

How to Participate Today

- Open and close your Panel
- Submit text questions
- Q&A addressed at the end of today's session
- Raise your hand in *response* to a question

The screenshot displays the GoToWebinar interface. The 'Audio' panel is at the top, showing 'Audio Mode' with 'Use Telephone' and 'Use Mic & Speakers' options. Below it, a 'MUTED' status is shown with a volume indicator. The 'Questions' panel is below, featuring a text input field with the placeholder '[Enter a question for staff]' and a 'Send' button. Red arrows point to the 'Panel' icon in the top toolbar and the 'Raise Hand' icon in the bottom toolbar. A red box highlights the 'Questions' panel.

File View Help

Audio

Audio Mode: Use Telephone Use Mic & Speakers

MUTED

Audio Setup

Questions

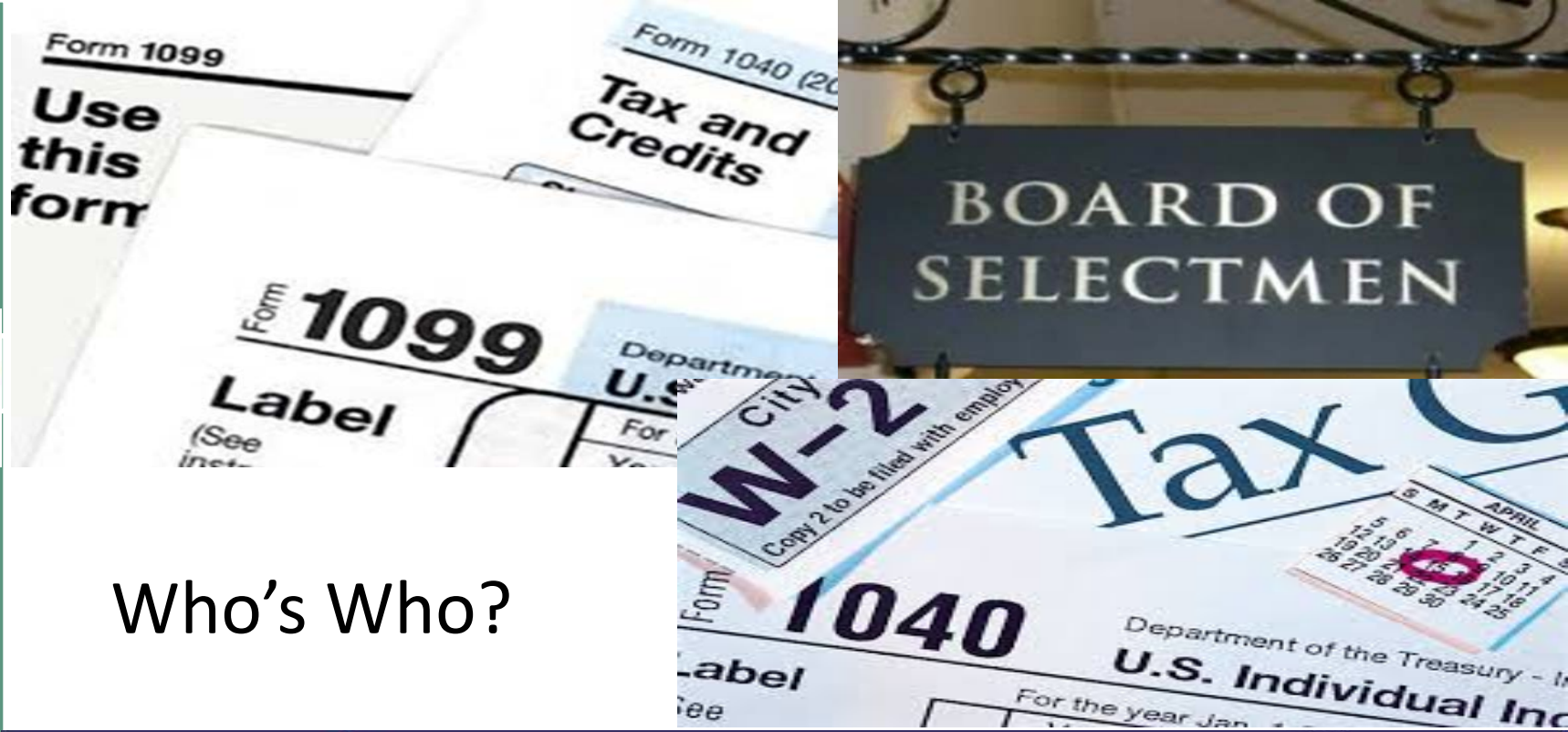
[Enter a question for staff]

Send

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Agenda

- Proper classification
- Important employment laws
- Hiring
- Personnel Policies & Practices
- Personnel Documents & Records
- Background Investigations & Drug-Testing
- Youth Employment
- Volunteerism
- Quiz Time!



