Disciplinary Procedure:
The purpose of the following procedure is to provide a basis for the uniform application of discipline to all town employees to insure equality of treatment and to promote efficiency in municipal service.

There is hereby created a formal disciplinary procedure for all department heads to follow in regard to any misconduct on the part of employees.

The disciplinary procedure established is not a substitute for judgement. It should not be followed rigidly. The guiding theme should be "discipline is used for just cause." However, it must be emphasized that the application of discipline is necessary when warranted, and it is the duty of a department head to insure that the town is getting the proper performance from its employees.

DISCIPLINARY SYSTEM
1. Warning
2. Reprimand
3. Suspension
4. Demotion or Discharge

1. Warning
This is simply a matter of telling the employee that his behavior or performance must improve or more serious action will be taken. The action may be written or oral, formal or informal. In such cases, a specific, detailed record should be kept of each important warning given to the employee. The warning should be given in private and almost always come before any of the other actions described below.

2. Reprimand
A reprimand is a formal record of an interview with an employee who has been told that more serious action will be taken unless there is immediate improvement in his performance or behavior. Usually there should be a witness to the interview. A copy of the record of reprimand should be given to the employee with a copy forwarded to the Town Manager. The report, in addition to proper identification of all parties, should include, where appropriate, the following items: the behavior or work performance for
which the reprimand is given and the specific improvements expected; the
time limit within which improvement must be made; a specific offer on
the part of management to assist the employee in the expected improvement;
a statement of any prior warnings given the employee; and some indication of
further action to be taken for insufficient improvement.

3. Suspension
This is the most serious action that can be taken prior to demotion or
discharge. An interview with the employee is required. Suspension should
be subject to review by the Town Manager. In any of the most serious cases
involving rule infractions, the suspension step may have to be disregarded
and discharge considered.

4. Demotion or Discharge
These are the ultimate steps which may be taken with regard to an employee.
Unless the preceding steps have been followed and proper documentation is
gathered, it is most difficult to prove a case for dismissal or demotion.

WORK RULES

In Fairness to Everyone - In every organization where many people work to-
gether, some specific rules and regulations are necessary to define acceptable
conduct and to promote the smooth functioning of the organization as a whole.
The purpose of the following rules is to insure all employees safety and
fairness in their cooperative effort, rather than to place restrictions on
any one individual. The Town feels that a great majority of its employees
want to play the game fairly and will abide by the rules. For this reason
we have set forth acts of misconduct, which, if committed, will result in
appropriate disciplinary action.

Please Read Carefully.

Rules and Regulations (Including but not limited to):
1. Neglect of duty or failure to meet a measure of efficiency and productivity.
2. Inattention to duties, loafing, idling or wasting time during working
   hours.
3. Negligent or careless acts which contribute to lessening of efficiency,
   loss of town money or loss of work time.
4. Repeated tardiness or absence.
5. Horseplay, disorderly conduct or abusive language on or off city premises
during working hours.
6. Starting repeated arguments with employees, supervisors and others.
7. Use of rudeness, swearing, vulgarity or profanity.
8. Theft or dishonesty.
9. Bringing to work intoxicants or narcotics, using intoxicants or nar-
cotics, having intoxicants or narcotics in one's possession, or being
under the influence of intoxicants or narcotics during work hours.
10. Insubordination.
11. Refusal of an employee to follow instructions or to perform designated
work where such instructions or work normally and properly may be
required of an employee.
12. Disloyalty.
13. Fighting, agitating a fight or attempting bodily harm or injury to
another employee.
14. Abuse or waste of tools, equipment, fixtures, supplies or goods of the
Town.
15. Failure to be at work position at the start of the shift, and of the
rest period or lunch period, or failure to remain at work station up
to the start of the rest or lunch period of end of shift.
16. Loss of driver's license when driving is necessary for proper job per-
formance.
17. Other action or conduct materially affecting or impairing the efficiency
of the municipal service or that brings the community in to the public
disrepute.

In conclusion, a dismissal will be automatic if one is caught intoxicated,
stealing, destroying or sabotaging town property.

ADOPTED BY THE MEXICO BOARD OF SELECTMEN 10/3/1977
ATTENTION: ALL NON-UNION EMPLOYEES

1. EFFECTIVE JULY 1, 1996 EMPLOYEES WILL START PAYING 60% OF THE INSURANCE INCREASE THAT IS EFFECTIVE JANUARY 1, 1996. ALSO EMPLOYEES WILL PAY FOR 60% OF ANY INCREASE THEREAFTER.

