



# Town of Chilmark

Office of the Selectmen

TO: Human Resource Board  
FR: Tim Carroll, Executive Secretary  
DT: 5 February 2014  
RE: Loss Prevention Program

The Town of Chilmark is self-insured through a pool of Massachusetts municipalities called MIIA. Each year MIIA has offered guidance on loss prevention and control. MIIA programs include an annual safety grant and since 2002, MIIA has been offering discounts of up to 8% on the town's annual insurance premiums for attending trainings or adopting policies that reduce the town's liability.

At their meeting on January 23<sup>rd</sup> the Board of Selectmen agreed to request and encourage all departments to participate in the various programs as was appropriate to their function and operations. The goals are to reduce the town's exposure to liability through improved policies and topical training, reduce the annual cost of the town's insurance, and to maintain a high level of service to our citizens.

This year member communities can receive credit for policy development and implementation (.5%-1%) on these topics:

*Discrimination/Harassment Prevention\* Employment Practices Legal Update Open Meeting Law  
Planning/Zoning CPTC Professional Conduct\* Public Records Social Networking\**

The Selectmen have taken on the Open Meeting Law item by developing checklists. The Planning Board has participated in the CPTC in the past. I have attended two seminars on labor and municipal law updates this winter. The Human Resource Board has worked on a number of the other issues already.

I am requesting that the Human Resource Board participate in this year's MIIA Rewards program and ask that you review the following "Professional Conduct" policy that was provided to us by MIIA. If you are able to submit it to the Selectmen by April 11<sup>th</sup> for adoption, the town will be eligible for the insurance discount.

Thank you for your assistance.

## **POLICY: Professional Conduct**

Town of Chilmark / MIIA *Draft 2014*

Town employees are expected to act honestly, conscientiously, reasonably and in good faith at all times having regard to their responsibilities, the interests of the Town and the welfare of its residents.

### **RESPONSIBILITIES**

Employees have an obligation to be present at work as required and to be absent from the workplace only with proper authorization; to carry out their duties in an efficient and competent manner, and maintain specified standards of performance; to comply with reasonable employer instructions and policies and to work as directed; to respect the privacy of individuals and use confidential information only for the purposes for which it was intended; to neither use, nor allow the use of Town property, resources, or funds for other than authorized purposes; to incur no liability on the part of the Town without proper authorization; and, to maintain all qualifications necessary for the performance of their duties legally and efficiently.

Supervisors should maintain the ability to identify instances where employees conduct themselves in a manner inconsistent with the Town's professional conduct policy and other applicable standards. Supervisors must ensure that corrective action is taken and that discipline is appropriately and fairly applied when necessary. All corrective action must be documented and maintained in accordance with the Town's record retention policies. The effectiveness of corrective actions should be monitored and further addressed when necessary.

### **INTENT**

The intent of this policy is to ensure that: 1) employees meet the Town's legitimate expectations in the areas of performance and behavior; 2) employees whose performance or behaviors are deficient are provided with the necessary assistance and motivation to meet the Town's expectations; and 3) disciplinary action initiated against an employee is fair and appropriate.

### **DISCIPLINE**

Failure to behave in a manner consistent with the standards of conduct and policies included herein may result in disciplinary action being initiated against the offending employee. The Town shall utilize a fair and equitable process in reviewing an employee's alleged violation of these standards and policies and shall discipline the employee, if called for, in a manner appropriate given the alleged violation.

### **APPLICATION**

This policy applies to all paid, appointive employees in Town Service other than those positions under the supervision and control of the School Committee. Employees subject to collective bargaining agreements are subject only to those provisions in this order which are not specifically regulated by collective bargaining agreements.

### **EMPLOYEE ACKNOWLEDGEMENT**

I have been provided, read, understand, and agree to adhere to this policy.

Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_