

**TOWN OF OLD SAYBROOK**

**EMPLOYEE HANDBOOK**

**(Not including Police Dept. Employees)**

**Adopted by Board of Selectmen on March 12, 2019**

**302 Main Street**

**Old Saybrook, CT 06475**

**[www.oldsaybrookct.org](http://www.oldsaybrookct.org)**

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## SECTION I INTRODUCTION

### *Welcome to the Town of Old Saybrook*

As the First Selectman of Old Saybrook, I recognize that we can only fulfill our goals and objectives with the dedicated work of our most important resource—our employees. If you are a new employee, congratulations, and welcome to our team. If you are a current employee, we appreciate the effort and contributions you make every workday to the services we provide to our residents and visitors. Our goal is to operate our town government in a professional, customer-focused, and trustworthy manner. To accomplish that goal, we need for each employee to do his or her best work every day and to work as a team to foster a supportive and cohesive work environment.

We are committed to providing our employees with a diverse, professional and safe workplace. This Handbook is meant to serve as a ready guide about our culture, how we conduct business, what we expect, and what you can expect as we work together to provide exceptional and professional services to Old Saybrook residents and visitors. We ask that you read this material carefully at your earliest convenience.

Carl P. Fortuna, Jr.  
First Selectman

## *About This Handbook*

This handbook serves as a general reference during your employment with the Town of Old Saybrook. It is not intended to be a definitive source of information on all the terms and conditions of your employment, but rather as a general guide to the Town of Old Saybrook's policies, practices and employee benefits

**The contents of this handbook are meant to serve as guidance and do not constitute the terms of a contract of employment, express or implied, or a guarantee of continued employment.** This handbook does not serve as a contract regarding your work assignment, work schedule, specific working conditions or length of employment or any terms or conditions of employment. The Town reserves the right to review, revise, delete, and interpret the policies and procedures described in this handbook at its discretion, subject to any legal restrictions. Of course, we believe in open communication, and will keep you apprised of changes about which you need to be aware in order to perform your job.

In addition, this Handbook is not meant to change or conflict in any way with any terms and conditions of employment contained in any collective bargaining agreement. If you are in a position that is covered by the terms of a collective bargaining agreement, this Handbook supplements those agreements, but does not replace them. Moreover, to the extent the provisions of this handbook conflict with certain plan documents, those plan documents shall apply. This handbook supersedes all prior handbooks and policies of the Town.

**Employees who are not covered by a collective bargaining agreement or statutory protections for their position entitling them to otherwise, are employed "at will." Thus, just as employees are free to leave their employment for any reason with or without notice, the Town may terminate their employment with or without notice for any reason not prohibited by law.**

## **SECTION II**

### **OUR COMMITMENT TO MAINTAINING A POSITIVE AND INCLUSIVE WORKPLACE**

#### ***Our Culture of Appreciation and Respect***

Our work environment and culture are an essential part of our success. We believe it is important that employees consistently treat co-workers—as well as others with whom we interact while working (including members of the public)—in a courteous and respectful manner. We also believe that a diverse workforce enhances the quality of our work environment and our service delivery to our Town residents and visitors. In addition to the common categories of individuals who are entitled to equal treatment by law, we value treating individuals with respect without regard to other differences, including education, economic status, family background, perspectives or other individual characteristics. Treating each individual as a person worthy of respect goes a long way towards having a higher performing, innovative and harmonious workplace.

#### ***Equal Employment Opportunity***

The Town of Old Saybrook is committed to the principles of equal employment opportunity and non-discrimination in all of our employment policies and practices, including recruitment, hiring, training, compensation, benefits, discipline, transfers, promotions, and all other terms and/or conditions of employment. The Town will make every effort to ensure that our employment policies and practices provide equal opportunities without regard to race, color, national origin, creed, ancestry, citizenship status, age, gender, physical or mental disability, religion, sexual orientation, transgender identity or expression, parental status, marital status, partnership status, civil union status, pregnancy, workplace hazards to reproductive systems, genetic information, past or present service in the uniformed services of the United States, or any other legally protected basis.

The Town will not retaliate against any employee who has filed a complaint or participated in an investigation under this policy.

If you believe you have been the victim of discrimination or retaliation under this policy, you should promptly report the matter to your Department Head or to the First Selectman.

## *Workplace Accommodations*

The Town of Old Saybrook is committed to providing equal employment opportunities to otherwise qualified individuals with physical and/or mental disabilities (including intellectual disabilities), which may include providing reasonable accommodation, where appropriate, to enable them to perform the essential functions of their position in a safe manner. Reasonable accommodation is any change in the work environment or in the way a job is performed that enables a person with a disability to perform the essential functions of their job.

The Town will make reasonable accommodation to the known physical or mental limitations of an otherwise qualified employee with a disability to enable him or her to perform essential job duties unless such accommodation would impose an undue hardship on the operations of the Town. An individual with a disability is “otherwise qualified” if he or she can perform the essential functions of the position with or without reasonable accommodation.

In order to ascertain whether an employee is entitled to an accommodation for a disability, the Town may request that the employee provide information from his/her medical provider or obtain a fitness for duty examination by a health care provider selected by the Town.

In determining the extent of the Town’s accommodation obligations, the following factors among others may be considered: (1) business necessity, (2) whether the accommodation would pose an undue hardship on the Town, and (3) whether the individual with a disability poses a direct threat to the health or safety of others in the workplace.

Also, the Town will endeavor to make accommodations, requested, and as required by law, for pregnancy and conditions related to pregnancy and childbirth. Additionally, the Town will endeavor to make reasonable accommodation for an employee’s or applicant’s religious beliefs or practices, unless an accommodation would impose an undue hardship on the Town.

Any individual (employee or applicant) who is in need of accommodation for disability or pregnancy related reasons should contact the Town’s ADA Compliance Officer about the specific need. Confidential discussions with the individual and consultation with the employee’s supervisor will determine what, if any, reasonable accommodation will be made. Any individual (employee or applicant) who is in need of accommodation for religious reasons should contact the First Selectman.

Whenever applicants or employees provide the Town with medical information, the information obtained is kept confidential. The Town will maintain all information regarding the medical condition or history of applicants, employees, and employees’ dependents on separate forms and in separate secure medical files, and treat such information as a confidential medical record to be utilized only as permitted by law. The exceptions to this practice include (1) supervisors and managers may be

informed of restrictions or accommodations; (2) first aid or safety personnel may be informed if the condition might require emergency treatment; (3) government officers investigating compliance with federal or state law shall be informed; and (4) other Town managers, officials, or employees with a need to know as determined by the Town in accordance with applicable law.

## ***Unlawful Harassment Prevention Policy and Complaint Procedure***

The Town of Old Saybrook is committed to promoting harmonious working relationships and a safe work environment that is free of harassment in the workplace. To support that commitment, the Town strictly prohibits harassment and any other form of discrimination, including but not limited to harassment based on race, color, national origin, creed, ancestry, citizenship status, sex, sexual orientation, transgender identity or expression, pregnancy, marital status, parental status, religion, age, physical or mental disability, civil union status, workplace hazards to reproductive systems, past or present service in the uniformed services of the United States, genetic information, or any other legally protected basis. The Town also prohibits discrimination or harassment against any individual based upon that individual's association with an individual in a protected class.

All managers, supervisors and employees are required to maintain a work environment free from such discrimination, unlawful harassment and retaliation. The Town will investigate all complaints of unlawful discrimination or harassment and preserve confidentiality to the maximum extent practicable. Any employee who violates this policy may be subject to discipline, up to and including termination of employment.

The Town of Old Saybrook prohibits retaliation because they have (a) filed a good faith complaint of unlawful discrimination or harassment; (b) assisted or participated in an investigation of such a complaint, or in any hearing or legal proceeding involving such a complaint; (c) opposed any unlawful conduct involving unlawful discrimination or harassment; or (d) exercised any other legal right protected by law that involves unlawful discrimination or harassment.

### ***Prohibited Forms of Unlawful Harassment***

Unlawful Harassment is defined as verbal or physical conduct that has the purpose or effect of unreasonably interfering with an individual's work performance, or creating an intimidating, hostile, offensive, or abusive working environment. Some examples of unlawful harassment include, but are not limited to:

- Making racial or ethnic slurs;



- Ridiculing, insulting or demeaning a person, a group of people, or their relatives, friends or associates based upon one or more of their race, color, national origin, ancestry, citizenship status, age, gender, sexual orientation, disability, or religion.
- Subjecting an individual to conduct that constitutes bullying.

### ***Sexual Harassment***

*Sexual harassment deserves special mention.* It consists of verbal or physical conduct or abuse of a sexual nature, unwelcome sexual advances and requests for sexual favors in situations where:

- Submission to such conduct is an explicit or implicit term or condition of employment;
- An individual's submission to or rejection of such conduct becomes the basis for employment decisions affecting that individual; or
- Such conduct has the purpose or effect of creating an intimidating, hostile or offensive working environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented kidding or teasing, practical jokes, jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body. Sexually harassing conduct may be overt or subtle, and includes, but is not limited to:

- Repeatedly e-mailing, text-messaging, calling, or otherwise attempting to contact another employee to solicit a non-professional relationship with the individual;
- Basing any employment decision on an employee's or applicant's acceptance or rejection of personal relations or sexual advances;
- Verbal conduct, such as suggestive or offensive comments, sexual jokes, or sexual propositions;
- Non-verbal conduct, such as derogatory or pornographic images, pictures, or cartoons, leers or stares; and
- Unwanted physical conduct, such as making physical contact or assault.

Sexual harassment is a form of sex (gender) discrimination, and can occur against either a male or a female individual by either a male or female employee. It can be directed against an employee or a supervisor by another employee or supervisor. It can be directed against an employee by a contractor, other outside business associate, or visitor, and vice versa.

This policy also applies to the Town's electronic communications systems. Employees may not use any communications systems to harass or offend others, whether employees or non-employees.

This policy also applies to conduct outside of work that could have impact at the workplace.

