other status protected by state and federal law. All such complaints will be addressed and if necessary, appropriate action will be taken.

Employees should report any discrimination immediately to their Supervisor/Department Head and Town Manager (or Designee) and are protected from retaliation in any form. All complaints of retaliation will be investigated promptly, and remedial action will be taken.

3.4: Workplace Threats and Violence

It is vitally important to the Town to protect the safety and security of employees and the public who conduct business in municipal buildings/facilities. Any threats, threatening behavior, or acts of violence against employees, visitors, guests, or other individuals by anyone on Town property will not be tolerated. Violations of this policy will lead to disciplinary action up to and including termination, and if otherwise necessary, arrest and/or prosecution.

Any person who makes substantial threats, exhibits threatening behavior, or engages in violent acts on Town Property shall be requested to leave immediately, and if warranted removed by law enforcement. The Town will investigate reported incidents and initiate an appropriate response, which may include, but is not limited to, suspension and/or termination of employment, and/or criminal prosecution of the person or persons involved.

Employees are responsible for making a report regardless of the relationship between the individual who initiated the threat or threatening behavior. Even without an actual threat any behavior an employee has witnessed that they regard is job related or may be carried out on Town-owned property or is connected to Town employment should be reported. Employees shall file a report of the incident as soon they are reasonably able to and direct reports to the Town Manager (or Designee). Reports shall include specific details of an event to be investigated. The report shall include such information as:

- Name of the individual making the threat or engaging in violent acts
- Relationship to organization and/or recipient
- Name of other persons involved including witnesses and victims.
- A brief description of the event including antecedents leading up to the incident.
- Any specific threats or language and/or physical acts of the incident

The Town of Lyman recognizes the sensitivity of the information and will exercise all procedures in a confidential manner and respect the privacy of reporting employees and any victims involved.

3.5: Complaint Procedure

The Town of Lyman respects employees' rights to a safe and professional work environment. An employee, whether being the recipient of bullying, harassment, sexual harassment, or discrimination, is witness to, or otherwise becomes aware of such misconduct that is prohibited by this policy is encouraged to file a report.

Internal complaints may be filed by contacting the Supervisor/Department Head and Town Manager (or Designee). It is the responsibility of the Town Manager (or Designee) to respond to complaints promptly, evaluate appropriate corrective action, and maintain confidentiality of all parties involved. Corrective action is required regardless of whether a complaint is made, or the conduct appears to be unwelcome. Even if the person providing information requests that no action be taken, the Town Manager (or Designee) must engage to actively prevent or stop inappropriate, unprofessional conduct in the workplace.

The Town will not tolerate discrimination, bullying, or harassment of any kind. Every effort will be made to resolve the complaint at the lowest level possible. If an investigation is warranted, it will be conducted promptly and with confidentiality, respecting the rights of the parties involved. All employees are required to cooperate fully in any investigation of alleged discrimination, bullying or harassment. Any report of alleged misconduct that is made in a knowingly false or frivolous manner is prohibited, will not be tolerated, and will be appropriately addressed should it occur, including possible disciplinary action.

If an employee believes they are being harassed or discriminated against, they have the right to file a complaint with the Human Rights Commission (MHRC) within six months of the unlawful act or unlawful discrimination. To file a charge or obtain more information on the procedure, contact the Commission at (207)-624-6290 or by mail at: Human Rights Commission 51 State Street Augusta, ME 04333-0051

3.6: Whistle Blower's Protection Policy and Anti-Retaliation

The Town of Lyman complies with State and Federal laws of the Whistle Blowers Protection Act (WPA) and encourages its employees to report illegal, unethical or violation of Town policies and procedures by municipal officers, or employees and protects Town employees who report improper government actions. Any employee who is aware of a violation of the law, or condition or practice that risks any person's health and/or safety, is required to immediately report the circumstances to the Town Manager (or Designee). Employees must provide information about the issue and allow a reasonable time for it to be corrected. The employee will

be requested to provide a detailed report in writing. The Town Manager (or Designee) will investigate the report promptly and act in a timely manner to take any necessary remedial action. Employees who report any violations are protected from retaliation from all other employees and supervisors. Violations of this policy may result in appropriate disciplinary action up to and including termination.

SECTION 4: RECRUITMENT AND EMPLOYMENT

4.1: Recruitment Process

It is the Town Manager's (or Designee) duty to hire and appoint all employees of the Town pursuant to Section 4.3 of the Municipal Charter. The Town Manager's office coordinates and oversees the recruitment, interview, and selection process. Within the limits of time in which a position is filled, there shall be as wide a search for qualified candidates as is practicable. The character of this search will vary from position to position but shall consist of an internal posting in Town departments, and may include external advertising, open competitive examination, contact with State and other employment offices, contact with special sources of information, or any combination. It shall be the duty of the Town Manager (or Designee) to seek out the most qualified employees for the Town based on relative knowledge, skills, abilities, overall performance and ability to aptly suit the Town's Mission Statement. It is the Town Manager's (or Designee) duty to keep the Board apprised of all vacancies and the status of filling those vacancies.

Municipal Officials may select deputies as authorized by State law, however, appointment of deputies must be approved by the Town Manager (Section 4.3 (c) of the Municipal Charter).

The recruitment process of the Town Manager is the responsibility of the Select Board as outlined in Article 4.1 of the Municipal Charter.

Employment Applications: All candidates are required to complete a Town of Lyman employment application regardless of whether supporting documentation is provided. Applications for employment shall be submitted on forms provided by the Town. Applications are only accepted for positions in which a posted vacancy exists.

Conditional Offer of Employment: The Town Manager's office (or Designee) coordinates all conditional offers of employment. Conditional offers of employment are approved by the Town Manager (or Designee) and provided to the candidate in writing. The conditional offer of employment outlines the specific and applicable requirements, based on the nature of the job, which must be met in order for the person to be hired. Examples of conditions of hire may

include the applicant's ability to pass a criminal records check or any other lawful pre-employment screenings. The cost of any conditions of employment is the responsibility of the Town.

Offer of Employment: Upon satisfactory completion of all conditions of employment, a written offer of employment is extended. After the offer of employment is signed and returned, the Town Manager (or Designee) will coordinate the on-boarding process with the appropriate Supervisor/Department Head.

The Town is committed to providing an equitable and competitive compensation package that will attract and retain well-qualified employees.

4.2: Nepotism and Workplace Romance

The Town of Lyman wants to ensure that employment practices do not create conflicts of interest or favoritism based on employment of relatives. This extends to practices that involve employee hiring, promotion, advancement, and transfer.

The employment of relatives in an organization may present a perceived or actual conflict of interest such as favoritism, personal conflicts, and potential conflicts from outside the work environment that are carried into the workplace.

For the purpose of this policy, a relative is defined as someone with whom there has been or is a significant personal relations, including, but not limited to, a spouse, domestic partner, cohabiter (romantic partner/significant other), parent, child, sibling, sibling in-law, parent in-law, grandparent, aunt, uncle, niece, or nephew who is related by blood, marriage, adoption or some other relationship, as further defined below:

Blood Relative: Someone who is related to you by birth rather than marriage or another relationship.

Spouse: A legally married person

Domestic Partnership: Legal declaration per public law 2003, c.672. Two unmarried adults who are domiciled together under long-term arrangements that evidence a commitment to remain responsible indefinitely for each other's welfare.

Cohabiter: To live together as if married, usually without legal sanction.

This policy applies to all current employees and candidates for employment.

To that end,

- Relatives of those currently employed by the Town may be hired only if they will not be working directly for or supervising a relative. Under circumstances where there may be a conflict with this provision the Town Manager (or Designee) shall review such special circumstances and may waive such provision on a temporary basis.

-
- Current employees may not be promoted, advanced, or transferred into a position where they will be working directly for or supervising a relative.
 - For the purpose of this section, a direct Supervisor/Department Head is defined as overseeing the daily performance of the employee and has the authority to recommend or exercise discipline, promotion, and rewards.

Workplace Romance

To avoid actual or potential conflicts, sexual harassment, and other adverse impacts on the work environment that may result from romantic and/or physical relationships within the workplace, the Town prohibits Supervisor/Department Head employees from becoming romantically or physically involved with employees directly under their supervision. In the event a Supervisor/Department Head develops a personal relationship with a subordinate in the course of employment with the Town, those employees shall immediately report to the Town Manager (or designee) who will take further action as necessary and appropriate under the circumstances. Supervisor/Department Head employees who violate this policy may be subject to disciplinary action. In the event that coworkers, neither of whom are in a supervisory role with one another, develop a personal relationship in the course of employment with the Town, the employees shall immediately report to the Town Manager (or designee).

4.3: Employee Classification

The Fair Labor Standards Act requires the classification of all employees according to the overtime provisions of the law. For purposes of paying any compensation, all employees are either “Exempt” or “Non-Exempt” from overtime compensation. All determinations of wage classification status are made through the job evaluation process. The Town Manager (or designee) is responsible for classifying all employees.

Exempt Employees: Are generally executives, managers, professionals, Department Heads, administrative or outside of sales staff who are exempt from minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the US Department of Labor.

Non-Exempt Employees: Are employees whose work is covered by the FLSA. They are *not* exempt from the law’s requirement concerning minimum wage and overtime.

Employee Classification: It is the intent of the town to clarify the definitions of employment classifications so that employees understand their employment status and benefits eligibility. These classifications do not guarantee employment for any specified period of time.

Employees of the following classifications are subject to all personnel policy rules and regulations, except where specifically excluded.

-
- A. **REGULAR FULL-TIME EMPLOYEE:** A regular full-time position is year-round in nature with no predetermined end date and scheduled to work no less than 32 hours per week on a continuing and indefinite basis. The employee is eligible to receive all employee benefits and rights as provided by this personnel policy.
- B. **REGULAR PART-TIME EMPLOYEE:** Regular part-time position is year-round in nature with no predetermined end date and scheduled to work at least 20 hours per week but less than 32 hours per week on a continuing and indefinite basis. An employee in this category may work more than 30 hours per week sporadically for a short duration under certain circumstances but may not work more than 130 hours in a 4-week period. Regular part-time employees who work 20 or more hours per week on a continual and indefinite basis are eligible to receive Earned Paid Leave (EPL), the Town's 457 (b) Retirement Plan per section 8.4, and paid holidays but only if the holiday falls on a day that the employee is regularly scheduled to work.
- C. **VARIABLE HOUR PART-TIME EMPLOYEE:** An employee in this category does not work a consistent schedule from week to week but is generally actively employed on a year-round basis. The employee usually works under 20 hours per week but may work over 20 hours per week sporadically and on occasion due to the nature of the work. Variable hour part-time employees are not eligible for Town benefits except those mandated by State or Federal law, nor do they accrue Paid Time Off (PTO), or received holiday pay. An example of variable hour part-time employees are: Planning Board members, Zoning Board of Appeals.
- D. **TEMPORARY SEASONAL EMPLOYEE:** An employee in this category works a standard work week or less on a regular basis but for a limited period of time, usually not to exceed six months. Temporary employees are paid for hours worked and receive no other benefits except those mandated by State or Federal law. Examples of temporary seasonal employees are: Summer laborers and Summer Camp Counselors.
- E. **PER DIEM EMPLOYEE:** An employee in this category works a variable and flexible schedule. Work hours vary from week to week depending on the department's needs and the availability of the employee. An employee of this type is not eligible for Town benefits except those mandated by State or Federal law. Examples of per diem employees are: Election/Ballot Clerks.

Volunteers and Elected Officials

All volunteers and elected officials are expected to adhere to the Municipal Code of Ethics and the Town's Acceptable Use policy. While some appointees to boards, committees, and commissions may fall under an employee classification of this policy, all Board, Committee, and Commission members are expected to follow guidelines, procedures, and policies described in the Town's Boards and Committee Handbook in addition to all Town policies and procedures.

-
- A. **APPOINTEES TO BOARDS, COMMITTEES, AND COMMISSIONS:** People appointed to serve in positions on Boards, Committees, or Commissions where there is no compensation are not employees but volunteers providing service to the Lyman community. Recruitment of appointees to boards, committees, and commissions, whether classified as an employee or as a volunteer, is as outlined in the Recruitment and Appointment of Volunteers Policy and in accordance with Municipal Charter Section 5.1.2.
- B. **TOWN SELECT BOARD:** Members of the Town Select Board are officers of the municipal corporation and are not considered employees. Members of the Select Board are eligible for compensation as established by the Municipal Charter (Section 3.2).
- C. **ELECTED OFFICIALS:** All other Elected Official are not considered employees and are exempt from the personnel policy handbook and any benefits allotted herein. However, any elected official is strongly encouraged to adhere to anti-discrimination, harassment, non-bullying, workplace violence and other policies related to Town-owned assets, workplace conduct, and treatment of employees. The Town may take any necessary action against an elected official who violates any Town policy.

4.4: Job Descriptions

The Town Manager (or Designee) maintains job descriptions for all positions.

Job descriptions will contain the following information:

- Position details Title, department, exempt or non-exempt status, classification.
- Supervision received and exercised.
- Essential duties and responsibilities.
- Peripheral or Special duties (if applicable)
- Education and experience qualifications
- Knowledge, skills, and abilities qualifications.
- Physical requirements and work environment.

The Town Manager (Or Designee) will review job descriptions at least on an annual basis during the performance evaluation process and determine modifications. For employee positions that are under the supervision of a Supervisor/Department Head, the Town Manager (or Designee) may solicit recommendations from the Supervisor/Department Head. The Town Manager (or Designee) has final approval of all changes and revisions to job descriptions. The Select Board has final approval on all changes and revisions to the Town Manager's job description.

4.5: New Employee Onboarding

The Town Manager's office (or Designee) will oversee and coordinate with the employee to provide onboarding materials such as:

- Review of Personnel Policies and Procedures, including all other policies outside of this policy handbook that are herein referenced under relevant sections.
- Review of employee's job description
- Review of Municipal Code of Ethics
- Review of the Town's Acceptable Use Policy
- Review of employee benefits and applications, tax withholding and I-9 forms
- Review of building access, security codes, and keys.
- Review of training programs available and applicable to the employee's position.
- Review of probationary period

4.6: Probation

All Regular Full-Time and Part-Time employees are considered probationary employees for the first six (6) months of employment unless otherwise provided for by law. During the probationary period, the Supervisor/Department Head or Town Manager (or Designee) shall conduct an evaluation at or before the completion of six months of employment. The purpose of the probationary period is for the Supervisor/Department Head or Town Manager (or Designee) to observe an employee's work habits, skills, attitudes, competency, and other pertinent characteristics for successful job performance. Any Regular Full-Time or Part-Time employee who receives a promotion or transfer may be required to serve another probationary period. The probationary period shall be considered an extension of the selection process.

During the probationary period, the Supervisor/Department Head may recommend to the Town Manager (or Designee) that an employee be removed if unable or unwilling to perform the duties of the position satisfactorily or whose work habits and dependability did not merit the continuance of services. Such removal will not be subject to review or appeal.

At the time of hiring, transfer, or promotion, the employee shall be advised of the probationary period.

Performance Appraisal Process for Probationary Employees During the probationary period, employees shall receive written evaluation(s) at two months, four months, and six months of their employment (or any combination thereof as necessary). The Town Manager (or Designee) will review the evaluations. If applicable the Supervisor/Department Head will give a recommendation to the Town Manager (or Designee) regarding continuance of employment. The Town Manager (or Designee) shall conduct reviews of Department Head employees.

4.7: Promotion

Town employees shall be given the opportunity for advancement. Employees shall be given first consideration in filling a vacancy when qualified employees express an interest in the vacancy. Upon approval by the Town Manager (or Designee), an existing employee may fill a vacant position without posting the position for external advertising. Employees may not be promoted to a new position without loss of seniority, pay, or job grade to a vacant position. The Town Manager (or Designee) may authorize reclassifications and/or job title changes when appropriate outside of the normal selection process.

Current employees may be given training opportunities to qualify for promotions. However, based on qualifications, experience, and abilities required for the position, the vacancy may be filled by an outside applicant. Such a decision shall be made only after careful review of the qualifications of all Town employees who apply for the position.

4.8: Performance Evaluations

The Supervisor/Department Head shall be responsible for the implementation of employee performance evaluations. The Town Manager (or Designee) shall evaluate the performance of Supervisor/Department Heads.

The annual evaluation period is January 1 through December 31. Regular full-time and part-time employees are evaluated on an annual basis. The performance evaluation shall include a goal setting process for the upcoming calendar year. Employee evaluations must be signed by the employee, Supervisor/Department Head, and Town Manager (or designee). An employee may attach a written statement within ten (10) calendar days after any evaluation given to be included in their personnel file.

Supervisors/Department Heads and the Town Manager (or Designee) should provide frequent and periodic feedback to the employee on job performance. To assist employees in improving their job performance, various tools such as training and implementing performance improvement plans may be utilized.

All job-related employee performance evaluations are strictly confidential and shall only be between the Supervisor/Department Head, Town Manager (or Designee) and the employee. Unless in the event that disciplinary action and/or complaints are at the level of the Select Board and/or Fair Hearing Board, only then, will the Select Board and/or Fair Hearing Board have access to the employee's performance evaluations. Only individuals who have a job-related interest in reviewing an employee's performance evaluation shall have access to the document. (i.e. Supervisor/Department Head, Town Manager (or Designee)).

