

**THE TOWN OF GRANBY, CONNECTICUT - PERSONNEL RULES**



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**TOWN OF GRANBY, CONNECTICUT  
PERSONNEL RULES**

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## THE TOWN OF GRANBY, CONNECTICUT - PERSONNEL RULES



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## THE TOWN OF GRANBY, CONNECTICUT - PERSONNEL RULES



### INTRODUCTION

The Town of Granby Charter, Chapter 9, establishes the Merit System. All officers and employees in the classified service of the Town as described in Section 9-2 shall be hired based on merit and in conformity with recognized principles of public personnel administration.

Charter Section 9-2 creates the Classified Service whereby among other things, it shall be the duty of the Town Manager to cause to be prepared a statement of the duties and responsibilities of each position in the classified service and of the minimum qualifications for such positions.

These statements, otherwise known as job descriptions, shall comprise the classification plan of the Town. Job descriptions are effective upon approval by resolution of the Board of Selectmen and may be amended upon recommendation of the Town Manager, by resolution of the Board of Selectmen.

Section 9-2 of the Town Charter also 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. Accordingly, below are the Town of Granby's Personnel Rules.

### FUNCTIONS OF PERSONNEL RULES

The primary function of these Personnel Rules is to provide for a uniform policy for non-union personnel matters and to handle and clarify situations applicable to all employees including union personnel and elected officials. These policies and procedures, adopted by the Board of Selectmen, supersede all previous personnel policies adopted, approved or in effect at the present time except for bona fide bargaining agreements.

Any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice should be directed to the Human Resources Director.

Neither these Personnel Rules nor any other town document confers any contractual right, either express or implied, to remain in the Town's employ. Nor do they guarantee any fixed terms and conditions of your employment. Unless expressly provided otherwise in an applicable collective bargaining agreement, employment is not for any specific time and may be terminated at will with or without cause and without prior notice by the Town, or you may resign for any reason at any time. No supervisor or other representative of the Town (except the Town Manager) has the authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the above.

The procedures, practices, policies and benefits described herein may be modified or discontinued from time to time by an Administrative Directive issued by the Town Manager.



## THE TOWN OF GRANBY, CONNECTICUT - PERSONNEL RULES



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### **RESPONSIBILITY**

It is each employee's responsibility to become familiar with the provisions of the Personnel Rules.

### **MANAGEMENT RIGHTS**

The Town shall have the sole right, responsibility and prerogative of management of the affairs of the Town and direction of the working force, including but not limited to the following:

1. To determine the care, maintenance, and operation of equipment and property used for and on behalf of the purposes of the Town.
2. To establish or continue policies, practices and procedures for the conduct of Town business and from time to time, to change or abolish such policies, practices or procedures.
3. To establish or discontinue processes or operations or to establish or discontinue their performance by employees.
4. To select and to determine the number and types of employees required to perform the Town's operations.
5. To employ, transfer, promote, or demote employees, or to layoff, terminate, or otherwise relieve employees from duty for lack of work or other legitimate reasons when it shall be in the best interest of the Town.
6. To prescribe and enforce rules and regulations for the maintenance of discipline and for the performance of work in accordance with the requirements of the Town provided such rules and regulations are made known to the employees affected by them.

### **EMPLOYEE RESPONSIBILITIES**

- To respect the rights, responsibilities and authority of others.
- To strive for excellence on the job.
- To deal with fellow employees and the public in a helpful and courteous manner that reflects credit upon the public service mission of the Town of Granby.
- To adhere to the policies and procedures of the Town.
- To maintain high standards of personal integrity and ethical conduct.
- To discharge job duties and responsibilities in a conscientious and professional manner.
- To contribute to a congenial workplace in which all employees are respected and encouraged to perform their best work.
- To promote on-the-job safety.
- To comply with the Town's Code of Ethics.



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### **PRINCIPLES AND GENERAL PRACTICES OF PERSONNEL RULES**

The Town of Granby prohibits discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, based on race, color, religion, sex, genetic information, national origin or other class status protected by state or federal law.

It is the policy of the Town to allow maximum flexibility in the operations of the personnel system to encourage innovation and to provide the ability to utilize effective administrative practices.

Elected officials shall deal only with classified service directly through the Town Manager.

It is the responsibility of the Town Manager to see that all employees, other than those appointed by elected officials, are treated in conformity with the recognized principles of public personnel administration.

It is the policy of the Town to establish and maintain a pay plan that reflects the merit principle and properly compensates the employees of the Town for the work they perform for the Town.

Appropriate opportunities will be made available for employees to fulfill civic responsibilities such as jury duty and military obligations.

It is the policy of the Town to provide salaries and other benefits that are fair, act as an incentive, and help to keep employees.

It is the aim of the Town to follow this plan in a manner consistent with all relevant local, state and federal laws and regulations.

Employees experiencing difficulty in fulfilling the requirements of their jobs shall be provided with an opportunity to consult with their supervisor or the Town Manager prior to the Town's taking any job disciplinary actions.

As part of the annual budget process, the Town Manager will survey the Town's work force, labor market, program needs, and management and personnel practices and take appropriate action to ensure that they are consistent with this plan.

This plan applies to all employees of the Town, including seasonal and part-time employees. This plan applies to union employees unless the governing union contract/agreement states differently.

### **MANAGEMENT AND INTERPRETATION**

The Town Manager or their designee shall be responsible for the operations, interpretation and carrying out the personnel system within the framework of these rules.



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These Personnel Rules may be changed at any time by a majority vote of the Board of Selectmen. Any changes, except changes in the pay plan, shall take effect one month from the date of the vote, unless the Board of Selectmen provides otherwise. Changes in the pay plan shall take effect as directed by the Board of Selectmen.

If any part of this plan is declared invalid by an appropriate authority, or is otherwise changed or severed, the rest of this plan shall remain intact and in force.

### **JOB DESCRIPTIONS**

The Town Manager shall cause to have prepared a job description describing the tasks, responsibilities, educational requirements, and environmental factors for each unique position within the Town Hall organization. The Town Hall organization includes Police, Public Works, Dispatch, Town Hall general government, Library, and Parks and Recreation and Community Services (Senior, Social and Youth Services).

Each job description shall be approved first by the union if applicable, and then by the Board of Selectmen.

### **CLASSIFICATION PLAN**

The Town Manager shall establish a classification plan according to union contracts/agreements and appropriate personnel practices. The Town Manager shall review the classification plan on a yearly basis.

The classifications are as follows:

#### **Non-union, non-classified**

This classification shall include all paid appointees of the Board of Selectmen. Such employees shall serve at the pleasure of the Board and shall receive such salaries and have such conditions of employment as shall be set by the Board of Selectmen.

The following position examples shall be included in this grade:

Town Manager  
Town Attorney  
Town Treasurer

#### **Non-union classified**

This classification shall include the following employees:

##### **Exempt**

|                            |          |
|----------------------------|----------|
| Director of Finance        | Grade 12 |
| Police Chief               | Grade 12 |
| Police Captain             | Grade 9  |
| Deputy Director of Finance | Grade 8  |



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Human Resources Director Grade 8  
Admin. Project Management Office (PMO) Grade ~~8~~7  
~~Senior Accountant/Analyst/Project Coord. Grade 7~~

These non-union, classified employees are salary exempt, meaning not subject to wage and hour rules and do not earn overtime or compensatory time.