### ***Reporting Harassment, Complaint Procedure and Investigation***

It is recommended that any employee who believes she or he has been subjected to any type of harassment should tell the other person to "stop" or make it clear that the conduct is not welcome or acceptable. In addition, it is the responsibility of any employee who has witnessed or believes that he/she has been subjected to any discrimination, harassment or retaliation as described above to immediately report the incident to his or her Department Head or to the First Selectman.

The Town will promptly and thoroughly investigate all complaints of harassment. To the extent practicable, complaints and their resolution will remain confidential.

Unlawful harassment is a serious act of misconduct. If an investigation results in a finding that a person has knowingly, or in a malicious manner, falsely accused another of statement(s) or conduct that he/she knew did not occur, that person will be subject to appropriate disciplinary action.

### ***Workplace Threats and Violence***

The safety and security of employees and visitors is of vital importance to the Town of Old Saybrook. We will strive to ensure that the workplace is as safe as possible and free from violence of any kind. The Town will not tolerate violence or threats of violence. Violent or violently threatening behavior of any kind, including implied or direct threats of violence, is prohibited at all the Town workplaces and facilities, and at any Town-sponsored event. Such conduct is prohibited by employees against any other employees or visitors even when the employee is not working.

Violations of this policy will lead to corrective action, up to and including termination of employment. In addition, violent threats or action will be reported to law enforcement authorities.

While we will make every attempt to ensure a violence-free workplace, nothing in the policy shall be interpreted as a guarantee by the Town to protect any person, including any employee, from willful or reckless acts by others.

### ***Definitions and Prohibitions***

Workplace violence is defined as behavior in which an employee, former employee, client, business associate or visitor to a Town workplace inflicts or threatens to inflict damage to property or person, or causes serious harm, injury or death to others in the workplace, on Town property, at Town-sponsored events, or offsite directed at a Town employee as a result of the employee's working at the Town.

The Town prohibits employees or visitors, with the exception of duly authorized law enforcement personnel, from bringing onto the Town property or to any location where an employee is performing duties on behalf of the Town, including parking lots or other exterior premises and the Town vehicles, any weapons or dangerous instruments as defined below or dangerous animals and/or pets of any kind. The Town prohibits employees, clients and visitors from using, attempting to use, or threatening to use, any weapon or dangerous instrument at any Town work site, on any Town property, or in any Town-owned vehicle.

- Weapon means any firearm, including a BB gun, pellet gun, whether loaded or unloaded, any knife (excluding a small pen or pocket knife), including a switchblade or other knife having an automatic spring release device, a stiletto, any police baton or nightstick or any martial arts weapon or electronic defense weapon.
- Dangerous instrument means any instrument, article, or substance that, under the circumstances, is capable of causing death or physical injury, including, but not limited to, explosives, fireworks, other incendiary devices, poisonous substances, and chemicals. It does not include instruments that normally would not be dangerous if used for the purpose for which they were intended, such as pens and pencils.
- Violent or threatening behavior includes, but is not limited to, the following prohibited behaviors directed at an employee, client, or visitor:
  - Striking, hitting, punching, slapping or threatening a person with such action;
  - Fighting or challenging another person to a fight;
  - Any aggressive touching, pinching, grabbing of another person;
  - Engaging in dangerous or threatening horseplay;
  - Threatening or causing harm or damage to another person or another person's property;
  - Committing a violent felony or misdemeanor at work or on Town property;
  - Any act that a reasonable person would perceive as constituting a threat of violence.
- Employees and visitors are prohibited from causing, or threatening to cause, physical injury to any individual at any Town work site, or intentionally

causing, or threatening to cause, property damage. Any person attempting to use, or threatening to use, any weapon or dangerous instrument at any Town work site or who engages in violent or threatening behavior on Town property shall be removed from the premises and shall remain off the premises pending the outcome of an investigation. Subsequent to the investigation, the Town will initiate an appropriate response. This response may include, but is not limited to, suspension and/or termination of any business relationship, reassignment of job duties, suspension or termination of employment, and/or criminal prosecution of the person(s) involved.

### ***Reporting Acts or Threats of Violence***

Any employee, who has been a victim of violence, believes they have been threatened with violence or has witnessed an act or threat of workplace violence towards anyone else should take the following steps:

- If an emergency exists and the situation involves the potential for imminent danger, the employee should immediately call 9-1-1, and take appropriate steps as directed by law enforcement officials and take whatever steps are appropriate or necessary to protect him/her from harm.
- The employee should report the act or threat of violence to his or her supervisor or other Town management personnel as soon as possible. Even without an actual threat, employees should also report any behavior they have witnessed which they regard as threatening or violent. Employees also should report any situation that gives them reason to believe that future workplace violence may occur. Employees are responsible for making this report regardless of the relationship between the individual who initiated the threat or threatening behavior and the person or persons who were threatened or were the focus of the threatening behavior.

Supervisors should report the incident to their Department Head, or to the First Selectman. The Town prohibits retaliation of any kind against anyone who has reported workplace violence.

### ***Domestic Violence and Restraining Orders***

Domestic Violence can significantly impact workplace safety and the productivity of victims at work. Domestic violence includes abuse committed against a spouse or former spouse, domestic partner or former domestic partner, a cohabitant or former cohabitant, other household members, or any person with whom the victim has or had a romantic relationship. Abuse includes any intentional or reckless attempt to cause bodily harm, sexual assault, threatening behavior, harassment, stalking, making harassing phone calls, and similar conduct.

Employees who have obtained a protective or restraining order against any individual based on a potential act or threat of violence, domestic violence, stalking or harassment, that restricts the behavior of the individual and that would make the individual in violation of the order by coming near them at work, must provide a copy of the order to their supervisor. Supervisors should report the matter to the First Selectman.

### ***Incident Investigation***

Any report of workplace violence or threat of workplace violence will be promptly investigated. The employee who is alleged to have engaged in violence or threatened violence may be placed on administrative leave pending the outcome of the investigation. Additional steps may also be taken to ensure, to the greatest extent feasible, the welfare and safety of employees. Upon conclusion of the investigation, the Town will determine what corrective action will be taken and what mitigating measures to take to prevent future recurrence of any violence or threat. The results of the investigation, including findings and actions taken, and the location where the incident occurred, will be documented.

### ***External Reporting***

The Town will ensure that any incident of workplace violence is reported to local law enforcement within 24 hours from the occurrence whenever the violence constitutes an assault or related offense under Connecticut criminal statutes.

## **SECTION III WORKING FOR THE TOWN**

### ***Selection and Hiring***

We strive to fill each open position with the most qualified candidate available for the position. Our selection process is based on guidelines and practices that are designed to screen applicants and identify those individuals who will best contribute to our overall success, consistent with our commitment to equal employment opportunity, as expressed above.

### ***Job Postings, Assignment, Transfers and Promotions***

We recognize that employees of the Town may wish to transfer to other positions as they become available. Vacancies will be posted internally and where applicable, in accordance with applicable collective bargaining agreements.

### ***Screening of Selected Candidates***

In addition to a rigorous screening process, the Town will also conduct certain background checks and reference checks on all candidates it selects to hire. The Town also may have candidates, who have been offered a conditional offer of employment, undergo a pre-employment medical examination, and individuals offered a job in certain positions (such as those that require a Commercial Driver's License) will be required to undergo a drug test. Finally, all new hires will be required to submit proof of eligibility to work in the United States, consistent with federal law.

### ***Employment of Relatives***

In order to prevent potential conflicts of interest, the Town has established rules for the employment of relatives of Town employees. Any candidates for hire must disclose the existence of any such relations. Employees may not supervise or report to any family member.

### ***Employment Categories***

Proper classification of employees is essential in order to administer pay and benefit plans, and to comply with employment and tax laws. Under federal law, every employee who works for the Town of Old Saybrook must be classified as either (a) exempt or (b) non-exempt. Exempt employees are salaried, and work in administrative, managerial, supervisory and professional positions. Those employees are paid on a salaried basis and not eligible for overtime pay except as provided for

in collective bargaining agreements. All other employees are non-exempt, paid for all hours they work to the nearest quarter hour, and are eligible for overtime pay at the rate of time-and-one-half times their regular hourly rate of pay for all hours worked in excess of 40 hours per week. Employees will be notified at the time of hire whether they are considered exempt or non-exempt.

## ***Safe Harbor Policy***

It is the Town's policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure that you are paid properly for all time worked and that no improper deductions are made, you must punch in and out properly and review your paychecks promptly to identify and to report all errors.

### ***Review Your Pay Stub***

While the Town strives to ensure that employees are correctly paid, inadvertent errors do occasionally occur. The Town will take immediate and necessary corrective measures whenever mistakes are called to its attention. To assist the Town in this regard, it is important that employees review their pay stubs and promptly notify the Town in accordance with the reporting procedures outlined herein for any mistakes (*i.e.* errors in deductions, reported hours of work or any other errors) or concerns regarding employees' wages.

### ***Non-exempt Employees***

Non-exempt employees are paid overtime compensation for any work beyond 40 hours in a work-week. Overtime is calculated based on actual hours worked in excess of 40 hours in any given week. For purposes of calculating overtime, a work-week begins on 12:00 a.m. Saturday through 11:59 p.m. on the following Friday. Overtime rate is one and one-half times employees' regular hourly rates of pay.

As stated herein, employees are encouraged to review their pay checks and paystubs to confirm that they are properly paid for all hours worked and are properly reimbursed for expenses. Inasmuch as employees disagree with the recorded regular and overtime hours worked, work absences, late arrivals, early departures and other voluntary time away from work, employees are required to notify the Town in accordance with the procedures outlined herein.

### ***Exempt Employees***

Exempt employees (*i.e.* those ineligible for overtime pay) receive fixed salary wages that are intended to compensate the employee for all hours worked. These salary wages are established at the time of hire (or at the time an employee's classification as an exempt employee is made). The base salary wages of exempt employees are predetermined amounts that are not subject to change due to variations in the number of hours worked.