4.9: Training

Both the Town and its employees benefit from training opportunities reasonably related to the employee's current position. The outcome of training opportunities is to improve the quality of an employee's job performance, which in turn results in more efficient and effective operations. It shall be the responsibility of the Town Manager (or Designee) to provide Town employees with reasonable opportunities for in-service training and attendance at conferences.

Prior approval by the Supervisor/Department Head and Town Manager (or Designee) is required for the course/conference fee and any accommodation reasonably necessary. The approval is subject to available and approved funds in the budget, the relationship of the employee's position and training must be in the best interest of the Town. The Town Manager (or Designee) and Supervisor/Department Head shall authorize employee attendance at out-of-state conferences based on available funds and conditions determined by the Town Manager (or Designee).

4.10: Compensation

PAY DATES: Employees are paid bi-weekly, with the pay week from Thursday through Wednesday. Deductions are taken out each pay period, with insurance premiums deducted based on a two-pay month. Also see section 8.1 for more information on deductions.

PAY RANGES: The Town Manager (or Designee) will prepare pay ranges for all employees in accordance with the approved budget. Each pay range will reflect knowledge, skills, abilities, and responsibilities and shall be related to compensation for comparable positions in other public and private employment. Individual rate changes or re-assignments must be approved by the Town Manager (or Designee) and signed by the employee. The Town Manager will advise the Board as needed and submit an updated list of pay rates/ranges to the Board as part of the annual budget process.

OVERTIME: Any time actually worked in excess of forty (40) hours in one work week shall be compensated by overtime pay at a rate of time and one-half, with the exception of Exempt Employees.

ANNUAL ADJUSTMENT: Any salary or wage adjustment based on the Cost of Living Adjustment (COLA) will commence on July 1 of each respective year in accordance with the approved municipal budget. The Town Manager (or Designee) may recommend a COLA adjustment to the Board, subject to voter approval, taking into consideration the Town's staffing patterns, the relevant labor market, the rate of inflation, and adjustments to compensation packages. Due to budget constraints, economic downturns, or other circumstances and events, the Town Manager (or Designee) may choose not to recommend a COLA adjustment, nor guarantee that levels will remain the same. COLA is not a guaranteed rate and may be changed from the Town Manager's (or Designee) recommendation through the Budget process.

PERFORMANCE BASED MERIT PROGRAM: The Town Manager (or Designee) may each year at his or her discretion establish a performance-based merit program in order to recognize the positive performance of employees. The program will be dependent on available funding.

4.11: Personnel File

The Town Manager's office (or Designee) is responsible for maintaining a centralized personnel file for all employees. Supervisors/Department Heads are required to provide the Town Manager's office (or Designee) personnel paperwork provided by an employee. Access to an employee's personnel file is limited to the employee, the Town Manager (or Designee), Legal Counsel, and other persons determined to have a legitimate need to know.

Employees may review their personnel file by forwarding a written request to the Town Manager's office (or Designee). Personnel files may not be removed from Town Property and are reviewed by the employee in the presence of the Town Manager (or designee). Upon written request, employees shall receive one copy of their personnel file at the cost to the Town per annum (M.R.S.A 26:7 ss 631). If the employee wishes for an additional copy during the calendar year, it will be at the expense of the employee.

The Town Manager's office (or Designee) maintains all personnel files for terminated employees as specified by State and Federal retention laws. Any request for information made under the Maine Freedom of Access Act shall be forwarded to the Town Manager (or Designee).

4.12: Resignation

Employees who are considering resigning from their position with the Town are encouraged to discuss the situation with the Town Manager (or Designee). An employee who chooses to resign should submit their resignation to the Town Manager (or Designee) in writing and provide at least ten (10) working days' notice. The Town Manager (or Designee) will meet with the employee to conduct an exit interview and discuss such matters as the final paycheck and benefits status.

Under certain circumstances and situations, the Town Manager (or Designee) has the authority to accept verbal resignations. Pay at separation procedure is as outlined in section 7.5 of this Personnel Policy Handbook

4.13: Layoffs

An employee may be laid off whenever is necessary because of a shortage of funds, lack of work, or other related reasons, which do not reflect discredit upon the employee. Layoff

decisions shall be based on the needed skill set in each job classification. Seniority within the department may be considered as appropriate.

If the layoff is temporary in nature with the intention to re-employ an employee as soon as possible, coverage in Town sponsored benefits such as health, dental, and vision may continue for 90 days. However, retirement contributions cease until such a time when the employee returns to regular full-time employment.

SECTION 5: DISCIPLINE AND DISPUTE RESOLUTION

5.1: Discipline

The Town shall base disciplinary actions or measures on a “just cause” basis. Under normal circumstances, the Town endorses a policy of progressive discipline to provide employees with notice of deficiencies and an opportunity to improve. All discipline, including verbal warning, must be documented appropriately and specify reason(s) and actions necessary for improvement. Supervisors/Department Heads and the Town Manager (or Designee) should inform the employee promptly and specifically of such lapses of employee conduct. The Town expects employees to comply with its standards of conduct and performance and to correct any noncompliance with these standards.

Types of Action Outlined below are the Town’s progressive discipline procedures. The Town reserves the right to combine or skip steps depending on the facts of each situation and the nature of the offense.

1. Verbal warning
2. Written warning
3. Suspension
4. Termination

Verbal and Written Warnings: Identify each issue of discipline, as well as the appropriate corrective measures to be taken by the employee (including their time frame for completion) in order for the Town to consider each issue as resolved. Supervisors/Department Heads are responsible for communicating warnings after consultation with the Town Manager (or Designee).

Suspension of Employment: Is a period of paid or unpaid leave during which the employee is relieved of duty and will not be permitted at the job site or act in the capacity of their duties. This

action is taken when performance, conduct, or safety incidents necessitate a review. When immediate action is necessary to ensure the safety of the employee or others, the Supervisor/Department Head shall immediately report to the Town Manager (or Designee). All suspensions are subject to approval from the Town Manager (or Designee). The Town Manager (or Designee), may suspend an employee for up to 48 hours when immediate action is deemed necessary. If a suspension of longer than 48 hours is warranted, the Town Manager (or Designee) will promptly coordinate a hearing with the Select Board. An employee may be suspended without pay if their work performance or conduct justifies such action.

Termination of employment: May be necessary in cases where corrective actions have failed to improve performance, obtain compliance with Town policies, and/or correct inappropriate conduct. Under no circumstances shall an employee be terminated without Town Manager (or Designee) approval. If immediate removal from the work site is necessary, the employee shall be suspended pending review. The Select Board shall be the final authority of the termination of an employee. The Town Manager (or Designee) will promptly coordinate a hearing with the Select Board in accordance with State law.

This policy does not provide contractual rights regarding employee discipline or counseling, nor should anything in this policy be read or construed as modifying or altering the employment-at-will relationship between the Town and its employees. Any time the Town determines it is necessary, such as in the case of a major breach of policy or violation of law, the Town reserves the right to immediately proceed to appropriate action, up to and including termination.

Paid Administrative Leave

When the situation warrants, the Town may consider paid administrative leave, which is a non-disciplinary action that allows the Town to remove the employee from the workplace for reasons other than disciplinary issues, such as when an investigation is conducted or when there is a safety concern in the workplace. Notice of paid administrative leave shall provide the cause, time frame, and conditions for reinstatement. As previously stated, paid administrative leave is not considered to be in and of itself discipline.

Documentation

If a disciplinary action is taken, a copy of the decision regarding the action shall be filed in the employee's personnel file and a copy given to the employee. The employee will be asked to sign copies of this documentation attesting to his or her receipt and understanding of the corrective action outlined in these documents. The employee has the right to respond in writing and to have this response placed in the employee's personnel file but must do so within ten (10) calendar days of the date of the corrective action. Any disciplinary action that is removed must also have the employee's response removed at the same time. The employee may request that disciplinary action be removed from the personnel file:

-
- A. When all corrective action has been taken and a re-review of the disciplinary decision has shown significant improvement.
 - B. The employee may request a re-review of the disciplinary decision after a period of five (5) years.
 - C. Unless the disciplinary decision is termination, then the record(s) shall remain on file per State and Federal retentions laws.

5.2: Grievance Procedure

Grievances are disputes, claims, or complaints of issues relating to the employer-employee relationship. The procedures outlined below allow Town employees to receive a fair and unbiased review of workplace concerns. As outlined below, every effort must be made to reconcile disputes at the lowest level possible before any complaint or grievance is brought to a higher level. The Town Manager's office (or Designee) maintains records of grievances confidentially and securely. In the event of employee termination, after such termination has been made final by the Select Board, no grievance procedure under this policy shall apply.

- A. Informal Discussion: The employees' concerns should first be discussed with the Supervisor/Department Head or Town Manager (or Designee). Many concerns can be resolved informally when an employee and Supervisor/Department Head meet to review and discuss options to address the issue.
- B. Written Complaint:
 - I. If a grievance is not resolved after an informal discussion with the employee's Supervisor/Department Head, the employee may submit a written complaint within five (5) working days of the incident to the Human Resources Officer to include:
 - A concise explanation of the grievance and details of all previous efforts to resolve the issue.
 - Detailed information including evidence of the issue, related policies, etc.
 - The remedy or outcome desired.

The Human Resources Officer has five (5) working days to respond to the employee in writing as to either the outcome or the next course of action.

- C. Written Complaint to Town Manager (or Designee): In the event the employee is unsatisfied with the dispute resolution of the Human Resources Officer the employee may file a written request, within five (5) working days of receipt of the decision of the Human Resources Officer, to the Town Manager (or Designee) The written request must include details of the grievance as outlined below:

-
- A clear and concise statement of the facts giving rise to the grievance, including date, time and place of the alleged incident, if any, relating to the grievance, and characterizing each particular act or omission.
 - A copy of any documents relating to the grievance (if any).
 - A statement setting forth the remedy sought.

In the event that the decision of the Town Manager rendered pursuant to (C) above is not acceptable to the employee, he/she may, within five (5) working days thereafter, request the matter be submitted to the Select Board by notifying the Town Manager and Select Board Chair. Within fifteen (15) working days and no more than twenty (20) working days thereafter, the Select Board shall meet with the employee and Town Manager in executive session for the purpose of resolving the grievance. The Select Board shall render their written decision within five (5) working days after said meeting. Any member of the Select Board who has discussed the grievance with the employee or a representative of the employee must recuse himself/herself from taking part in the executive session/grievance meeting and the decision making process. The decision of the Select Board shall be final.

- D. Fair Hearing Board: Before any complaint, grievance or concern is brought before the Fair Hearing Board, all other avenues, internal to Town Government, for addressing such matters must have been exhausted. The Fair Hearing Board shall moderate any pre-suspension or termination hearings of Town employees in accordance with Municipal Charter Section 5.2.1 (c) and to determine if due process was or was not applied to the grievances brought to the Fair Hearing Board, section 5.2.3.

The employee may submit a written appeal to the Human Resources Officer, who will promptly inform the Fair Hearing Board and shall act as liaison to the Fair Hearing Board to provide necessary documents pertaining to the grievance. The Fair Hearing Board will uphold confidentiality for all parties involved and conduct an unbiased review of the case in accordance with Municipal Charter section 5.2.3. The Fair Hearing Board will render a decision, within 15 work days of receipt of the written appeal, if due process was or was not applied in the disciplinary action process along with any necessary remedial actions to be taken (section 5.2.3 (1)(2) Municipal Charter).

SECTION 6: WORKPLACE GUIDELINES

6.1 Employee Conduct and Public Relations

In order for the Town, Officials, and Employees to maintain a positive relationship with the public they serve, we must abide by policies and procedures that will protect the public and

fortify public trust and the trust we place in ourselves and our co-workers. All Town employees must avoid any conduct that 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. Employees must always act in the best interest of the Town.

Town employees shall cooperate with the public and uphold standards of efficiency, professionalism, and economy in their work. All departments shall promote teamwork and collaborate efforts in response to public inquiries, ensuring our taxpayers are entitled to the best services we can provide them. Conduct that interferes with the Town's operations, brings discredit on the Town, or is offensive to residents or fellow employees will not be tolerated.

Cooperation, responsiveness, and courtesy are fundamental elements of good service. In efforts to provide meaningful services to Town residents, employees are expected to:

- Give full and productive work to the best of their abilities and skills.
- Demonstrate a constructive, friendly, and positive attitude towards residents, co-workers, visitors, or any other affiliates with the Town.
- Be prompt and timely in responses to public inquiries.
- Respect and follow the policies, guidelines, and procedures of the Town.
- Comply with all Federal, State, and local laws and regulations.

While it's not possible to outline every potential violation, below is a non-exclusive list of types of conduct, which may give rise to discipline for any reason, even if not set forth in the following standards. Examples listed below are illustrative of prohibitive behavior and are not intended to be all-inclusive. Please direct questions about this section to the Town Manager (or designee).

- Being at work while under influence of illegal drugs or alcohol. Also refer to Section 6.16 for the Drug and Alcohol Policy.
- Possession, distribution, sale, transfer, or use of illegal drugs or alcohol in the workplace while on duty or while operating Town owned vehicles and equipment.
- Operating equipment or performing duties in an unsafe manner.
- Fighting or provoking a fight on Town property.
- Theft of any Town property, materials, equipment, supplies, or other items under ownership of or deemed an asset of the Town.
- Indecent or immoral personal conduct, including the use of profanity or abusive language, displaying offensive pictures, screen savers, etc.
- Threatening, coercing, intimidating, or interfering in any way with the work or safety of other employees or residents
- Displaying or holding pornography either by printed or electronic media
- Falsification of timekeeping records
- Excessive absenteeism or any absence with or without notice. See section 6.3
- Failure to give complete and accurate information on any forms of other Town documents where data is required or requested of the employee

-
- Making false or malicious statements about the Town, or any of its employees or residents
 - Engaging in gambling or other illegal activities on Town property at any time
 - Disclosing confidential information about Town employees or residents
 - Engaging in workplace gossip that may harm morale or disrupt operations
 - Criminal activity
 - Insubordination

6.2: Professional Appearance

Employees are representatives of the Town and expected to have professional conduct and project a positive image. Professional attire is expected of all employees consistent with the work location and nature of work. Employees are asked to use good judgement and present themselves at all times in a manner that best represents the Town. Departments may elect to establish different standards based on job roles, safety, or OSHA requirements.

When determining whether or not attire is appropriate, employees should consider:

- What types of job duties are required in the performance of their roles.
- General location where performance of job duties is carried out.
- With whom an employee is interacting with when transacting Town business.
- Personal safety consideration.

Additionally, employees are expected to come to work in clothing that is neat, clean, in good repair and is free from slogans or symbols that may be offensive to co-workers, the general public and others with whom they do business. Employees must also exercise discretion with regard to safety when specific job functions present different standards in the work environment.

6.3: Attendance and Punctuality

In order to provide effective services to Lyman citizens, it's important for employees to be regular and punctual in attendance. Employees are expected to report to their designated work location based on their regular work schedule. In the event an employee cannot report to work as scheduled, the employee shall notify their immediate supervisor within thirty (30) minutes of the time that employee was scheduled to work. Exempt Employees should maintain consistent and regular scheduled hours but are also required to work outside their normal schedule. For discretionary time off for exempt employees, refer to section 7.3.

Hourly (non-exempt) employees may occasionally be required to attend meetings or perform work outside of their regular schedule to meet operational needs. When this occurs, employees must, with prior notice to and approval from their supervisor, adjust or "flex" their schedule

within the same workweek to avoid exceeding their regular weekly hours. Flex time must be coordinated in advance and approved by the Supervisor/ Department Head to ensure adequate coverage and compliance with wage and hour laws. Any time worked beyond the employee's regular schedule without prior approval may be subject to disciplinary action, may not be flexed and may be subject to overtime rules. The Town Manager (or Designee) reserves the right to determine when flex time is appropriate or when exceeding regular hours may not be flexed based on departmental needs and staffing levels.

Tardiness, unexpected absences, or failure to report as required may result in disciplinary action. If an employee is absent for more than three (3) days due to illness or injury, they may be required to provide a medical statement from their doctor indicating the reason for the absence. Employees may also be required to produce a statement from their doctor assuring they are fit for duty to return from an absence. A physician's statement or fitness for duty certificate may be required where absence is continuous for a period of several working days and after surgery or accident, regardless of the length of absence. Failing to report an absence properly or excessive absences or lateness, even when reported may be grounds for disciplinary action up to and including termination.

6.4: Confidentiality

During the course of their duties, employees of the Town are often privy to information about individuals, which is sensitive and will be kept confidential. Examples include, but are not limited to, labor relations, General Assistance, and personnel actions. Employees are expected to respect the confidential nature of such information. Violations may be grounds for disciplinary action up to and including termination.

6.5: Outside Employment

Town employees may engage in outside employment; however, no employee may engage in outside employment which in any manner interferes with the performance of their position. Employees must ensure that outside employment does not occur during their scheduled work hours for the Town, utilize Town resources, equipment, or confidential information, or results in a conflict of interest. Employees must inform their Department Head/Supervisor and Town Manager of their outside employment.

6.6: Political Activities

Except as otherwise provided by law, no person who is an employee of the Town shall be eligible to hold any elective office in the Town Government.