~~Senior Accountant/Analyst/Project Coord. Grade 7~~

### Non-Exempt

~~Senior Accountant/Analyst/Project Coord. Grade 7~~  
Payroll/Accounting Specialist Grade 5  
Management Specialist Grade 5  
Purchasing/Risk/Administrative Coordinator Grade 5  
Management Assistant – Town Manager Grade 4  
Management Assistant – Police Grade 4  
Systems Administrator Grade 3  
Accounting Clerk II Grade 3  
Admin. Assistant – Police Grade 2  
Accounting Clerk I Grade 1

These non-union, classified employees are subject to wage and hour rules, including an ability to earn overtime or compensatory time for hours worked over 40 per week and be calculated at straight time up to 40 hours and time and  $\frac{1}{2}$  on hours over 40. Only actual hours worked count towards these totals.

Any overtime or compensatory time earned must be preapproved by their direct supervisor.

Such overtime or compensatory time will be recorded with a maximum bank of 80 hours at any time with overtime payments commencing once the 80-hour cap is reached.

### **Employee Classification Categories**

All employees are designated as either nonexempt or exempt under state and federal wage and hour laws. The following is intended to help employees understand employment classifications and employees' employment status and benefit eligibility. The right to terminate employment at any time is retained by both the employee and the Town.

**Regular, full-time:** Employees who are not in a temporary status and who are regularly scheduled to work the Town's full-time schedule of a minimum of 35 hours per week. Generally, these employees are eligible for the full benefits package, subject to the terms, conditions and limitations of each benefits program.

**Regular, part-time:** Employees who are not in a temporary status and who are regularly scheduled to work less than 35 hours each week. Regular, part-time employees may be eligible for some benefits as outlined in these Personnel Rules.



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**Part-time:** Employees who are not on a temporary status and who are scheduled to work an average of less than 25 hours each week. Would these employees be eligible for holiday pay if they do have a regular schedule and a holiday falls on a normally scheduled day?

**Temporary/seasonal:** Employees who would normally fall into any of the other grades but who are employed for up to four consecutive months or less than 120 days per year, months or less of the year. Temporary/seasonal workers are not eligible for benefits.

### PAY PLAN

It is the Town's policy to provide equitable compensation for each employee based on the responsibilities of the individual's position and performance. Non-union salaries are established by the Town Manager on an annual basis and are based on the education and experience required to perform the duties and the responsibilities of the position and how those responsibilities relate to those responsibilities of other Town positions.

The Town recognizes its responsibility to fairly compensate its employees for the work they perform. The pay plan will be designed and operated in such a way to recognize that as employees have an opportunity to learn their jobs, their effectiveness will increase. Because of this, the pay plan provides regular salary increments to cover that initial period of employment where the employee's learning process can normally be expected to result in an increase in the employee's effectiveness. These increases may be withheld at the discretion of the employee's supervisor or the Town Manager, if the employee's skills are not progressing normally.

### **FY 25 Pay Plan**

| Position                   | Grade           | Minimum                | Midpoint               | Maximum                 |
|----------------------------|-----------------|------------------------|------------------------|-------------------------|
| Director of Finance        | 12              | <u>\$122,000126600</u> | <u>\$140,000144200</u> | <u>\$158,000162740</u>  |
| Police Chief               | 12 <sup>1</sup> | <u>\$122,000125000</u> | <u>\$140,000142000</u> | <u>\$158,000162740</u>  |
| Police Captain             | 9               | <u>\$108,000111240</u> | <u>\$120,000123600</u> | <u>\$132,000135960</u>  |
| Deputy Director of Finance | 8               | <u>\$83,00085490</u>   | <u>\$93,00095790</u>   | <u>\$104,0001074100</u> |
| Human Resources Director   | 8               | <u>\$83,00085490</u>   | <u>\$93,00095790</u>   | <u>\$104,000107120</u>  |



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|  |   |                            |                            |                              |
|--|---|----------------------------|----------------------------|------------------------------|
| Admin. PMO                                 | 8 | \$ <del>83,000</del> 85490 | \$ <del>93,000</del> 95790 | \$ <del>104,000</del> 107120 |
| Sen. Acct/Analyst/Proj. Coord.             | 7 | \$ <del>820,400</del>      | \$ <del>9088,64000</del>   | \$ <del>986,880000</del>     |
| Payroll/Accounting Specialist              | 5 | \$ <del>5554,62000</del>   | \$ <del>70040</del> 68,000 | \$ <del>82,000</del> 84460   |
| Management Specialist                      | 5 | \$ <del>55620</del> 54,000 | \$ <del>70040</del> 68,000 | \$ <del>82,000</del> 84460   |
| Purchasing/Risk/Administrative Coordinator | 5 | \$ <del>554,62000</del>    | \$ <del>7068,0400</del>    | \$ <del>842,000</del> 460    |
| Management Assistant – Town Manager        | 4 | \$ <del>52,000</del> 53560 | \$ <del>62,000</del> 63860 | \$ <del>76,000</del> 78280   |
| Management Assistant – Police              | 4 | \$ <del>52,000</del> 53560 | \$ <del>62,000</del> 63860 | \$ <del>786,28000</del>      |
| Systems Administrator                      | 3 | \$ <del>53560</del> 52,000 | \$ <del>62830</del> 66,000 | \$ <del>77250</del> 75,000   |
| Accounting Clerk II                        | 3 | \$ <del>53560</del> 52,000 | \$ <del>62830</del> 66,000 | \$ <del>77250</del> 75,000   |
| Accounting Clerk-I                         | 1 | \$ <del>52,000</del>       | \$ <del>60,000</del>       | \$ <del>68,000</del>         |

The pay plan above may be refreshed annually by the Town Manager using the CPI-U as of June 30 of each year, not to exceed 3% to adjust for inflation. When a new employee joins town service, an additional merit increase not to exceed 2% may be provided on July 1 of each year for the first three years of employment after a successful evaluation.

### Employee Responsibilities Related to Direct Deposit

It is the responsibility of the employee to review their pay stubs to ensure the accuracy of personal and payment information. Employees must immediately notify the Finance Department if there has been an overpayment of wages. Further, a Direct Deposit of Payroll Authorization Change Form must be completed and submitted to the Finance Department for any changes to direct deposit instructions including changes to banking and account information. This form must be submitted to the Finance Department at least two weeks prior to the payday for which the change is to occur. Employees should never close a bank account until the cancellation of the direct deposit has been confirmed. If an employee closes the account prior to the cancellation of the direct deposit, the bank will eventually notify the Finance Department of the ACH return. The Finance Department will not issue a paper replacement check until the funds are received back from the banking institution.

The Finance Department and the Town of Granby are not liable for any funds lost or held by a banking institution due to bank changes (closed account, new account, new bank name, new



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~~bank routing/aba number, etc.) made by employees without proper notice to the Finance Department.~~

### **VACANCIES**

The Town of Granby reserves the right to determine whether, and under what conditions, a vacant position may be filled. Prior to the posting or advertising of any vacant position, the Department Head shall review the position, its job description, and the need for such a position. The Department Head will prepare and submit to the Town Manager a written request to fill the position. The position will be posted and/or advertised only after the Town Manager has approved the request.

