

# Town of Sunderland

## Personnel Policy

(Adopted October 27, 2025)

## Personnel Policy, Town of Sunderland

It has been adopted by the Town of Sunderland Selectboard pursuant to 24 V.S.A. §§ 1121 and 1122.

This Personnel Policy does not constitute a contract of employment. Employment with the Town of Sunderland is at will and not for any definite period or succession of periods of time. The Town or the employee may terminate employment at any time, with or without notice. The Selectboard reserves the right to amend any of the provisions of this personnel policy for any reason and at any time, with or without notice.

This Personnel Policy will be administered by the Selectboard or its authorized representative.

The requirements established herein are effective on the date of issue except for those documentation and record requirements for employees hired before the date of issue. Where a conflict exists between this policy and any documented agreement or individual employment contract, the latter will have precedence.

### **Section 2: Persons Covered**

This Personnel Policy applies to full-time and part-time employees of the Town of Sunderland. Except as stated herein, elected officers and their statutory assistants, members of Town boards and commissions, volunteers, seasonal employees and persons who provide the Town with services on a contract basis are not covered by this policy. For purposes of this policy, a full-time employee is an employee who works at least thirty hours per week on a regular and continuing basis. A part-time employee is an employee who works fewer than thirty hours per week on a regular and continuing basis. Where a conflict exists between this policy and any collective bargaining agreement or Individual employment contract, the latter will control.

### **Section 3: Equal Employment Opportunity**

The policy of the Town of Sunderland is to provide equal opportunity to all employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity, age, nationality origin, place of birth, marital status, disability, veteran's status or any other category under local, State or Federal law. We formally condemn all discrimination in all of its forms, commit to fair and equal treatment of everyone in our community and will strive to ensure all of our actions, policies, and operating procedures reflect this commitment.

### **Section 4: Hiring**

It is the policy of the Town of Sunderland to seek the best qualified person available for employment openings.

Advertisements for the hiring of prospective Town employees will be posted in the Sunderland Town Office, the Town of Sunderland

official newspaper of record and on the VLCT Classified Website. Individuals wishing to apply for a posted and advertised position shall complete an employment application, which can be obtained at the Town Office, or as advertised.

A committee of two Select Board members and the position's immediate supervisor will screen and interview applicants. The committee will recommend a final candidate to the Select Board for appointment and

salary determination. The qualifications of an applicant shall be judged on the basis of information available to the Selectboard, and shall include but not be limited to an evaluation of experience, aptitude, relevant education, and character. Employment references may be verified prior to interviewing applicants.

For positions in which health or physical well-being are requirements, a physical examination may be required or current

physical card before entering employment after an offer of employment is made by the Town when such offer is conditioned on the positive results of the examination. For positions so designated by the Selectboard, periodic physical examination may be required. All information resulting from testing described in this paragraph shall remain confidential and shall be securely maintained separate from the employee's other personnel records.

All full-time Highway employees shall hold a valid CDL license in good standing, and will comply with the guidelines set forth by the State of Vermont and the Town of Sunderland, including availability of previous records.

If an emergency appointment of a town employee is necessary, the Select Board liaison and the immediate supervisor will recommend a candidate to the Select Board for appointment and salary determination. An employee hired as an emergency candidate shall be subject to the same probationary period as described in Section 5.

#### **Section 5: Probationary Period**

It is the policy of the Town of Sunderland that all new employees will be required to complete a six-month probationary period before attaining full

employment status. The purpose of this probationary period is to determine whether the employee is suited for the Job. During the probationary period, an employee may be terminated at any time at the sole discretion of the Selectboard. Notwithstanding any other provision of this policy, an employee terminated during the probationary period will have no right to appeal such termination. During and upon completion of the probationary period, the new employee's progress and performance shall be evaluated by the Road Foreman (if applicable) and the Selectboard as deemed necessary.

#### **Section 6: Conduct of Employees**

All employees are considered representatives of the Town and as such are expected to conduct themselves in a courteous, helpful and respectful manner in all their interactions with the public and other employees. All employees are expected to faithfully execute the duties and responsibilities of their office to the best of their ability and in compliance with the provisions of this personnel policy.

The Town of Sunderland expects and requires all employees to adhere to standards of conduct which are required for the effective performance of Town business. Failure to observe these standards can result in disciplinary action and in some cases termination of employment.

### **Section 7: Hours of Service**

Regular work hours for the road crew shall be 6:00a.m. to 2:00 p.m., Monday through Friday, with 30 minutes allowed for lunch, unless the Road Foreman and the Road Liaison to the Selectboard determine otherwise.