While in the employment of the Town, an employee shall not:

-
- Engage in political activity while on duty;
 - Use the influence of his or her employment capacity for or against any candidate for any County, State, Federal, or Town elective office (i.e: Select Board, Budget Committee, or School Board);
 - Use Town facilities, equipment, materials, or supplies to communicate, organize, assist, or advocate for or against any candidate for any County, State, Federal, or Town elective office, or for or against a political cause, regardless of whether he or she is on or off duty.

For the purposes of this section, political activity means to advocate expressly for or against any candidate for any County, State, Federal, or Town elective office; to circulate nomination papers, petitions, or campaign literature for any County, State, Federal, or Town elective office; to advocate expressly for or against a political cause; and/or to knowingly give, solicit, accept, or receive a political contribution for any candidate for any County, State, Federal, or Town elective office or for a political cause.

This provision is not to be construed to prevent Town employees from carrying out the duties and responsibilities of an employee's position; from becoming, or continuing to be, members of any political organization; from attending political organization meetings from donating personal time, service, or resources to a political cause or candidate for any office; from expressing their views on political matters; or from voting with complete freedom in any election.

6.7: Conflict of Interest

Town employees are expected to treat everyone they serve with complete impartiality and are prohibited from using their official position for personal gain. Employees will not have any material financial interests in any private or professional activity that will be in conflict with their job responsibilities and will not represent private interests that are in conflict with the Town's interest.

Employees shall treat all citizens and others doing business with the Town with courtesy and respect and will not grant any citizens any favor, benefit, or special privileges beyond what is provided to all citizens. Employees will place public interests above individual, group and special interests.

Employees shall keep confidential any information not available to citizens that becomes known to them by virtue of their position with the Town. Matters of personnel, including recruitment, selection, or promotion shall be handled on the basis of qualification, ability, and merit.

Employees must disclose to the Town Manager (or Designee) the nature and extent of any financial or personal interest in any Town contract, agreement, purchase of goods or services, or

projects. The Town Manager (or Designee) will review such disclosures of conflicts of interest and determine appropriate practices to maintain partiality.

6.8: Solicitation

The Town of Lyman prohibits solicitation, distribution, and posting of materials on or at Town property by Town employees, except as may be permitted by this policy. The sole exception to this policy is charitable and community activities sponsored by the Town and Town-sponsored programs related to the Town's services.

Employees may not solicit other employees during work times, except in connection with Town approved or Town-sponsored events. Employees may not distribute literature of any kind during work times, or in any work areas, except in announcements in connection with Town-sponsored events. The posting of materials or electronic announcements are permitted with approval from the Town Manager (or Designee).

6.9: Town Equipment, Materials, and Facilities

All Town-owned facilities, equipment, vehicles, tools, materials and supplies are the property of the Town of Lyman. The following shall govern the personal use by employees of Town-owned facilities, equipment (including computers, laptops, and cell phones) or supplies.

- I. Town equipment (including computers, laptops, and cell phones) or supplies will not be used by an employee in the conduct of private business activities, for compensation, or profit.
- II. Town equipment that is issued to an employee for purposes related to their job functions (i.e. laptop, cell phone, devices designated for out of office use) will not be used for an employee's personal use or the personal use of another.
- III. Town equipment, that is otherwise not issued for out of office use, will not be removed from Town premises for an employee's personal use or the personal use of another.
- IV. Employees are expected to follow the Town's Acceptable Use Policy.
- V. The Town's letterhead will not be used for personal correspondence or in personal business correspondence.
- VI. With approval of the Town Manager (or designee), an employee may use Town equipment such as computers, photocopy machines, or faxes occasionally for personal tasks, so long as these tasks are performed on the employees own time and cost of supplies will be reimbursed to the Town for any supplies consumed in their personal use of Town equipment. Employees are responsible for any damage to Town equipment occurring during personal use thereof.
- VII. Personal use of Town facilities is prohibited unless expressly authorized in writing by the Town Manager (or Designee).

Additionally, employees may have access to heavy equipment, such as vehicles, loaders, tractors, or other types of machinery to perform essential functions of their job. Employees are expected to adhere to all workplace safety policies and procedures. Supervisors/Department Heads may employ stricter practices and determine who may operate Town-owned heavy equipment within their department.

Smoking and smokeless tobacco are not permitted in any Town-owned vehicles or heavy equipment.

All employees must use seat belts while in Town-owned vehicles or heavy equipment, either as an operator or a passenger. This policy also applies when an employee is using his or her own personal vehicle for Town business.

Any employee that is operating Town-owned vehicles or heavy equipment will not use any cellular device or any other type of electronic device that impairs or distracts the employee from the safe operation of vehicle equipment.

Employees in violation of any section of this policy may receive disciplinary action up to and including termination.

6.10: Cell Phone Use

The Town allows employees to bring personal cell phones to work, however, use of personal cell phones is expected to be kept at a minimum for calls and text messages. Urgent calls to/from family members or for emergency matters can be made/received and should be kept brief. While occasional phone calls are acceptable, frequent or lengthy personal calls and texts can be disruptive and non-productive and not in the best interest of the Town. For this reason, it is expected that employees make or receive personal phone calls and text messages during non-work time as much as practicable, including personal calls using Town equipment.

When sending text messages for Town business-related matters, employees are expected to use discretion and good judgement. As with email and other documents related to Town business, text messages made on Town-owned and personal cellular phones are subject to Maine's Freedom of Access Act (FOAA). Sending text messages of a confidential or inappropriate nature should be avoided.

Employees who willfully violate this policy are subject to progressive disciplinary action for disruptive, excessive use, or continuous non-compliance.

6.11: Workplace Safety

The Town of Lyman strives to provide a safe work environment for all employees and the general public conducting business in Town facilities. All employees have a responsibility in keeping the workplace safe, healthy, and productive, and to provide safe and efficient services to the public. Supervisors/Department Heads are responsible for ensuring worksites and office areas are free from recognized job hazards and performance of job duties is done in a safe manner.

The Town's goal is to minimize hazards such as human injury, property loss, or fire. All employees must report all accidents or injuries immediately to their supervisor and/or Town Manager (or Designee). Employees shall exercise caution when operating machinery. Horseplay, practical jokes, or shortcuts that jeopardize the safety of others will not be tolerated and will result in disciplinary action up to and including termination.

Employees should report unsafe working conditions to their Supervisor/Department Head and Town Manager (or Designee).

Despite employees' best efforts in maintaining a safe work environment, workplace injuries may occur. In the event of a workplace injury, employees are required to follow procedures as outlined in section 8.6 of this Personnel Policy Handbook.

6.12: Social Media

All employees are expected to follow the Social Media Policy which has been established as a separate policy titled "Communications and Social Media Policy" as well as relevant social media sections of the "Acceptable Use Policy"

6.13: Technology – Acceptable Use

Technology resources, computer information systems, and networks are an integral part of the business of the Town. The Town provides technology resources to employees to support them in accomplishing their work-related tasks. Employees are expected to review the Town's Acceptable Use Policy upon employment and annually.

6.14: Purchasing Procedures

All employees are expected to follow policy and procedures as outlined in the "Town of Lyman Purchasing Procedures" which has been established as a separate policy.

6.15: Inclement Weather and Emergency Closings

Certain emergencies may require closure of municipal facilities in order to provide appropriate emergency response and/or maintain the safety of employees and the public. Those emergencies may include, but are not limited to, major medical crisis, public health or safety threats, fires, serious workplace injuries, vehicular and pedestrian accidents. The Town Manager (or Designee) shall have discretion to close the municipal facility for such emergencies. Employees will be paid for the remainder of their scheduled shift from the time of the official closing. In the event the emergency occurs before the Town office opens, employees will be notified of the closure as soon as is reasonable. While the Town will always make every effort to keep municipal facilities open to continue public services, if an employee feels their safety is at risk by remaining at work, the employee may use available accrued time off to remain at/return home.

During periods of inclement weather, the Town Manager (or Designee) may decide to close the Town Office. Employees will be paid for the remainder of their scheduled shift from the time of the official closing. In the event the Town office remains open during inclement weather an employee may use available accrued paid time off if they are unable to arrive at work.

6.16: Drug and Alcohol

The Town of Lyman strongly believes in a safe environment free from substance misuse for all employees and members of the public conducting business with the Town. Employees are expected to report for work and perform their duties in a manner that does not jeopardize the health, safety, and well-being of co-workers and the public.

No employee of the Town shall possess, dispense, distribute, store, use, or be under the influence of any alcoholic beverage, malt beverage, fortified wine, intoxicating liquor, illegal drugs, intoxicants, controlled substances, or other useable substances during working hours, including rest breaks and meal breaks.

Employees shall not smoke, ingest, possess, distribute, or be under the influence of tetrahydrocannabinol (THC) or psychoactive cannabis products in the workplace, or at any time during which the employee is working, expected to work, and/or is on duty. The prohibitions of this paragraph apply to all cannabis usage, medicinal and recreational, whether or not lawful under Maine law.

As provided in the Drug-Free Workplace Act of 1988, employees are required to notify the Town Manager (or Designee) of a criminal or civil conviction for drug violation occurring in the workplace no later than five (5) calendar days after such conviction. The Town Manager (or Designee) will:

-
- Take appropriate personnel action against such employee up to and including termination; and/or
 - Require the employee to satisfactorily participate in a substance use disorder treatment or rehabilitation program.

6.17: Smoking

Smoking of tobacco products is prohibited in any buildings/facilities owned by the Town. Employees are allowed to use tobacco products during their break times but must be outside of a building, away from any public entrances or within a designated smoking area and should not interfere with any person conducting business with the Town. No litter associated with tobacco may be discarded on or in Town property.

SECTION 7: PAYROLL AND WORK SCHEDULES

7.1: Payroll

Payroll payments are made on a bi-weekly basis, outlined in 4.10 of this personnel handbook, to every employee for salary or wages earned. Pay days are on every other Wednesday, with direct deposit commencing on said day.

Direct Deposit: The Town requires employees to use direct deposit for payroll to the financial institute of their choice. The Town does not make payroll advances to its employees, nor does the Town make loans to employees.

Overcompensation - Pursuant to State Statute Title 26 §635: In the event of overcompensation, the Town will not withhold more than 5% of the net amount during subsequent pay periods without the employee's written permission, except under the circumstance of the employee voluntarily terminating employment, the Town will deduct the full amount of overcompensation from any wages due. The town may not exceed the amount of overcompensation paid to the employee in the three years preceding the date of discovery of overcompensation. The Town may deduct more than 5% of net pay if:

- The employee agrees in writing;
- The employee voluntarily quits, or
- The employee "knowingly accepts" the overcompensation

For the purpose of this section, *net amount*, means the amount of money due an employee as compensation after any deductions or withholdings other than the Town's withholdings for the purpose of recovering any overcompensation.

Tax Withholding Forms: The Town follows IRS guidelines and rules for tax withholding forms (Federal W-4 and Maine Withholding). Employees may amend their tax withholding forms and it will be the employee's responsibility to determine and elect the appropriate tax withholding from wages. Tax withholding forms are available from the Finance and Human Resources Officer.

7.2: Time Cards and Time Clock.

The Town is required to keep records of hours worked by its non-exempt employees. Non-exempt employees will record their work hours by using a time clock system. In the event the time clock system is not in function, non-exempt employees will record their work hours in writing and report the record to the Finance and Human Resources Officer (or Designee) for processing payroll. Employees may request their time records by contacting the Finance and Human Resources Officer.

7.3: Discretionary Time Off for Exempt Employees

Fair Labor Standards Act (FLSA) Exempt employees are required to work outside the normal schedule of working or office hours and are compensated on the basis of accomplishing the tasks demanded of the position without regard for specific number of hours worked. Exempt employees are not eligible for overtime pay or compensatory time.

Exempt employees may take occasional discretionary time off without applying paid time off accruals for such time off taken when:

- A. It does not interfere with department operations, or the operations of other departments.
- B. With prior approval by the Supervisor/Department Head or Town Manager (or Designee)

7.4: Temporary Telecommuting (Remote Work)

Employees may on occasion need to conduct their work by Telecommuting/ Remote work methods, such as when an employee works any hours from a location other than Town facilities. Telework arrangements can provide a mutually beneficial option for both the Town and its employees. Employees are expected to be responsible in their conduct of remote work and ensure that work goals can be met.

The Town Manager (or Designee) will determine which positions are most suitable for temporary remote work options and shall make their determination based on the Town's needs and the positions' responsibilities. Not all jobs can be performed from off-site locations. Positions requiring face-to-face interaction with customers and office personnel may not be suitable for telecommuting.

At the discretion of the Town Manager (or Designee) the eligibility of telecommuting/ remote work options of an employee may be revoked. Notice of revocation shall be given as far in advance as possible but is not required. Reasons for revocation may include, but is not limited to, failure to follow applicable policies and procedures, changes in job responsibilities, limited or significantly decreased necessity, and any other reason as determined by the Town Manager (or Designee).

Employees must be able to carry out the same duties, assignments, and other work obligations when working remotely as they would when working on Town premises. Candidates for temporary telecommuting arrangements must demonstrate good time-management and organizational skills, be self-motivated and self-reliant. Employees are expected to demonstrate professional conduct when engaging in remote meetings, webinars, trainings, etc.

As a general rule, the Town will not be responsible for costs associated with the setup of an employee's remote workspace, such as remodeling, furniture, or lighting, nor for repairs or modifications to the remote workspace. However, if the employee is in need of a reasonable accommodation in accordance with the American's with Disabilities Act (ADA), an employee shall follow the process as outlined in section 2.4 of this Personnel Policy Handbook.

Town Records: During remote work, employees shall be required to maintain all work product and records in a manner consistent with the Town's standard record keeping practices and in full compliance with the Maine Freedom of Access Act and Records Retention Rules established by the Maine State Archivist. Employees shall not delete or destroy any records that are otherwise required to be maintained by the Town per these laws and rules. It shall be the responsibility of the employee to ensure he or she can satisfy these record keeping requirements while working remotely.

Emergency Telecommuting/ Remote work: In the event of an emergency such as inclement weather, emergency closures or pandemic, the Town Manager (or Designee) may allow or require employees eligible for remote work to temporarily work from home to ensure continuity in business and productivity. Employees are required to follow any and all guidelines provided by related policies and procedures.

Determining equipment needs for each employee will be on a case-by-case basis. Any employee with accessibility to perform remote work is expected to follow and adhere to the Town's Acceptable Use Policy. Employees are expected to use any assigned Town-owned equipment for

Town business purposes only. Employees must keep equipment safe and avoid any misuse. Additionally, other sections including 6.9 of this Personnel Policy Handbook shall apply.

Violations of this policy or any other related policies and procedures shall be grounds for disciplinary action up to and including termination.

7.5: Pay at Separation

Upon retirement or separation in good standing from the Town, an employee will receive a percentage of their accumulated Paid Time Off accruals (PTO) or Earned Paid Leave accruals (EPL), whichever applies, as separation pay in their final paycheck. “Good standing” shall mean ten (10) working days’ notice to the Town in advance of the employees last actual day worked, in the case of proper resignation (section 4.12 of this Personnel Policy Handbook), valid retirement, or separation of the employee from the Town service for other than cause. The percentage amount is determined by the following:

- A. Upon retirement or separation in good standing, an employee who has completed one full year of employment, whether full-time or part-time, and up to ten (10) consecutive years from the date of hire, shall receive 35% of their accumulated PTO or EPL accruals in their final paycheck.
- B. Upon retirement or separation in good standing, after ten (10) years of continuous full-time or part-time employment, the employee shall receive 50% of their accumulated PTO or EPL accruals in their final paycheck.
- C. Upon retirement or separation in good standing, after twenty (20) years of continuous full-time or part-time employment, the employee shall receive 70% of their accumulated PTO or EPL accruals in their final paycheck.
- D. If an employee dies, 100% of their accumulated PTO or EPL accruals will be paid to the estate of the decedent unless otherwise directed by a probate court.

SECTION 8: BENEFITS

8.1: Health and Life Insurance

Health Insurance Benefits: The Town will provide a Maine Municipal Association (MMA) group insurance plan, which provides Maine Municipal Employees’ Health Trust medical coverage. The Town’s MMA Employees’ Health Trust coverage and level of service shall be established by the Select Board during the budgeting process. Currently the Town offers a POS C with a 100% employer share for a Single Plan and will pay 70% of the difference of a single plan and that of a family two-person, or employee and child(ren) plan.

Regular Full-Time employees and their families are eligible to participate. An employee must apply for coverage during open enrollment. The Town does not automatically enroll employees under any coverage plans. Employees are responsible for applying for any changes in coverage during the open enrollment period. Coverage will begin the first month following the employees' hire date.

Insurance Opt-Out: Any Regular Full-Time employee who does not elect to receive health insurance benefits and can demonstrate they have eligible insurance coverage, shall be eligible to receive 50% of the equivalence to a single plan, biweekly through payroll.

Life Insurance Benefits: All Regular Full-Time employees of the Town are eligible for basic life insurance equal to one year of their annual salary as provided by State Statute and established by the Select Board annually. Upon the first month after the employee's hire date, coverage shall be automatically applied. If an employee does not participate in the Town's health insurance coverage, they will also receive the Town's life insurance benefits unless the employee refuses life insurance coverage in writing.