However, under Federal, state and local laws, exempt employees' salaries may be subject to certain adjustments, such as:

- full day absences for personal reasons;
- full day absences for sickness or disability;
- full day disciplinary suspensions for major safety violations or significant infractions of important workplace conduct rules;
- Family and Medical Leave absences (either full or partial day absences);
- to offset amounts received as payment for jury and witness fees or military pay;
- the first or last week of employment in the event said employees works less than a full week; and/or
- any full work-week in which said employees do not perform any work.

These employees' salaries are also subject to wage withholdings, including, but not limited to, employees' contribution for health insurance premiums; federal, state or local taxes, social security; or wage garnishments. Exempt employees' salary wages may not be reduced for any of the following reasons:

- partial-day absences for personal reasons, sickness, vacation or disability, unless the leave is FMLA-protected;
- absences resulting from office closure during scheduled work-days;
- absences for jury duty, attendance as a witness pursuant to a subpoena, or military leave during weeks in which employees performed work; and/or
- any other deductions prohibited by Federal, state, or local law.

### ***Under-payment and Over-payment Administration***

If underpayments are identified and reported, they will be immediately corrected. If an employee receives an overpayment of wages, they are expected to notify the Town immediately and to cooperate with the Town for correction of the overpayment. Employees acknowledge and agree that they must report all instances of overpayment or underpayment within 30 days from the date when such incident occurred for the Town to take appropriate corrective action.

### ***Reporting Concerns or Obtaining More Information***

Any employee with a reasonable belief that his/her wages are subject to improper deductions or that the wages paid do not accurately reflect hours worked or if there is an error in your paycheck should immediately report the matter to the Accounting Department. The Town will fully investigate all reported payroll issues and take appropriate corrective actions as needed.



## *Job Descriptions*

The Town maintains job descriptions, which define essential job functions, qualifications needed to perform the essential functions, and other aspects of the job. Copies of all job descriptions are maintained in the Selectman's Office.

## *Probationary/Introductory Period*

All employees governed by a collective bargaining agreement must successfully complete a probationary period as set forth in their collective bargaining agreement.

For those employees not covered by a collective bargaining agreement, they must successfully complete an introductory period and they will be informed of their specific introductory period at the time of hire. The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The Town uses this period to evaluate capabilities, work habits, and overall performance. It is also a time to get to know your fellow co-workers, your supervisor and the tasks involved in your job position. Your supervisor or another Town employee will work with you to help you understand the needs and processes of your job.

Employees who are reassigned must complete a secondary introductory period of the same length with each reassignment to a new position. Any significant absence will automatically extend an introductory period by the length of the absence. If the Town determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period determined by the Town in its sole discretion.

This introductory period does not affect the employment status of an employee being "at-will," meaning that the employment relationship can be terminated at any time and for any reason not prohibited by law. Nothing in this policy shall alter the at-will status of the employment relationship, whether during or following the introductory period.

## ***Work Schedules And Breaks***

### ***Standard Work Schedule***

Standard business hours for the Town Hall are 8:30 a.m. to 4:30 p.m. Other Town facilities such as the Library or Transfer Station have their own hours of operation. For non-exempt employees, the workweek for full-time employees consists of between thirty-five (35) and forty (40) hours per week. The regular daily work schedule is between the hours of 7:00 a.m. and 5:30 p.m. A flexible work schedule be established by written mutual agreement between the employee and his or her supervisor, with the approval of the First Selectman in its sole and absolute discretion. Work schedule rules and procedures are set forth in the applicable collective bargaining agreements or offer letters for non-union employees (or as the terms within the offer letters may be subsequently changed).

The daily work schedule for exempt employees will be established by Town management and may require some flexibility due to Town business or operational needs.

### ***Meal Periods And Breaks***

Each non-exempt employee who works a minimum of seven and one-half consecutive hours shall be entitled to an unpaid meal break of at least thirty (30) minutes. The thirty minutes is in addition to the regularly scheduled work hours and must be taken after the first two hours of the work shift and before the last two hours of the work shift. The meal break will be scheduled with the approval of your supervisor. Exempt professional employees will receive meal breaks each day according to when it best fits into their work schedule based upon operational needs and staff assignments.

## ***Overtime***

Exempt employees are not eligible for overtime compensation except as provided in collective bargaining agreements. Nonexempt employees are eligible for overtime compensation for all hours in excess of 40 hours in a workweek at the rate of time-and-one-half times their regular hourly rate. Overtime work (outside regularly scheduled hours) must be approved by the employee's supervisor. Overtime hours must be submitted for payment on your regular time sheet. A reasonable amount of overtime may be required with reasonable advance notice, except in emergencies. Please refer to your applicable collective bargaining agreement for more information about overtime.

In lieu of overtime compensation employees in certain job classifications may be permitted to accrue compensatory time off or flexible time in accordance with federal

regulations. Approval in advance from the employee's supervisor or the First Selectman is required for the accrual of compensatory time.

## ***Reporting Time Worked***

All employees must record your time each day utilizing the Town's time-keeping system. When utilizing the time-keeping system, you must accurately reflect the reason for your absence (e.g. sick, personal or vacation time) anytime you are absent from work.

Each non-exempt employee must record his or her own work time only, including beginning time, ending time, and unpaid meal or break times. Non-exempt employees are not permitted to start work before your scheduled shift or work after their scheduled shift without prior authorization from their supervisor and must take their lunch breaks. Non-exempt employees also are not permitted by law to "volunteer" work time.

## ***Receiving Your Pay***

Employees are paid on a bi-weekly basis, every other Friday, unless you are notified of an alternative pay period. We offer direct deposit into a checking or savings bank account as a convenient way for you to receive your pay. If you have any questions about your pay, please contact the Accounting Department at (860) 395-3132.

## ***Employee Records***

Employee personnel records are maintained at the Town Hall in a central file. Medical records are maintained in separate, secure files in accordance with federal and state law. You may view the contents of your personnel file upon request with reasonable notice.

It is your responsibility to notify the Accounting Office whenever there are any changes in home address, telephone numbers, marital status, number of dependents or children, death of a family member covered under the Town's medical insurance, beneficiary for life insurance, or emergency contact(s).

## ***Vehicle Usage Policy***

The Town of Old Saybrook is committed to protecting its employee drivers, their passengers, and members of the general public as well as the taxpayers' investment in vehicles. This policy establishes guidelines and procedures for the use by employees of Town owned vehicles or for the use of their own vehicles for Town business. The Police Department and Fire Department have their own vehicle usage policies and are therefore not subject to this policy. Employee requirements and

responsibilities as well as prohibited practices are outlined regarding the use of vehicles.

### ***Safety***

Safety is the chief concern in the operation of all vehicles. Strict adherence to posted traffic regulations, speed limits and safe driving practices, including wearing of seat belts, and refraining from cell phone usage while driving is mandated at all times.

Drivers are also responsible to see that vehicles are appropriately locked and secured when not in use (including never leaving the vehicle running or the keys in the ignition when out of the vehicle), except to allow for relocating a vehicle to provide for access to other vehicles, deliveries, or continuation of an activity. Valuables, including equipment, should never be left in plain view, even when the vehicle is locked.

Drivers should avoid any behavior that would impair their ability to safely operate a vehicle, including but not limited to: driving while fatigued, use of cell phones other than hands free while driving; texting while driving; use of legal drugs that may impair driving; use of alcohol or illegal drugs.

Safety or security violations should be reported immediately to the applicable supervisor. Violations of this policy can be cause for disciplinary action.

### ***Usage***

Town vehicles shall be used for official purposes only. Town vehicles should not be used to transport employees to/from their residence unless specific permission is granted by the First Selectman.

Whenever possible, larger vehicles such as trucks and fire apparatus should be used for their intended purpose and not for administrative functions such as dropping off paperwork at Town Hall. Smaller more energy efficient vehicles should be used for those purposes. Similarly in the interest of energy conservation, there should be no idling of vehicles unless required by the work assignment.

Personal use of a town vehicle, during or after work hours, is not permitted. This includes running errands during work hours. The exception is the obtaining of food and drink during authorized lunch and breaks. Passengers in town vehicles should be limited to authorized personnel. Children should not be passengers in Town vehicles with the exception of those departments that serve the needs of children, such as Parks and Recreation and Youth and Family Services. Under no circumstances shall children or non-employees be passengers in heavy equipment vehicles such as snowplows.

### ***Maintenance***

Drivers shall be responsible for the proper maintenance of town vehicles, including fueling, keeping appropriate fluid levels, and visual safety inspections prior to use. Any defects or safety concerns should be immediately reported to the supervisor. Department heads are responsible to see that all vehicles adhere to the dealer recommended maintenance schedule and that vehicles are not operated if there is an open maintenance/repair issue.

Drivers shall keep the interior of the vehicles clean and free from litter, personal items or outdated and other items not necessary for work assignments.

### ***Authorization of Usage***

Each department head that has usage of town vehicles shall keep an updated and current list of employees with valid Connecticut driver's license and/or Commercial Driver's License (CDL) and what vehicles those employees are authorized to use. This list shall be reviewed for accuracy at least annually. Employees are responsible for immediately reporting to their department head any infractions or violations either on or off duty that may result in the suspension or loss of said licenses.

Potential new employees whose duties require operation of Town vehicles shall complete a Driver History Form so that a Motor Vehicle Records check can be made as part of the background check to identify any high-risk driving behavior and will be considered in the hiring process.

No persons other than those authorized above should be allowed to drive Town vehicles.

### ***Training***

Department heads are responsible to see that all employees who use Town vehicles are adequately trained on usage of the vehicle including regular reviews of safety regulations and practices.

### ***Personal Vehicles Used For Business***

Employees who drive personal vehicles while conducting Town business are subject to the same safety guidelines and procedures as town owned vehicles with the exception of personal usage and authorized passengers. In addition, the personal vehicle should be adequately covered by automobile liability insurance in accordance with Connecticut state law. Employees shall be reimbursed for mileage and other business related expenses in accordance with the Town's expenditure policies.

