

Chapter 3 – Employment Policies & Programs
Record of changes – 2/10/2023

Page 1, Line 35	Added	RSA link
Page 1, Line 38-39	Added	DOL link
Page 1, Line 44	Added	“s” to periods
Page 2, Line 18-19	Added	reference to electronic timekeeping
Page 2, Line 19	Added	forms should be complete daily/weekly
Page 2, Line 20	Added	reference to “bi”-weekly
Page 2, Line 21-22	Added	Or approve hours electronically
Page 3, Line 13	Added	RSA link
Page 3, Line 16	Added	DOL link
Page 3, Line 18	Added	RSA link
Page 3, Lines 35-38	Request to Add	Compensatory time should be utilized as an exception versus the rule. Compensatory time is to be used by the end of the calendar year in which was taken whenever possible, so there is no carryover from year to year. Carryover from one year to the next requires approval by the Town Administrator. (BOS approved)
Page 4, Line 22	Added	FLSA link
Page 5, Line 27 - 31	Added	“there is no direct disciplinary report relationship.”
“ “	Removed	“as the position being filled is a totally separate department from that of the current employee.”
“ “	Added	“Please review full policy as detailed in Chapter 9 of the Employee Handbook”
“ “	Added	Approved by Milford BOS 6/22/2015
Page 6, Line 14-15	Added	CFR and DOL link
“ “	Removed	“from the Human Resource Office, Monday through Friday, from 8:00 a.m. to 4:30 p.m.
Page 7	Removed	information relative to EFMLA and ESLA (Covid)
Page 9, Lines 22	Removed	the word “sexual”
Page 9, Lines 22	Added	“sexual or otherwise”
Page 9, Line 39	Removed	the word “sexual”
Page 9, Line 40	Added	Revised & Approved by the Board of Selectmen on 8/8/16

Approved by BOS as amended 2/27/2023