Supplemental Life Insurance Coverage: Above what the Town will cover for basic life insurance Regular Full-Time employees of the Town are eligible to opt in to supplemental Life Insurance coverage at the cost to the employee. Available Supplemental Life Insurance Coverage is as outlined below:

- Life Insurance equal to two (2) years of an employee's annual salary where the Town will cover the cost of one year and the employee will cover the cost of the additional second year.
- Life Insurance equal to three (3) years of an employee's annual salary where the Town will cover the cost of one year and the employee will cover the cost of the additional two years. The insurance company may request access to an employees' medical information for this option.
- Dependent Life Insurance is offered to all employees at 100% cost to the employee.

For any employee that is not eligible to receive the above benefits, they shall have the option to opt into any benefit provided by the Town at 100% cost to the employee.

8.2: Dental and Vision Insurance

The Town will provide 100% employer share of a single plan for dental insurance for Regular Full-Time employees. Any employee that is not eligible for the single plan for dental, the employee may opt in for this benefit at 100% cost to the employee. For additional supplemental or family dental plans, any employee may elect to opt in at 100% cost to the employee.

Vision insurance is provided to any employee at 100% cost to the employee.

8.3: Domestic Partner Coverage

The Town offers any employee who is eligible to enroll in the employer benefits the option of enrolling a domestic partner.

Any employee who wishes to add a domestic partner will be advised of the requirements set forth in the Domestic Partner Affidavit to add said partner. Furthermore, said employee has been advised there could be tax implications for adding a domestic partner.

The Domestic Partner of the Employee shall be:

- A life partner of either the same sex or opposite sex of the employee.
- Not legally married or separated, to either the employee or anyone else.
- At least 18 years of age and mentally competent to consent to contract.
- Are each other's Domestic Partner for at least 12 months prior to the date of the signed affidavit.
- Are not related by blood to a degree of closeness that would prohibit marriage in the State of Maine.
- Are jointly responsible for each other's common welfare; share financial obligations and share their primary residence.

8.4: Income Protection Plan (IPP)

The Town offers Income Protection Plans to Regular Full-Time and Regular Part-Time employees to help cover the employee in the event of serious injury or illness where the employee must take an extended leave. Eligible employees can elect to opt in at 100% cost to the employee to one of three plan options;

- Income protection up to 40% of the employees weekly salary
- Income protection up to 55% of the employees weekly salary
- Income protection up to 70% of the employees weekly salary

8.5: Retirement

All Regular Full-Time employees may elect to participate in Town sponsored retirement programs. The Town will only provide employer contributions to a single plan for each eligible employee. The Town currently offers eligible employees the option of a Maine Public Employees Retirement System (MainePERS) plan or a Mission Square 457 (b) Retirement plan.

All Regular Part-Time employees may participate in the 457 (b) Retirement plan and the Town will provide contributions as listed out under section B, below:

- A. MainePERS: New employees must elect whether to participate in the MainePERS within two (2) weeks of their date of hire. Under federal law, an employee elected in MainePERS will not be able to leave the MainePERS plan for the duration of their employment with the Town. If an employee declines to join MainePERS, they will not be able to later elect to join MainePERS. The MainePERS plan is a Defined Benefit (DB) pension plan. Employees contribute a percentage of earnings to MainePERS. The Town will also contribute a set amount to MainePERS on behalf of employees. Participants in MainePERS and enrollees may also contribute to the Towns Mission Square 457 (b) plan, however the Town will only match contributions to MainePERS if an employee contributes to both MainePERS and Mission Square 457 (b)
- B. Mission Square 457 (b): Eligible employees may elect to participate in the Town's 457 (b) Retirement Plan at hire or any time during employment. If the employee selects this as their primary retirement plan, the Town will match employee contributions up to 6%. Employees may contribute additional amounts so long as it's in compliance with federal regulations.

Social Security: The Town provides Social Security and Medicare coverage in compliance with federal law to all employees.

8.6: Open Enrollment

The open enrollment period will be once a year during a period established by the Maine Municipal Employee Health Trust. During the open enrollment period, employees are able to:

- Enroll in health, dental, and vision plans
- Add or remove dependents from health, dental, and vision plans
- Drop coverage in health, dental, and vision plans

In certain life-event situations, employees may be able to opt in outside of the normal open enrollment period. For questions about Open Enrollment dates and how to make changes, please contact the Finance and Human Resources Officer.

8.7: Workers' Compensation

The Town participates in a federally mandated Worker's Compensation program. The following actions are required by employees:

-
- I. All injuries to personnel, no matter how minor, during the work schedule will be reported immediately to the Town Manager (or Designee), but in no event later than sixty (60) days after the date of injury. Maine law requires the Town to file a First Report of Injury with Workers' Compensation within seven (7) days of receiving notice of the injury.
 - II. An employee suffering from an on-the-job injury will be sent to a medical facility, specified by the Town, for examination at the Town's expense.
 - III. The employee will receive their normal pay for that day, and if eligible may be entitled to use Paid Time Off (PTO) for any regularly scheduled time missed between the incident and the date that workers' compensation benefits may begin.

8.8 Unemployment

Federal and State law govern unemployment benefits. The Town provides such benefits as mandated under these laws.

8.9: Holidays

The Town of Lyman recognizes all holidays as currently recognized by the State of Maine.

New Year's Day	Labor Day
Martin Luther King Jr. Day	Indigenous Peoples' Day
Presidents' Day	Veteran's Day
Patriot's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Juneteenth Day	Christmas Day
Independence Day	

If a regular holiday falls on a Sunday, the following Monday is considered a holiday; If on Saturday, the preceding Friday is considered a holiday. For Christmas Day and/or New Year's Day; if said holiday falls on a Tuesday, Wednesday, Thursday or Friday, the work day prior will be a half day.

Paid holidays will be granted to all Regular Full-Time employees. Regular Part-Time employees whose normal work schedule falls on the holiday, will receive holiday pay equal to the hours the employee would normally work that day.

An employee on approved unpaid leave, such as unpaid extended sick leave or leave of absence, shall not be entitled to holiday pay.

8.10: Paid Time Off (PTO)

Regular Full-Time employees are eligible to earn Paid Time Off (PTO) accruals to cover any sick leave, personal days, or vacation time. The Town encourages employees to use their PTO accruals and take time off to enhance a positive work/life balance. Employees may use their PTO accruals at any time after their date of hire pending approval from a Supervisor/ Department Head or Town Manager (or Designee).

Time Off Request Using PTO:

Requests for use of PTO accruals shall be submitted in writing to the Supervisor/ Department Head or Town Manager (or Designee) in a timely manner. The Supervisor/Department Head shall approve time off requests for employees working within their department. The Town Manager (or Designee) shall approve time off requests for Supervisors/Department Heads. If the request is denied, the authorizer shall provide in writing the reason for denial.

Time Off Requests Without PTO:

Requests for time off must be submitted as outlined above. If an employee's available Paid Time Off (PTO) balance is insufficient to cover the full duration of the requested leave, the Town Manager (or Designee) shall approve or deny the request. If approved, the employee is required to use any remaining PTO to cover as much of the leave as possible. Any additional time off beyond the available PTO will result in a negative PTO balance, unless the employee is able to flex or make up any time during regular hours of operation with the approval of their Department Head or Supervisor within the same pay period. If the request is denied, the authorizing party must provide a written explanation for the denial. The Town Manager (or designee) may approve or deny such requests for any reason and will take extenuating circumstances into account on a case-by-case basis.

All approved and denied PTO requests will be submitted by the authorizing Supervisor/Department Head to the Finance and Human Resources Officer for payroll purposes.

If a holiday falls within the employee's time off period, the employee shall not have that day charged against their accumulated PTO. "*Holiday*" shall be defined by section 8.8 of this Personnel Policy Handbook.

PTO Rollover/Buyback:

Full-time employees have the option at the end of the fiscal year—beginning no sooner than the second Wednesday in May—to choose *one* of the following three options regarding their unused paid time off (PTO):

- Rollover any unused accruals, or up to 36% of their annual accruals, whichever is less;

-
- Request a buyback of any unused accruals, or up to 36% of their annual accruals, whichever is less; Accruals beginning on July 1 will begin at 0.
 - Buy back unused accruals *and* rollover unused accruals at an equal rate not to exceed 36% of their annual accruals.

Employees must submit their selection in writing to their Department Head or Supervisor and the Department Head or Supervisor must have the approved request into the Finance Officers department for payroll no later than May 31st. If no written request is received by the deadline, roll over any unused accruals, or up to 36% of their annual accruals, whichever is less will be applied automatically on July 1 of each year.

Any eligible PTO payout will be as follows under section 7.5.

Exempt Employees: Accruals will be calculated bi-weekly at a prorated amount based on the Specific Eligibility Table under this section of the Personnel Policy Handbook.

Non-Exempt Employees: Accruals are prorated based on the number of their regular scheduled hours worked and will not exceed a regular schedule of forty (40) hours per week.

Specific Eligibility of PTO: This table is based on 37.5 hours worked per week. Years of service shall be continuous for employee eligibility.

Years of continuous service	Paid Time Off (PTO) hours
Date of employment to completion of year 1	105 hours/year
Start of year 2 to completion of year 3	145 hours/year
Start of year 4 to completion of year 7	183 hours/year
Start of year 8 to completion of year 14	217 hours/year
Start of year 15+ years of service	245 hours/year

8.11: Employee Recognition Program

The Town of Lyman believes recognizing employees' achievements is essential for raising staff moral and engagement. As part of the recognition program merit pay may be awarded. See section 4.10 for the Performance Based Merit Program. Additionally, the Town Manager may coordinate with the Select Board other special events, awards, incentives, or gifts for recognition of employees and volunteers of the Town. The program will be dependent on available funding.

SECTION 9: EMPLOYEE LEAVE

9.1: Personal Days

Any Regular Full-Time or Regular Part-Time employee will receive time allocation equal to two (2) regular scheduled work days. Personal time does not accrue year to year and is not subject to pay out at separation.

Whenever possible, personal time must be requested and approved by the Supervisor/ Department Head or Town Manager (or Designee). Personal time will be applied for the regular scheduled hours of the day(s) being requested. The Town also recognizes employees' ability to use time consistent with Maine's Earned Paid Leave Law.

9.2: Earned Paid Leave

The Town of Lyman provides Earned Paid Leave (EPL) pursuant to State law Title 26 M.R.S.A sec. 1043(11).

All employees under section 4.3 of this Personnel Policy Handbook are eligible for EPL accruals. The Town provides a benefit greater than EPL to Regular Full-Time employees through its Paid Time Off (PTO) policies under section 8.9. To comply with Maine's Earned Paid Leave Law, eligible employees may utilize up to 40 hours of accrued benefit time during the calendar year for any type of time off as needed.

Accrual of Earned Paid Leave: All eligible employees, other than Regular Full-Time employees, are entitled to earn one hour of paid leave for every 40 hours worked, up to a maximum of 40 hours in one year of employment. Accruals begin at the start of employment. Any unused EPL will roll over into the next fiscal year of employment. However, the maximum amount of EPL available to the employee will not exceed 40 hours in one year. Rollover of EPL will be effective each year on July 1 and will be automatic.

Time Off Requests Using EPL:

Requests for use of EPL accruals shall be submitted in writing to the Supervisor/ Department Head or Town Manager (or Designee) in a timely manner. If the request is denied, the authorizer shall provide in writing the reason for denial.

Time Off Requests Without EPL:

Requests for time off must be submitted as outlined above. If an employee's available Earned Paid Leave (EPL) balance is insufficient to cover the full duration of the requested leave, the

Town Manager (or their designee) shall approve or deny the request. If approved, the employee is required to use any remaining EPL to cover as much of the leave as possible. Any additional time off beyond the available EPL will result in a negative EPL balance, unless the employee is able to flex or make up any time during regular hours of operation with the approval of their Department Head or Supervisor within the same pay period. If the request is denied, the authorizing party must provide a written explanation for the denial. The Town Manager (or designee) may approve or deny such requests for any reason and will take extenuating circumstances into account on a case-by-case basis.

All approved and denied EPL requests will be submitted by the authorizing Supervisor/Department Head to the Finance Department for payroll purposes.

Any eligible EPL payout will be as follows under section 7.5.

9.3: Leave for Victims of Domestic Violence

In accordance with Maine law, the Town will grant employees reasonable and necessary amount of unpaid leave if the employee or the employee's child, parent, or spouse is a victim of domestic violence, domestic assault, sexual assault or stalking, and if he/she needs time to prepare for or attend court hearing, receive medical treatment, or obtain necessary services to remedy a crisis caused by domestic violence.

As soon as an employee becomes aware of the need of a leave of absence, they must make a written request to the Town Manager (or Designee). If leave is approved, the employee will be required to first use any accrued Paid Time Off (PTO).

9.4: Military Leave

The Town complies with all State and Federal law, governing the rights of employees who are entitled to leave and other rights and obligations applying to their military service. All employees in the military service will be granted time off from work for annual training obligations or active service in the Military. Employees engaged in active military service will be placed on military leave of absence status. Employees receiving orders for military training or service should notify their Supervisor/Department Head or Town Manager (or Designee) of the dates of their military service as far in advance as possible unless military necessity prevents such notice.

Military leave and rights to re-employment after such leave are available to employees under the terms and conditions of applicable Federal and State law, as may be amended from time to time.

9.5: Family Medical Leave

The Town complies with the Family and Medical Leave Act (FMLA) of which entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons. FMLA will run concurrently with all other leave and leave benefits, including but not limited to, Workers' Compensation, Maine FMLA and will run even while the employee is using their own accrued leave (such as Paid Time Off and Earned Paid Leave). Family Medical Leave and rights to re-employment after such leave are available to employees under the terms and conditions of applicable Federal and State law, as may be amended from time to time.

Eligible Employees:

Only eligible employees are entitled to take FMLA leave. An *eligible employee* is one who:

- Works for a *covered employer* (The Town of Lyman)
- Has worked for the employer for at least 12 months.
- Has at least 1,250 hours of service for the employer during the 12-month period immediately preceding the leave.

The 12 months of employment do not have to be consecutive. That means any time previously worked for the same employer (including seasonal work) could, in most cases, be used to meet the 12-month requirement. If the employee has a break in service that lasted seven years or more, the time worked prior to the break will not count *unless* the break is due to service covered by the Uniformed Services Employment and Reemployment Rights Act (USERRA), or there is a written agreement, outlining the employer's intention to rehire the employee after the break in service.

Leave Entitlement:

An eligible employee shall be entitled to twelve (12) work weeks of unpaid leave during a twelve (12) month period for one or more of the following reasons:

- the birth or placement of a child for adoption or foster care.
- to care for a spouse, child, or parent who has a serious health condition.
- for a serious health condition* that causes the employee to be unable to perform the essential functions of their job; or
- For any qualifying exigency arising out of the fact that a spouse, child, or parent is a military member on covered active duty or call to covered active-duty status.
- a serious health condition, which shall be defined as an illness of a serious and long-term nature resulting in recurring or lengthy absences. Treatment of such an illness would occur in an inpatient situation at a hospital, hospice, or residential medical care facility, or would consist of continuing care provided by a licensed health care provider.

**A serious health condition* means an accident, injury, impairment, or physical or mental condition that involves either inpatient care or continuing treatment by a health care provider.

When both spouses are employed by the Town, they are each entitled to twelve (12) work weeks of family leave for the birth or placement of a child for adoption or foster care, and to care for a parent who has a serious health condition.

An eligible employee may also take up to 26 work weeks of leave during a "single 12-month period" to care for a covered servicemember with a serious injury or illness, when the employee is the spouse, child, parent, or next of kin of the servicemember. The "single 12-month period" for military caregiver leave is different from the 12-month period used for other FMLA leave reasons.

Under some circumstances, employees may take FMLA leave on an intermittent or reduced schedule basis. That means an employee may take leave in separate blocks of time or by reducing the time he or she works each day or week for a single qualifying reason. When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the employer's operations. If FMLA leave is for the birth, adoption, or foster placement of a child, use of intermittent or reduced schedule leave requires the employer's approval.

The Town requires employees to "substitute" (run concurrently) accrued Paid Time Off (PTO) or Earned Paid Leave (EPL) to cover all the FMLA leave period. However, employees may maintain up to forty (40) hours of PTO time for future time off.

Notice:

Employees must provide notice as far in advance as possible or as soon as possible and practicable under the circumstances.

If the Town acquires knowledge that a leave may be for a FMLA-qualifying reason, the Town will provide the employee with notice concerning their eligibility for FMLA leave and their rights and responsibilities under the FMLA. The Town will also notify employees whether leave is designated as FMLA leave and the amount of leave that will be deducted from the employees' FMLA entitlement.

Certification:

In the event an employee is requesting a leave, or the employer has acquired information the employee is going to be on leave due to their own serious health condition or a covered family member's serious health condition, the Town may require certification in support of the leave from a health care provider.

FMLA is generally unpaid, however, an employee may substitute any paid leave available to the employee under the Town's policy (such as PTO or EPL). Employees should determine which paid leave they wish to use and a fixed amount to use each pay period with the Finance and Human Resources Officer for payroll purposes prior to going on leave.

Maintenance of Benefits:

An employee shall be entitled to maintain group health insurance coverage on the same basis as if they had continued to work at the Town. To maintain uninterrupted coverage, the employee will be required to continue paying their share of insurance premium payments. If an employee is receiving concurrent PTO or EPL time, the premium will be deducted from the paycheck, as is normally the practice. The Town will bill for benefits premiums in the case that the employee is unpaid. Employees may opt for an automatic ACH withdrawal to cover benefits costs. The payment shall be made by the 15th of each month. If the employee's payment is more than sixty (60) days overdue, the Town will no longer maintain the coverage.