Regular work hours may be changed and employees may be expected to work additional hours that may exceed forty hours in a given week, as circumstances require, subject to applicable overtime requirements under State and Federal law. All employees are expected to be In attendance during regular work hours. Employees who will be absent from work are expected to notify their supervisor In advance whenever possible.

Employees who are calling in sick are expected to notify their Supervisor as soon as possible, but no later than 7:30 a.m.

### **Section 8: Gratuities and Gifts**

Employees may not directly or indirectly ask, demand, exact, solicit, accept or receive a gift, gratuity, act or promise beneficial to that individual, another person or organization.

### **Section 9: Outside Employment**

All employees must read and agree and adhere to the Town of Sunderland Conflict of Interest Policy.

The primary occupation of all full-time employees shall be to the Town. Employees may not engage In any outside business activities during their normal working hours. Employees are prohibited from undertaking outside employment that Interferes with their job performance or constitutes a conflict of Interest,

Prior to accepting any outside employment, employees will disclose their Intent to the Selectboard or Its authorized representative and direct supervisor in writing and obtain prior clearance from the Town that such employment does not constitute a conflict of Interest. A conflict of interest means a direct or indirect personal or financial interest of an employee, his or her close relative, household member, business associate, employer or employee.

### **Section 10: Political Activity**

No employee may use his or her official authority for the purpose of interfering with or affecting the nomination or election of any candidate for public office, or demand or solicit from any individual direct or indirect participation in any political party, political organization or support of any political candidate.

Employees are prohibited from using Town facilities, equipment or resources for political purposes and from pursuing political activities while working.

This Personnel Policy Is not to be construed to prevent employees from becoming or continuing to be members of any political party or organization, from attending political party or organization meetings or events, or from expressing their views on political matters, so long as these views are clearly articulated as being those of the individual and not of the Town, and these activities do not Interfere with the individual's ability to effectively perform his or her duties and take place or are expressed during non-working hours. Nor is this personnel policy to be construed from prohibiting, restraining or In any manner limiting an individual's right to vote with complete freedom In any election.

### **Section 11: Nepotism**

The Town, In recognition of the potential for a conflict of interest to occur In the workplace where a close relative Is responsible for supervising or evaluating the work performance of another close relative, prohibits the hiring or transferring of relatives when doing so will result in a close relative supervising or evaluating another close relative, or a close relative supervising or evaluating the immediate supervisor of another close relative.

### **Section 12: Alcohol and Drug Use**

Reporting to work or working under the Influence of alcohol or drugs is strictly prohibited, unless the drug Is prescribed and used in the manner prescribed by a duly licensed physician or dentist.

Employees who experience alcohol or drug dependencies are expected & encouraged to seek assistance in the treatment of their problems. Such employees may, without fear of reprisal, seek guidance from the Selectboard or the Road Foreman (as applicable).

### **Section 13: Tobacco Use**

In recognition of the hazards that tobacco poses to the health of employees, and in accordance with 18 V.S.A. §§ 1421 et seq. and §§ 1741 et seq., the Town hereby prohibits employees' use of tobacco in any form In all publicly owned buildings, offices and enclosed areas, and In all Town vehicles.

### **Section 14: Personnel Records; Performance Evaluations**

Personnel records will be maintained for each employee of the

Town, which may include the employee employment history file, medical records (which shall be maintained in a confidential record separate from employment records), and time sheets through the applicable retention period.

Employees may be subject to job performance evaluations at such times and in such a manner as the Selectboard, its authorized representative and/or supervisor deems reasonable.

The results of such evaluations will be submitted to the employee, the employee's supervisor, the Selectboard and will become a part of the employee's personnel file.

## **Section 15: Workplace Safety**

The Town and its employees shall always endeavor to create and maintain safe working conditions and follow safe work procedures and practices. Town employees shall observe safe work practices, including but not limited to, the wearing of protective clothing or equipment, following all prescribed work practices and instructions, and reporting all material, medical, or working conditions which could have an impact on the safety of Town employees or property. Failure to follow safe work procedures may be cause for disciplinary action or dismissal.

All work related injuries or accidents shall be reported to the Road Foreman/Department Head or the Selectboard - any member in an emergency- immediately after the occurrence of the event. Injuries must be reported on Workman's Compensation Accident Reporting Forms/First Report of Injury Forms which are available at the Town Office. The completed form shall be submitted to the Town Clerk, Selectboard Member or their authorized representative within 24 hours of the incident.

