

**Selectboard
Town of Weston
P.O. Box 98
Weston, VT. 05161**

REF: DESCRIPTIONS AND GUIDELINES.

POSITION: TOWN HIGHWAY CREW/LABORER

Town Highway Crew members are an employee of the Town of Weston and are subject to all rules and regulations that the Town of Weston may set forth for its employees. The Selectboard will be responsible for the hiring and firing of highway personnel as well as the authorization of wages.

A.) Full-time highway personnel will work a base week of forty (40) hours at a pay rate to be set by the selectboard.

B.) During winter months, plowing personnel will be required to be on call 24 hours a day seven days a week. Winter months will not necessarily accumulate overtime even though you must be available.

C.) All highway employees shall work under the Road Foreman who is hired by the Selectboard.

D.) All full-time employees shall hold a valid CDL License in good standing, and will comply with the guidelines regarding the Alcohol and Drug testing Program as set forth by the State of Vermont and the Town of Weston, including availability of previous records.

E.) The duties and requirements of all full-time highway employees may include but not necessarily limited to the following.

- 1.) Knowledge of plowing and sanding with the appropriate vehicles.
- 2.) Knowledge in the operation of heavy equipment i.e. backhoes, loader, road grader.
- 3.) General construction knowledge regarding road maintenance, drainage, culvert work.
- 4.) Knowledge and experience in the operation of a chain saw.
- 5.) Misc. items i.e., cutting brush, hand work, shoveling snow, equipment maintenance, waste removal, etc.
- 6.) Work in adverse weather conditions.
- 7.) Be able to lift up to 75 pounds.

F.) Employees will have an Employee Status File with information that will be reviewed annually by the Selectboard.

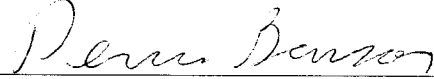
G.) Full-time employee benefits include the following unless otherwise determined at time of employment.

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- 1.) Wages reviewed annually and compared to performance.
- 2.) Health Insurance (approved by selectboard) provided for employee and employees legally married spouse and the employee's natural born and adopted children. The current payment sharing schedule provides for 100% of premium to be paid by the Town and 0% paid by the employee. Because the cost of health care is constantly changing the Selectboard reserves the right (RTO) to review and amend the split arrangement on an individual basis. Any change in policy payment coverage or percentage split will be coordinated with employees prior to policy renewal.
- 3.) Vermont Municipal Retirement Fund with percentage paid by the Town of Weston after first year of employment.
- 4.) One week paid vacation after one year of employment.
- 5.) Two weeks paid vacation after three years of employment.
- 6.) Two week plus one additional day per year for every year of employment over ten years.
- 7.) Nine paid holidays; New Year's Day, Presidents Day, Town Meeting Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day. Optional - One floating (Employees Choice) Holiday per year.

H.) Town employees are paid weekly, on Wednesday, for the previous two week period or portion thereof, ending the previous Sunday at midnight. All employees shall complete a time card each week and turn it in to the Road Foreman each Monday morning.

WESTON SELECTBOARD

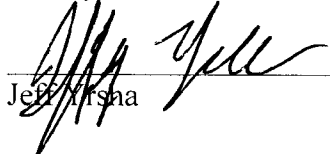


Denis Benson - Chair



Robert Johnston - Vice Chair

Shirley Knowlton - Secretary



Jeff Orsha

Darrell Hart

Adopted: April 28, 1998

Date Amended: January 10, 2012