If the employee informs the Town that they do not intend to return to work at the end of the leave period, the Town's obligation to provide health benefits ends. Vacation, sick, and holidays will not accrue beyond the twelve (12) weeks leave period, consistent with the Town's leave policies, unless the employee is utilizing available accrued vacation, sick, or personal time. However, the use of family or medical leave will not be considered a break in service when vesting or eligibility to participate in benefit programs is being determined. Seniority of position is not affected.

Job Restoration:

Upon return from FMLA leave, an employee shall be restored to their original job or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment.

Employees accepting employment elsewhere while on FML may be disciplined, up to and including discharge.

9.6: Maine Family Medical Leave

If not eligible for FMLA, an employee may qualify for Maine Family Medical Leave (MFML). To be eligible under MFML, an employee is required to have worked for the Town for 12 consecutive months. Under the Maine Family Medical Leave Act, employees are (1) eligible for 10 work weeks of unpaid FML (2) during a two-year period (3) for the employee's serious health condition, the birth or adoption of a child, including a domestic partner's child, the serious health condition of a child or grandchild, domestic partner's child and grandchild, domestic partner or spouse, sibling, or death of an employee's spouse, domestic partner, parent, sibling, or child who is a covered service member who dies while on active duty.

Request for MFML will be analyzed under both Maine and Federal FMLA.

9.7: Paid Family Leave

Employees are eligible for Paid Family and Medical Leave (PFML) beginning May 1, 2026. To be eligible, the employee must have earned at least six times the State Average Weekly Wage

(SAWW) in four of the previous five completed quarters. The PFML program provides up to twelve (12) weeks of paid leave for family, medical, military status, or safe leave from abuse or violence. Maine Department of Labor (MDOL) is responsible for the implementation and administration of this leave. The State requires payroll contributions up to 1% of wages, and the employer may charge up to 0.5% of that fee to each employee as a payroll deduction beginning January 1, 2025. PFML may run concurrently with FMLA leave.

Qualifying Reason for Leave:

If eligible, an employee may be able to take up to twelve (12) weeks of paid leave during a 12-month period for the following reasons:

- Family Leave – To care for a family member with serious health conditions.
- Medical Leave – To care for one's own health condition
- Safe Leave – To stay safe, or help a family member stay safe after abuse or violence.
- Military Leave – For emergencies related to a family member's impending military deployment.

Procedure and Timing for Requesting Leave:

In the event PFML is needed, the employee must apply through MDOL. The request for PFML shall be relayed to the County and the Town Manager (or Designee) within reasonable notice, as soon as practical or at least 30 days, whichever is longer.

Pay During PFML Leave

Pay during PFML will be paid by MDOL on a tiered system based on the SAWW. Wage replacement is 90% of the ½ of the SAWW plus 66% of the remainder of wage. Benefits are capped at the SAWW. SAWW will be determined annually by the MDOL. Employees may use their PTO or EPL but it may not be required by the employer.

Benefits

The County is required to maintain its contribution toward medical coverage for up to the twelve (12) weeks of PFML leave at the same level as if the employee were actively at work. Benefits funded by the County also continue during this period.

If employee contributions are required, such contributions remain the employee's responsibility for payment. At the employee's option, payment may be made either in advance, in lump sum, or monthly during the leave. Employees paying for coverage continuation on a monthly basis will be required to pay on the first of each month for that month's coverage.

For more details, information can be found at <https://www.maine.gov/paidleave/>. The Town of Lyman will follow the most current State of Maine laws regarding PFML and those shall supersede this policy.

9.8: Parental Leave

Regular Full-Time or Regular Part-time employees who have completed at least one full year of employment with the Town will be granted an additional four (4) weeks of paid time upon the birth or adoption of their child to be used concurrently with Family Medical Leave. Such time shall be used in addition to the employee's current Paid Time Off (PTO) balance. Parental Leave expires twelve (12) months after the date of birth or placement.

Requests for paid parental leave shall be submitted to the Supervisor/Department Head or Town Manager (or Designee). Requests shall be made in a timely manner at least 30 days prior to the proposed date of leave (or if the leave was not foreseeable, as soon as possible). All Approved requests for Parental Leave will be submitted by the authorizing Supervisor/Department Head to the Finance and Human Resources Officer for payroll purposes.

9.9: Bereavement

All Regular Full-Time and Regular Part-Time employees shall receive bereavement leave as provided by the town. In the event of the death of an employee's spouse, legally recognized partner, children, mother, father, or legal guardian, the employee shall be granted five (5) days' leave of absence, with full pay, to make household and service arrangements and attend death services. In the event of the death of an employee's sister, brother, stepparents, stepchildren, grandmother, grandfather, spouse's grandparents or grandchildren, father-in-law, mother-in-law, sister in-law, or brother in-law, the employee shall be granted up to three (3) days' leave for absence, with full pay, to make household adjustments and arrange for or attend the death services. For relatives other than mentioned above, such as aunt, uncle, niece, nephew or first cousin, the employee may use available personal time, Paid Time Off (PTO), or Earned Paid Leave (EPL) for absences. The employee may be required to furnish their immediate supervisor with proof of death.

9.10: Jury Duty

Regular Full-Time and Regular Part-Time employees who are called for jury duty should promptly notify their Supervisor/ Department Head or Town Manager (or Designee) to ensure appropriate arrangements are made. The employee will receive his or her regular paycheck and are required to forward payments received for their jury duty to the Finance and Human Resources Officer, with the exception of mileage reimbursement. This procedure will compensate employees for any difference in pay. Employees excused from jury duty must report back to work if it is during their normal working hours.

9.11: Life Threatening Illness

In the event an employee submits a physician's certification to the Town Manager (or Designee) that the employee has a life-threatening illness and is expected to result in premature death, the Town Manager (or Designee) may make an exception to the existing sick leave and PTO/EPL sections of this Personnel Policy Handbook and pay the employee's entire accrual record to the employee.

SECTION 10: REIMBURSEMENT OF EXPENSES

10.1: Mileage Compensation

Employees required to drive personal vehicles for approved, legitimate municipal purposes shall be compensated by the Town at the amounts set by the IRS Per Diem daily rates (when government rates are available), the IRS mileage reimbursement rate, or another rate agreed to by the Town Manager (or Designee). Compensation may be approved as a "reimbursement" under an Accountable Plan. Elected Officials, Volunteers, and those appointed to Boards, Committees, or Commissions are excluded from mileage compensation benefits unless otherwise approved by the Town Manager (or Designee) for specific purposes, excluding regular meetings.

Employees will be paid by an approved appropriation in the departmental budget. The appropriation will be in the best interest of the Town. Travel will be accomplished at the least cost to the Town. Expenses incurred in excess of the approved appropriation will be subject to approval by the Town Manager (or Designee).

Accountable Plan – Mileage Reimbursement:

Eligible mileage reimbursement will be granted at the prevailing IRS rate per mile if using personal vehicles for approved business-related travel. Home to office travel is not compensable.

The Town shall reimburse employees for business travel at the lesser of (a.) mileage from home to destination (excluding "normal place of business". For the purpose of this policy, "normal place of business" shall mean the location the employee works on a day-to-day basis), or (b.) mileage from normal place of business to destination.

Employees are responsible for documenting all travel logs on the official mileage reimbursement log approved by the Town Manager (or Designee). All travel logs shall be submitted to the Town Manager for approval on a monthly basis. At the discretion of the Town Manager (or Designee),

travel logs may be submitted on a every other month or quarterly basis and such requests will be reviewed on a case-by-case basis.

10.2: Meals, Lodging and Other Expenses

Meals:

The Town will reimburse employees for meal expenses incurred in the event of long-term arrangements, such as the necessity for overnight lodging (i.e: attending training beyond the employee's residency where travel to and from would create an unreasonable burden on the employee). The employee must furnish all detailed meal receipts for reimbursement (a summary of the total paid will not be accepted). The Town will reimburse up to \$40 per meal. The Town will not reimburse for the items:

- Sales Tax
- Alcoholic beverages, movies, admissions, and personal incidental expenses that may be incurred while traveling for work-related purposes but are not otherwise related to or necessary for the performance of work.

The Town does not encourage employees to purchase any goods or services for the Town. However, under certain circumstances, such as emergencies or unusual events an employee may make appropriate purchases upon approval of the Town Manager (or Designee) and provided that other means of the Town's Purchasing Procedure was not reasonable given the circumstances.

10.3: Parking Fees and Tolls

Employees will be reimbursed for parking fees and tolls provided that the cost was incurred during travel for legitimate Town business. The employee shall document such fee(s) incurred with their travel logs and additionally shall furnish all appropriate receipts. The Town will not reimburse employees for parking tickets and/or motor vehicle violations or infractions.

10.4: Reimbursement Procedure

Employees shall submit any required official forms with attached itemized receipts, if applicable, no later than thirty (30) days to the Town Manager (or Designee) for approval.

SECTION 11: MISCELLANEOUS

11.1: Freedom of Access Act Policy

All employees are expected to adhere to the Town's Freedom of Access Act Policy entitled "Town of Lyman, Maine Policy Governing Access to Public Records Under the Freedom of Accesses Act". Refer to this policy for procedural details.

Additionally, all Town records, whether classified as public or confidential, are the property of the Town of Lyman including but not limited to; final and/or draft form documents; emails either sent, received, junk, draft, or deleted; audio and/or video recordings; any data, text, and voicemail on Town cellular devices, historical records, and any other record required to be maintained in accordance to the Maine State Archives Local Government Record Retention Schedules. All Town records will be maintained in accordance with State and Federal law.

Training: Any employee required by State law Title 1 M.R.S sec. 412 shall complete the minimum requirements of training within 120 days of their oath of office. If the oath is annual, then the training must be completed annually.

No employee shall destroy and/or permanently remove any record of the Town either knowingly or unknowingly and any violation will be subject to disciplinary action up to and including termination. Any employee found in violation shall be responsible for the cost for recreation and/or replacement of said documents.

11.2: Severability

If any provision of this Personnel Policy Handbook to any person or circumstance(s) is held invalid, this invalidity does not affect other provisions or applications of the Personnel Policy Handbook which can be given effect without the invalid provision or application. For this purpose, the Personnel Policy is severable.

11.3: Amendments & Interpretation

The Town of Lyman reserves the right to unilaterally amend, delete, modify or change these policies without prior notice and at any time for any reason. The Select Board and Town Manager (or Designee) shall review these policies at least on an annual basis. The Town Manager (or Designee) and Town Select Board shall have exclusive and final authority to interpret these policies.

11.4: Definitions

Appointed Official: Anyone appointed to a board or committee to perform duties in the capacity of that board or committee.

Designee: A person, employed by the Town, who has been assigned specific duties and/or employment role(s)

Employee: An individual working for the Town on a permanent or temporary basis drawing wage or a stipend from the Town and as classified in section 4.3.

Financial Interest: A direct or indirect interest having monetary or pecuniary value, including, but not limited to, the ownership of shares of stock.

Immediate Family: Spouse, children, parents, siblings, including step, half, and in-law relations, a domestic partner of a Town official, or persons sharing the same household and intermingling financial assets with a Town official.

Special Interest: Any interest which will allow some form of personal gain, usually pecuniary in nature.

Town Official: Any elected, appointed, volunteer, or employee of the Town that in their capacity serve a role in the functions or business operations of the municipality or provide any such services related to municipal affairs.

Volunteer: Anyone conducting specific business and/or duties on behalf of the Town as delegated by the Town Manager or Select Board either on a temporary or permanent basis and does not receive wage or stipend from the Town.

This amended policy supersedes any and all other Personnel policies adopted and/or revised prior to June 2, 2025

Adopted: April 16, 1990

Revised: September 2, 1997

Revised: September 6, 1999

Revised: March 6, 2000

Revised: August 28, 2002

Revised: July 5, 2005

Amended: September 6, 2005

Amended: September 2, 2008

Amended: March 1, 2010

Amended: June 20, 2011

Amended: August 15, 2011

Amended: March 2, 2015

Amended: May 15, 2017

Amended: September 17, 2018

Amended: April 16, 2019

Revised: April 16, 2024

Amended: June 2, 2025

**Revision/Amendment adopted and signed by a majority of the Select Board
on this 2nd day of June, 2025:**



Jessica Picard



Victoria Gavel



Amber Swett



David Alves



Joseph Wagner

A Majority of the Board of Selectpersons

Lyman, Maine

TOWN OF LYMAN

Municipal Code of Ethics

SECTION 1: STATEMENT OF POLICY

The Town of Lyman is committed to the highest ethical standards and practices, protecting employees, partners, volunteers, elected and appointed officials, and the organization from unethical, illegal, or damaging actions and statements by individuals, either knowingly or unknowingly. When the Town of Lyman acts in an ethical manner, addresses issues proactively, and uses best business judgement and practices, it establishes a positive reputation and protects the interest of our citizens.

The proper operation of the Town requires that all Town officials whether elected or appointed, be impartial, equitable, and responsive to the needs of the people and each other in the performance of their respective functions and duties; that proper conduct of Town officials will promote public confidence in the integrity of government and ensure a culture of transparency, openness, fairness, and equity; that public office not be used for personal or financial gain or advantage; that the structure of government be used properly in decision and policy making. In recognition of these goals, this Code of Ethics is hereby established for all Town officials of elected office, appointed members of boards and committees, volunteers, and employees. All ethical policies that are created outside of this code of ethics shall be null and void.

SECTION 2: PURPOSE

The purpose of this Code of Ethics is to establish ethical standards of conduct expected of all Town elected officials, appointed members of boards and committees, volunteers, and employees by setting forth those acts or actions deemed to be in conflict or incompatible, or to create the appearance of impropriety, with the best interests of the Town of Lyman.

SECTION 3: RESPONSIBILITY OF PROPER CONDUCT AND COMMITTEMENT TO ETHICS

The Town of Lyman elected officials, appointed members of boards and committees, volunteers and employees will treat everyone with respect, fairness, promote a team environment, and will consistently avoid the intent and appearance of unethical or compromising practices. For the purpose of this code of ethics, "Town official" shall mean any elected, appointed, volunteer, or employee of the Town that in their capacity serve a role in the functions or business operations of the municipality or provide any such services related to municipal affairs.

- a. Every Town official needs to apply effort in maintaining ethical standards.
- b. Town officials shall treat each other with mutual respect and strive for a collaborative, team environment that enhances fairness, impartiality, and is responsive to the needs of the people they serve and each other in the performance of their duties.

-
- c. Town officials must, at all times, disclose any potential conflict of interest that may arise regarding their position or duties with the Town.
 - d. Town officials will support the Town to increase its citizens, public, and vendor satisfaction by providing quality services.
 - e. Public office will not be used by any Town official for personal gain.
 - f. All Town officials will maintain a standard of conduct that will inspire public confidence and fortify the integrity of the Towns' government.
 - g. Decisions and policy making will be made within the proper channels of the Town government structure, and will uphold federal, state, and local law.

The Town will not tolerate any wrongdoing or impropriety at any time.

SECTION 4: TOWN MANAGER RESPONSIBILITY OF ADMINISTRATION

The Town Manager shall perform their duties with professionalism, civility, respect, and with the duty of avoiding impropriety whenever possible. With respect to the administration of the day-to-day affairs of the Town, the Town Manager shall conduct his/her duties to the extent possible:

- a. Affirm the dignity and worth of the services rendered by local government and maintain a constructive, creative, and practical attitude toward local municipal affairs and a responsibility as a trusted public servant.
- b. Conduct his/her official affairs in such a manner as to give a clear impression that they cannot be improperly influenced in the performance of their duties.
- c. Uphold and implement local policies adopted by the Select Board; and submit policy proposals to the Select board.
- d. Refrain from political activities, which undermine public confidence in the integrity of government.
- e. Uphold the duty to continually improve his/her professional ability and to develop the competence of associates in the use of management techniques.
- f. Emphasize friendly and courteous service to the public and seek to improve the quality and image of public service.
- g. Handle all matters of personnel on the basis of merit so that fairness and impartiality govern decisions pertaining to appointments, pay adjustments, promotions, and discipline. Concerns of employee performance should only be made directly with the affected individuals through private conversation.
- h. Uphold all sections of this code of ethics as well as the International City/County Management Association Code of Ethics.

SECTION 5: DISCLOSURE OF CONFIDENTIALITY

No Town official shall, to the detriment of the Town, disclose confidential information concerning the property, government or affairs of the Town; nor shall he or she use such information for the advancement of their own financial, special, or private interests or the financial, special, or private interest of others. Information received and discussed during an executive session of any Town agency called pursuant to

1 M.R.S.A § 405 et seq. shall be considered within the constraints of this section and shall not be disclosed to any third party unless permitted by an affirmative vote of such body. For the purpose of this section, the term “Confidential information” shall mean any information, oral or written, that comes to the attention of, or is available to a Town Official only because of their position with the Town and is not a matter of public record.

SECTION 6: GIFTS AND FAVORS

The conduct of public business shall be free of any influence arising from gifts, favors, donations, or special privileges. It is the obligation of all Town officials to refuse personal gifts, favors, donations, or special privileges in every instance where favor or special privilege would not have been extended but for the position of such Town official; where there exists a reasonable belief that the giver’s interests are likely to be affected by the actions of the Town official; or where the gift is or may reasonably be considered to be designed to influence the actions of the Town official.