All vacancies and new positions shall be posted for a period of not less than five (5) working days and open to application from all qualified Town of Granby employees prior to open advertising for new employees to fill the positions. Once internal applications are submitted within the five (5) working days, the Town Manager will decide whether there are enough qualified candidates. The Town Manager may, at their discretion, place an advertisement for additional external qualified candidates.

When a job is posted internally, only regular full-time and regular part-time employees may apply.

All open positions will be posted on the Human Resources page of the Town website, and on bulletin boards located within each municipal building. Recruitment sources, including printed and social media, and community organizations, may also be utilized.

The posting shall specify the title, related experience, and information related to how, where, and when job descriptions and applications may be obtained and returned. All announcements shall be reviewed by the Town Manager's Office prior to publication.

The Town may decide to fill a position by transfer, reassignment or reclassification of an employee. In that case, the position will not be considered open and will not be subject to the recruitment and examination processes as described.

All employees shall be selected based on merit, which may include consideration of the applicant's ability to perform the essential functions of the job, character, experience and training. The Town may utilize any lawful and legitimate method to determine the qualifications of applicants, including without limitation, written tests, physical agility tests, oral examinations, panel interviews, practical tests, assessment centers and oral interviews.

The Board of Selectmen shall establish the selection process for the Town Manager.

Applicants for positions in which the applicant is expected to operate a motor vehicle must be at least 18 years old and will be required to present a valid CT State driver's license with any necessary endorsements. Driving records of applicants may be checked.

### **Informing Applicants Not Selected**



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Those applicants who submitted an application and went through the selection process but were not chosen for appointment to the position may be sent written notification by the Human Resources Department of the Town.

Prior to final selection and notification, the Town Manager must review and approve the recommendations made by the applicable Department Head.

### **APPLICATIONS**

Applications for Town employment can be downloaded in PDF format from the Town website or obtained at the Town Manager's Office.

Completed applications may be submitted electronically or by delivering a hard copy to the Human Resources Office. Incomplete applications will not be considered.

All applications for open, posted positions are reviewed by Human Resources. The timeline for review of applications will vary depending on the position. Applications are referred to the Department Head and Town Manager, if applicable. Applicants who are selected to participate in the interview process will be contacted by Human Resources.

Any applicant supplying false or misleading information is subject to disqualification from hiring and if already an employee of the Town, to disciplinary action up to and including termination.

### **INTERVIEW PROCESS**

Interviews for full-time positions shall be conducted by a panel of a minimum of three members. Panel members are valuable because they can provide different perspectives on the qualifications of candidates. The interview panel can be comprised of managers in other departments or employees from other municipal agencies.

### **SELECTION PROCESS**

The Town Manager shall receive the interview evaluations from the panel of three and will use those evaluations to create a hiring list of the top three finalists for the job. The Town Manager may interview the top three finalists and may select any of the three or reject all three.

### **CONDITIONAL JOB OFFER**

A conditional job offer is made to the selected candidate pending successfully passing a background check, a medical examination, and pre-employment drug screening as deemed appropriate by the nature of the position.

#### **Pre-employment background check and screening:**

To ensure that individuals who join the Town are well qualified and to ensure that the Town maintains a safe and productive work environment, it is our policy to conduct pre-employment background checks on all applicants who accept an offer of employment. Background checks



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may include verification of any information on the applicant's resume or application form and any information relevant to the applicant's qualifications for the position applied for.

All offers of employment are conditioned on receipt of a background check report that is acceptable to the Town. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal privacy and antidiscrimination laws. Reports are kept confidential and are only viewed by individuals involved in the hiring process. If information obtained in a background check would lead the Town to deny employment, a copy of the report will be provided to the applicant, and the applicant will have the opportunity to dispute the report's accuracy. Background checks may include a criminal record check, although a criminal conviction does not automatically bar an applicant from employment. Additional checks, to include but not limited to, such as a driving record or credit report may be made on applicants for particular job categories if appropriate and job related.

After a conditional offer of employment has been made and prior to commencement of employment, the Town may require persons selected for employment to successfully pass a medical examination, which may include testing for controlled substances. Certain results may cause the rescission of the conditional job offer.

Employees hired in positions requiring a Commercial Driver's License (CDL) will be subject to pre-employment and on-going drug and alcohol testing as required by the DOT.

### **IMMIGRATION REFORM AND CONTROL ACT**

It is the Town's policy to comply with the immigration laws of the United States and to employ only those persons who are authorized to work in the United States. Accordingly, all employees are required to complete Form I-9, Employment Eligibility Verification, and establish their legal right to work in this country prior to beginning employment with the Town.

### **PROBATIONARY PERIOD**

All newly hired or rehired regular and part-time employees, or employees promoted or transferred to a new position, shall be subject to a minimum six-month probationary period. During the probationary period, an employee is required to demonstrate suitability and competence for the position through actual work performance.

The probationary period shall be of sufficient duration to determine the employee's performance in all aspects of their job. When a job is particularly difficult to learn, or where tasks are cyclical, the probationary period may be up to one year. The length of the probationary period shall be determined by the appointing authority and may be extended by them, if necessary, for a period as long as the original period.

If the probationary period is extended, the employee will be provided with written notice outlining the extension and reasons. If at the end of any probationary period, the employee's work performance is deemed to be satisfactory, they shall be employed regularly. If, at any time during any probationary period, the employee's work performance is deemed to be unsatisfactory, the appointing authority shall take appropriate action.



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All employees in a probationary period should be reviewed at two-month intervals up to the completion of the probationary period. This probationary period review should include, but not be limited to, a fair assessment of the employee's work, their willingness and ability to perform assigned duties satisfactorily, and general observations concerning attendance patterns, work habits and dependability.

### PERFORMANCE EVALUATIONS

All employees should be reviewed annually by July 1st of each fiscal year, except for those in a probationary period.

Performance evaluations are an important responsibility of all supervisors and department heads. It is an opportunity to formally recognize good performance and efforts the employee has made to improve, as well as to identify weaknesses and measures the employee should take in order to improve. The performance evaluation is both a review of past performance and a setting of goals for the future year. The performance review is also utilized as a tool in determining salary decisions.

The supervisor who completes the performance evaluation will discuss it with the employee, and both the employee and supervisor should sign the evaluation to ensure that all strengths, areas for improvement and job goals for the next review period have been clearly communicated. Performance evaluation forms will be retained in the employee's personnel file.

An ~~Employee Action Form~~ **Personnel Action Request (PAR)** with a supervisor's recommendation for an employee's step increase, along with the completed evaluation, are required and must be received by the Town Manager's Office no later than two weeks prior to the eligible date. All step increases are effective on July 1st of each fiscal year for all non-union employees.

### COMPETITIVE EXAMINATIONS

Examination applications shall be accepted only on official forms prescribed by the Human Resources Director. Each application shall be signed by the applicant and the truth of all statements contained therein shall be certified by their signature. The application form shall not require any information that is prohibited by local, state or federal law.

To be accepted for consideration, applications must be filed with the Human Resources Department prior to the end of the working day on the closing date specified in the announcement.

**Applicants Qualifications:** The Examination Announcement will include a list of minimum qualifications for each position.