## SECTION IV

### OUR BEHAVIOR AND PERFORMANCE EXPECTATIONS

#### *Guidelines for Behavior in Our Workplace*

The Town takes great pride in the quality of its services to residents and visitors. As an important foundation of our success, we all must strive to maintain a positive and productive work environment. Our purpose in defining expectations of behavior and adopting certain work rules is to minimize conflict and the need for corrective action among employees. We hope to never find it necessary to take corrective action for any reason. However, when situations arise that are cause for concern, they will be investigated and dealt with on a case-by-case basis.

While we generally follow the concept of progressive discipline as outlined in applicable collective bargaining agreements, depending on the nature of the conduct, a serious infraction may lead to suspension or termination of employment, even for a first-time offense. Any list of rules cannot possibly cover all situations that may arise. **In all cases, disciplinary actions remain within the sole discretion of the Town. Further, nothing in this policy is intended to alter the at-will status of the Town's employees.**

#### *Desired and Expected Behaviors*

- Treating fellow employees, residents, visitors and others with courtesy and respect;
- Performing job duties and assignments to meet or exceed performance standards;
- Following instructions and directions given by a supervisor;
- Knowing and complying with safety rules and ethical standards;
- Complying with Town Policies;
- Continuing to improve and develop work knowledge and skills;
- Efficient use of resources, supplies and time;
- Seeking solutions and innovation for problems or conflict;
- Not speaking disparagingly about other employees;
- Communicating openly about issues, ideas and problems; and
- Collaboration, teamwork, and mutual support for colleagues.

#### *Examples of Unacceptable Behavior That Could Result in Disciplinary Action*

Any list of rules cannot possibly cover all situations that may arise. However, some of the actions which will not be condoned and which may lead to disciplinary action up to and including termination of employment are listed below

- Falsification of work records, including timesheets;

- Violation of another employee's privacy rights;
- Engaging in any harassing, intimidating, threatening or disruptive conduct while at work;
- Violation of the Town's anti-harassment or discrimination policies;
- Dishonesty;
- Abusive absenteeism;
- Engaging in disorderly conduct, fighting or attempting to fight, or poor conduct that violates common decency;
- Possession of firearms, concealed weapons or explosive material on Town premises or during working hours;
- Theft or unauthorized removal of Town property;
- Excessive use of cell phones for personal calls or texts during working time.
- Possession, sale or use of alcohol, narcotics, or any other intoxicating drug on Town premises or being under the influence of alcohol, narcotics or any other intoxicating drug in the workplace, whether on or off duty, during breaks or while operating Town-owned equipment;
- A conflict of interest that makes the employee unfit for employment;
- Insubordination, including refusing to follow supervisor's instructions regarding job-related matters; and
- Violation of any Town Policy or the provisions of this Handbook.

## *Professional Development*

Employees are encouraged to take advantage of opportunities for professional development to gain new skills or enhance existing skills. Please check with your supervisor regarding the use of time or reimbursement for cost involved for seminars, conferences, classes, webinars or other development opportunities. All such opportunities will need approval of the First Selectman at his sole and absolute discretion.

## *Work Attire and Appearance*

Because our work involves public service, it is important that employees present a professional image to the public. Personal attire is expected to be professional, neat and clean while at work. Ripped, torn or otherwise damaged clothing, tank tops, cut-off shorts, sweats, and flip-flops are examples of inappropriate attire. Footwear needs to be practical and safe for the work environment. If you come to work in unacceptable attire, you may be asked to go home, change your clothes and then return to work in acceptable attire.

## *Being Here When We Need You*

Employees who come to work on time and everyday show us that they are a contributing member to the Town's team and its success. Regular attendance at work is an important part of satisfactory job performance. If you often miss work, arrive late or leave early, it puts added burdens on other employees and is detrimental to workplace morale and productivity. The Town monitors employee attendance so that we can address issues that may cause employees to be absent in an equitable and consistent manner.

If you are unable to arrive for work on time or must be absent, you must notify your Supervisor within one hour of your shift or as soon as possible in the event of an emergency. Speaking to or leaving a message with someone other than your supervisor is not acceptable. In accordance with applicable law, violations of this policy may result in disciplinary action, up to and including termination.

## *Inclement Weather and Emergency Closings*

Employees generally are expected to report to work as assigned and make every reasonable effort to arrive on time whenever there is inclement weather. If severe weather conditions prevent you from coming to work or arriving on time, you must notify your supervisor as soon as possible. If you are unable to report to work due to the severity of the weather or other emergency, your absence may be excused upon the recommendation of your supervisor, and you will be charged personal or vacation leave. Employees who are needed for public safety or winter road maintenance (public works employees) must report to work as directed by their supervisor.

If weather is severe enough to cause travel safety concerns, the First Selectman may permit certain employees to arrive late or leave early without loss of pay. The First Selectman also may release employees, or require them to stay at work in cases of emergency, for safety or other legitimate reasons.

Should conditions warrant the closing or late opening of Town Hall or other town facilities, an announcement will be posted on the Town website ([www.oldsaybrookct.org](http://www.oldsaybrookct.org)) prior to 7:00 a.m. Closings/delayed openings will also be broadcast on WTNH television (Channel 8) and WLIS radio (AM 1420).

## *Requesting Leave and Reporting Absences*

We understand that occasionally you may need to be absent from work for a variety of reasons. We provide employees paid and unpaid time off from work to support needs for work-life balance. Leave benefits are fully described in the Benefits Section of this Handbook as well as applicable collective bargaining or offer letters for non-



union employees (or as the terms within the offer letters may be subsequently changed).

You must notify your immediate supervisor as soon as possible whenever you will be absent from or late to work. For unforeseeable leave, notice should be as soon as you know, and except in the case of an emergency, at least one hour in advance of the scheduled start time and should include the reason for the unscheduled absence (i.e., personal illness, illness of family member, emergency). For all foreseeable leave (e.g., vacation, medical appointments, non-emergency personal leave, jury duty), you should request time off as soon as you know of the need for time off. Requests will be granted in accordance with operational needs of the Town and in accordance with applicable law. Collective bargaining agreements contain other stipulations regarding requesting and scheduling leave. Additional notice requirements are set forth in the Town's *Family And Medical Leave Act Policy* in the event the need for leave is covered by the Family and Medical Leave Act.

### ***Returning to Work from Personal Illness or Injury***

Medical certification also may be required in accordance with the Town's Family and Medical Leave Policy, sick leave policy or as permitted by law to substantiate the need for medical leave in other situations.

If you are admitted for an overnight stay in a hospital, or are absent for four (4) or more consecutive calendar days due to personal illness or injury or for any other reason in accordance with applicable law, you may be required to submit a medical certification prior to returning to work indicating that you are able to return to work with or without medical work restrictions and the nature of the work related restrictions.

### ***Media Communications/Social Media***

All media inquiries seeking an official Town response or a statement on behalf of the Town should be directed to the First Selectman. Authorization to speak on behalf of the Town may only be given by the First Selectman.

Town employees must adhere to relevant policies as well as all federal, state and local laws regarding the release of information about activities of the Town, or its employees, including privacy of personal identifying information or the release of medical information regarding employees.

Nothing in this policy is intended to restrict employees from posting or commenting on social media as citizens on matters of public concern. When speaking or writing as a citizen, an employee must make every effort to indicate that he/she is not speaking on behalf of the Town.

## *Personal Relationships*

Relationships of a romantic or personal nature in the workplace can interfere with the work environment. Therefore, employees who are engaged in a personal or romantic relationship must be careful not to display the relationship in a way that could interfere with their work, the work of others, or create an uncomfortable environment for others. Supervisors should not engage in personal or romantic relationships with employees under their supervision. If such personal relationships exist, they should be disclosed to the First Selectman immediately.

## *Ethics and Conflict Of Interest*

Respect for the Town's reputation, interests, and success requires all of us to maintain a high standard of ethical conduct, especially given the public nature of our work. Public employees hold a position of trust with responsibilities that require them to observe the highest ethical standards. Each employee is expected to conduct his or her personal affairs in a manner that avoids any conflict of interest or impropriety, or the appearance of a conflict of interest or impropriety, between those affairs and the employee's work, including their working relationships with other employees, members of the public, or others.

Examples of conflicts of interest include, but are not limited to, the following:

- Having a significant financial interest or stake in any business or contract that could influence or affect your ability to perform your job
- Soliciting for money, purchases, gifts or donations in working areas during working hours.

Employees must immediately disclose to their supervisor any potential or actual conflict of interest. Town Ordinances include a section on Ethics which employees also must abide by.

## *Outside Employment*

The Town generally views the off-duty activities of its employees to be their own personal business. However, working another job while employed by the Town has the potential to conflict with an employee's work or with the Town's business or operational interests. Accordingly, we have established guidelines to cover outside employment.

### ***Conditions for Engaging in Outside Employment***

Employees may perform work for another organization (or be self-employed) so long as the following conditions are met:

- The employee notifies his or her supervisor of the nature of the outside employment.
- The outside employment does not interfere or conflict with the employee's job duties, or work schedule, including any required overtime work.
- The employment does not create a conflict of interest with the Town's business.
- If there is any change in outside employment, including the employer, the type of work performed, work schedule, or location, the employee must submit a new request.
- An employee may not work at any outside job if he or she is on an approved unpaid leave of absence or out of work due to a personal illness or injury.

### ***Workers' Compensation Injury***

An employee who sustains an injury or illness due to his or her outside employment will:

- Notify his or her supervisor and request a leave of absence for any period of incapacity because of such injury or illness.
- Not be entitled to workers' compensation benefits from the Town as a result of such injury or illness.
- Not receive credit for paid leave or other employment benefits during the period of absence due to such injury or illness.

### ***Resolution of Outside Employment Conflicts***

If, at any time, the Town determines in its discretion that the employee's outside employment conflicts with the employee's performance of his or her job with the Town, or is in conflict with the Town's organizational interests, the employee will be required to eliminate the conflict or discontinue the outside employment if he or she wishes to remain employed with the Town.