In the interest of the safety & well-being of town workers, all employees shall acquaint themselves with the rules & regulations of VOSHA. The Road Foreman/Department Head shall be responsible for enforcing safety rules as required by VOSHA and/or adopted by the Town.

All employees shall conduct themselves in a safe manner at all times in accordance with these regulations & shall not violate the VOSHA regulations.

Any defective, unsafe equipment, or practice or any known medical or psychological condition which creates a danger to the worker, a co-employee or the public shall immediately be brought to the attention of the Department Head, Selectboard or authorized representative, and use of such unsafe equipment or practice shall cease immediately.

## **Section 16: Use of Town Equipment**

Except as provided In Section 23, the use of Town equipment or property for personal use is strictly prohibited.

## **Section 17: Use of Town Technology**

The Town technology devices are to be used by employees for the purpose of conducting Town business. Occasional brief, and appropriate personal use of the Town technology is permitted, provided it is consistent with this policy and does not interfere with an employee's job duties and responsibilities.

Employees should have no expectation of privacy regarding anything created, sent or received on the Town technology. The Town may monitor any and all technology transactions, communications and transmissions to ensure compliance with this policy and to evaluate the use of its technology systems. All files, documents, data and other electronic messages created, received or stored on Town technology are open to review and regulation by the Town and may be subject to the provisions of Vermont's Public Records law.

Employees may not introduce software from any outside source on the Town's tech devices without explicit prior authorization from their supervisor. Employees may be held responsible for any damages caused by using unauthorized software or viruses they introduce into the Town tech system.

Employees who have a confidential password to access the Town's operating system should be aware that this does not mean the computer system is for personal confidential communication, nor does it suggest that the tech system is the property of that person.

Transmission of electronic messages on the Town tech system shall be treated with the same degree of propriety, professionalism, and confidentiality as written correspondence. The following are uses of the Town tech system which are prohibited:

Communications that In any way may be construed by others as disruptive, offensive, abusive, discriminatory, harassing, or threatening;

any other use that may compromise the integrity of the Town and its business in any way.

Email messages that are intended to be temporary, non-substantive communications may be routinely discarded. However, employees must recognize that emails sent, received or stored on the Town tech system are subject to Vermont's Public Records Law and may be covered by the State of Vermont's retention for municipal records.

For the purposes of this section, tech system means all computer-related components, laptops, tablets, cell phones, software, internal or external communication networks, the Internet, commercial online services, bulletin board systems, backup systems, internal and external email systems accessed via the town's technology equipment.

### **Section 18: Eligibility for Benefits**

The town offers the following health Insurance programs for the benefit of eligible full-time employees: MVP Platinum Plan.

The Town reserves the right to change insurance carriers, or to add, delete or amend insurance benefit programs at its sole discretion. The Town also reserves the right to change the amount or percentage of its contribution to the cost of any group health insurance program. Employees will be provided with advance notice of any change in the contribution rate.

## **Section 19: Holiday Leave**

Full and part-time employees will receive the following paid holiday leave:

- New Year's Day (January 1)
- Martin Luther King Day (third Monday in January)
- President's Day (Third Monday in February)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Columbus/Indigenous Peoples' Day (second Monday in October)
- Veterans Day (November 11)
- Thanksgiving Day (fourth Thursday in November)
- Christmas Day (December 25)

The employees are allotted one (1) Personal Day per fiscal year, to be taken at their discretion, with reasonable prior notice to their direct supervisor.

Employees will receive holiday leave pay at the employee's regular rate of pay. Part-time employees will receive prorated holiday leave pay based on the number of hours the employee is regularly scheduled to work. If an employee has to work on a holiday the rate of work will be 1-1/2 times the regular rate.

Holidays falling on a Saturday will be observed the preceding Friday. Holidays falling on a Sunday will be observed the following Monday.

A non-exempt employee who is required to work on a holiday will be compensated at the rate of one and one-half times the employee's regular rate of pay.

If an employee is not required to work on a holiday, hours paid for the holiday will not be counted as hours worked when determining overtime compensation.

Holidays that fall during an employee's vacation leave will not be charged as vacation leave.

## **Section 20: Vacation Leave**

Full-and part-time employees will accrue vacation at the following annual rates:

Annual Year	Accrual
1st year	5 days
2nd-4th year	10 days
5th-9th year	15 days
10 yrs and beyond	20 days

Vacation leave based upon years of accrual may change at the discretion of the Selectboard. Full-time employees will receive vacation leave pay at the employee's regular rate of pay. Part-time employees will receive prorated vacation leave pay based on the number of hours the employee is regularly scheduled to work in a week.

