

# TOWN OF MEXICO

## RULES AND REGULATIONS FOR TOWN EMPLOYEES

### 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 together, 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 narcotics, 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 performance.
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



# TOWN OF MEXICO

32 Main Street P.O. Box 251  
Mexico, Maine 04257  
(207)364-7971

DECEMBER 12, 1995

**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        | 8. Veterans Day                |
| 2. Washington's Birthday | 9. Thanksgiving Day            |
| 3. Patriots Day          | 10. Day after Thanksgiving     |
| 4. Good Friday Afternoon | 11. Day before Christmas       |
| 5. Memorial Day          | 12. Christmas                  |
| 6. July 4th              | 13. Floating Holiday           |
| 7. Labor Day             | 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:**

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

**VACATIONS:**

- |  |         |
|--|---------|
| 1. MORE THAN 1 YEAR AND LESS THAN 2 YEARS    | 1 WEEK  |
| 2. MORE THAN 2 YEARS AND LESS THAN 5 YEARS   | 2 WEEKS |
| 3. MORE THAN 5 YEARS AND LESS THAN 10 YEARS  | 3 WEEKS |
| 4. MORE THAN 10 YEARS AND LESS THAN 15 YEARS | 4 WEEKS |
| 5. MORE THAN 15 YEARS                        | 5 WEEKS |

*15. Martin Luther King Day*

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 THIRD 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 ~~60%~~ <sup>8%</sup> OF INSURANCE INCREASES. *(Based on % by Ins Co.)*

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

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

*amended: Penny S. Duguay*

*\* per vote at Selections meeting held on 5/12/15*

*\* IRA match increased to \$1700*

*\* Health Insurance stipend increase to \$3,000 annually*