### ***Confidentiality and Individual Privacy***

Respect for others dictates that each employee must not discuss confidential information about other employees that is gained while working for the Town. Certain employees have access to business systems, personnel records and other information that is confidential in nature. Such information includes information

about anyone's personal or medical conditions. Protection of this information by safeguarding it when in use, filing it properly, and discussing it only with those who have a legitimate need to know is an extremely high priority for everyone. Discussing or disclosing certain confidential information about another person may also be a violation of the law.

### *Use of Telephones*

The Town's telephone equipment system is intended for work-related or business calls. Personal phone calls, other than calls of short duration for a specific purpose, should be limited to designated break times, except in cases of emergency or other serious situations that need immediate attention. The same discretion applies to the use of cellular phones, including texting. In addition, anyone operating a vehicle on Town business must not use a cellular phone while driving, unless using a hands-free device.

### *Use of Computer Systems and Electronic Mail*

Certain employees, elected officials, independent contractors, consultants and temporary workers (Users) may be provided with access to the Town's computer resources to assist them in the performance of their jobs. It is imperative that, while using the Town's computer resources, all Users conduct themselves in a responsible manner consistent with this policy and all related policies and practices of the Town.

The scope of this policy includes Old Saybrook's municipal computer network supporting administrative departments located primarily within the Town Hall complex, including Parks and Recreation and Youth and Family Services. Not within scope of this policy are the Police Department, Fire Department and the Board of Education.

"Computer resources" includes the Town's computer systems, file servers, applications servers, communication servers, mail servers, fax servers, web servers, workstations, standalone computers, laptops, data capable cell phones and other mobile devices, software data files and all internal and external computer and communications networks that may be accessed directly or indirectly from the Town Hall's computer network.

### *Ownership and Privacy*

The computer resources are the property of the Town and it is expected that these tools will be used in an appropriate manner at all times. All information and communication on the Town's computer resources is, by law, public information and there is no expectation of individual user privacy.

The Town has the right, but not the duty, to monitor any and all aspects of its stored communications on its computer resources. The Town reserves an unlimited right to access and review all materials Users create, store, send, or receive on the Town's computer resources.

The Town also reserves the right to monitor a User's activity on the Internet or any other computer network. Users understand that the Town may use manual or automated means to monitor use of its computer resources. Such monitoring may include, but is not limited to, monitoring sites visited by Users on the Internet, monitoring chat groups and news groups, reviewing material downloaded by Users to/from the Internet and reviewing e-mail sent and received by Users.

***Employees should understand that they should have no expectation of privacy in work areas or in connection with the use of these systems or with the transmission, use or storage of information via these systems and equipment. This includes internet usage, stored voice mail or e-mail messages, telephone numbers stored on the telephone system, word processing and other computer files.*** This includes all deleted information as well as metadata associated with the information on these systems.

### ***Security and Passwords***

Authorized Users have been provided passwords for the use of the Town's computer resources. User accounts and passwords are an important aspect of the Town's computing security and are the front line of protection for User and Administrator accounts. A User's individual account and unique password acts as a personal key to provide access to computing resources as well as granting specific permissions and capabilities within the computing environment.

Users are responsible for safeguarding their passwords. Individual passwords should not be printed, stored on-line or given to others. Users are responsible for all transactions made using their passwords.

Automated auditing on network servers and client computers routinely records individual account usage. Assigned account users are responsible for any activity, access or communication, which is performed utilizing their individual account. To ensure adequate protection of Town computing resources, passwords must meet the following minimum complexity requirements:

- Passwords must be at least 8 characters in length;
- Passwords must include both uppercase and lowercase characters;
- Passwords must include at least one numeric digit;
- Passwords may not be reused;

- Passwords will be changed no less often than every six months. Exception: Network administrative and service accounts with controlled use.

Compliance with the complexity requirements for Individual User accounts will be enforced using electronic administrative means wherever possible.

Users will manage individual account passwords utilizing tools provided as part of their personal computer configuration. The IT Department WILL NOT keep any record of individual account passwords. In the event that a password is forgotten or lost the IT Department will issue the User a temporary, single time use password. The User will be required to register a new personal password during their next logon session.

All systems connected to the Town's network are required to have administrator accounts maintained by the IT Department. These accounts are utilized for routine system management, computer performance data collection, hardware maintenance, software maintenance, data recovery and forensic analysis. Activities of administrator accounts will be included in any automated auditing which is routinely tracking account activity.

Use of passwords to gain access to the computer resources or to encode particular files or messages does not imply that Users have an expectation of privacy in such access or materials.

### ***Appropriate Use***

The primary purpose of computers, electronic communications and Internet access systems is intended for official Town business. All Users are reminded that electronic communications and internet access is subject to all applicable Federal, State and local laws, regulations, ordinances or policies. Users are responsible for observing copyright and licensing agreements that may apply when downloading files, documents and software.

Users must make each electronic communication truthful and accurate. They must use the same care in drafting e-mail and other electronic documents as they would for any other written communication. Users must keep in mind that anything created or stored in the computer system may, and likely will, be treated as public records and reviewed by others.

Information published or otherwise distributed electronically is subject to all laws, policies, regulations and procedures regarding the distribution and retention, public requests for information and distribution of information to the public.

Because the Town's name generally appears with communications sent on the Internet from its computer resources, Users must not include any unofficial views or opinions in their electronic communications.

### ***Prohibited Activities***

Users must use the Town's computer resources lawfully. Users must comply with all laws and Town policy. The Town will cooperate with any legitimate law enforcement activity resulting from the use of its computer resources.

Users may not send material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory or otherwise unlawful or inappropriate or otherwise violates the Town's anti-harassment policies or other Town policies. It does not matter how such material is sent, whether it is by e-mail or other form of electronic communication, such as bulletin board systems, news groups, chat groups or any social media site. Further, such material may not be displayed on or stored in the Town's Computers. Users encountering or receiving such material should immediately report the incident to the First Selectman. Users must not alter the "from" line or other attribution-of-origin information in e-mail, messages or postings. Anonymous or pseudonymous electronic communications are forbidden. Users must identify themselves honestly and accurately when participating in chat groups, making postings to new groups, sending e-mail or otherwise communicating on-line.

### ***Computer Software***

Users must respect all computer software copyrights and adhere to the terms of all software licenses to which the Town, and its authorized Users, are parties.

Without prior written authorization from the First Selectman or IT Manager, Users may not do any of the following with respect to software:

- Copy software for use on their personal computers;
- Provide copies of software to any independent contractors, vendors or third parties;
- Install software on any of the Town's work stations or servers;
- Download any software from the Internet to any of the Town's work stations or servers;
- Modify, revise, transform, recast, or adapt any software;
- Reverse engineer, disassemble or de-compile any software.

### ***Off-Site Use of Computer Resources***

Off-site use of Town equipment and/or communications technology is permitted by employees who are authorized by their Department Head for use in any of the following situations:

- Performing Town related work from home.
- Performing Town related work while engaged in travel away from Town facilities.

### ***Personal Use of Computer Resources***

Occasional use of the computer resources by a User for his or her own personal communications is permitted when the use does not interfere with the User's or another User's job responsibilities, performance of the computer resources or Town operations. A short email to confirm a personal appointment, obtaining directions or a quick note to a family member are examples of occasional personal use. The Town reserves the right to determine what acceptable occasional use is. Moreover, understand that the personal use of such computer systems is still subject to monitoring and may be responsive to a request for information under the Freedom of Information Act. Therefore, no reasonable expectation of privacy exists with respect to the personal use of such systems.

Use for personal or third party gain or profit is strictly prohibited. Solicitation for any purpose, other than Town sponsored activities, is strictly prohibited.

All Users are reminded that this limited occasional personal use must comply with this policy and all other policies and practices of the Town (including anti-harassment policies). Use of computer resources is a privilege that may be revoked at any time, in whole or in part, at the sole discretion of the First Selectman.

### ***Whistleblower Responsibility and Protection***

In order to uphold the highest ethical practice standards, as well as to comply with federal and state law, the Town encourages all employees to come forward with any information about conduct on the part of any Town employee that may be unethical or illegal, or that may constitute corruption, fraud, unethical practices, mismanagement or abuse of authority. Employees should immediately report any such information to a supervisor or the First Selectman.

In accordance with state and federal law, no employee will be retaliated against because the employee, or a person acting on behalf of the employee, in good faith reports, verbally or in writing, a violation or a suspected violation of any state or federal law or regulation or any municipal ordinance or regulation, unethical



practices, mismanagement or abuse of authority by any employee or supervisor. This rule does not apply if the employee knows that such report is false.

## SECTION V

### THE BENEFITS OF WORKING FOR THE TOWN

The Town's success is dependent on our employees' health and ability to perform their jobs in a reliable and productive manner. We have a variety of benefits to assist you and your family to cover expenses and promote your well-being. The benefits described in this section are generally available only to full-time regular employees. Some benefits are prorated for part-time employees. Because benefits may change as we monitor and review their value and effectiveness, this Handbook is meant to summarize the benefits and serve as a guideline only. Again, to the extent these policies conflict with the plan documents or collective bargaining agreements, those documents shall dictate where applicable.

#### *Health, Dental, and Prescription Drug Insurance*

The Town of Old Saybrook knows how important it is for employees and their families to have affordable health care. We offer medical, dental, and prescription drug insurance coverage to full-time employees. Employees will be required to contribute a certain amount as a monthly premium toward the cost of their medical care. Your collective bargaining agreement and our plan summaries will provide you with more specific information about your medical care coverage.

The Consolidated Omnibus Budget Reconciliation Act (COBRA) provides for the temporary continuation of health insurance coverage at the group rate for individuals who experience certain life events such as legal separation, divorce, death of a spouse, or when a covered dependent ceases to be an eligible dependent. You will be provided with appropriate notices of your rights and eligibility as applicable.

#### *Waiver of Medical Insurance Benefits Participation By Eligible Employees and Retirees*

This policy provides a financial incentive for employees and retirees who have adequate, alternative medical insurance coverage for themselves and their eligible dependents outside of their employment with the Town of Old Saybrook to voluntarily waive their right to participate in the Town's medical insurance benefit plan. The waiver will be a cost savings to the Town while ensuring the health and well-being of Town employees. This policy applies to employees and retirees of the Town of Old Saybrook who are eligible to participate in the Town's group medical insurance benefit plan.