Employees are strongly encouraged to take an annual vacation. If an employee does not use all of the employee's vacation leave in a year, the employee may not carry unused vacation leave forward to the next year.

An employee who resigns from employment with the Town will not be compensated for unused vacation leave.

### **Section 21: Sick Leave**

Employees will receive five (5) paid sick leave days per year. An employee may use sick leave for an illness or injury that prevents the employee from performing the employee's job duties. An employee may also use sick leave as defined in Vermont and federal law.

Full-time employees will receive sick leave pay at the employee's regular rate of pay. Part-time employees will receive prorated sick leave pay based on the number of hours the employee is regularly scheduled to work in a week.

If an employee does not use all of the employee's sick leave in a year, the employee may not carry sick leave days forward to the next year. Upon separation from employment, an employee will not be compensated for unused sick leave. Any use of sick days outside of the defined uses will be cause for disciplinary action.

### **Section 22: Parental and Family Leave**

Eligible employees may receive leave as described in the Family and Medical Leave Act (FMLA) and the Vermont Parental and Family Leave Act (PFLA). These federal and state laws will determine employee eligibility, the qualifying reasons for such leave and the length of leave.

The Town reserves the right to designate any qualifying leave of absence granted under this policy as leave under FMLA or the PFLA. Where an employee's leave request is covered by the PFLA and the FMLA, the Town will adhere to the law that provides the most benefits to the employee. If an employee is entitled to leave under both the PFLA and FMLA, the leave periods will run concurrently.

For the purposes of determining the twelve month period in which an employee may be entitled to PFLA and/or FMLA leave, the Town will use a rolling twelve-month period measured backward from the date an employee uses such leave.

### **Section 23: Short Term Family Leave**

In accordance with the Vermont Short Term Family Leave law, eligible employees may be entitled to take unpaid leave not to exceed four hours in any thirty-day period and not to exceed twenty-four hours in any twelve month period:

- To participate In preschool or school activities directly related to the academic educational advancement of the employee's child, step-child, foster child, or ward;
- To attend or accompany the employee's child or other family member to routine medical or dental appointments.
- To accompany the employee's parent, spouse or parent-In-law to other appointments for professional services related to their care and well-being; or
- To respond to a medical emergency of the employee's family member.

The Town may require that leave be taken in a minimum of two-hour segments. At the option of the employee, accrued paid leave may be used. An employee shall make a reasonable attempt to schedule appointments for which leave may be taken outside of regular work hours.

An employee shall provide the Town with the earliest possible notice of the intent to take short term family leave, but in no case later than seven days before leave is to be taken, except In the case of an emergency.

### **Section 24: Leave of Absence Without Pay**

All requests for leaves of absence without pay for any reason other than those covered by federal or state law must be submitted in writing to the employee's supervisor and must set forth the purpose for which the leave is requested. All leave requests must be for a definite period of time and include a specified date of return.

If a leave of absence without pay is granted, the employee may, at the Town's sole discretion, continue the employee's group health plan coverage by paying the required premium in accordance with the payment schedule established by the Town. Other employee benefits (e.g. sick leave, vacation, seniority, etc.) will not accrue during the unpaid leave period.

### **Section 25: Military Leave**

The Town will comply with the requirements of the Uniformed Services Employment and Reemployment Rights Act

(USERRA), 38 U.S.C. §§ 4303 et seq., and 21 V.S.A. §§ 491 et seq.

Employees who take military leave subject to the provisions of these laws will be granted leave without pay. At the option of the employee, any paid leave accrued prior to the commencement of the leave may be used.

### **Section 26: Jury Leave**

The Town will compensate employees for their service as Jurors or witnesses. In accordance with 24 V.S.A. § 499, employees will otherwise be considered in the service of the Town for purposes of determining seniority, benefits, credit towards vacations, sick leave, and other rights, privileges, and benefits of employment. When Town employees are called to serve as a witness in a court proceeding due to their status as an employee of the Town, the Town will compensate the employee for the difference between their regular rate of pay and their compensation as a witness. The Town will pay the difference only when the employees' regular rate of pay exceeds their compensation as a witness.

### **Section 27: Overtime**

In accordance with the Fair Labor Standards Act, the Town compensates all employees at the rate of one and one-half hours for each hour actually worked in excess of forty hours in any work week. Employees employed in executive, administrative or professional capacities as defined by the FLSA are exempt from this requirement.