Who's Who?





“AT WILL”

CONTRACT?

At-Will Employment

Neither employees nor LGCC has entered into a contract regarding the duration of employment. Employees are free to terminate their employment at LGCC at any time, with or without cause. Likewise, LGCC has the right to terminate an individual's employment at any time, with or without cause, at its discretion.

Voluntary Termination

LGCC will consider an employee to have voluntarily terminated their employment if they do any of the following:

1. Fail to abide by LGCC's Policies and Guidelines (see employee manual)
2. Resign from LGCC. LGCC expects any employee to give 30 days' written notice of intent to resign.
3. Fail to report to work or call in for three (3) or more consecutive days.

Involuntary Termination

An employee may be terminated for poor performance, excessive absences, tardiness, or other violations of LGCC policies. In the event of a deficiency in any of these areas, an employee will be addressed by their supervisor (unless Cause Discour and will be given an opportunity to demonstrate improvement. Termination because of harassment, discrimination, or program modification is discretionary and that may be exercised.

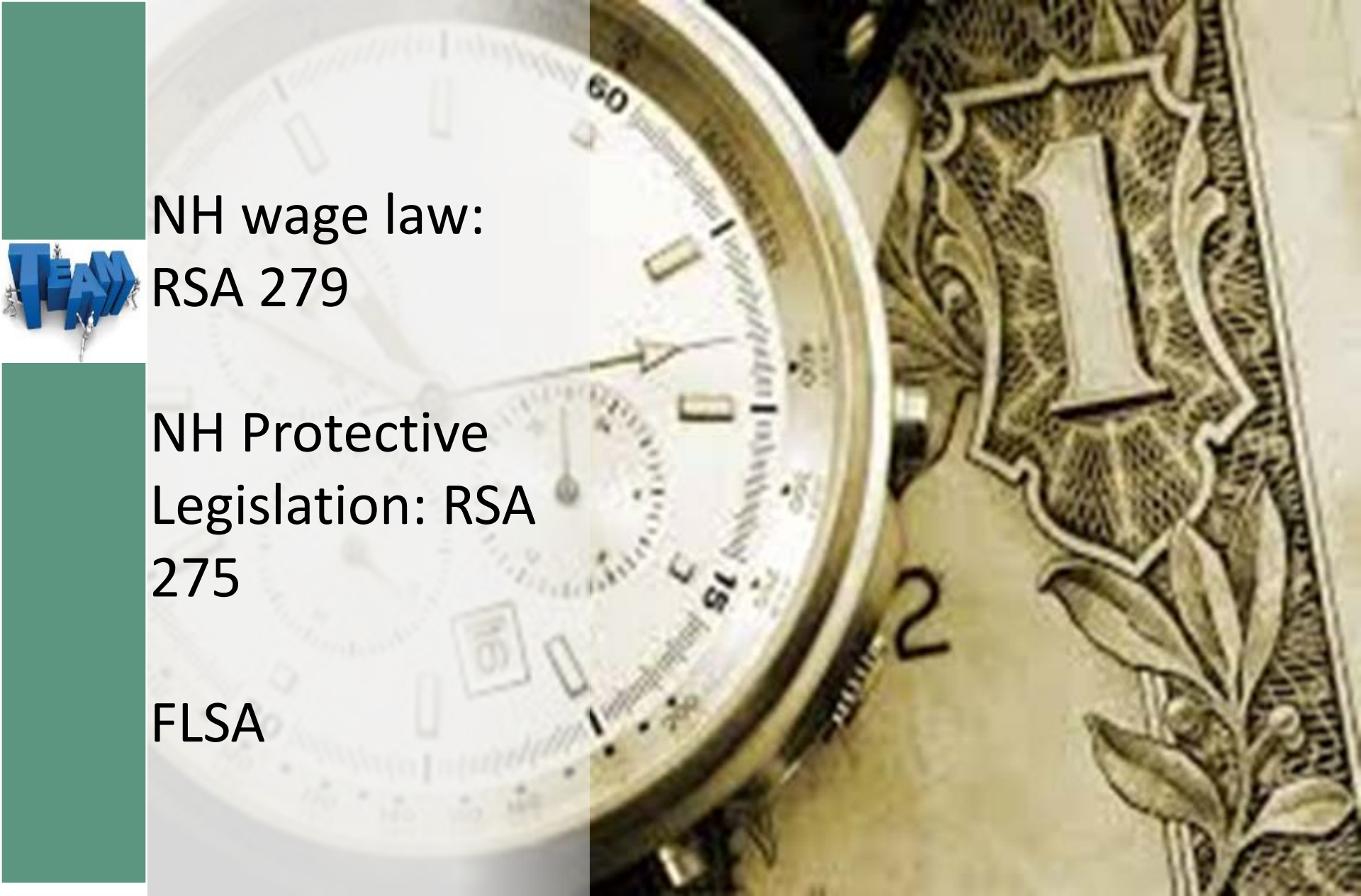
All personnel will be paid twice per month, on the 15th and the last day of each month. If pay day falls on a weekend, checks will be distributed previous Friday.

