

# Policies on Federal Compliance

*Adopted: December 7, 1994*

The following general compliance policies shall be in effect as of the adoption date for the Town of Lamoine

## **Equal Employment Opportunity**

The Town of Lamoine shall not discriminate in hiring, promoting, discharging, paying, granting of fringe benefits, job training, classification, referral and other aspects of employment on the basis of race, color, religion, sex, age, disability or national origin. The Town shall, however, not establish quotas to ensure employment of any actual or perceived minority, but shall hire the best-suited person for the job

## **Americans With Disabilities Act**

The Town of Lamoine shall, to the best of its ability, comply with the Americans with disabilities act. Reasonable accommodations that do not impose undue hardship on the Town of Lamoine shall be made to accommodate those employees with disabilities.

## **Drug Free Work Place**

As stated in the Town of Lamoine's Policies on Drug and Alcohol use, the Town shall be a drug free workplace. That means use of drugs and employment of people under the influence of drugs and/or alcohol shall not be tolerated and shall be grounds for dismissal, suspension or reprimand.

## **Whistleblower Protection**

1. The Town of Lamoine shall not discharge, threaten or otherwise discriminate against an employee who reports actions that may be a violation of the Law, a condition that risks health or safety, who refuses to carry out an action because it may expose the employee to risk of serious injury or death, or is requested to participate in an investigation, hearing or inquiry held by a public body
2. Protection is given only if the employee first brings the alleged violation, condition or practice to the attention of the supervisor and has allowed the employer a reasonable opportunity to correct it or has specific reason to believe that reports to the employer will not result in prompt correction of the violation, condition or practice.
3. Reports of violation, unsafe conditions or practices or illegal acts in the workplace shall be made to the Town's Administrative Assistant or to the Lamoine Board of Selectmen.

Complaints may also be filed to the Maine Human Rights Commission, State House Station 51, Augusta, ME 04333 (287-2326).

### **Family Medical Leave Act**

If the Town of Lamoine is deemed to be covered by the Family Medical Leave Act due to the size of its part time, volunteer, and full time workforce, the Town shall comply with the law.

### **Taxes and Withholdings**

All employees are subject to Federal and State income tax withholdings. The Town of Lamoine shall require that all employees fill out an I-9 and W-4 form as required by Federal and State Law. The town Treasurer shall withhold those amounts required by State and Federal Law. The only exceptions to withholding shall be ballot clerks on amounts totaling less than \$1,000. All other payments other than expense reimbursement made to employees of the Town of Lamoine shall be considered gross wages and subject to withholding. Other withholding requests such as for charity contributions, direct deposit payments, child support and the like shall be considered by the Treasurer on a case-by-case basis.

The above policies on Federal Compliance are adopted by the Lamoine Board of Selectmen on this 7th day of December, 1994

/s/William Collier

/s/Richard Davis

/s/Arthur Alley

Selectmen, Town of Lamoine