**Disqualification:** The Human Resources Director shall reject the application of any person, shall strike the name of any person from an eligible list, shall refuse to certify the name or any person on an eligible list or shall withdraw the name of such person if they find that such person lacks any of the minimum qualifications for the position or has made a deliberate false,



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misleading or exaggerated statement of a material fact; or practiced or attempted to practice any deception or coercion in their application or examination or in attempting to secure employment.

**Right of Investigation:** The Town shall reserve the right to conduct a background investigation of any applicant for Town employment.

Any lawful and practical means or measures may be used in examinations which are reasonably well calculated to test the fitness of candidates for positions in the class for which the examination is held. Examinations may be assembled or unassembled, and tests may be written, oral, physical, a demonstration of skill or performance, a rating of training and experience, or record of accomplishment, or any combination of such types.

They may include any reasonable investigation of training and experience, or record of accomplishment; any test of knowledge, skill, capacity, intelligence or aptitude; and any inquiry into the moral character or any other character or attribute which seems desirable.

The closing date for any such test may be indefinite and applicants may be tested continuously in such manner and at such times and places as the Human Resources Director may provide.

**Oral Board Examination:** Oral interviews may constitute all or any part of any total examination and the weight given thereto shall be officially entered in the rating of the examination.

**Notice and Review of Examination Results:** Each person who takes an examination shall be given written notice as to whether they passed or failed in such examination and of their relative standing on the list or of their failure to attain a place on the list.

**Establishment of Eligible Lists:** The Human Resources Director, at their own discretion, may establish and maintain the lists necessary to provide an adequate supply of qualified candidates for positions in the classified service. Lists shall be by class of position and shall be applicable to all classified positions of such class in the Town service.

**Duration of Lists:** Re-employment Lists shall be continuous for each class, except that no name shall remain on a re-employment list for longer than one (1) year.

**Request for Certification:** Whenever a vacancy in any position in the classified service is to be filled, the appointing authority shall submit a requisition for an employee on a form prescribed by the Human Resources Director. When practicable, each vacancy shall be anticipated sufficiently in advance to permit the Human Resources Director to determine who may be available for appointment and, if necessary, to establish a class or to establish a list of eligibles.

### **DISCIPLINE**

It is the policy of the Town of Granby that employee discipline is meant to be fair, equitable and consistent. The type of disciplinary action taken will be based on several factors, including the severity of the misconduct, the employee's prior disciplinary history, and any aggravating or mitigating factors. In general, disciplinary actions will follow a progressive order of severity. The



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Town has the right in its discretion to determine the appropriate level of disciplinary action based on the circumstances involved.

Within a reasonable time, the employee shall be notified in writing of the action taken and the reasons for it. If an employee is aggrieved by a disciplinary action, they may follow the grievance procedure as outlined in these personnel rules.

### GRIEVANCE PROCEDURE

Employee grievances concerning the administration of these rules shall be presented as follows:

The aggrieved employee shall first notify Human Resources in writing of the nature and facts of the grievance within seven (7) working days of its occurrence. Human Resources shall make and return their resolution of the grievance in writing within seven (7) working days after such notification. If Human Resources' resolution of the matter is not satisfactory to the employee, they shall submit such grievance in writing to the Town Manager within seven (7) working days. Within seven (7) working days after the Town Manager receives such grievance, they shall make and return to the employee their resolution of the matter in writing.

Within fourteen (14) working days of the date of receipt of the grievance the Town Manager may call a meeting to review the nature and facts of the grievance. When the Town Manager chooses to call a meeting, they may call the aggrieved employee, their representative, if any, the department Head, or any other person involved in the complaint to attend such meeting. Within ten (10) working days following such meeting, or within twenty-four (24) working days if no meeting is called, the Town Manager shall render a decision in writing to all concerned.

### PERSONNEL RECORDS

The Human Resources Office maintains a file on each employee containing the employee's application for employment, annual performance review(s), changes in payroll, benefit information, documentation of commendations or disciplinary actions, and other personnel actions. Such files shall include:

- Job Description
- Papers, documents, reports, etc. used to determine the employee's eligibility for employment, reassignment, separation, compensation or discipline
- Orientation checklist
- ~~Employee Personnel~~ Action Forms, records of reassignments, and changes in compensation
- Attendance and leave records – these are electronic now.
- Records of training or education received
- Performance Evaluation Reports
- Records of disciplinary action taken
- Notification of employment outside of the Town service
- Termination notice and exit interview form
- Other pertinent information such as awards, letters of appreciation or publications



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The following items will be maintained separately from the personnel files:

- Medical records
- Confidential references and recommendations
- Test information which, if disclosed, would affect the validity of the examination
- Documents developed for use in civil or criminal proceedings
- Memoranda, documents and other information relating to the investigation of losses, misconduct and crimes, as long as this information is not used to determine an employee's eligibility for employment, reassignment, separation, compensation, or discipline

The employee has the right to examine the contents of their file. To do so an employee may arrange with Human Resources to examine the file in the Human Resources Office. Personnel files may not be removed from the Human Resources Office without authorization from the Town Manager. Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information.

It is every employee's responsibility to ensure that their current address, telephone number and emergency contact are up to date. If for credit or other purposes, confirmation of Town employment is required; such inquiries should be referred to Human Resources. Verifications of employment require a signed release by the employee.

### **Confidentiality**

Employees hold a position of responsibility to the Town of Granby and its residents that may require an employee to have access to confidential and proprietary information, including protected health information. The Town has disclosed such information to employees in reliance on their promise to protect such information from loss or misuse. Employees may not remove from the workplace items containing confidential information such as Town files, computer files/programs, or any other documents or electronically stored information, without permission from the Town Manager.

The Freedom of Information Act (FOIA) requires disclosure of many public records, and the Town responds promptly to Freedom of Information requests. However, the act exempts certain types of personal, proprietary and confidential information from disclosure. Employees should not discuss confidential information with anyone not directly concerned with Town business to which the information applies. If an FOIA request is received, you inform your supervisor immediately.

### **TIME REPORTS**

Until the automated time recording system is fully operational, the bi-weekly time sheet is an official document, which provides the basis for an employee's bi-weekly pay. As such, employees must exercise care to ensure that their time sheets are completed accurately and submitted on a timely basis.

All employees, including full-time salaried employees, must report their hours worked on a time sheet report. The fully completed and signed reports must be handed into the Finance Office by 9:00 a.m. the Monday following the end of a reporting period. Failure to submit a time sheet



## THE TOWN OF GRANBY, CONNECTICUT - PERSONNEL RULES



~~on a timely basis may result in the inability of the Finance Office to process a payroll check. Inaccurate or missing time sheets will be processed in the next regularly scheduled pay period.~~

The Town of Granby is required by applicable federal, state, and local laws to keep accurate records of hours worked. ~~To ensure that the Town has complete and accurate time records and that employees are paid for all hours worked, when the automated time recording system is fully implemented, all employees, including salaried employees, are required to record all working time using the town-selected time and attendance software system.~~ The town-selected time and attendance software system tracks employee hours worked in 15-minute increments and rounds employee hour worked to the nearest quarter hour (0.25) increments.

All employees must accurately record all their working time to ensure they are paid for all hours worked and must follow established town procedures for recording the hours worked. Time must be recorded as follows:

- Immediately before starting a shift.
- Immediately after finishing work, before a meal period.
- Immediately before resuming work, after a meal period.
- Immediately after finishing work.
- Immediately before and after any other time away from work.

