

Maine Downtown Center
Suggested Personnel Policy Content for Main Street Maine communities

- I. Anti-Discrimination Policy
- II. Anti-Harassment Policy
- III. Drug and Alcohol Policy
- IV. Attendance Policy & Work Schedules
- V. Compensated Leave
 - a. Compensatory Time
 - b. Flex time
 - c. Vacation Allowance
 - d. Medical Leave
 - e. Bereavement Leave
 - f. Paid Holidays
- VI. Unpaid leave
- VII. Reimbursement of Travel and Other Expenses
- VIII. Use of XXX MainStreet Equipment and Property
- IX. Supervision of Employees
- X. Annual Employee Performance Measures
- XI. Annual Employee Performance Evaluation Procedure
- XII. Compensation
- XIII. Disciplinary Action Procedures
- XIV. Separation from XXX MainStreet
- XV. Grievance Procedures
- XVI. Employee Acknowledgment of Receipt of Personnel Policy