

Additional recommended changes to the personnel policy:

**Page 12 of policy / Page 21 of packet: Earned Paid Leave:**

Under Full-Time Accrual, says 'twenty' – it should say 'twenty-one'.

Under Approval: change “submitting a written leave request form” to “submitting an email with the request”

**Page 15 of policy / Page 24 of packet: Leave/Leaves of Absence:**

A. Bereavement Leave - Remove 'registered' from domestic partner. I assume registered in this sense, was originally developed to say one had to be registered with the state of Maine. One shouldn't have to be registered to bereave the person you live with.

B. Remove 'registered' from domestic partner

Last paragraph, last sentence – Change 'Town' to 'Town Manager'

**Page 16 of policy / Page 24 of packet: Leave/Leaves of Absence:**

First paragraph – change “three” consecutive days to “five”

**Page 31 of policy / Page 40 of packet: Drugs, Alcohol & Smoking:**

Change title from “Drugs, Alcohol & Smoking” to “Drugs, Alcohol & Tobacco”

Potential Tobacco-Free Policy to replace A.

No use of tobacco products, including cigarettes, smokeless tobacco, and electronic cigarettes, is permitted within the facilities or on any Town-owned property at any time.

“Property” means the organization’s facilities “curb to curb,” including offices, grounds, adjacent sidewalks, parking lots, company owned vehicles, and employee vehicles parked on owned and leased property.