Any eligible employee or retiree who waives participation in the Town's medical insurance benefit plan for the employee and his/her eligible dependents shall be paid an annual payment in lieu of said coverage. To be eligible for this benefit, the employee must show that he/she and his/her eligible dependents possess alternative

medical insurance coverage and must annually (prior to July 1<sup>st</sup>, the start of the fiscal year) sign a written waiver of the right to participate in the Town's benefit plan.

Any current employee who agrees to such a waiver of benefits shall be eligible to re-enroll in the Town's benefit plan during the annual re-enrollment period or in the event of exigent circumstances (e.g., divorce, death of a spouse, or spouse's loss of employment/coverage) that cause the employee to lose their alternative medical insurance coverage. Re-enrollment is subject to any conditions or restrictions that may be imposed by the Town's insurance carrier, including but not limited to any exclusions for pre-existing conditions. Employees who are reinstated to insurance coverage provided by the Town shall reimburse the Town by payroll deduction the pro-rate share of any waiver payment made.

The annual waiver payment shall be \$1,000 for employees who would qualify for single coverage and \$2,000 for those who would qualify for two-person/family coverage. Such payment will be made in equal installments of either \$500 or \$1,000 in December and June and will be subject to normal employment tax withholding and deductions.

This policy is subject to any applicable provisions of current collective bargaining agreements covering Town of Old Saybrook employees.

Full time, non-union employees (including elected officials) who proceed straight from employment to retirement and are at least 65 years of age for the Defined Benefit Plan and at least 65 years of age for the Defined Contribution Plan are eligible to participate in the Town's Medicare Advantage Plan. Those employees hired before December 31, 2018 will be responsible for the premium cost share applicable to non-union employees applicable at the time of retirement. Those employees hired after January 1, 2019 will be responsible for 100% of the cost for enrollment in these plans. This benefit will only be paid through the life of the retiree (former employee). Unionized employees will be provided this benefit in accordance with their applicable collective bargaining agreements.

## *Life Insurance*

The Town currently provides life and accidental death/dismemberment insurance. The cost of this coverage is fully paid by the Town. The amount of coverage is determined in accordance with the applicable collective bargaining or as follows:

Employees who receive a life insurance benefit as an active employee (including elected officials) and who participated in either the Town's defined contribution or defined benefit retirement plan and who retire will receive post-retirement life insurance benefits. Coverage is for retiree only; there is no coverage for spouses.

Effective July 1, 2016, the starting coverage for this life insurance policy will be one-half (1/2) the employee's base salary on his or her retirement date up to a maximum of \$50,000 of coverage. Coverage will be subject to age-reduction provisions as follows:

Coverage will be reduced as follows: 25% at age 70, 50% at age 75. Age-reduction provisions may be adjusted upon policy renewals.

This policy shall have no impact on former employees/retirees whose retirement date was prior to the adoption of this policy. They shall retain the contractual coverage they have been receiving.

This policy is subject to any applicable provisions of current collective bargaining agreements covering Town of Old Saybrook employees/retirees.

### ***Employee Assistance Program***

We understand that many individuals go through difficult times in their personal and professional lives. In order to assist any employee work through difficult situations they may be experiencing, we have established an Employee Assistance Program (EAP). Employees can use the services of the Town's EAP Provider to get help dealing with work or non-related issues they are confronting, such as financial difficulties, stress, mental or emotional health issues, marital or other relationship problems. All information an employee provides to the EAP Provider remains strictly confidential and will not be shared with anyone.

For more information, you can contact our EAP Provider, Anthem Health Plans, Inc. directly, at 1-800-647-9151.

### ***Retirement Benefits***

Employees of the Town will participate in the Town of Old Saybrook Defined Benefit Plan or Defined Contribution depending upon the date of hire and subject to the eligibility requirements of these plans. Contributions to the plan are deducted from your paycheck on a pre-tax basis.

In addition, the Town offers a 457 Savings Plan to eligible employees. You can enroll in the plan, or change the amount on the first day of each month. This plan allows you to deduct money from your paycheck before taxes are taken out to build your own retirement account. This is a voluntary program with no matching funds from the Town.

### ***Paid Holidays***

The Town offices are closed in observance of the following holidays. Regular full-time employees receive paid holidays.

New Year's Day	Columbus Day
Martin Luther King, Jr. Day	Veterans' Day
President's Day	Thanksgiving
Good Friday	Day After Thanksgiving
Memorial Day	Christmas Eve
Independence Day	Christmas Day
Labor Day	

Observation of the holiday will be adjusted whenever the holiday falls on a Saturday or Sunday for purposes of time off for all employees. Pay for work on a designated holiday will be in conformance with applicable collective bargaining or offer letters for non-union employees (or as the terms within the offer letters may be subsequently changed).

### ***Paid Vacation***

The Town provides annual vacation leave for all regular full-time employees and eligible part-time employees. The amount of annual vacation is based on job classification and length of continuous employment with The Town. Vacation accrual and allotment are set forth in applicable collective bargaining agreements or offer letters for non-union employees (or as the terms within the offer letters may be subsequently changed).

Vacation may be taken in full day (shift) increments or half-day increments. An employee may carry over accrued vacation time in accordance with applicable collective bargaining agreements or with the approval of the First Selectman. Unused vacation hours in excess of any limit will be forfeited, unless approved by the First Selectman.

### ***Paid Sick Leave***

This policy will not reduce any union negotiated benefit regarding sick leave or paid time off. Moreover, this policy will not reduce any benefits offered to full-time non-union employees or part-time non-union employees who work more than 1200 hours per year.

### ***Eligibility***

All regular full-time and regular part-time employees designated by the Town as service employees covered by Conn. Gen. Stat. § 31-57, et seq. are eligible to accrue paid sick leave in accordance with this policy in the event they do not otherwise receive sick time in accordance with Town policy or their collective bargaining agreement. Per diem and temporary employees are not eligible to accrue paid sick leave under this policy.

### ***Accrual***

Employees will accrue one (1) hour of paid sick leave for each forty (40) hours worked in one (1) hour increments up to a maximum of forty (40) hours per calendar year. Employees will accrue one (1) hour of paid sick leave for each forty (40) hours of compensable time (not including sick, vacation or other leave).

Employees may carry over up to forty (40) unused accrued hours of paid sick leave from the current calendar year to the following calendar year. Employees may not use more than forty (40) hours of sick leave per calendar year, no matter how many hours are carried over and/or accrued.

### ***Usage***

Employees may not use accrued paid sick leave until they have completed 680 hours of employment. For those employees hired prior to January 1, 2012, 680 hours will be counted from January 1, 2012. For those employees hired after January 1, 2012, 680 hours will be counted from the employee's date of hire. 680 hours of employment refers to hours actually worked, not including sick, vacation or other leave. An employee will not be eligible to use accrued paid sick leave if the employee did not work an average of ten (10) or more hours a week in the most recent calendar quarter.

An employee whose employment is separated, voluntarily or involuntarily, and who is subsequently rehired by the Town, will begin to accrue sick leave upon his/her reemployment. An employee who returns to work for the Town after a break in service retains the hours worked towards the 680 hours before the break in service. An employee who satisfied the 680 hour requirement prior to his/her break in service and who is rehired, is not required to complete 680 hours of employment prior to using accrued sick leave. An employee who is rehired following a break in service is not entitled to any unused hours of paid sick leave accrued prior to the separation of his/her employment with the Town.

Employees are not entitled to payment of unused accrued sick leave upon termination of employment.

### ***Reasons for Leave***

Under this policy accrued paid sick leave may be used in the following circumstances:

- An employee's illness, injury or health condition;
- The medical diagnosis, care or treatment of an employee's mental illness or physical illness, injury or health condition;
- Preventative medical care for an employee;
- An employee's child's or spouse's illness, injury or health condition;
- The medical diagnosis, care or treatment of an employee's child's or spouse's mental or physical illness, injury or health condition; or
- Preventative medical care for a child or spouse of an employee.

A child means a biological, adopted or foster child, stepchild or legal ward of an employee who is under the age of 18 or 18 years or older and incapable of self-care because of a mental or physical disability.

Where the employee is a victim of family violence or sexual assault, accrued paid sick leave may be used for the following:

- Medical care or psychological or other counseling for physical or psychological injury or disability;
- To obtain services from a victim services organization;
- To relocate due to such family violence or sexual assault; or
- To participate in any civil or criminal proceedings related to or resulting from such family violence or sexual assault.

### ***Notice***

An employee must provide his/her supervisor with notice seven (7) days in advance of his/her need to use paid sick leave if such use is foreseeable. If an employee's need to use paid sick leave is not foreseeable, the employee must notify his/her supervisor as soon as practicable.

An employee using paid sick leave for three (3) or more consecutive days must provide documentation signed by his or her health care provider or, if applicable, a court record or documentation signed by the employee or volunteer working for a victim services organization, an attorney, a police officer or other counselor involved with the employee indicating the need for the number of days of such leave.

An employee's use of paid sick leave for purposes other than those described herein will subject the employee to disciplinary action, up to and including termination of employment.

### ***Paid Personal Leave***

Full-time and eligible part-time employees are entitled to personal leave for business that cannot be conducted outside of work time. Prior written notice and approval to use personal leave is required, except in cases of emergency. Such leave may be taken in increments of a full day (shift) or half-day. Please refer to the applicable collective bargaining agreements or offer letters for non-union employees (or as the terms within the offer letters may be subsequently changed) for more information on accrual and allotment of paid personal leave.

### ***Bereavement Leave***

In the event of death in the immediate family, you will be entitled to paid leave. Please refer to the applicable collective bargaining agreements or offer letters for non-union employees (or as the terms within the offer letters may be subsequently changed) for your accrual and allotment of paid bereavement leave.

### ***Jury Duty Leave***

If you are summoned for jury duty, you will not lose your regular pay or benefits. You must notify your supervisor immediately and supply the jury notice. You must return to work whenever not actively serving on jury duty.