All employees must sign and submit their timesheet to their supervisor through the time and attendance software system following the end of a bi-weekly payroll period. All supervisors or department managers must sign and submit employee timesheet(s) through the time and attendance software system by 9:00 a.m. Monday following the end of a bi-weekly payroll period.

Unsigned timesheets will not be processed until they are signed by the employee and the supervisor or department manager. The corrected timesheet will be processed in the next payroll cycle. It is the employee's responsibility to ensure the timesheet is signed and submitted by the deadlines. Inaccuracies on the timesheet will be corrected in the next payroll cycle.

All employees should clock in no more than five minutes before their scheduled start time and clock out no later than five minutes after their actual scheduled stop time. ~~— isn't the rule 7 minutes?~~

Falsifying time entries is strictly prohibited. Falsifying time entries includes working "off the clock." If an employee falsifies their time records, or the time records of co-workers, or works off the clock, the employee will be subject to discipline up to and including termination. Immediately report to Human Resources and the Director of Finance any employee, supervisor, or manager who falsifies any employees' time entries or encourages or requires any employee to falsify time entries or work off the clock.

~~Employees who report inaccurate attendance information on their timecards may be subject to disciplinary action. It's already stated in the above paragraph.~~

### HOURS OF OPERATION



## THE TOWN OF GRANBY, CONNECTICUT - PERSONNEL RULES



It is the policy of the Town of Granby to establish working hours as required by workload and production, residents' needs and the efficient management of personnel resources. The scheduling of work shifts and lunch breaks for individual employees is performed within their respective departments. Jen – She is asking if there should be a framework for break and meal times and departments can adapt for their specific needs. (My vote is no)

Town Hall is open for the public Monday through Wednesday, 8:00 a.m. – 4:00 p.m., Thursday, 8:00 a.m. – 6:00 p.m., and Friday, 8:00 a.m. - 12:30 p.m. or by appointment before or after those times. The normal workweek for regular full-time employees shall be a total of 35 hours. Executive, Administrative and Professional employees are expected to perform, when necessary, work outside of regular office hours.

Due to the nature of their work and/or prevailing labor agreements, employees in the Public Works Department, Police Department, Dispatch Services, Library Services and Community Services Department may work a different schedule and time from that indicated above.

### OFFICE COVERAGE

Offices with more than one employee shall take lunch on a staggered schedule in order for the office ~~remains open~~ to remain open. The Town Manager must be notified in advance if staffing precludes the office from staying open.

Employees who work in a single person office shall notify a neighboring office and/or the Town Manager's Office when leaving the Town Hall for appointments, meetings or meal breaks. A typed, brief notice for the office closing shall be posted on the door with a re-opening time and information on where the public can go for assistance.



## THE TOWN OF GRANBY, CONNECTICUT - PERSONNEL RULES



### ATTENDANCE AND PUNCTUALITY

Employees are expected to work dependably and on time. As a rule, employees should be ready to begin work when their shift begins and to work until the end of their shift.

The Town of Granby requires regular and punctual attendance by employees. All employees are expected to arrive at the workplace on time and ready to perform their job. Failure to comply with this policy may result in disciplinary action, up to and including termination.

If employees are not going to arrive at work or return from a break on time, they must notify their supervisor or department manager as soon as possible before their scheduled start time.

If employees must miss work due to an emergency or other unexpected circumstance, they shall notify their supervisor or department manager as soon as possible. Notice should include the expected duration of the absence and the expected time or date of return. Employees may be required to provide documentation of the need for the absence, as permitted by applicable law.

If an employee becomes ill during the scheduled workday and needs to leave before the end of the shift, they must notify their supervisor or department manager immediately. If the employee is unable to perform the job at an acceptable level due to illness, they may be sent home and required to use accrued sick time until they are well enough to work.

Absences will be considered excused if the employee ~~requested the time off at least two (2) weeks in advance through the town selected time and attendance software system and receive the required approval for the absence~~ calls out sick a minimum of 1 hour prior to the start of their shift. Absences will be considered unexcused if the employees are absent from work during scheduled work hours ~~without permission and do not receive retroactive approval without notifying their immediate supervisor~~. This policy applies to all absences, including full or partial day absences, late arrivals, and early departures.

Planned absences, such as vacations, personal time, or medical appointments, should be arranged ~~and the appropriate time off requested in the timekeeping system~~ as far in advance as possible. ~~If the employee needs to be absent during the workday, an attempt should be made to schedule outside appointments or obligations so that the absence has the smallest impact possible on the Town operations.~~

The Town of Granby reserves the right to apply accrued vacation, sick time, or other paid time off to unauthorized absences when permitted by applicable law.

~~If an employee fails to report to work for three (3) or more consecutive days and has not provided proper notification, the Town will assume that they have voluntarily resigned the position and will proceed with the termination process. Already stated in the sick time section.~~

### REMOTE WORK

Town employees are expected to work in-person and at their assigned workstations. From time to time, and only upon prior written consent from the Town Manager where the arrangement



## THE TOWN OF GRANBY, CONNECTICUT - PERSONNEL RULES



benefits both the Town and employee, will the Town entertain remote work arrangements. Please see your supervisor prior to requesting a remote work arrangement.

### GENERAL RULES OF CONDUCT

Employees are expected to observe general rules of conduct that are necessary to maintain a professional and business-like workplace. Some rules and policies are covered in other sections of this personnel policy. Additional rules of conduct include the following:

#### Attire and Grooming

Town employees are expected to be neat, clean and well-groomed while on the job. Clothing must be consistent with the standards for a business environment and must be appropriate to the type of work being performed. Employees requiring special clothing or uniforms during work hours are required to ensure that uniforms are clean, neat and presentable at the start of each workday. Specific safety requirements for certain positions must be observed at all times.

Management reserves the right to determine appropriateness. Any employee who is improperly dressed will be counseled or in severe cases may be sent home to change clothes. Continued disregard of this policy may be cause for disciplinary action, up to and including termination.

#### Housekeeping

All offices should be kept neat and clean. While employees are generally free to add personal decorations to their work areas, these must not detract from maintaining a businesslike working environment.

#### Smoking

By law, smoking/vaping is not allowed in Town Buildings and Town Vehicles.

#### Telephones

The Town maintains its telephone equipment for business purposes. It is recognized that some personal telephone calls are necessary. Employees are allowed to make/receive a reasonable number of personal calls. However, they should be as brief as possible to avoid interfering with the employee's normal work or with business use of the telephones.

#### Cell Phones

Cellular phones that are purchased by the Town are the property of the Town and are to be used only to conduct Town business. Public Safety employees may use Town cell phones for any reason. Cell phones issued by the Town must be returned upon the employee's separation from employment with the Town.

The Town encourages the safe use of cellular telephones and other wireless devices by employees when conducting business. No employee is to engage in the use of a cellular phone or device while operating a car or other motor vehicle, unless it is used with a hands-free



## THE TOWN OF GRANBY, CONNECTICUT - PERSONNEL RULES



device. Even with a hands-free device, use of electronic devices should be kept to a minimum, conversations should be as brief as possible, and employees should refrain from making unnecessary calls. Where possible, even with a hands-free device, cellular phone calls should be made when the vehicle an employee is operating is not in motion. The only exception to this is when a phone call must be made in an emergency.

