

VISITORS IN THE WORKPLACE

To provide for the safety and security of employees, patrons and town facilities, employees' visitors are allowed on a limited basis. Restricting employees' visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances which may interfere with service delivery to patrons or job performance.

Children may visit only under the supervision of an adult and may not be left under the care of the employee while the employee is performing his/her job function. Employees who must care for their children must do so outside their work environment and may avail themselves of their applicable earned time off benefits.

ADOPTED:
AMENDED:
ATTACHMENT:
FORM:

Board of Selectmen's Meeting November 2, 1998

The terms of collective bargaining agreements supersede any provisions of any personnel policies the town establishes. If a collective bargaining agreement is silent on a topic or a subject matter within a topic these policies are intended to apply. Where the provision of a collective bargaining agreement between the town and a union conflict with a provision of a town personnel policy, the collective bargaining agreement provision will govern for those employees covered by the agreement.