This does not prohibit the following:

- a. The acceptance of gifts or social courtesies related to a family relationship or friendship between the Town official and the donor, which are not designated to influence the proper judgement or action of the Town official in a matter within his/her authority.
- b. Public, government-sponsored or informational events, generally accepted as a condition of office, where refreshments are served or other sponsored gifts are provided, which are not designed to influence the proper judgement or action of the Town official in a matter within his/her authority.
- c. “De Minimis” Things of Value, which shall initially be defined as Things of Value that do not exceed \$25 in total value.
- d. Gifts associated with holidays or special events to the extent that such gifts are made available and/or shared with all employees in a department/office. Gifts made available for the purpose of customary performance, merit awards or honorariums, consistent with municipal practices. Nor shall it extend to reasonable gifts made to employees to recognize their service at time of retirement or separation.
- e. Political contributions received in compliance with law.

In determining whether a violation of this section has occurred, the following may be taken into consideration: the monetary or pecuniary value of the Thing of Value received; the act and/or item that constitutes the Thing of Value; any special economic value the Thing of Value received may have to the recipient; and the circumstance of which the Thing of Value was received.

For the purpose of this section, “Thing of Value” shall mean any gift, favor, service, loan, event, promise, or other thing of value.

SECTION 7: INCOMPATIBLE EMPLOYMENT

No Town official shall engage in or accept private employment or render or sell services or goods for private interests when such employment or services is incompatible with the proper discharge of his/her official duties.

SECTION 8: CONFLICT OF INTEREST

All Town officials must be fair and impartial in carrying out their duties and responsibilities. All Town officials must ensure that their official actions are not intended to create actual or the potential for personal or financial gain, either directly or indirectly, for themselves, family members, personal friends, or other related parties. Any actual or potential conflicts between personal interests and Town business must be fully disclosed in a timely manner. If it is determined that a conflict of interest does exist, the Town official shall recuse themselves from officially participating in any discussion or decision-making action on the issue. For the purpose of this section, the Table of Consanguinity in Appendix A outlines the degrees of relationships in conflict with each other.

SECTION 9: POLITICAL ACTIVITIES

No Town official shall participate in any political activity that would be in conflict or incompatible with the performance of their official functions and duties for the Town. No Town official may use their official authority or position for the purposes of influencing, interfering with, or affecting the results of any election, nor shall they solicit or accept funds or contributions during the workday from other Town officials for political purposes. Nothing herein shall prohibit any Town official from participating in the political process in their capacity as a private citizen or as candidates for elected office.

SECTION 10: USE OF TOWN PROPERTY

No Town official shall use or authorize others to use Town-owned property, including but not limited to, motor vehicles, equipment, and buildings for any private purposes. Nothing herein shall prohibit the use of Town-owned property for the following:

- a. The purpose of Town business.
- b. For purposes and on terms generally available to other persons.
- c. In accordance with a contract of employment with the Town in which the use of such property is part of the compensation or a term of employment.

SECTION 11: SOCIAL MEDIA POLICY

Town officials are responsible for their conduct on social media platforms and, in matters of the Town, shall refrain from defamatory, offensive, libelous or slanderous conduct that adversely affects any Town officials job performance or duties, suppliers, vendors, or contractors who work on behalf of the Town or conduct legitimate business for the Town; and shall not violate any section of this code of ethics, including but not limited to, section 5.

Town officials should have the utmost regard in the professional representation of the Town and its functions and shall conduct themselves in a manner that promotes civility, rectitude, competence, and respectability whether on any form of social media or other media exchanges, including but not limited to, emails, direct mail, flyers, websites, newspapers, social platforms, internet communities, or other types of publications. No Town official shall engage in any media forum exchanges while in the capacity of his/her

official duties. Nothing herein shall prohibit any Town Official from engaging in any media forum in their capacity as a private citizen.

SECTION 12: VIOLATIONS OF CODE OF ETHICS

Town officials have an affirmative obligation to report all suspected violations of this code of ethics. Reporting violations shall follow the Town's whistleblower and protection reporting policy.

Violations of this code of ethics, including failure to report violations of others, may result in disciplinary action, up to and including removal of appointment or termination of employment, in accordance with the disciplinary procedures outlined in the personnel policy.

SECTION 13: STATUTORY STANDARDS

There are certain provisions of the general statutes of the State of Maine which, while not set forth herein, should be considered an integral part of this Code of Ethics. Accordingly, the provisions of the following sections of general statutes of the State of Maine, as may be amended, are hereby incorporated in this Code of Ethics by reference to the extent applicable.

- 17 M.R.S.A § 3104, Conflicts of interest; purchase by the State.
- 17 M.R.S.A § 456, Tampering with public records or information.
- 17 M.R.S.A § 602, Bribery in official and political matters.
- 17 M.R.S.A § 603, Improper influence.
- 17 M.R.S.A § 604, Improper compensation for past action.
- 17 M.R.S.A § 605, Improper gifts to public servants.
- 17 M.R.S.A § 606, Improper compensation of services.
- 17 M.R.S.A § 607, Purchase of public office.
- 17 M.R.S.A § 608, Official oppression.
- 17 M.R.S.A § 609, Misuse of information.
- 17 M.R.S.A § 903, Misuse of entrusted property.
- 17 M.R.S.A § 504, Persons ineligible to serve.
- 17 M.R.S.A § 2605, Conflicts of interest.
- 17 M.R.S.A § 5122, Interests of public officials, trustees, or employees.

SECTION 14: SEPARABILITY

If any section, subsection, sentence, clause, or phrase, of this Code of Ethics is for any reason held to be invalid or unconstitutional, such validity or unconstitutionality shall not affect the validity or constitutionality of the remaining portions of this code of ethics.

SECTION 15: AMENDMENT

This Code of Ethics may be amended or revised by a majority vote of the Town of Lyman Select Board.

SECTION 16: DEFINITIONS

Appointed Official: Anyone appointed to a board or committee to perform duties in the capacity of that board or committee.

Employee: An individual working for the Town on a permanent or temporary basis drawing wage or a stipend from the Town.

Financial Interest: A direct or indirect interest having monetary or pecuniary value, including, but not limited to, the ownership of shares of stock.

Immediate Family: Spouse, children, parents, siblings, including step, half, and in-law relations, a domestic partner of a Town official, or persons sharing the same household and intermingling financial assets with a Town official.


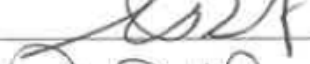



Special Interest: Any interest which will allow some form of personal gain, usually pecuniary in nature.

Town Official: Any elected, appointed, volunteer, or employee of the Town that in their capacity serve a role in the functions or business operations of the municipality or provide any such services related to municipal affairs.

Volunteer: Anyone conducting specific business and/or duties on behalf of the Town as delegated by the Town Manager or Select Board either on a temporary or permanent basis and does not receive wage or stipend from the Town.

Adopted: August 21, 2023

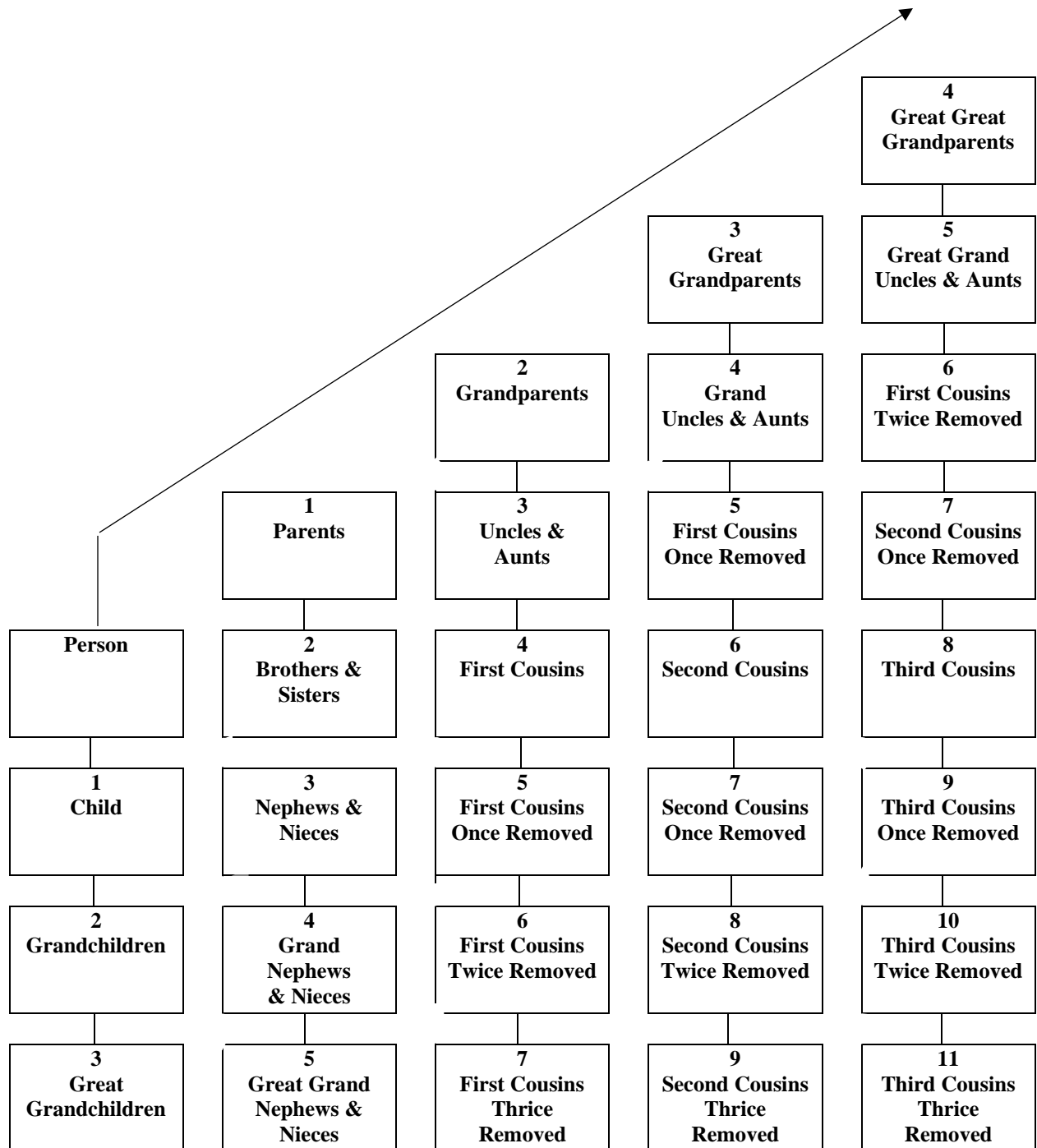
Amended:

	Ralph "Rusty" Blackington - Chair
	Thomas Hatch – Vice Chair
	Jessica Picard
	Amber Swett
	Victoria Gavel

A Majority of the Board of Selectpersons

Lyman, Maine

APENDIX A
TABLE OF CONSANGUINITY
 Showing degrees of relationships



TOWN OF LYMAN

Communications & Social Media Policy

Adopted: January 7th, 2019

Amended: June 2, 2025

PURPOSE

The purpose of this policy is to establish guidelines for the creation, use, and distribution of public communications and social media as a means of informing the citizens of Lyman. For purposes of this policy, communications and social media are understood to be content created by individuals, using accessible, expandable, and upgradable publishing technologies, through and on the Internet. Examples of Social Media include, but are not limited to, Facebook, Instagram, Blogs, YouTube, X (formerly known as Twitter), and LinkedIn. For purposes of this policy “comments” include information, articles, pictures, videos, or any other form of communication content posed on a Town of Lyman’s social media site.

STATEMENT

The Town of Lyman (Town) has an overriding interest and expectation in deciding what is “spoken” on behalf of the Town regarding public and social media. Active communication between the Town and its citizens may include local newspapers, electronic newspapers, electronic emails, electronic signs, postcards, postal correspondence, postal newsletter, local community posters, public meetings, Facebook, Instagram, LinkedIn, and the Town Website.

Content for announcement can be created by Town Officials, Town Employees. These announcements reflect matters and issues of common public interest and information that relates to Town’s functions, objectives, and missions. The Town Manager will approve the content generated by any party. If content is generated by any party other than Town Officials, it must meet the test of common public interest and must be nonpartisan and noncommercial.

GENERAL MANAGEMENT

The establishment and use by any Town department of the Town’s public and social media are subject to the approval of the Town Manager. Town communication and social media sites should make clear that they are maintained by the Town, and they follow the Town’s communication and social media policy. The Town Manager (or their designee) will monitor the content on the Town communications and social media sites to ensure adherence to both the Town’s communications and social media policy and the interest and goals of the Town. The Town will approach the use of communications and social media tools as consistently as possible, enterprise wide.

Whenever possible, Town social media sites should link back to the official Town of Lyman’s website for forms, documents, online services, and other information necessary to conduct

TOWN OF LYMAN

Communications & Social Media Policy

business with the Town. The Town's website at www.lyman-me.gov will remain the Town's primary and predominant internet presence.

All Town public and social media communications and/or sites shall adhere to applicable Federal, State and local laws, regulations, and policies. All Town public and social media communications and/or sites are subject to the Maine Freedom of Access Act. Any content maintained in a social media format that is related to Town business, including a list of subscribers, posted communication, and communication submitted for posting, may be a public record and subject to public disclosure.

Employees representing the Town via public and/or social media communications must conduct themselves at all times as representatives of the Town in accordance with all Town policies. When a employee responds to a comment in his/her capacity as a Town employee, he/she shall not share personal information about himself/herself or other Town employees.

The Town reserves the right to restrict or remove any content that is deemed in violation of this policy or any applicable law. Any content removed based on these guidelines must be retained by the Town for a reasonable period of time including the time, date and identity of the person or organization posting, when available. This policy may be amended at any time by a majority vote of the Select Board.

CONTENT

As a public entity, the Town must abide by certain standards to serve all its constituents in a civil and unbiased manner. A comment posted by a member of the public on any Town public or media site is the opinion of the commentator or poster only and publication of a comment does not imply endorsement of, or agreements by, the Town, nor do such comments necessarily reflect the opinions of policies of the Town.

All comments posted to any Town Facebook site are bound by Facebook's Statement of Rights and Responsibilities. The Town reserves the right to report any violation of Facebook's Statements of Rights and Responsibilities to Facebook with the intent that Facebook takes appropriate and reasonable responsive action.

ACCEPTABLE USE OF OFFICIAL TOWN SOCIAL MEDIA

The appropriate use of official Town social media accounts is dependent on employee status and role. No individual who is not an authorized user, as defined in this policy, may create, maintain, administer, or utilize any official Town social media platform.

Authorized users must treat all content and communications shared via official Town social media accounts as formal communications from the Town of Lyman. As such, great care must be

TOWN OF LYMAN

Communications & Social Media Policy

taken to ensure content aligns with all applicable Town policies, including but not limited to, those governing records retention, public records law, and professional conduct. Authorized users should have no expectation of privacy when operating or accessing Town social media accounts.

The Town Manager has the authority to create, manage, oversee, or terminate any official Town social media account as deemed necessary. They may use these accounts to communicate matters relevant to the operations of the Town. The Town Manager may also delegate these responsibilities to another employee as appropriate.

All official Town social media use must adhere to the following standards:

- Comply with all Town workplace policies.
- Respect privacy, copyright, and trademark laws.
- Maintain respectful, professional, and courteous communication with the public and all viewers.
- Avoid profanity, vulgar or disrespectful language, and obscene or explicit content.
- Refrain from using slang, idioms, or phrases that may have inappropriate or offensive connotations.
- Use accessible fonts and color schemes considerate of individuals with visual impairments.
- Follow all terms of use for the respective social media platform.
- Comply with applicable local, state, and federal laws, including those related to public access and records retention.
- Follow all relevant Town policies, particularly regarding confidential or protected information.
- Abide by the terms of any contracts or agreements the Town has entered into.
- Ensure all communications relate directly to Town operations, services, or initiatives.
- Ensure that only authorized users post on behalf of the Town.
- Avoid content that could harm the Town's reputation or relationships with the public, vendors, or other stakeholders.

TOWN OF LYMAN

Communications & Social Media Policy

APPROPRIATE USE OF PERSONAL SOCIAL MEDIA BY TOWN EMPLOYEES

The Town recognizes that employees may use social media in their personal lives and respects their right to do so, including protections under constitutional and statutory law. However, when such activity interferes with the Town's ability to carry out its responsibilities, it may be subject to review and corrective action. Personal use of social media outside of work is at the employee's discretion; however, employees must not represent or imply that they are speaking on behalf of the Town. Employees should also avoid using personal social media in ways that could negatively affect the Town's reputation with the public, clients, or partners due to their association with the Town. This includes, but is not limited to, posting or distributing content that is illegal, threatening, or disclosing confidential or private information that is not classified as a public record under Maine law. Such conduct may result in disciplinary action up to and including termination.

Employees should have no expectation of privacy when using social media on Town-owned devices or systems. Additionally, harassment, threats, or other inappropriate conduct on personal social media may lead to discipline if it impacts the workplace. Use of personal social media during working hours must not interfere with job performance, and access to personal accounts on Town-owned devices is prohibited without Town Manager approval. Any social media activity—whether on official Town platforms or personal accounts—that violates this policy or any other policy, may result in disciplinary measures.