~~Should the use of a cell phone be required, employees should pull off the road into a safe location and park the vehicle to make or receive a call. Employees are encouraged to allow cell phone calls to go to voicemail and return calls when they reach their destination. GPS devices should be programmed prior to travel and only when the car is stopped.~~

Making calls or text messaging using personal cell phones should be done sparingly except during non-worktime (e.g., authorized breaks), and in non-work areas (e.g., lobby, outside of building, cafeteria). Also, employees should keep personal cell phones on vibrate or turn the ringer off if the ring would be disruptive to other employees.

### Voice Mail

The Town's voicemail system is for business use only. The Town maintains the right to monitor all messages to ensure compliance with this policy. When using the voicemail system, it is expected that all employees treat customers, co-workers, and others with courtesy. Foul, inappropriate, or offensive messages, such as racial, sexual, or religious slurs, are prohibited.

### Email

Town Email and software applications are considered Town property. They are intended for Town business. Email is subject to the Freedom of Information Act. All communications sent by employees via the Town's Email system must comply with Town policies. Each employee is responsible for the content of any text, audio or images that they place or send through the Town's Email system. No Email or other electronic communications may hide the identity of the sender or represent the sender as another person. All messages communicated on the Town's Email system must display the writer's name.

Town Email and software application transmissions shall not be used for transmitting, retrieving or storing obscene materials, abusive, profane or offensive language, or any derogatory or inflammatory messages about subjects such as race, age, disability, religion, marital status, national origin, etc.

### Expense Reimbursements

**(Refer to the Request for Conference Attendance and Expense Report Policy) addendum added**

All travel on Town business shall be by the least expensive means. Town employees are authorized to receive reimbursements for Town business-related activities, subject to prior approval of the employee's Department Head or the Town Manager. Receipts shall be provided for reimbursements. In lieu of receipt requirements, the Town may provide a per diem meal allowance for travel reimbursement per U.S. General Services Administration Per Diem Rates



## THE TOWN OF GRANBY, CONNECTICUT - PERSONNEL RULES



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(excluding incidental expenses). Employees shall elect use of per diem or reimbursement two weeks prior to travel.

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## THE TOWN OF GRANBY, CONNECTICUT - PERSONNEL RULES



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### Vehicle Use

Town vehicles (including automobiles, trucks and vans) shall be used for official purposes only. Use of a Town vehicle for social, recreational, personal business or other such purposes is strictly prohibited unless prior approval has been received from the Town Manager. Town vehicles shall not be used for home-to-work travel unless they have been assigned to individuals or permission has been obtained from the Town Manager. Public Safety employees may use Town vehicles for regular day-to-day personal use. Use for out of state travel or while on vacation or extended sick leave requires prior approval from the Town Manager.

Town vehicles shall be operated by Town employees and shall not be used for transporting passengers, except as necessary to perform official Town business. The Town shall not reimburse employees for mileage when the employee elects to use their personal vehicle over a Town-provided vehicle.

Employees shall operate Town vehicles in a safe and responsible manner and must obey all motor vehicle laws. Any charges of misuse or abuse of a Town vehicle shall be referred to the Town Manager. Verified charges will involve the loss of privileges or other disciplinary actions. Parking fines or other violation charges are the personal liability of the operator and must be paid promptly.

Any traffic accident involving a Town vehicle must be reported immediately to the police and a written accident report must be made. A report must also be made to the Town Manager's Office.

Employees who, in the scope of their job responsibilities, operate Town vehicles and whose driving privileges are suspended or revoked must notify their supervisor of such suspension or revocation immediately.

Employees who drive a Town vehicle must not operate a vehicle at any time when their ability to do so is impaired and/or influenced by alcohol, drugs, prescribed or over-the-counter medication or any other substance that may impair the employee.

### INCLEMENT WEATHER POLICY FOR NON-ESSENTIAL EMPLOYEES

Except in extreme circumstances, Town Hall will be open. The winter storm policy is one of personal safety and responsibility. It is up to each nonessential employee to determine, in their own best interest, when to come or if to leave work to avoid dangerous driving conditions. Essential employees include police officers, dispatchers and Public Works. The Town Manager in cooperation with the Emergency Management Director reserve the right to name other employees as essential as the circumstances dictate.

This policy allows any nonessential employee to use their annual leave or vacation time, (not sick time) without hesitation or question, if they make this judgment, or if a Town office/department is closed by the Town Manager due to inclement weather. Department Heads should work out departmental coverage if Town offices will be open for business as usual.



## THE TOWN OF GRANBY, CONNECTICUT - PERSONNEL RULES



### SOLICITATIONS, DISTRIBUTIONS AND POSTING OF MATERIALS

The Town prohibits the solicitation, distribution and posting of materials on or at Town property by any employee or non-employee, except as may be permitted by this policy. The sole exceptions to this policy are charitable and community activities approved by the Town Manager and Town-sponsored programs.

#### Provisions:

- Nonemployees may not solicit employees or distribute literature of any kind on town premises at any time.
- Employees may not solicit other employees during work times, except in connection with a town-approved or sponsored event.
- Employees may not distribute literature of any kind during work times or in any work area at any time, except in connection with a town-sponsored event.
- The posting of materials or electronic announcements are permitted only with approval from the Town Manager's Office

#### • Payroll

#### •

Employees are paid every other Thursday, unless otherwise stipulated by contract or department policy. The Town requires all new hires to utilize direct deposit. When a payday falls on a holiday, checks will be distributed/deposited on the workday prior to the holiday.

### Employee Responsibilities Related to Direct Deposit

It is the responsibility of the employee to review their pay stubs to ensure the accuracy of personal and payment information. Employees must immediately notify the Finance Department if there has been an overpayment of wages. Further, a Direct Deposit of Payroll Authorization Change Form must be completed and submitted to the Finance Department for any changes to direct deposit instructions including changes to banking and account information. This form must be submitted to the Finance Department at least two weeks prior to the payday for which the change is to occur. Employees should not close a bank account until the cancellation of the direct deposit has been confirmed.

(If an employee closes the account prior to the cancellation of the direct deposit, the bank will eventually notify the Finance Department of the ACH return. The Finance Department will not issue a paper replacement check until the funds are received back from the banking institution.)

The above in parentheses should be deleted. Legal STRONGLY advises not withholding a paycheck that long, regardless of who made the error.

The Finance Department and the Town of Granby are not liable for any funds lost or held by a banking institution due to bank changes (closed account, new account, new bank name, new bank routing/aba number, etc.) made by employees without proper notice to the Finance Department.

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### BENEFITS AND PAYROLL

#### Employee Orientation

New Employee Orientation will provide an overview of the benefits and services you are entitled to as a Town employee. If you have any questions regarding this information, call Human Resources. No employee shall be scheduled to work until all new hire paperwork is completed and submitted to the Finance Office. Department managers and supervisors shall confirm the completion of the paperwork with the Finance Office before scheduling the new employee to work. Continued disregard of this policy shall result in disciplinary action, up to and including termination.

