




TOWN OF GRANBY

MEMORANDUM

DATE: August 25, 2025

TO: The Granby Board of Selectmen

FROM: Mike Walsh, Granby Town Manager 

REGARDING: The Town of Granby Personnel Rules – Revised 2025

Section 9-2 of the Town Charter provides that the Town Manager shall cause to have prepared a set of Personnel Rules which shall provide, among other things, for the method of holding competitive examinations, administration of the classified plan, probationary periods of employment, hours of work, vacations, sick leaves and other leaves of absences, removals, and such other rules as may be necessary to provide an adequate and systemic procedure for the handling of the personnel affairs of the Town.

As you may recall, the existing Town Personnel Rules were basically recreated in their entirety in late 2024. At that time, the expectation that was set was "moving forward, the Personnel Rules will be amended annually after the budget process" to remain accurate and up to date.

To that end, please see the attached memo from Human Resources Director Krista Shaffer providing a red lined version of the changes made to the Personnel Rules as well as a summary memo commenting on various changes made.

Accordingly, I respectfully request the following motion be approved by the Board of Selectmen to officially accept these amended Personnel Rules for 2025.

Proposed Motion:

I move that the Board of Selectmen do hereby accept and approve the 2025 Personnel Rules as amended and presented.

Krista Shaffer and I will be on hand at your meeting to answer any questions you may have related to the changes or process.



TOWN OF GRANBY

MEMORANDUM

DATE: August 21, 2025

TO: The Granby Board of Selectman

FROM: Krista Shaffer, Granby Human Resources Director

REGARDING: Personnel Rules Updates

On an annual basis, the Personnel Rules are reviewed and updated, effective 7/1 of each fiscal year. Updates may be made as required by law, creation or modification of a policy, or simply general grammatical or formatting edits. Below is a brief summary of the changes made:

1. Salary grades were added to the non-union classified pay grid due to two job description changes and the pay plan scale for non-union classified employees to reflect budgeted 3% increases. (pgs. 7-10)
2. Timekeeping policy changed to reflect the transition to a fully automated timekeeping system. (pg. 17)
3. Clarified use of Town cell phones and Town vehicles for Public Safety employees. (pgs. 20 & 22)
4. Defined insurance benefits available to Police Administration hired prior to 9/1/2002. (pg. 24)
5. Changed the vacation carry over cap from a pro-rated amount for employees with less than 10 years of service to 25 days for all, regardless of years of service. Provided a two-year run off for non-public safety employees and three year run off for public safety employees to use vacation time they currently have available above the caps allowed as outlined in each contract. Any time remaining above the cap at the deadline will be forfeited. (pgs. 26-29)
6. Changed language in sick policy and re-defined "seasonal employee" to be compliant with the CT sick leave law that went into effect 1/1/25. (pgs. 30-31)
7. Tightened up language in the eyeglass reimbursement, holiday, personal time and policies to only include full-time employees. (pgs. 25, 32 & 33)
8. Better defined the availability to request comp time to only hours worked over regularly scheduled but below 40; time over 40 hours, as defined per each contract, is paid at 1 ½ times the regular rate. Provided a two-year run off for non-public safety employees and three year run off for public safety employees to use comp time they currently have available above the caps allowed as outlined in each contract. (pg. 32)
9. Removed reference to fitness reimbursement allowance, which is no longer a benefit for employees.
10. Added clearer language to the Educational Reimbursement policy to include an annual cap available per employee for budgeting purposes as well as to ensure equity across the organization. It also provides a clearer process for requesting reimbursement as well as an agreement to be completed upon fund reimbursement. An MOU was executed for the GMEA and UPSEU Dispatcher bargaining units. (pg. 34)
11. Formatting edits were made to create a better flow of the order of the policies.