### ***Family and Medical Leave***

It is the policy of the Town of Old Saybrook to comply with the Family and Medical Leave Act of 1993 in its employment practices. This policy is implemented through the following procedures.

#### ***Eligibility***

An employee is eligible for FMLA leave if he or she (a) has been employed by the Town for one year, one year; (b) has worked at least 1,250 actual work hours during the twelve (12) months immediately preceding the start of a leave; and (c) is employed at a worksite where 50 or more employees are employed by the Town within 75 miles of that worksite.



## ***FMLA Leave Entitlements***

Leaves under the FMLA may be taken for any of the following reasons:

- To care for the employee's child after birth, or placement of a child with the employee by adoption or foster care (leave must be taken within 12 months after birth or placement); Intermittent leave will not be permitted when leave is taken to care for the employee's child after birth, or placement of a child with the employee by adoption or foster care).
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition;
- For the employee's own serious health condition that makes the employee unable to perform one or more essential functions of his or her current position;
- Because of a qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is on (or has been notified of an impending call to) covered active duty in the Armed Forces (including a member of the National Guard or Reserves). Qualifying exigencies may include:
  - (a) Short-notice deployment activities (if a member receives seven or fewer calendar days' notice prior to the date of deployment);
  - (b) Military events and related activities;
  - (c) Childcare and school activities;
  - (d) Financial and legal arrangements;
  - (e) Counseling activities;
  - (f) Rest and recuperation activities;
  - (g) Post-deployment activities; and/or
  - (h) Additional activities.

To care for the employee's spouse, parent, son or daughter, or next of kin who is a covered servicemember with a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform the duties of his or her office, grade, rank or rating. A covered servicemember includes (1) a member of the Armed Forces (including a member of the National Guard or Reserves) (a) who is undergoing medical treatment, recuperation, or therapy; (b) is in outpatient status; or (c) is on the temporary disability retired list for a serious injury or illness; and (2) a veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness who was a member of the Armed Forces at any time during the five years preceding the date on which the veteran undergoes medical treatment, recuperation, or therapy.

## ***Length of Leave***

Except in the case of leave to care for a covered servicemember with a serious injury or illness, an eligible employee is entitled to take up to a maximum of twelve (12) workweeks of FMLA leave measuring forward from the first date an employee takes FMLA leave. An eligible employee is entitled to up to 26 workweeks of leave during in any twelve month period to care for a covered servicemember with a serious injury or illness.

If leave is taken for more than one of the qualifying reasons listed above, the employee is entitled to a combined total of 12 workweeks of leave during the 12-month period year unless one of the reasons is to care for a covered servicemember with a serious injury or illness. If one of the reasons is to care for a covered servicemember with a serious injury or illness, then the employee is entitled to a combined total of 26 workweeks of leave during the single 12-month period, but is still limited to a combined maximum of 12 workweeks for leave taken for any reason other than to care for a covered servicemember with a serious injury or illness.

### ***Types of Leave and Conditions for Use of Leave***

An employee may take FMLA leave in a block of time, on an intermittent basis, or on a reduced schedule basis, as explained below.

1. “Block” FMLA leave is leave for a continuous period of time. Such leave may be taken for any of the reasons permitted by the FMLA.
2. “Intermittent” leave means leave taken in separate periods of time rather than for one continuous period of time. Examples of intermittent leave include leave taken one day per week over a period of a few months or leave taken on an occasional/as needed basis for qualifying reasons. Non-exempt employees may take intermittent leave in increments of one hour.
3. “Reduced Schedule” leave is leave that reduces the employee's usual number of work hours per day for some period of time. For example, an employee may request to work part-time for a number of weeks so the employee can assist in the care of a parent with a serious health condition.

Intermittent or reduced schedule leave can only be taken when medically necessary for an employee’s or covered family member’s serious health condition, or because of a covered servicemember’s serious illness or injury, and the medical need can best be accommodated through an intermittent or reduced schedule leave. Such leave may be taken:

1. When necessary for planned or unanticipated medical treatment, or for treatment that is required by a health care provider periodically (e.g., leave taken for chemotherapy or for prenatal examinations);

2. For recovery from a serious health condition or a covered servicemember's serious injury or illness,
3. To provide care or psychological comfort to a covered family member or a covered servicemember;
4. Where the employee or covered family member is incapacitated from performing the essential functions of the position because of a chronic serious health condition, or because of a serious injury or illness of a covered servicemember; or
5. Due to a qualifying exigency.

### ***Scheduling Planned Medical Treatment***

When planning medical treatment for foreseeable FMLA leave, an employee must consult with his or her supervisor and make a reasonable effort to schedule the treatment so as not to disrupt unduly the Town's operations, subject to the approval of the health care provider. Ordinarily, the employee should consult with the supervisor prior to scheduling the treatment in order to work out a treatment schedule, which best suits the needs of the Town and the employee. The Town may, for justifiable cause, require an employee to attempt to reschedule treatment, subject to the approval of the health care provider as to any modification of the treatment schedule.

### ***Temporary Transfer***

If foreseeable intermittent or reduced schedule leave is medically required based upon planned medical treatment of the employee or a family member, including during a period of recovery from a serious health condition, or if the Town agrees to permit intermittent or reduced schedule leave for the birth of a child or for placement of a child for adoption or foster care, the Town may temporarily transfer the employee to another job with equivalent pay and benefits that better accommodates the type of leave requested.

### ***Both Spouses Working For The Town***

If both spouses are employees of the Town and request leave for the birth, placement of a healthy child by adoption or for foster care, or to care for a parent with a serious health condition, they only will be entitled to a maximum combined total leave equal to twelve (12) weeks in the Town's 12-month entitlement period. If either spouse (or both) uses a portion of the total 12-week entitlement for one such purpose, each is still entitled to the difference between the amount he or she has taken individually and the 12-week entitlement for FMLA leave for other FMLA purposes during any 12-month entitlement period.

### ***Procedures for Requesting FMLA Leave***

An employee must inform his or her supervisor of the need for a family or medical leave at least thirty (30) days before the leave is to begin if the need for the leave is foreseeable based upon an expected birth, placement for adoption for foster care, planned medical treatment for the employee's or family member's serious health condition, or the planned medical treatment for a serious injury or illness of a covered servicemember. If 30 days' notice is not practicable, then the employee must provide notice as soon as practicable under the circumstances, usually the same day or the next business day after the employee becomes aware of the need for FMLA leave. An employee must provide notice as soon as practicable if the foreseeable leave is for a qualifying exigency.

When the approximate timing of the need for leave is not foreseeable, an employee must inform his or her supervisor as soon as practicable under the circumstances.

### ***Other Employee Notice Obligations***

The employee should follow the Town's normal procedures for providing notice of the need for leave. The employee must provide sufficient information to make the supervisor aware that the employee needs FMLA-qualifying leave, and must inform the supervisor of the anticipated timing and duration of the leave. If the requested leave is for a reason for which leave was previously designated as FMLA leave by the Town, the employee must specifically reference the reason for the leave or the need for "FMLA" leave. In addition, an employee must inform his or her supervisor as soon as practicable if date(s) of scheduled leave change or are extended, or if the date(s) were initially unknown.

While on leave, in the event circumstances change and the need for leave no longer exists or changes, the employee must notify their supervisor immediately.

### ***Certifications Required***

For leaves taken for any FMLA-qualifying reason, an employee may be required to submit a completed certification form supporting the need for leave. The appropriate form will be provided to the employee generally within five business days after the employee gives notice of the need for leave. The employee must submit the completed form within fifteen (15) calendar days of receiving the request for the completed certification. If it is not practicable for the employee to provide the completed form within 15 calendar days despite the employee's diligent, good faith efforts, the employee must inform the First Selectman of the reason for delay. FMLA-protected leave may be delayed or denied if the employee does not provide a complete and sufficient certification as required.

### ***Paid and Unpaid Leave***

Leave pursuant to the FMLA will run concurrently with Workers' Compensation, parental leave, sick leave or any other leave of absence granted that would also qualify for leave under the FMLA.

Where the leave is for the employee's own serious health condition or the serious health condition of a family member, accrued paid sick leave and/or parental leave (where applicable) will be substituted (and exhausted) for unpaid portions of FMLA leave prior to the substitution of accrued paid personal leave or vacation. After all paid leave is exhausted, the balance of FMLA leave is unpaid. The use of accrued paid leave will not apply if the employee is eligible for workers' compensation payments.

For leave taken for any other reason, employees must exhaust all applicable paid leave policies and the remaining FMLA leave will be unpaid.

### ***Medical Insurance and Other Benefits during FMLA Leave***

During approved FMLA leaves of absence, an employee will be entitled to all job-related benefits during any portion of such leave for which the employee is utilizing available paid leave. During any paid portion of FMLA, any applicable health insurance premium payments will continue to be deducted from the employee's paycheck as usual.

During any unpaid portion of FMLA leave, the Town will continue to pay its portion of medical insurance premiums for the period of unpaid FMLA leave. The employee must continue to pay his/her share of the premium and failure to do so may result in the loss of coverage. The employee will be responsible for his or her share of the monthly premium beginning the first of the month after FMLA leave becomes unpaid/during any portion of unpaid FMLA leave.

If the employee does not return to work after the expiration of the FMLA leave, the employee will be required to reimburse the Town for payment of medical insurance premiums during unpaid FMLA leave, unless the employee does not return because of a serious health condition or other circumstances beyond the employee's control. Unused employment benefits, including seniority, accrued by the employee up to the day on which the leave begins will not be lost upon return to work.

### ***Return to Work after FMLA Leave***

An employee who returns to work following the expiration of a family or medical leave is entitled to return to the job held prior to the leave or to an equivalent position with equivalent pay and benefits. If an employee takes leave (except on an intermittent or reduced-schedule basis) for his or her own serious health condition, in order to return to work the employee may be required to provide a completed fitness-for-duty certification form. If such certification is required but not received, the employee's return to work may be delayed until the certification is provided.

