

Summary of Key Differences

Probation Policy

- **Probation Periods:**
 - Newly hired regular employees now have a **6-month probationary period** (formerly unspecified).
 - Public safety employees (fire and police) will serve a **12-month probationary period** (formerly 1-year).
 - **Termination During Probation:** Clarified that **Town Manager approval** is required for termination during probation.
 - **Extension of Probation:** Probation can now be extended **one time** for up to 90 days with approval from both the department head and HR Director (previously only mentioned HR Director).
 - **Promotions, Demotions, and Transfers:** Employees on probation are **not eligible** for promotions or demotions unless approved by both department heads and HR.
 - **Temporary/Acting Assignments:** Employees on probation are **not eligible** for temporary or acting assignments.
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Bereavement Leave Policy Changes

- **Standardized Leave Duration:** All employees now receive four consecutive scheduled shifts (previously varied by in-state vs. out-of-state).
- **Expanded Family Definition:** Includes domestic partners, great-grandparents, great-grandchildren, uncles, aunts, nieces, nephews, first cousins, and step/in-law relatives.
- **Flexible Leave Usage:** Employees may request additional time using vacation, comp time, or sick leave with approval.
- **Partial Day Option:** Employees may take partial days if a full shift is unnecessary.
- **Clear Request & Approval Process:** Employees must notify supervisors and HR, with timekeeping and payroll tracking in place.
- **Case-by-Case Consideration:** Allows bereavement leave for non-immediate family or significant others at HR and department discretion.

Specialty Pay

- **Purpose:** The new policy **explicitly states** that specialty pay rewards employees for specialized skills or training that contribute to the success of the organization.
 - **Field Training Officer (FTO) Pay:**
 - Now specifically applies to the **Police Department**, with a **5% increase** of base hourly rate after certification and while actively involved in training.
 - FTO pay now has **defined start and end dates** for clarity and tracking.
 - **Bilingual Pay:**
 - Introduces **Bilingual (Spanish) Pay**, with **\$0.75/hr** for non-exempt and **\$80 per pay period** for exempt employees.
 - Requires **competency testing** for eligibility.
 - Discontinues bilingual pay if the employee no longer needs their Spanish skills (due to withdrawal from the program or transfer/promotion to a position that doesn't require bilingual skills).
 - **Process for Specialty Pay:**
 - **Department directors** must submit written requests for specialty pay, including details about the business need and positions.
 - Specialty pay should begin the **first complete pay period** after eligibility is approved.
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Stand-By and Call-Back Compensation Policy

- **Clarified Purpose & Scope:** Applies to non-exempt employees required to be available for emergencies outside regular work hours, based on department needs and budget.
- **Stand-By Pay:**
 - Remains at \$1.75 per hour but now specifies that employees must be available for recall within a reasonable time and stay within proximity to the town.
 - Employees may engage in personal activities but must remain available to respond if called.
- **Call-Back Pay:**
 - Now compensates at **1.5x** the regular hourly rate for the first two hours worked, with additional hours also paid at overtime rates.
 - Employees will not receive stand-by pay during actual hours worked on a call-back.

- **Supervisor Responsibilities:** Supervisors must maintain fair rotation schedules and adjust for vacations or department needs.
- **Failure to Respond:** Employees who fail to respond or report unfit for duty while on stand-by may face disciplinary action.
- **Overtime & Pay Reporting:** Stand-by time does not count toward overtime calculations.
- **Additional Provisions:**
 - Stand-by duty cannot be used to artificially increase pay or time off.
 - Stand-by pay is not eligible for conversion to compensatory time.
 - Employees on stand-by must be knowledgeable in operational procedures.