I have received and read the LGCC Employee Manual and understand the policies and guidelines. I understand that employment at LGCC is "at-will", in that Minnesota is an "at-will" employment state.

Signed _____

Date _____

At-Will Employment



NH wage law:
RSA 279

NH Protective
Legislation: RSA
275

FLSA





The Family and Medical Leave Act

A job
“placeholder,”
not paid leave



Be specific;
revise!





Hiring

Written Personnel Policies: What & Why?



Review employee performance regularly



Termination





Public employees
do not relinquish
their First
Amendment
rights!



Social Media, RSA 275:74

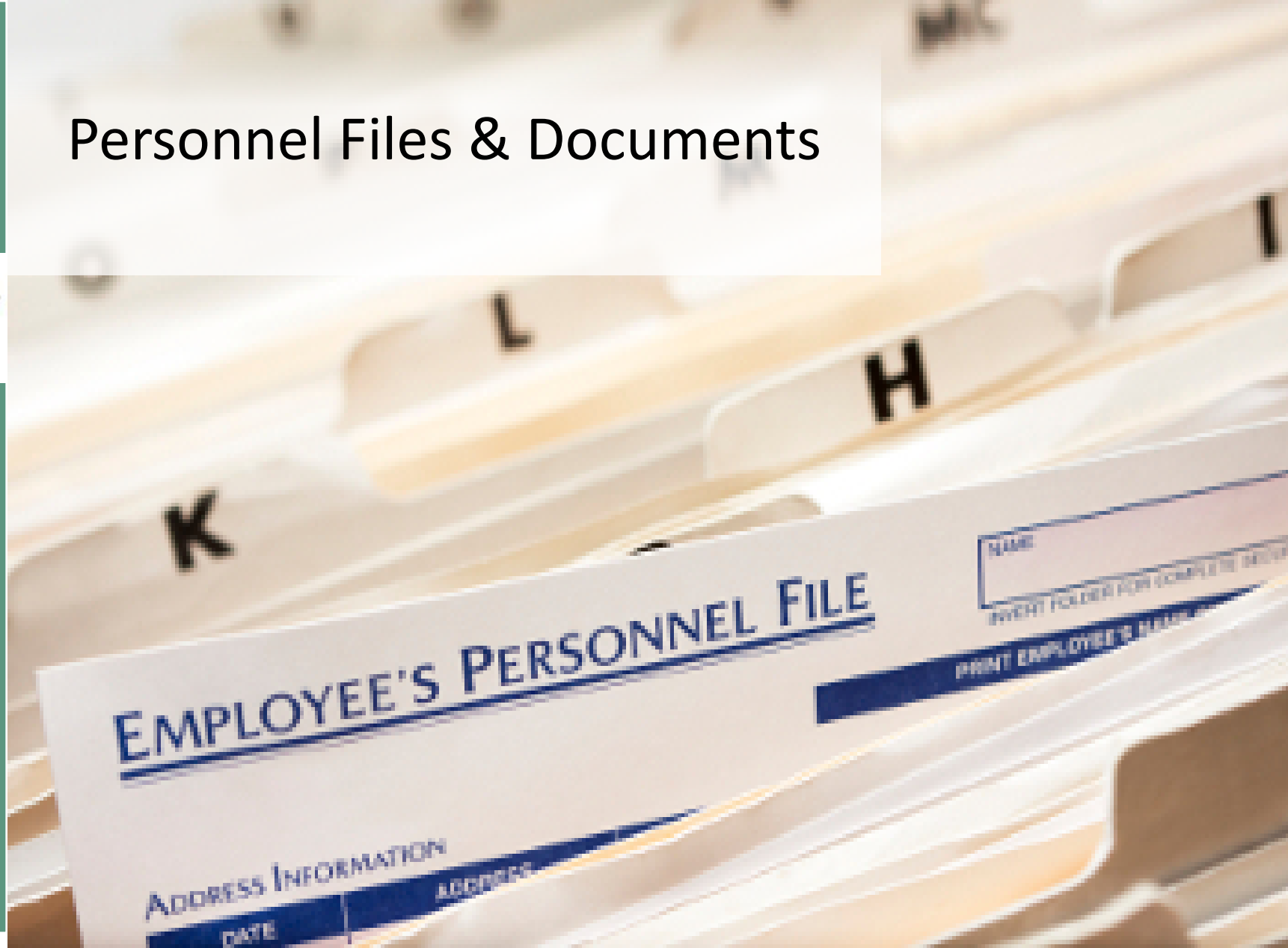
ISSUES RELATED TO CERTAIN KEY OFFICIALS



- Road Agent
- Chief of Police
- Appointed Fire Chief



Personnel Files & Documents

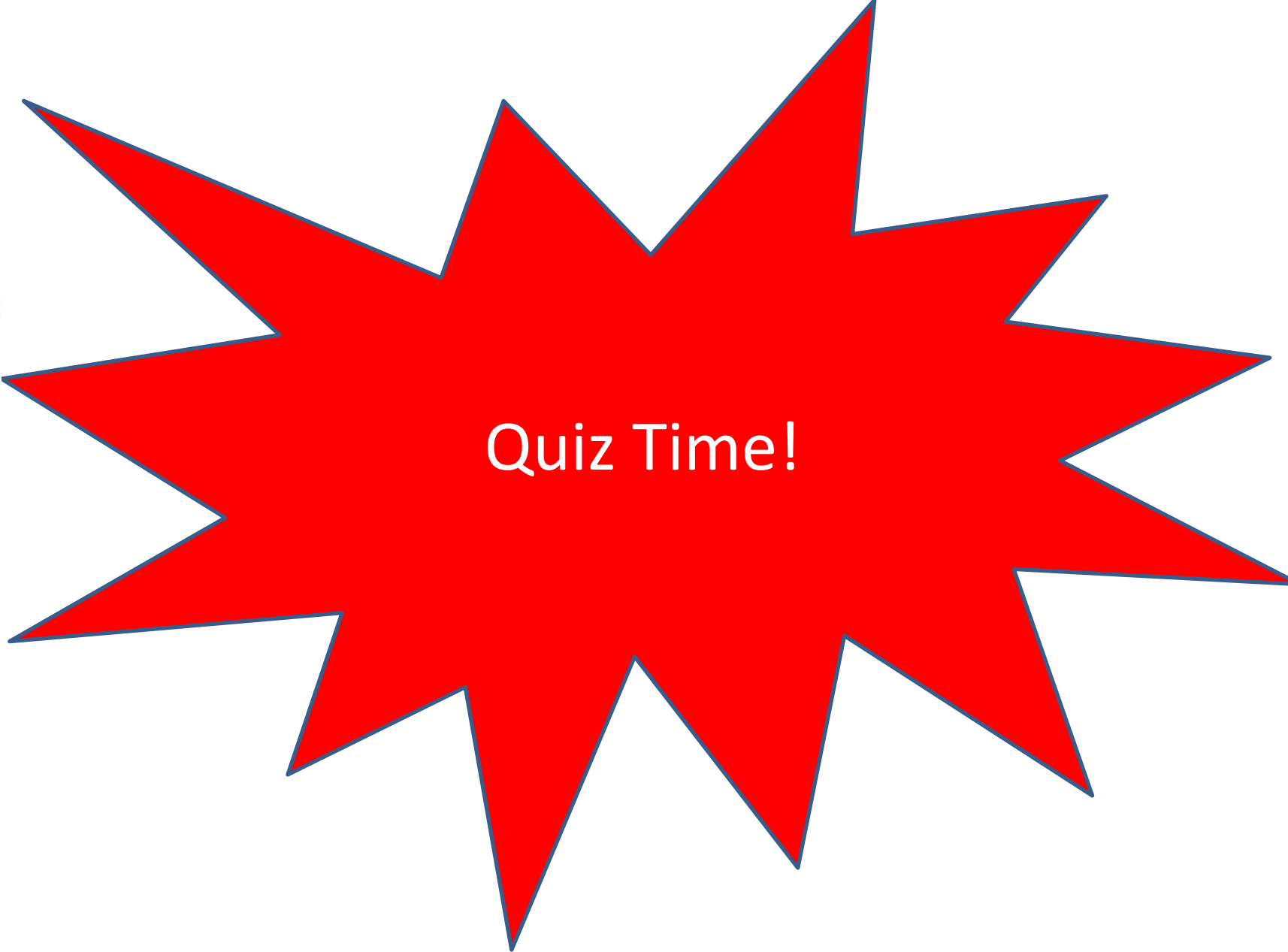
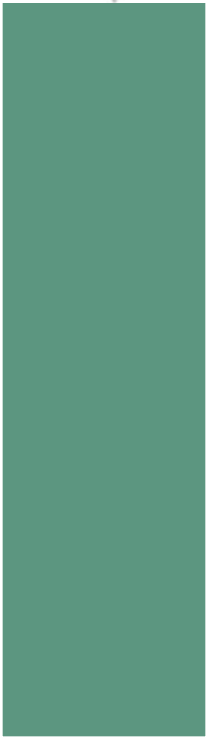
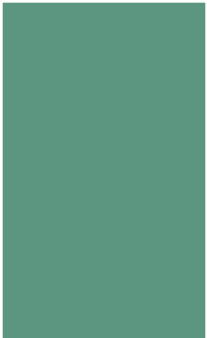


