

Chapter 1 – Introduction

Welcome to the Town of Milford. An interesting and challenging experience awaits you as an employee of the Town of Milford. To answer some of the questions you, as an employee, may have concerning the Town and its policies, we have written this Handbook of Personnel Rules. Please read it thoroughly and retain it for future reference. **The policies and rules stated in this Handbook are subject to change at the sole discretion of the Milford Board of Selectmen.** From time to time you may receive updated information concerning changes in policy. If you have any questions regarding any policies, please ask your supervisor, your Department Head, or the Human Resources Director for assistance.

This Employee Handbook of Personnel Rules will, hopefully, provide you with useful guidelines, however, the policies, procedures and benefits outlined in this Handbook are not terms and conditions of employment. This Handbook is not intended to be a contract or part of a contractual agreement between the employer (Town of Milford) and you (the employee). In other words, this Handbook is not a contract, express or implied, guaranteeing benefits, policies or procedures of employment for any specific duration. Although we hope that your employment relationship with us will be long - term, either you or the Town of Milford may terminate this relationship at any time, for any reason, with or without cause, reason, or notice.

The Milford Board of Selectmen and its designees reserve the right to take any action necessary to adjust the staffing, manning levels, or organizational structure of the Town of Milford. Employment with the Town, in the absence of a separate contract of employment or collective bargaining (union) agreement, is considered employment “at will.” Your continued employment with the Town is based on mutual consent. Please note that no supervisor or Department Head has the authority to enter into any agreement with you for employment for any specified period or to make any promises or commitments contrary to the foregoing. Final authority for interpretation of these rules rests with the Milford Board of Selectmen. These rules may, from time to time, be modified and any such change(s) shall be in the sole discretion of the Board of Selectmen.

We welcome you as an employee of the Town of Milford and wish you the best of luck and much success in your position. We hope that your employment relationship with the Town of Milford will be a rewarding and satisfying experience for you and that your stay with us will be a long and pleasant one.



The benefits and provisions contained in this Employee Handbook apply only to those Town of Milford employees not covered under the auspices of a Collective Bargaining Agreement except that the International Brotherhood of Teamsters, Local 633, has adopted the Town of Milford Employee Handbook of Personnel Rules by reference in their Collective Bargaining Agreement.