### **Section 28: Employment Discrimination**

Vermont and federal law prohibit employment discrimination or retaliation based on race, color, religion, sex, or national origin, or age, or against a qualified individual with a disability with respect to all employment practices. Vermont law also prohibits discrimination based on sexual orientation, gender identity, ancestry, HIV status, and place of birth. It is also unlawful to retaliate against employees or applicants who have alleged employment discrimination.

Employees are encouraged to bring any complaints alleging unlawful discrimination to the attention of the Select Board's authorized designee who will arrange a meeting to discuss the matter. The meeting will take place as soon as reasonably possible, but in no case later than seven calendar days from receipt of notification.

If the authorized designee is unable to resolve the matter during this meeting, the aggrieved party may submit to the Selectboard a written, signed complaint within seven additional calendar days. The Selectboard will then have an additional fifteen calendar days in which to conduct an Investigation and to Issue a report. The Selectboard will, within ten calendar days of completing their investigation, notify the aggrieved party of its decision.

### **Section 29: Sexual Harassment**

Sexual harassment in the workplace is illegal under federal and Vermont law and is strictly prohibited. The Town is committed to providing a workplace free from this unlawful conduct.

All employees have the right to work without being subjected to insulting, degrading or exploitative treatment on the basis of their gender. It is against the policies of the Town for any individual, male or female, to sexually harass another individual in the workplace.

The Town has adopted the attached Sexual Harassment policy to address this issue. All employees are required to read and agree to the Sexual Harassment Policy.

### **Section 30: Employee Discipline**

The Town of Sunderland has adopted a progressive discipline process to identify and address employee and employment related problems. The Town's progressive discipline process applies to any and all employee conduct that the Town in its sole discretion, determines must be addressed by disciplinary action.

The progressive discipline process does not apply to elected officers and their statutory assistants. However, an elected officer may choose to follow the requirements of this policy for discipline and termination of his or her statutory assistants. A statutory assistant means an individual appointed to his or her position by an elected officer of the Town having express statutory authority to appoint an assistant. Statutory assistants include the assistant clerk and the assistant treasurer.

Under the town's progressive discipline process, an employee may be subject to disciplinary action, up to and including termination, for violation of the provisions of this personnel policy and/or failure to maintain an acceptable level of performance. The Town may take prior disciplinary action into consideration when disciplining or terminating an employee. Violations of different rules may be treated as repeated violations of the same rule for purposes of progressive discipline.

Most often, employee conduct that warrants disciplinary action results from unacceptable behavior, poor performance, or violation of the Town's policies, practices, or procedures. However, disciplinary action may be issued for conduct that falls outside of those identified areas.

Interests of The Town also reserves the right to impose disciplinary action for off-duty conduct that adversely impacts the legitimate Town.

The Town reserves the right, in its sole discretion, to bypass progressive discipline and to take whatever action it deems necessary to address the issue at hand. This means that more or less severe disciplinary action, up to and including termination, may be imposed in a given situation at the Town's sole discretion. The Town also retains the right to unilaterally eliminate positions or reduce the work hours of a position due to economic conditions, shortage of work, organizational efficiency, changes in departmental functions, reorganization or reclassification of positions resulting in the elimination of a position or for other related reasons.

Probationary employees are not subject to the Town's progressive discretion, that deviation from the process is warranted: (1) verbal warning; (2) written warning; (3) suspension; and (4) termination.

Employees are prohibited from engaging in conduct listed below

and may receive disciplinary action, up to and including discipline process.

Notwithstanding any other provision of this policy, an employee terminated during the probationary period will have no right to appeal such termination.

The Town will normally adhere to the following progressive disciplinary process, but reserves the right to bypass any or all steps of progressive discipline when It determines, in Its sole determination, for doing so.

This list has been established to provide examples of behavior that could warrant a range of disciplinary sanctions. Appropriate levels of disciplinary action may be based on the severity of employee conduct. This list is not exhaustive.