Youth Employment, RSA Chapter 276-A



Embrace, regulate volunteerism





Quiz Time!



QUESTION ONE

Which of the following is NOT within the select board's authority?

- A. Establish and regularly update the town's personnel policy
- B. Determine appropriate disciplinary action for the administrative assistant's routine tardiness
- C. Enter into a contract for a definite term with a new police chief
- D. Mandate the hours that the town clerk's office is open

QUESTION TWO



You hired a new employee who was terminated before the end of his initial probationary period, so he worked for your town for under 90 days. You can destroy his very small personnel file:

- A. Immediately
- B. In six months
- C. 50 years after his termination
- D. Never

QUESTION THREE

In your written personnel policy, you prohibit employees from using any social media sites while in the course of their job duties. You discover that your IT tech is regularly posting messages to his Twitter account while working. Some, but not all, of his posts criticize the select board for alleged bias, conflicts, and acting in their own self interests, citing specific decisions and discussions that the select board has at their regular meetings.

Which statement is true?

- A. The IT tech can be disciplined for criticizing the select board while he is working on the town's dime.
- B. The IT tech cannot be disciplined at all because some of his messages were critical of local government.
- C. The IT tech can be disciplined for violating the town's social media policy.
- D. The town can require the IT tech to provide his Twitter password so that the town can investigate the issue.

QUESTION FOUR

True (A) or False (B):

As long as an employee is paid a salary rather than an hourly wage, the employee is exempt from overtime compensation.

QUESTION FIVE

The library is donating some books to charity. One of the library volunteers must go through the library's inventory, select the books to donate, and then drive the books to the charity's headquarters, which is 30 miles away.

1. Can you reimburse her for her travel costs?

- A. Yes
- B. No

2. Can you pay her an honorarium, equal to \$2 for every hour she works on the project?

- A. Yes
- B. No

3. In the alternative, can the head librarian, a paid employee, volunteer her time, outside of her regular hours, to perform the donation project for no compensation?

- A. Yes
- B. No



PROD.

COMING ATTRACTIONS

Tuesday, June 30

2015 Legislative Wrap Up

VENUE

www.nhmunicipal.org



*for attending
our webinar
presentation
today!*

Mission Statement

The New Hampshire Municipal Association is a non-profit, non-partisan association working to strengthen New Hampshire cities and towns and their ability to serve the public as a member-funded, member-governed and member-driven association since 1941. We serve as a resource for information, education and legal services. NHMA is a strong, clear voice advocating for New Hampshire municipal interests.

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