Adopted: January 7th, 2019

Amended: June 2, 2025

Effective: Immediately

Town of Lyman Acceptable Use Agreement

Effective cyber security is a shared responsibility, and a team effort involving the participation and support of all employees, including volunteer members of boards, committees and/or commissions in the Town of Lyman. It is everyone's responsibility to know, understand and adhere to the guidelines listed in this agreement.

Based on best practices and regulations, we have endeavored to create safe cyber practices which are clear, concise, and easy to understand. If you have any questions about this agreement, please contact The Select Board's Office at selectboard@lyman-me.gov.

Thank you in advance for your support as we do our best to maintain a secure environment and fulfill our obligations and our mission.

Acceptable Use Agreement

- I certify that I have read and fully understand this Acceptable Use Agreement. I understand and acknowledge my obligations and responsibilities.
- I understand that Lyman reserves the right to monitor system activity and usage. My signature on this document means I have consented to this monitoring.
- I agree that I will not purposely engage in activity that may: harass, threaten or abuse others; take actions that will impede or reduce the performance of Information Resources; deprive an authorized Lyman user access to a Lyman resource; obtain extra resources beyond those allocated; or in any way circumvent Lyman security measures.
- I further understand that violation of these policies is subject to disciplinary action up to and including termination. Additionally, individuals may be subject to civil liability and criminal prosecution.

Acknowledged & Agreed to by:

User Signature

Date

Printed Name

Distribution

- Employees of the Town of Lyman and members of boards, committees and/or commissions, hereinafter known as employees/members, that have access to any Town owned devices, emails, or office equipment/media will receive a copy of the Acceptable Use Agreement upon hire/appointment and annually thereafter.
- Failure to comply with initial and/or annual training requirements and review of this agreement within a reasonable time upon request for review will result in temporary revocation of any and all access to Town-owned devices, emails, or media until all compliance requirements are met.

Definition

- IT Support is defined as the current IT Remote Managed Services Contractor under contract with the Town of Lyman.
 - To contact IT Support, Lyman uses the support email address provided to document a support ticket. For emergencies, the Select Board's Office shall be contacted as well as IT Support.
- Select Board's Office is defined as the current department head working with and under the supervision of the Select Board.

Access Control

Access to Lyman information will be limited to those persons who are reasonably required to know such information in order to accomplish our legitimate business purposes or as is necessary for compliance with local, state and federal regulations.

Data Classification

- Lyman data classifications include Protected and Confidential.
 - Protected information is defined as information that requires the highest level of protection; which if modified or disclosed would have legal, regulatory, and financial or negative public perception impact.
 - Confidential information is defined as information that is restricted to Lyman employees/members, auditors, regulators, vendors, and affiliates on a "need-to-know" basis.
- For details regarding Lyman data classifications, and the security requirements around each classification, contact The Select Board's Office at selectboard@lyman-me.gov.

Authentication

Password Requirements

- Passwords must be at least 12 characters long and be comprised of a minimum of 3 out of the following 4 types of characters: numbers, lower-case letters, upper-case letters, and special characters (i.e., #, &, *, etc.).
- The password must not include the user's first or last name and should not contain dictionary words or names like those of children, pet, or favorite hobby.
- Passwords must be changed at least every 180 days.
- Users are not permitted to reuse any of their last 10 passwords when selecting a new password.

- Accounts will be locked out (disabled) after 5 consecutive failed log-on attempts.
 - Network accounts will remain locked out for 30 minutes.
 - If you need your account reenabled during the lockout period, contact the Select Board's Office, or IT Support.
 - We understand getting locked out of your account is inconvenient and we will attempt to resolve the issue as quickly as is reasonably possible.

Password Protection

- Every user is responsible for any actions performed using their network or application account. Therefore, it is critical that users protect their passwords by not storing them in a text file on their computer in an unencrypted form.
- Passwords are to be kept in a secure location and not to be left open to public areas or as visible by others
- Passwords must *never be shared* with anyone, including IT staff.
- Work passwords must never be used for personal accounts such as Gmail, Amazon, an ISP e-mail account, etc. These passwords can be easily intercepted and can result in compromising Lyman's network security.
- Users must report all password compromises or attempted compromises to the IT Support.
- Passwords must be changed by the user immediately if there is any suspicion of compromise and the issue must be reported to IT Support as soon as the user is able to.

Email

Email use is subject to the following:

- Lyman owns the email system and the information transmitted and stored within it. Users will have no expectations of privacy.
- Users will use the Lyman's approved email encryption solution when sending any email (with or without attachments) which contains Protected or Confidential data.
- The following activities are prohibited:
 - Sending email that can be construed as intimidating, harassing, libelous, slanderous, or defamatory of another person, business, or entity.
 - Using email for purposes of political lobbying or campaigning.
 - Violating copyright laws by inappropriately distributing protected works.
 - Posing as anyone other than oneself when sending or receiving email, except when authorized to send messages for another when serving in an administrative support role.
- The following activities are prohibited because they impede the functioning of network communications and the efficient operations of electronic mail systems:
 - Sending or forwarding chain letters.
 - Sending unsolicited messages to large groups except as required to conduct Lyman business.
 - Sending excessively large messages.
 - Sending or forwarding email that is likely to contain computer viruses.
- Individuals must not send, forward or receive protected or confidential information through non-Lyman email accounts. Examples of non-Lyman email accounts include, but are not limited to, Gmail, Yahoo mail, and email provided by other Internet Service Providers (ISP).
- Individuals must not access non-Lyman email accounts from Lyman provided equipment.

- Individuals must not send, forward, receive or store protected or confidential information utilizing non-Lyman approved devices. Examples of such devices include, but are not limited to, home computers and laptops, smartphones, tablets, etc.
- E-mail messages and Internet sites accessed are not private but are property of Lyman. Lyman may review e-mail messages and Internet sites accessed by a user.
- **Think twice before you open attachments or click links in email.**
 - If you don't know the sender, delete the email; if you do know the sender but weren't expecting an attachment, double check using an alternate method of contact that they actually sent the email.
 - If your contact didn't send you the attachment, delete the message. If his or her computer is infected with malicious code, it may automatically send you emails (without their knowledge) with links or attachments in an attempt to infect your computer as well.

Internet Use

In addition to being an excellent resource for information and a revolutionary way to communicate with the world, the Internet is a rapidly changing and volatile place which can introduce threats to Lyman and its ability to achieve our mission. These policies are intended to provide guidance and protection, while still making available this useful business tool. The following rules apply when using the Internet:

All users must **not**:

- Knowingly visit Internet sites that contain obscene, hateful or other materials that could be construed as offensive; send or receive any material, whether by email, voice mail, memoranda or oral conversation, that is obscene, defamatory, libelous, slanderous, harassing, intimidating, offensive, discriminatory, or which is intended to annoy, harass, or intimidate another person, business, or entity. Intentional access to such sites, whether or not blocked by Lyman's content filtering system, is prohibited, and subject to disciplinary action, including termination.
- Solicit non-Lyman business for personal gain or profit.
- Use the Internet or email for any illegal purpose.
- Use the Internet or email for offensive or vulgar messages such as messages that contain sexual or racial comments or for any messages that do not conform to Lyman's policies against harassment and discrimination.
- Download or install any software or electronic files without the prior approval of the IT Support.
- Access the Internet via any means other than an approved connection provided for that purpose.
- Change any security settings in their Internet browser unless under the direction of the IT Support.
- Upload, download, or otherwise transmit commercial software or any copyrighted materials belonging to parties outside of Lyman, or Lyman itself
- Download or stream images, podcasts, music files, videos, games, etc. unless there is a business-related use for the material.
- Intentionally interfere with the normal operation of the network, including the propagation of computer viruses and sustained high volume network traffic, which substantially hinders others in their use of the network.

Artificial Intelligence Technologies

Artificial Intelligence (AI) technology offers powerful tools that can assist municipal staff in improving productivity, enhancing data analysis, and supporting administrative functions. However, its use must be carefully managed to ensure ethical standards and legal compliance. The purpose of this policy is to establish clear guidelines for the responsible and appropriate use of AI technologies within the Town's operations, with an emphasis on accountability and the safeguarding of confidential information.

AI shall not be used to generate or disseminate misinformation, harass individuals, make decisions involving employment, benefits, or public services without human oversight, or process personally identifiable or sensitive information. Users are strictly prohibited from uploading protected, sensitive, or confidential information—including but not limited to personally identifiable information (PII), health records, personnel files, and financial data—into any open-loop AI system or platform not expressly approved by the Town. Uploading such information to unapproved systems constitutes a policy violation and may result in data breaches or violations of local, state, or federal laws and regulations, regardless of the user's intent.

AI generative systems shall not be used to conduct or write employee reviews, draft personnel documentation, issue legal opinions, generate unique and unaltered content intended for official Town use, troubleshoot technical issues, or replace human judgment in any matter requiring official review or discretion. All users are responsible for ensuring that AI-generated content is thoroughly reviewed, fact-checked, and edited before use. Copying and pasting AI-generated text without attribution or review is prohibited; users may be held accountable for plagiarism or for presenting content as original work when it is not.

AI is a tool—not a substitute for professional judgment, subject matter expertise, or human oversight. Employees are expected to use AI responsibly and in accordance with this policy, maintaining the highest standards of integrity, accuracy, and accountability. Violations of this policy may result in disciplinary action, including loss of access privileges.

Social Media

Social media, such as Facebook, Twitter, and blogs, is largely a personal communication medium. Even LinkedIn, as well as other "professional" social media sites, are used by individuals in their personal capacity. If Lyman elects to participate in social media, any Lyman communications will be subject to review and approval by The Select Board's Office.

Personal use of such media needs to be conducted in compliance with the following:

- Under no circumstances will Protected or Confidential Information be posted on social media sites.
- The personal use of Facebook, Twitter or social networking web sites must not interfere with working time. Personal use of social networking web sites from Lyman provided equipment is prohibited.
- Any identification of the author, including usernames, pictures/logos, or "profile" web pages, must not use logos, trademarks, or other intellectual property of Lyman, without approval of the Select Board.
- Employees/members are responsible for their conduct on social media platforms and in matters of Lyman shall refrain from defamatory, offensive, libelous, or slanderous conduct that adversely affects employees/members job performance or duties, or customers, suppliers or people who work on behalf of Lyman or conduct legitimate business for Lyman.

- Employees/members are prohibited from using their personal social media to post responses, questions, etc. while acting in an official capacity. All posting requests shall be submitted to the Select Board's office for posting from Town of Lyman social media accounts.
- Written messages are, or can become, public. Use common sense.

Messaging

Lyman's messaging systems are a communication tool designed to enhance productivity and facilitate internal communications in order to provide excellent customer service. Only messaging applications approved by the Select Board are permitted. Policies governing the acceptable use of email and the Internet apply to Messaging systems.

- Employees have no reasonable expectation of privacy when using the company's Messaging system. The company reserves the right to monitor, access and disclose all employee Messaging communications.
- The Messaging system is intended for business use only.
- Employees will use professional and appropriate language in all messages.

Removable Media

To minimize the risk of loss or exposure of sensitive information maintained by Lyman and to reduce the risk of acquiring malware infections on computers operated by Lyman, the following restrictions on removable media apply:

- Authorized Lyman staff may only use Lyman removable media in their work computers.
- Lyman removable media may not be connected to or used in computers that are not owned or leased by Lyman without explicit permission of Lyman's Select Board.
- Media such as printers, copiers, scanners, etc. may not be connected to a Lyman remote or mobile device unless such media is owned by Lyman and leased with explicit approval of the Select Board.
- Protected or Confidential information may only be stored on removable media when required in the performance of your assigned duties.
- When Protected or Confidential information is stored on removable media, it must be encrypted.

Mobile Devices

This section applies to all users who have been granted permission to access Lyman's internal information resources via the use of a mobile device (smartphone or tablet).

Mobile Device Controls

Smartphones and tablets are a great convenience and are a part of doing business. They also come with many risks including ease of theft, operation in unsecured environments, and easily intercepted wireless communications.

In order to protect our valuable information; it is important that users of mobile devices follow these rules of use:

- Only Lyman approved mobile devices may be used to access Lyman information resources.
- Mobile devices must never be shared with anyone and are intended only for the authorized user.
- The theft or loss of a mobile device must be reported to the IT Support immediately.
- Mobile devices require a powered-on password and will lock after 5 minutes of inactivity.
- Mobile devices will be configured to be wiped after 10 failed password attempts.
- Lyman data residing on mobile devices must be encrypted.

- Mobile devices must be physically secured at all times.

Laptops

Laptops are a great convenience. They also come with many risks including ease of theft, operation in unsecured environments, and easily intercepted wireless communications.

In order to protect our valuable information; laptop users must follow these rules of use:

- Only Lyman approved laptops may be used to access Lyman information resources.
- Laptop devices must never be shared with anyone and are intended only for the authorized user.
- Laptops are subject to the same Lyman controls as workstations, including patch requirements, malware protection, firewall rules, screen saver timeouts, etc.
- Laptops must be full disk encrypted.
- Laptops must be physically secured at all times.
- The theft or loss of a laptop must be reported to the IT Support immediately.
- Protected and/or Confidential company data cannot be stored on laptops unless specifically authorized by the Select Board's Office.

Remote Access

This section applies to all users who have been granted permission to access the Organization's internal computing resources from a remote location.

Remote Access Policy

- Remote access to the Lyman network will be provided to users authorized by The Select Board.
- Any devices used for remote connectivity to the Lyman network must conform to Lyman remote access standards.
- Termination of an authorized user's Remote Access is handled through the standard employee termination process upon employee termination or at management's request.

Remote Access System

Users must review this Acceptable Use Agreement and acknowledge they understand their requirements in respect to remote access.

- Lyman information WILL NOT be stored on / saved to the remote workstation unless authorized by the Select Board
- Remote access connections must use the authorized Lyman remote access solution by VPN or authorized remote desktop via provided Town device.
- Remote access connections require two factor authentication by VPN or 2-factor secure remote desktop client.
- The remote workstation will:
 - Be kept physically secure and not be used by anyone other than a Lyman workforce member.
 - Have security controls in place:
 - Antivirus Software installed and virus definition files updated.
 - Desktop Firewall Software.

- Updated and current with operating system and application patches.
- No critical vulnerabilities or malware are present that could negatively affect the health of the Lyman network.
- Remote sessions will be automatically disconnected after 5 minutes of inactivity.

Physical Access

This section applies to all facilities operated by Lyman and all employees/members and any other person who may come in physical contact with resources that affect Lyman's information assets on Lyman's premises.

Physical Security is the process of protecting information and technology from physical threats. Physical access to information processing areas and their supporting infrastructure (communications, power, and environmental) is controlled to prevent, detect, and minimize the effects of unintended access to these areas (i.e., unauthorized information access or disruption of information processing itself). The business of Lyman requires that facilities have both publicly accessible areas as well as restricted areas.

- When an individual authorized to access a controlled area is separated from Lyman or has a role change that no longer authorizes access to that area, that person's authorization will be removed from all applicable access lists and immediately removed from controlled areas.
 - When a user is separated from Lyman, any access tokens or keys will be collected, and the necessary access control personnel will be notified.
- All individuals that enter any of Lyman's secured areas must be verified as authorized to do so.
- Third parties must not be given access to the Data Center unless authorized by The Select Board's Office.
- Protected and confidential data and/or information systems containing confidential or protected data must be physically secured when not in use. Files must be stored in controlled areas or locked vaults and access is limited to appropriate users based on job function.
- Individuals are required to notify a Manager if they notice improperly identified visitors.
- Desktops will be automatically disconnected after 5 minutes of inactivity.
- No users personal information or data should be stored on Lyman's devices.

Incidental Use of Information Resources

As a convenience to the user community, incidental use of Information Resources is permitted. Only brief and occasional use is considered to be incidental. The following restrictions on incidental use apply:

- Incidental personal use of electronic mail, Internet access, fax machines, printers, copiers, and so on, is restricted to approved users; it does not extend to family members or other acquaintances.
- Incidental use must not result in direct costs to Lyman.
- Incidental use must not interfere with the normal performance of a user's work duties.
- Incidental use of information resources must not involve solicitation in any form, must not be associated with any outside business or employment activity, and must not potentially injure the reputation of Lyman, or its employees/members.
- All messages, files and documents – including personal messages, files and documents – located on information resources are considered to be owned by Lyman and may be subject to open records requests and may be accessed in accordance with this policy.

Termination

The following requirements apply to all users and contractors whose employment or affiliation is terminated either voluntarily or involuntarily.

- The terminated user must immediately surrender the following: all keys, IDs, access codes, badges, business cards and similar items that are used to access Lyman's premises or records.
- The terminated user's voicemail access, e-mail access, Internet access, passwords, and any other physical or electronic access to personal information will be disabled immediately.
- The terminated user must return all records to Lyman that contain protected or confidential information, which at the time of termination is in the terminated user's possession. Such records include all personal information stored on laptops or other portable devices or media, and in files, work papers, etc.

Adoption

Adopted June 5th, 2023

Amended: June 2, 2025

Effective immediately.