- Refusing to do assigned work or failing to carry out the reasonable assignments of the Selectboard. Being inattentive to duty, including sleeping on the Job.
- Falsifying a time card or other record or giving false information to anyone whose duty is to make such a record.
- Being repeatedly or continuously absent or late, being absent without notice or satisfactory reason or leaving one's work assignment without appropriate authorization.
- Conducting oneself in any manner that is offensive, abusive or contrary to reasonable community standards and expectations of public employees.
- Engaging in any form of harassment Including sexual harassment.
- Misusing, misappropriating, or willfully neglecting Town property, funds, materials, equipment or supplies.
- Unlawfully distributing, selling, possessing, using or being under the influence of alcohol or drugs when on the job or subject to duty.
- Fighting, engaging in horseplay or acting in any manner which endangers the safety of oneself or others. This includes acts of violence as well as threats of violence.
- Stealing or possessing without authority any equipment, tools, materials or other property of the Town or
- Attempting to remove them from the premises without approval or permission from the appropriate authority.
- Marking or defacing walls, fixtures, equipment, tools, materials or other Town property, or willfully damaging or destroying property in any way,
- Willful violation of Town rules or policies.

### **Section 31: Dismissal**

The following conduct is unacceptable for all employees of the Town of Sunderland. All confirmed instances of any of the following conduct shall be considered violations of the Town's employee conduct guidelines and are subject to disciplinary action which may range from a verbal reprimand to dismissal.

- Repeated tardiness, unexcused absence, or job abandonment.
- Use of controlled substances during work hours or in a manner which affects job performance.
- Failure to respond to direction of the employee's Supervisor or the Selectboard, or inability to relate to, work with, and perform job tasks with fellow employees or Supervisor.

- Improper use of position, including giving, rendering, paying or receiving any service or other valuable thing on account of or in connection to any appointment, proposed appointment, promotion or proposed promotion.
- Lack of productivity, failure to discharge job obligation, inefficiency, or incompetence.
- Gambling, sleeping on duty, theft, disregard for safety rules, falsifying work records, falsifying time and attendance records, and engaging in any other such behavior which would constitute a negative influence on an employee's work habits.
- Action during working hours that would constitute a threat to the safety of the public or fellow employees or Town property.
- Possession of firearms or any other dangerous weapons while on duty is prohibited.
- False representations on job application
- Willful and/or negligent destruction of property, improper use of Town property, facilities, or funds; conviction of criminal offense; or engaging in prohibited political activity.
- Malfeasance, misfeasance and/or nonfeasance, or the doing of an illegal deed, wrongfully doing a legal deed, or the failure to perform deeds that should be done is prohibited.
- Any other conduct that impairs the efficiency and the effectiveness of Town government, or which could cause public mistrust of an employee's professionalism.
- Any violation of this policy or any other Town policy.

**Section 32: Severability**

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

**Section 33: In Lieu of Retirement Plan Payment**

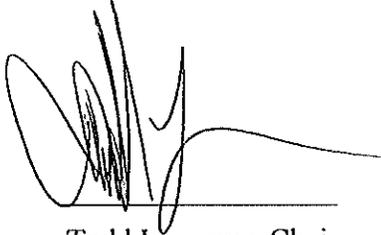
Per past practice, the Town of Sunderland will provide an In Lieu of Retirement Plan Payment once annually to eligible employees of the Town.

Eligibility:

Eligibility standards will be consistent with the State of Vermont Retirement System. Employees who work 24 hours per week or more and for not less than 1040 hours annually shall be eligible to receive payment.

Payment Percentage: 5% (five percent) of year-end W-2 wages reported, less non-eligible payments (i.e. prior retirement payment, payments for additional positions or services beyond the qualifying position, etc.). Payment is subject to all applicable State and federal taxes. The Town of Sunderland reserves the right to enroll in the State of Vermont Municipal Retirement System or comparable system or plan in the future.

ADOPTED this 27<sup>th</sup> day of October, 2025



Todd Lawrence Chair



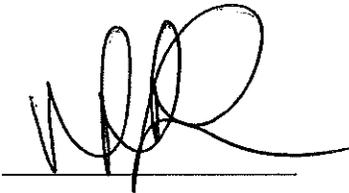
Anthony Thompson



Bruce Matteson



Rick Timmerman



Martin Nadler

Amendment A: Personnel Acknowledgement

I, \_\_\_\_\_, acknowledge that:

I received a copy of the Town's Personnel Policy, Conflict of Interest Policy and Sexual Harassment Policy.

I have been given an opportunity to ask questions about said Policies and I have been provided with satisfactory information in response to my questions.

I understand that the language used in these Policies is not intended to create, nor should it be construed to create, a contract of employment between myself and the Town.

I acknowledge that the Town reserves the right to add, amend or discontinue any provisions of these Policies for any reason, or not at all, in whole or in part, at any time, with or without notice.

I acknowledge that I understand the Town's Personnel Policy, Conflict of interest Policy and Sexual Harassment Policy and agree that I will comply with all of their provisions.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date