Questions regarding family or medical leave, including obtaining any necessary forms, may be directed to the First Selectman's Office.

### ***Military/Uniformed Services Leave***

In addition to leave set forth in collective bargaining agreement for this purpose, the Town proudly will comply with the requirements of the Uniformed Services Employment and Reemployment Act of 1993 ("USERRA") in its employment practices.

An employee who gives advance notice and who takes a leave of absence from the Town for any period of active or training service in the Uniformed Services of the United States is entitled to continued employment and, after completing longer periods of service will be re-employed in accordance with federal and state law. You must notify your supervisor as soon as you become aware of your military leave schedule.

### ***Other Unpaid Leave***

Employees may request additional unpaid leave in accordance with applicable collective bargaining agreements or offer letters for non-union employees (or as the terms within the offer letters may be subsequently changed).

## **SECTION VI OUR COMMITMENT TO SAFETY AND HEALTH**

### ***The Importance of Safety At Work***

While the Town cannot guarantee to protect any employee from willful or reckless acts by third parties or other employees, preventing workplace accidents and ensuring a safe, clean, and healthy work environment for employees and visitors is of utmost importance for everyone who works for the Town. All employees are expected to comply with all applicable safety, health and security rules, regulations, policies and laws that apply to our Town.

### ***Accidents and Workers' Compensation***

Injuries, no matter how slight, that occur at work must be reported to your immediate supervisor so that any necessary treatment or Workers' Compensation claims can be initiated. Supervisors should report injuries to CIRMA, the Town's insurance carrier, as soon as possible.

### ***Safety Committee***

The Town has established a Safety Committee that meets quarterly to discuss issues related to the safety of buildings, the work environment, and Town property. If you have any ideas or suggestions to improve the safety of the Town's buildings, work environment or property, please contact the Police Chief or the Finance Director.

### ***Emergency Procedures***

Whenever you believe that an emergency situation exists or is about to exist, you must immediately call 911 for fire, police or emergency medical service. In addition, you must notify your supervisor. The supervisor will contact the employee's family member or other emergency contact, as warranted.

### ***Medical Examinations***

In accordance with applicable law, the Town may require any employee to undergo a fitness for duty examination to evaluate the employee's ability to perform the duties of their assigned position whenever circumstances suggest the need for such an examination. The Town also may require an employee to undergo a medical examination pursuant to the FMLA, or as otherwise permitted by applicable law.

## ***Smoke-Free Workplace***

In accordance with Connecticut State law and Town Policy, smoking is not permitted in any Town building or on Town property. The Town's "No Smoking Policy" also includes any Town vehicles.

## ***Alcohol and Drug Free Workplace***

The Town of Old Saybrook is committed to providing a safe, healthy, and productive work environment. Drug and alcohol abuse can be detrimental to the safety, performance, productivity, and morale of employees in the workplace. To further our objectives, the Town has adopted this alcohol and drug-free workplace policy that implements reasonable measures to ensure that any employee's drug or alcohol problem does not jeopardize the successful operation of our Town business or otherwise negatively affect our employees or the general public.

While it is not the Town's intention to intrude into the private lives of our employees, the Town does expect employees to report to work in fit condition to perform their duties. Having an alcohol and drug-free workplace will benefit everyone.

### ***Assistance For Those Who Voluntarily Seek Help***

The Town maintains a policy of non-discrimination and reasonable accommodation with respect to recovering addicts and alcoholics, and those having a medical history reflecting treatment for substance abuse conditions. We encourage employees to seek assistance before their drug and/or alcohol use renders them unable to perform their essential job functions or jeopardizes the health and safety of themselves, or others.

Individuals who are currently engaging in illegal use of drugs may be held to the same performance and conduct standards as all other employees.

Whenever an employee has articulable suspicion that the questionable behavior and/or action(s) of a fellow employee, supervisor, or manager may be related to the use of drugs or alcohol, the employee should contact a Town management official. Information provided will remain confidential.

### ***Definitions under This Policy***

"Illegal Drugs" means any drug (a) not legally obtainable or (b) legally obtainable but not legally obtained or used including any "controlled substance" as defined in the Controlled Substances Act (21 U.S.C. Section 812), and as further defined in regulations at 21 C.F.R. 1308.11 to 1308.5. Therefore, the term includes prescription drugs obtained illegally and prescription drugs not being used for prescribed



purposes. It also includes marijuana, cocaine, heroin (and derivatives of those drugs) and designer drugs, among other illegal drugs.

"Legal Drugs" means prescribed and over-the-counter drugs legally obtained and being used for the purpose and in the manner for which they were prescribed and/or manufactured.

"Under the Influence" means that the employee is affected by any drug or alcohol (or the combination of drugs and alcohol) in any detectable manner. The symptoms of influence include, but are not limited to, misbehavior, obvious diminishment of physical or mental capabilities, slurred speech, or difficulty maintaining balance.

### ***Prohibited Conduct***

The Town has defined conduct that is prohibited to be on the Town property, on Town business, and in Town-supplied vehicles or vehicles being used for Town business or during working hours (including breaks).

### ***Illegal Drugs***

The unlawful use, consumption, possession, manufacture, distribution, purchase, sale or offer of sale, transfer, storage by any employee while on the Town property, while on duty, during working hours (even during breaks) or while operating a vehicle or machine leased or owned by the Town is strictly prohibited. Further, no employee may be under the influence of any illegal drug while in the workplace, while on duty, during working hours (even during breaks) or while operating a vehicle or equipment owned or leased by the Town. Those prohibitions extend to an employee's personal vehicle located on the Town property or in any vehicle engaged in Town business.

Any employee who is convicted of violating any laws regarding the use of illegal drugs must promptly (within five (5) days), provide written notice of the conviction to the First Selectman. In addition, employees must notify the First Selectman if they are charged with a violation of any criminal law involving the use of illegal drugs within three (3) days of being charged with such an offense.

### ***Legal Drugs***

Legal drugs (over-the-counter and prescription drugs) are to be used only in the manner, combination, and quantity as prescribed or directed by the employee's physician. Employees are prohibited from being under the influence of legal drugs on Town property, while on duty, during working hours (including breaks) or while operating Town equipment or in any vehicle if such drugs have a tendency to impair an individual's mental or physical ability to work in any way, or jeopardize the safety of the employee or other individuals at work. If the employee knows or has reason to believe that his/her motor coordination skills, physical or mental ability, and/or regular work activities could be impaired while taking legal drugs, the employee shall

immediately notify his or her supervisor that he or she is taking a drug which may cause such impairment to their work performance, along with the nature of the impairment. The employee should not disclose the medication he or she is taking. The Town may ask for a medical certification from the employee's treating physician regarding the employee's ability to safely and efficiently perform his or her job duties with or without any work restrictions and with or without accommodation. Employees must keep all prescribed medicine in its original container while at work, which identifies the drug, date of prescription, and prescribing doctor.

### ***Alcohol***

Employees shall not be under the influence of, purchase, sell, or offer to sell alcohol on the Town property, while on work time (including breaks), or in any vehicle engaged in Town business. Employees may not use alcohol while on the Town property.

### ***Drug Testing***

All drivers of commercial motor vehicles ("CMV") who are required to hold a commercial driver's license ("CDL") will be required to undergo a drug test as a condition of employment. Those employees include full-time, part-time, seasonal, intermittent and leased drivers. In addition, drug testing will be required for any person who works as an independent contractor or for a contractor and operates a CMV on behalf of the Town.

Drug and/or alcohol testing may be required of any employee whenever there is a reasonable suspicion that such employee is under the influence of drugs or alcohol while at work or is in violation of this policy, in accordance with applicable laws. Employees who maintain a CDL as a requirement of their position will also be subject to random drug testing.

### ***Compliance and Violations***

Employment or continued employment with the Town is conditioned upon full compliance with the foregoing substance abuse policy. Any violation of this policy may result in disciplinary action up to and including termination of employment.

## **SECTION VII ENDING YOUR EMPLOYMENT WITH THE TOWN**

### ***Resignation/Retirement***

Non-exempt employees who decide to resign or retire from employment are required to provide their supervisors with a minimum of two weeks' notice. Exempt employees are requested to provide thirty (30) days' notice of resignation. This notice allows the Town to plan an orderly transition of duties with less interruption to operations.

### ***Final Compensation and Benefits***

Employees who are involuntarily terminated or laid off will receive their final paycheck in accordance with state law. Employees who resign or retire will receive their final paycheck on the regularly-scheduled payday.

Each employee who separates from employment will be provided with information about extension of health insurance benefits under COBRA, eligibility for continuation of benefits, applicable retirement/pension information, information about conversion of life insurance policies, sick and/or vacation payout, and unemployment benefits information.

### ***Return of Property***

On or before their last workday, exiting employees must return all Town property in their possession, including:

- keys, key cards and badges;
- files, computer disks, and any other Town business-related information or records, whether in printed or computer format;
- Any Town equipment such as vehicles, cameras, laptops, and cellphones.

### ***Our Exit Interview Process***

We will ask employees who resign or retire to participate in exit interviews. These interviews are voluntary and are conducted to obtain employees' honest opinions and evaluation of their work experiences as part of our ongoing effort to improve the Town and its workplace.

## Acknowledgement

I acknowledge my receipt of the Town of Old Saybrook's Employee Handbook and I understand that it is my responsibility to read a copy and to act in accord with its contents.

I understand that this Handbook is intended to serve as a guide to the Town's personnel policies, practices and employee benefits and that the contents of this Handbook are subject to change by the Town with or without notice at the Town's sole and absolute discretion. I understand that this Handbook supersedes all prior handbooks or employment policies.

I understand that if I am not covered by a collective bargaining agreement or statutory protections for my position entitling them to otherwise, my employment is "at will." Nothing contained in this handbook is intended to alter the at-will nature of my employment relationship.

I understand that my signature below indicates that I have read and understand the above statements and have received a copy of the Handbook.

\_\_\_\_\_  
Name of Employee

\_\_\_\_\_  
Position

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

Please return signed Acknowledgement to the Selectman's Office.