#### Human Resources.

#### Payroll

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~~Employees are paid every other Thursday, unless otherwise stipulated by contract or department policy. The Town requires all new hires to utilize direct deposit. When a payday falls on a holiday, checks will be distributed/deposited on the workday prior to the holiday.~~

#### Insurance Program

1. A medical and dental contributory High Deductible Health Plan, the benefits of which shall be consistent with other plans offered by the Town (\$2,000 single deductible and \$4,000 single plus one, and family shall be in force).
  - The Town shall provide to each employee not covered by a collectively bargained labor agreement, 100% of deductible as a "seed" in FY 25. In FY 26 and FY 27, the "seed" shall be 75% of the deductible. In FY 28 and thereafter, the "seed" shall be 50% of the deductible.
  - The Town shall deposit 50% of the "seed" amount into the employee's HSA account bi-annually in July and January.
  - The seed amount will be prorated for newly hired employees based on insurance eligibility date.
  - The Town shall deduct via premium share from each employee's payroll cycle, the equivalent of 10% of the cost of insurance as provided to the Town by its insurance broker for FY 25 and each year thereafter. The employee premium share deduction shall increase by 1% annually (using July 1 of each fiscal year) until such time as it reaches 25%.
2. The Town will provide post-employment medical and dental insurance to employees only when the following conditions are met: employees must have been hired prior to September 1, 2002; have 15 years of service with the Town; have reached the age of 62 and are actively enrolled in the Town's health insurance plan at their retirement date.



## THE TOWN OF GRANBY, CONNECTICUT - PERSONNEL RULES



2. Upon retirement for Police Administration hired prior to September 1, 2002, the Town shall provide medical, dental and vision insurances for employees and their spouse as in force at the time of retirement. These insurances shall be available until the employee and spouse reach the age of Medicare. (what if spouse reaches this age after the former employee, so they remain on our plan?) The Town shall provide supplemental medical insurance to include any/all parts of Medicare, when Medicare age is reached.

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The Town shall provide a High Deductible Health Plan providing medical and dental coverage for these employees at the same coverage for which they were enrolled at the time of retirement.

Should the employee divorce post-retirement, medical coverage for the spouse will cease at the date of the marriage dissolution. New spouses and additional children cannot be added to the coverage post-retirement.

This benefit will be provided until such time as the employee is eligible for Medicare coverage.

The premium share will be the same percentage as was in force on the date the employee severed employment with the Town.

No deductible seed will be provided to this group of employees by the Town.

3. A fully paid group life and long-term disability policy. Coverage is provided on a term basis. Employees over 70 years of age will be provided with life insurance at 60% of coverage.

### Reimbursement for Eyeglasses, Contact Lenses and Corrective Surgery

For regular full time, benefit eligible employees who are enrolled in the Vision Plan, The Town shall reimburse each employee up to \$250 per calendar year toward the purchase of eyeglasses or contact lenses for the employee only. The Town shall reimburse ~~same~~each covered employees \$1,800 as a lifetime limit, toward the cost of corrective laser surgery for the employee only. Such reimbursement toward surgery will not pertain to any surgery that occurs within the same calendar year in which the employee has received any reimbursement from the Town toward eyeglasses or contact lenses. Employees shall not be reimbursed more than \$1,800 in total during the employee's service career with the Town for any such surgery. Once an employee has received any Town reimbursement toward any corrective surgery, that employee shall not receive any reimbursement toward eyeglasses or contact lenses during the remainder of the employee's service career with the Town. Employees shall ~~not~~ be reimbursed for any eyeglasses, contact lenses, or surgery referenced ~~herein~~ herein-absent the upon submission of a paid receipt along with a statement for services rendered, ~~including the date services were rendered,~~ from an optician, optometrist, or other eye care physician.

### Health Benefit Opt-Out/Waiver

The Town will provide a medical insurance opt-out benefit to eligible participants who waive Town provided medical coverage directly. To receive the opt out benefit, the employee must



## THE TOWN OF GRANBY, CONNECTICUT - PERSONNEL RULES



provide proof of alternate coverage which cannot be from a spouse who receives coverage through the Town or Board of Education. The waiver benefit is \$3,500 for family coverage, \$2,500 for single plus 1 and \$1,500 for single coverage. Payment will be made annually in two equal payments in January and June.

### **RETIREMENT DEFINITION**

For the purposes of receipt of any benefit described in this policy, which is predicated on a retirement definition, that definition is as follows:

- Years of Town service plus age must equal 80 or more or
- Age of the employee must be 65 or older

### **Retirement:**

The Town will participate in the Social Security System. The Town shall also provide a contributory retirement program (defined benefit pension plan) to which all full-time employees shall belong as provided in the ordinances relating to the plan. Except as otherwise provided by contract, effective September 2002 all newly hired full-time employees shall only be eligible to participate in the Town 401(a) retirement plan.

### **Optional Deferred Compensation Plan**

The Town shall allow regular full-time employees to participate in the Mission Square 401(a) Plan. Information and enrollment packages can be obtained from Human Resources.

### **Flexible Spending Plan (Section 125)**

The Town offers an employee-funded flexible spending account (FSA) and limited purpose flexible spending account (LPFSA) to regular full-time employees. Plan participants may elect an annual amount of pre-tax dollars to pay for eligible health care expenses, including medical or dental insurance deductibles, copayments, and out-of-pocket costs for vision care and other types of care. In addition, dependent care spending accounts are available.

Any remaining funds at the end of the plan year will be forfeited.

### **VACATION**

Employees shall earn paid vacation time and may carry over their earned vacation time from one fiscal year to the next fiscal year for each completed month of service in accordance with the following tables.

Any excess vacation time above the maximum carryover on June 30th will be forfeited by the employee.

Employees shall begin accruing vacation time during the month of hire if the hire date is prior to or includes the 15th of the month. Employees shall begin accruing vacation time during the



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month following the month of hire if the hire date is after the 15th of the month. The vacation time accrual will occur the first payroll of each month.

### 35-HOUR WORK WEEK EMPLOYEES

| Length of Continuous Full Time Service         | Vacation Leave Accrual Per Month   | Maximum Carryover on June 30th                 |
|--|--|--|
| 0-5 Years                                      | 5.83 hours $\approx$ 0.83 days per month but not greater than 10 days per year   | <del>175</del> 95 hours = <del>24</del> 5 days |
| Over 5 and up to and including 10 years        | 8.75 hours $\approx$ 1.25 days per month but not greater than 15 days per year   | <del>175</del> 40 hours = <del>25</del> 0 days |
| Over 10 and up to and including 12 years       | 11.67 hours $\approx$ 1.67 days per month but not greater than 20 days per year  | 175 hours = 25 days                            |
| Over 12 and up to and including 14 years       | 12.25 hours $\approx$ 1.75 days per month but not greater than 21 days per year  | 175 hours = 25 days                            |
| Over 14 and up to and including 16 years       | 12.83 hours $\approx$ 1.83 days per month but not greater than 22 days per year  | 175 hours = 25 days                            |
| Over 16 and up to and including 18 years       | 13.42 hours $\approx$ 1.92 days per month but not greater than 23 days per year  | 175 hours = 25 days                            |
| Over 18 years and up to and including 20 years | 14.00 hours $\approx$ 2 days per month but not greater than 24 days per year     | 175 hours = 25 days                            |
| Over 20 years                                  | 14.58 hours $\approx$ 2.08 days per month but not greater than 25 days per year. | 175 hours = 25 days                            |