TOWN OF LYMAN

Municipal Purchasing Policy

Adopted: June 15th, 2020

Amended: June 2, 2025

PURPOSE

The purpose of this policy is to standardize the purchasing procedures of the Town of Lyman, thereby securing for the Town the advantages of centralized and uniform purchasing procedures saving the taxpayer's money and increasing public confidence in the procedures for purchasing. This policy includes Section 7.7 of the Town of Lyman Charter Purchasing and Sales Procedures.

DEFINITIONS

“Bid most advantageous to the Town” means a bid chosen on the basis of price, quality of merchandise, suitability of merchandise, and service reputation of the vendor, and not necessarily the lowest bid received.

“Emergency” means and situation or circumstance by its nature or severity, as deemed so by the Town Manager, that would inhibit the Department from providing delivery of services when said services are or may be, needed that requires an override of the procedures set out in this policy.

“Professional Services” means services provided to or for the Town by licensed professionals such as lawyers, architects, engineers, auditors and consultants.

“Purchase” means buying, renting, leasing, or otherwise acquiring supplies or services for a price.

“Purchase Order” means the form specified by the Purchasing Agent for the purpose of identifying the vendor, item(s) purchased, quantities, prices, terms, and budgetary account(s) to be charged.

“Purchasing Agent” means the Town Manager or the Town Manager's designee.

“Quotation” means a written or oral proposal obtained from a prospective vendor.

“Services” means the lease or rental of all grounds, buildings, offices, space or equipment required by the Town, the repair or maintenance of equipment or real property owned by or the responsibility of the Town and all labor furnished to the Town by persons, firms, individuals or corporations 13019359.1 not part of or connected with the Town government. “Services” shall not include Professional Services, or utilities such as electricity, water, and phone services.

“Supplies” means all materials and equipment.

“Town Official” means any elected, appointed, volunteer, or employee of the Town that in their capacity serve a role in the functions or business operations of the municipality or provide any such services related to municipal affairs.

TOWN OF LYMAN

Municipal Purchasing Policy

PURCHASING

Except in matters pertaining to normal road maintenance or in emergency situations as determined by the Board in those cases where the scope of work or services to be performed for the Town shall require an expected expenditure of \$10,000 or more, the following guidelines shall be followed:

- a. A clear statement defining the required scope of services or specifications of the work to be performed shall be provided to the potential bidders, along with notice as to where the bid forms may be picked up. Notices shall be mailed to prior and appropriate bidders, notifying them of the current bid request.
- b. Requests for bids shall be advertised in the local papers early enough to give bidders sufficient time to prepare bids. Such advertisements should include the statement that, "The Board reserves the right to accept or reject any or all bids". Awards shall be made to the most responsible, qualified, and responsive bidder.
- c. The manner in which the bids are to be submitted, when they shall be due in the Town Office, and when the bids are to be publicly opened, shall be clearly stated in the ad.
- d. The Board may contractually require a bid bond and/or a performance bond.
- e. For purchases between \$5,000 and \$9,999, at least three (3) price quotes for comparable products must be solicited prior to the purchase.

LIMITATIONS ON PURCHASES

Limit amount is fifty dollars (\$50.00) or a combination thereof, which shall require a purchase order(s) to be completed and submitted to the Town Manager's Office. The guidelines for purchasing procedures listed below are expected to be followed:

- The Town Manager shall be the Purchasing Agent for the Town, responsible for overseeing all purchases of supplies, materials, and equipment for use by the Town. The Town Manager reserves the right to deny any purchases based on funding availability and the scope of the current budget.
- Any purchase over \$50.00 shall require a purchase order subject to approval of the Purchasing Agent and submittal of an approved purchase order to the Finance Officer.
- The purchase order shall include confirmation of funds available for the purchases, a description of items purchased, or an invoice attached to the purchase order. An invoice is the vendor's statement of his/her charges against the Town for materials or services rendered. Invoices should contain substantially the same information as on the purchase order

TOWN OF LYMAN

Municipal Purchasing Policy

- No purchases or services, supplies, materials, and equipment shall be made without prior approval of the Purchasing Agent.
- Once approved, the Town Manager will order or submit approval to the appropriate Town Official
- Neither the Purchasing Agent nor any Town Official shall make any purchase or allow any purchase to be made until an appropriation therefore has been approved by the Town
- Payments will be made in accordance with Title 30-A MRS §5603(2)(A)

All Town Officials acting in their official capacity on behalf of the Town are expected to:

- Practice economy in the use of materials, goods, and services
- Maintain property and equipment in serviceable condition
- Determine acceptable quality of commodities and supplies to be purchased
- Share knowledge of special factors which will implement a policy designed to enable the Town to minimize cost and maximize quality.
- Prepare requisitions and keep corresponding records to facilitate correct accounting charges.
- Be empowered to reject any unacceptable supply or commodity on the grounds of high cost or low quality, and provide the Purchasing Agent with a written detailed report of rejection.
- Choose vendors on the basis of responsibility, quality, prior experience with providing goods and/or service to the Town, reputation, and references from other municipalities or customers.
- Report to the Purchasing Agent the following
 - Items beyond use
 - Items being replaced or to be replaced
 - Items no longer of use to Department operations.

Disposal of all surplus equipment valued over \$500 shall be by sealed bid process established by the Board who reserves the right to reject all bids. Advertisements for the disposition of surplus Town equipment shall be posted at the normal locations in Town and on available electronic media. If there are no bids, the Board may dispose of the surplus equipment as deemed necessary.

- Plan future purchases to provide ample time to secure favorable prices and terms, and to minimize direct purchases.

TOWN OF LYMAN

Municipal Purchasing Policy

EMERGENCIES

Purchases made in emergency circumstances shall be considered exempt. Notification that the emergency exists is made to the Town Manager with details to the nature of the emergency, the source of funding for the emergency and the most advantageous manner in which to make the purchase of services, supplies, materials and equipment. Emergency notification will be for emergencies only and not used to circumvent this policy. The Town Manager will apprise the Board of emergency expenditures.

CREDIT CARD USE

The Town Manager shall determine who is authorized to utilize Town Credit cards.

- a. The card will not be used at any time for personal expenditure.
- b. The card will not be used at any time without prior purchase order approval within the guidelines listed in this policy.

Each time the Town's credit card is used, it will be immediately returned to the Finance Officers. All receipts will be attached to the approved purchase order with expense codes written on the receipt to be used for payment of the charges. The Finance Officer will pay the bill in a timely manner to avoid any interest or penalties whenever possible so long as the payment is not in conflict with Title 30-A MRS §5603(2)(A)

All purchases made with any Town credit card and purchase order require the Town's tax exemption to be utilized whenever it is reasonable feasible to do so. If tax appears on the receipt the person authorized to use the card must contact the vendor to have the tax removed from the purchase.

Each time a Town Official is authorized to use any Town credit card the use must signed out and signed in the credit card usage log with the Finance Officer. Upon signing the log, the card user is acknowledging they have read and understood this policy.

The individual issued a municipal credit card is responsible for its protection and custody and shall immediately notify the Finance Officer if the card is lost or stolen.

REQUIREMENTS FOR USING STATE AND FEDERAL FUNDS

The Town shall ensure that all state and federal funds are used in strict compliance with applicable laws, regulations, and grant requirements. All expenditures made with such funds must directly support the purposes for which the funds were awarded and must be properly documented and accounted for in accordance with generally accepted accounting principles and any specific requirements set by the granting agency. Town Officials utilizing state or federal

TOWN OF LYMAN

Municipal Purchasing Policy

funds are responsible to ensure proper tracking, reporting, and audit readiness. Any employee or official found to have misused or misappropriated such funds may be subject to disciplinary action, up to and including termination, and may be held personally liable for the repayment of disallowed costs. The Town reserves the right to void any agreement or purchase made in violation of this policy.

CONFLICTS OF INTEREST

Any Town Official who has financial interest, direct or indirect, or by reason of ownership of stock in any corporation, or ownership interest in a business entity, in any contract with the Town, or in the sale of any land, material, supplies, or services to the Town or to a contractor supplying the Town, shall make known that interest and shall refrain from voting upon or otherwise participating in his/her capacity as an official in making such sale or otherwise in the making or performing of such contract.

Any Town Official who knowingly conceals a financial interest, or who willfully violates the provisions of this section, shall be deemed to have committed malfeasance in office and may be subject to disciplinary action. Additionally, any violation of this section that occurs with the express or implied knowledge of the individual or business entity entering into a contract or sale with the Town may, at the Town's discretion, render the contract or sale voidable

In all proceedings before the Town, every Town Official shall attempt to avoid the appearance of a conflict of interest by disclosure or abstention.

TOWN OF LYMAN

Municipal Purchasing Policy

This policy supersedes any prior policy related to this subject.

Adopted: June 15th, 2020

Amended: June 2, 2025

TOWN OF LYMAN, MAINE
POLICY GOVERNING ACCESS TO PUBLIC RECORDS
UNDER THE MAINE FREEDOM OF ACCESS ACT

I: SUMMARY AND PURPOSE

This policy governing access to public records is established to implement the provisions of the Maine Freedom of Access Act, I M.R.S.A. Sections 401-412. The purpose of these rules is to support the policy of providing public access to the public records in the possession of the Town while, at the same time, complying with state law requirements as to confidential information and maintaining administrative efficiency.

2. DEFINITIONS

Terms used in this Policy Governing Access to Public Records shall have the same meaning as in the Maine Freedom of Access Act.

"FOAA" means Freedom of Access Act.

"Requestor" means person who submits a request for public records under the provisions of the FOAA.

"Public Access Officer" is the appointed employee of the town responsible for ensuring that each public record request is acknowledged within a reasonable period of time and a good faith non-binding estimate of when the response to the request will be complete is provided. A public entity that receives a public record request must acknowledge and respond to the request regardless of whether it was delivered to or directed to the Public Access Officer. The unavailability of a Public Access Officer cannot delay a response to a request therefore the Public Access Officer shall designate another employee to serve as an alternate Public Access Officer.

3. PROCEDURES FOR REQUESTING PUBLIC RECORDS

Written requests for public records are requested to be submitted to the Public Access Officer at the following addresses:

Public Access Officer
Town of Lyman
11 So. Waterboro Road
Lyman, Me. 04002

OR:

townmanager@lyman-me.gov

Written or oral requests submitted to Town Officials or Town employees other than the Public Access Officer will be referred to the Public Access Officer for processing and response.

(Note: The Town cannot require written requests, and it cannot require persons making requests to identify themselves, although the Town still gets a reasonable time to respond. Also, as written, this makes it sound as if a written request can only be made to the Public Access Officer and will be rejected if made to anyone else. The statute does not support such a limitation)

4. FORM AND CONTENT OF REQUEST

Requests in accordance with the FOAA and the Town of Lyman Policy Governing Access to Public Records are requested to be made in writing to ensure that a complete response is given, but a written request is not required. For the requestor's convenience, e-mail shall be considered a written request.

The following information is requested when submitting a FOAA request:

- A. The requester's full name, address and phone number. If a requester does not wish to provide this information, the requestor will be informed as to when the requested information, or an estimate, will be available.
- B. A brief description of the public records being sought, being as specific as possible. If you do know what document you are seeking, please state which specific information is being sought.
- C. Whether the request is for inspection of public records, copies of public records, or both.
(Note: The FOAA does not require a person making a request to state the reason for the request and a request cannot be denied if it is for a commercial purpose.)

5. TIMELINE FOR TOWN RESPONSE TO REQUEST FOR PUBLIC RECORDS

The Public Access Officer must acknowledge receipt of the FOAA request within five working days of the request. The Public Access Officer shall respond within a "reasonable amount of time" with (1) a good faith, nonbinding estimate of the time within which the municipality will comply with the request and (2) a cost estimate for complying with the request. Requests may be made orally under the FOAA, but the Public Access Officer still has five (5) working days to acknowledge receipt of the request. It is not required by law that the records be provided for inspection and/or copying within five (5) business days.

Should a request be denied by the Public Access Officer the requested shall be notified of the reasons for the denial within five (5) business days.

Factors defining "reasonable time" shall include administrative workload, complexity of request or amount of staff time required to fill request.

6. TOWN RESPONSE TO REQUEST FOR PUBLIC RECORDS

After review of a request for public records, the Town may either provide the materials, give notice that the materials shall be made available upon payment of reproduction costs and/or staff time, or give notice of the time and place for inspection of records. A denial of a request for public records shall be made in writing. It shall state the reason(s) for the denial.

The Public Access Officer may request additional clarification concerning what public records are sought before responding to a request.

7. PROCEDURES FOR PROVIDING RECORDS

Inspection of records at Lyman Town Hall generally public records will be made available for inspection during normal working hours of the Lyman Town Hall.

Unless otherwise arranged, the inspection of records shall take place at the Lyman Town Hall.

It is not required of the public entity to create a record that does not exist.

It is not required of the public entity to create a record that does not exist.

Documents which the requestor wishes to have copies shall be segregated during the course of the inspection. An employee of the Town may be present throughout the inspection.

Generally, all copying shall be done by a Town employee. A requestor may be prohibited from bringing bags, briefcases or other containers into the inspection room.

Copies of public records shall be provided to the requestor only upon payment of any charges which are due.

Charges for copies of public records shall be assessed in accordance with State Statute unless an established "fee schedule" as approved by the Select Board.

9. FEES

The Town shall assess any and all fees to the requestor allowable by the State of Maine Freedom of Access Act.

Should a requestor make a request requiring Town Employee time to fill such request, which exceeds the allowable "free" time allotted by the FOAA, an estimate of charges to fulfill the request shall be given to the requestor before such work begins. Prepayment shall be required if the estimated response costs exceed \$100.00 or if the requestor has previously failed to pay a properly assessed fee under this policy in a timely manner. Any overpayment shall be refunded upon receipt by requestor.

POLICY FOR HANDLING NON-FOAA COMPLAINTS

It is the policy of the Town of Lyman to take all citizens' complaints responsively and seriously, while simultaneously ensuring that staff do not spend undue time in receiving complaints.

A complaint form shall be created and utilized to obtain the person's name, contact information, a brief description of the nature of the complaint and the person's signature indicating that they concur with the complaint summary.

All complaints shall be submitted in writing to the appropriate Department and/or Town Manager

Staff are not expected to take the time to provide a full hearing of the complaint at any point, but only to take the limited time necessary to ascertain the nature of the complaint for logging purposes. Municipal departments are responsible for professionally receiving and addressing public complaints related to services, operations, or general concerns that are not subject to the Freedom of Access Act (FOAA). All such complaints shall be documented in writing by the complainant and referred to the appropriate department head for review and follow-up. Staff are not expected to resolve civil matters or matters outside of their authority to review and may direct the complainant as to appropriate procedures outlined by ordinance, policy or other applicable laws. Staff are not expected to provide legal advisement regarding any complaint submitted. Complaints involving the conduct or performance of a Town employee must not be handled at the departmental level and must be directed promptly to the Town Manager for appropriate review and action. This ensures consistent oversight, confidentiality, and proper resolution in accordance with Town policies.

Adopted: January 7th, 2019

Amended: June 2, 2025

Effective: Immediately

TOWN OF LYMAN

Grant Application & Management Policy

Adopted: 2/18/2025

Amended:

PURPOSE: *The purpose of this policy is to establish a clear and structured process for identifying, applying for, and managing grants and funding opportunities in the Town of Lyman.*

To coordinate grant-writing efforts and avoid duplication, all grant applications must be approved by the Town Manager before submission, and a copy of the application and supporting documents must be filed with the Town. Volunteers may not enter into contracts on behalf of the Town and must coordinate any such work with a staff liaison or the Town Manager as appropriate.

Before submitting a grant application, committees or volunteers must present a proposal to the Town Manager detailing the scope and purpose of the grant, the anticipated outcomes, and the parties responsible for overseeing the project. The proposal must include cost estimates, any financial commitments required from the Town, including maintenance, upkeep, subscriptions and services, and a clear breakdown of matching fund requirements, if applicable. If the project involves permitting, detailed information regarding the necessary permits must be provided. It is the responsibility of the committee or volunteer(s) to gather all relevant information necessary for the grant submission unless otherwise assigned by the Town Manager. Depending on the project's scope, the Town Manager may present the proposal to the Select Board for approval.

Committees or volunteers must track all grant-related documentation and are responsible for completing any required post-grant reporting. They must also ensure that projects funded through grants are completed within the specified deadlines. They will be responsible for coordinating the project through completion unless otherwise assigned by the Town Manager.

All purchases must comply with the Town's purchasing procedure and Town Charter. If a grant project requires matching or additional funding from the Town, the committee or volunteers must follow the appropriate budgeting process for approval of funds.

To avoid delays and any unforeseen challenges, planning, budgeting, and coordination of projects should be done as early as possible. All grant-related records, whether in digital or physical format, are considered official Town records and must be submitted for records retention in compliance with Town policies. Any proposed project must align with the best interests of the Town and support its long-term objectives.

TOWN OF LYMAN

Grant Application & Management Policy

Adopted: 2/18/2025

Effective: Immediately

Jessica Picard - Chair

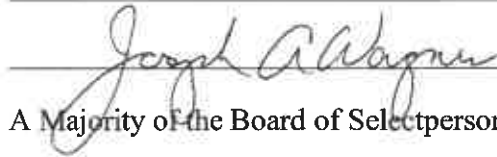


Victoria Gavel – Vice Chair



Amber Swett

Dave Alves



Joseph Wagner

A Majority of the Board of Selectpersons
Lyman, Maine