2. EFFECTIVE JULY 1, 1996 YOUR ACCRUED SICK DAYS WILL GO TO 90 DAYS, WITH 1/3 PAID AT RETIREMENT.

3. EFFECTIVE JULY 1, 1996 YOUR NEW VACATION SCHEDULE WILL BE AS FOLLOWS:

A. MORE THAN 1 YEAR AND LESS THAN 2
   1 WEEKS
B. MORE THAN 2 YEARS AND LESS THAN 5
   2 WEEKS
C. MORE THAN 5 YEARS AND LESS THAN 10
   3 WEEKS
D. MORE THAN 10 YEARS AND LESS THAN 15
   4 WEEKS
E. MORE THAN 15 YEARS
   5 WEEKS

The following is a list of BENEFITS that were negotiated and awarded to the non-union employees of the Town of Mexico.

HOLIDAYS:
1. New Year's Day
2. Washington's Birthday
3. Patriots Day
4. Good Friday Afternoon
5. Memorial Day
6. July 4th
7. Labor Day
8. Veterans Day
9. Thanksgiving Day
10. Day after Thanksgiving
11. Day before Christmas
12. Christmas
13. Floating Holiday
14. Floating Holiday
15. Martin Luther King Jr. Day
THE FOLLOWING IS A LIST OF BENEFITS FOR NON-UNION EMPLOYEES OF THE TOWN OF MEXICO:

HOLIDAYS:
1. NEW YEAR'S DAY
2. WASHINGTON'S BIRTHDAY
3. PATRIOTS DAY
4. GOOD FRIDAY AFTERNOON
5. MEMORIAL DAY
6. JULY 4TH
7. LABOR DAY
8. VETERAN'S DAY
9. THANKSGIVING DAY
10. DAY AFTER THANKSGIVING
11. DAY BEFORE CHRISTMAS
12. CHRISTMAS
13. FLOATING HOLIDAY
14. FLOATING HOLIDAY
15. Martin Luther King Day

VACATIONS:
1. MORE THAN 1 YEAR AND LESS THAN 2 YEARS
2. MORE THAN 2 YEARS AND LESS THAN 5 YEARS
3. MORE THAN 5 YEARS AND LESS THAN 10 YEARS
4. MORE THAN 10 YEARS AND LESS THAN 15 YEARS
5. MORE THAN 15 YEARS

THE TOWN OF MEXICO IS REQUIRED TO PROVIDE SOCIAL SECURITY AND MAINE STATE RETIREMENT. HOWEVER, EMPLOYEES ARE ALLOWED BY LAW TO CHOOSE AN IRA IN LIEU OF THE MAINE STATE RETIREMENT PLAN.

BEREAVEMENT LEAVE: IN THE EVENT OF THE DEATH OF THE EMPLOYEE'S SPOUSE, CHILD, MOTHER, FATHER, BROTHER, SISTER, MOTHER-IN-LAW, FATHER-IN-LAW, GRANDPARENTS AND GRANDCHILDREN, THE EMPLOYEE SHALL BE ENTITLED UP TO THREE (3) DAYS LEAVE IF SAID EMPLOYEE IS SCHEDULED TO WORK ON SAID DAYS. SCHEDULED DAY OR DAYS OFF, INCLUDING VACATION, FALLING WITHIN THIS THREE (3) DAY PERIOD WILL NOT BE COMPENSATED FOR.

SICK LEAVE: 1 DAY PER MONTH, TO A TOTAL OF 90 DAYS ACCUMULATION. ONE MONTH RECEIVED AT RETIREMENT.

HEALTH INSURANCE: PROVIDED BY M.M.E.H.T. HOSPITAL BENEFITS, PHYSICIANS, AND MAJOR MEDICAL BENEFITS. (POINT OF SERVICE & TRADITIONAL) EMPLOYEES WILL PAY 40% OF INSURANCE INCREASES.

DISABILITY INSURANCE: PROVIDED UNDER M.M.E.H.T. PLAN AT 40% OF EMPLOYEES' SALARY.

LIFE INSURANCE IS ALSO PROVIDED UNDER THIS PLAN, UP TO ONE (1) YEAR'S SALARY OF THE EMPLOYEE.

Amended: Penny J. Pugliese

* per vote at Selectmen meeting held on 5/2/15
* IRA match increased to $1700
* Health Insurance deductible increased to $3,000 annually