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### 37.5-HOUR WORK WEEK EMPLOYEES

| Length of Continuous Full Time Service         | Vacation Leave Accrual Per Month  | Maximum Carryover on June 30th                       |
|--|---|--|
| 0-5 Years                                      | 6.25 hours $\approx$ 0.83 days per month but not greater than 10 days per year  | <del>412.50</del> 187.5 hours = <del>24</del> 5 days |
| Over 5 and up to and including 10 years        | 9.375 hours $\approx$ 1.25 days per month but not greater than 15 days per year | <del>187.5</del> 187.5 hours = <del>25</del> 5 days  |
| Over 10 and up to and including 12 years       | 12.50 hours $\approx$ 1.67 days per month but not greater than 20 days per year | 187.50 hours = 25 days                               |
| Over 12 and up to and including 14 years       | 13.13 hours $\approx$ 1.75 days per month but not greater than 21 days per year | 187.50 hours = 25 days                               |
| Over 14 and up to and including 16 years       | 13.75 hours $\approx$ 1.83 days per month but not greater than 22 days per year | 187.50 hours = 25 days                               |
| Over 16 and up to and including 18 years       | 14.38 hours $\approx$ 1.92 days per month but not greater than 23 days per year | 187.50 hours = 25 days                               |
| Over 18 years and up to and including 20 years | 15.00 hours $\approx$ 2 days per month but not greater than 24 days per year    | 187.50 hours = 25 days                               |
| Over 20 years                                  | 15.63 hours $\approx$ 2.08 days per month but not greater than 25 days per year | 187.50 hours = 25 days                               |

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### 40-HOUR WORK WEEK EMPLOYEES

| Length of Continuous Full Time Service  | Vacation Leave Accrual Per Month  | Maximum Carryover on June 30th                  |
|---|---|---|
| 0-5 Years                               | 6.67 hours $\approx$ 0.83 days per month but not greater than 10 days per year  | <del>200</del> 120 hours = <del>24</del> 5 days |
| Over 5 and up to and including 10 years | 10.00 hours $\approx$ 1.25 days per month but not greater than 15 days per year | <del>200</del> 160 hours = <del>25</del> 5 days |



## THE TOWN OF GRANBY, CONNECTICUT - PERSONNEL RULES



|  |   |                     |
|--|---|---------------------|
| Over 10 and up to and including 12 years       | 13.33 hours $\approx$ 1.67 days per month but not greater than 20 days per year | 200 hours = 25 days |
| Over 12 and up to and including 14 years       | 14.00 hours $\approx$ 1.75 days per month but not greater than 21 days per year | 200 hours = 25 days |
| Over 14 and up to and including 16 years       | 14.67 hours $\approx$ 1.83 days per month but not greater than 22 days per year | 200 hours = 25 days |
| Over 16 and up to and including 18 years       | 15.33 hours $\approx$ 1.92 days per month but not greater than 23 days per year | 200 hours = 25 days |
| Over 18 years and up to and including 20 years | 16.00 hours $\approx$ 2 days per month but not greater than 24 days per year    | 200 hours = 25 days |
| Over 20 years                                  | 16.67 hours $\approx$ 2.08 days per month but not greater than 25 days per year | 200 hours = 25 days |

Employee vacation time must be approved by their supervisor.

In the event of an employee's death, the employee's accumulated vacation pay will be paid to the employee's surviving spouse and/or minor children. In the event the employee has neither a spouse nor children, such payment will be made to the estate. Vacation time may not be used in lieu of notice of resignation or retirement.

### **Vacation For Regular Part-Time Employees Hired Prior To 11/1/24**

Employees who are scheduled to work a minimum of 15 hours per week on a regular basis, provided a minimum of 750 hours per year are worked, will receive two (2) weeks' worth of paid vacation per year proportionate to the number of hours worked. No more than two (2) weeks' worth of vacation per year proportionate to the number of hours worked may be carried over.

### **SICK LEAVE**

#### **Sick Leave (Full-Time Employees)**

Sick leave shall be earned at the rate of 1-1/4 days for each month of continuous service.

Such leave may be accrued to a total of 150 days.



## THE TOWN OF GRANBY, CONNECTICUT - PERSONNEL RULES



An employee who is absent for three (3) or more consecutive days may be required to provide medical evidence of their illness by the Town Manager.

An employee who is absent more than three (3) consecutive days on sick leave may be required to give satisfactory medical evidence that they are fit to return to work.

Any employee, upon retirement, shall receive, based on the employee's current wages, a lump sum of money that is equal to the number of sick days due such employee but not to exceed 120 days. In the event of an employee's death, such payment shall be made to the employee's spouse, and/or minor children, or estate.

Upon termination of employment with the Town, an employee in good standing (i.e., who was not subject to disciplinary action at the time of termination) who has provided the Town with two (2) weeks' notice shall receive, on the basis of the employee's current wages, compensation for 25% of all unused accumulated sick leave for less than ten (10) years of service and 50% of all unused accumulated sick leave for ten (10) or more years of service. Sick leave may not be used in lieu of 2 weeks' notice.

Sick leave is provided to protect our employees from financial hardship due to an injury or illness.

Paid sick leave can be taken in increments of one (1) hour and can be used for the employee, spouse or child for the following purposes only:

- Personal illness, physical incapacity, or non-compensable bodily injury or disease.
- Enforced quarantine in accordance with public health regulations.
- To meet medical and dental appointments of an emergency nature or for normal medical and dental appointments when an employee or immediate family member has made reasonable efforts to secure appointments outside of normal working hours and has notified their supervisor at least one day in advance of the day on which the absence occurs.
- To care for an immediate family member (i.e., spouse, child, or parent) with a serious health condition.
- Chronic or obvious patterns of absenteeism or tardiness may result in discipline even if the employee has not yet exhausted available paid time off.

Not reporting to work and not calling to report the absence is a no-call/no-show and is a serious infraction. The first instance of a no call/no show will result in a final written warning.

A no call/no show lasting three (3) consecutive days is considered job abandonment and will be deemed an employee's voluntary resignation of employment without notice.

Absences due to illnesses or injuries that qualify under the Family and Medical Leave Act (FMLA) will not be counted against an employee's attendance record. Medical documentation within the guidelines of the FMLA may be required in these instances.

The Town reserves the right to make an appropriate inquiry where there is reason to believe that material facts regarding an employee's use of sick leave may have been misrepresented or



## THE TOWN OF GRANBY, CONNECTICUT - PERSONNEL RULES



abused. Abuse of or improper use of sick leave shall be considered sufficient cause for discipline up to and including dismissal.

### Sick Leave (Part-Time Employees)

Paid sick leave is granted to part-time employees if they meet the following criterion: Employee must meet the definition of a Service Worker as described by the Department of Labor; and must complete 680 hours of actual time worked (one time requirement); and Employee must have worked at least ten (10) hours per week in the most recent quarter to be eligible to use accrued paid sick leave.

Paid sick leave is earned at the rate of one (1) hour for every ~~thirty~~ **forty (3040)** hours worked, up to a maximum of forty (40) hours per calendar year. Employees can't use more than forty (40) hours of paid sick leave in one calendar year.

Paid sick leave can be taken in increments of one (1) hour and can be used for the employee, spouse or child, ~~for the following purposes only:~~

- ~~Personal illness, physical incapacity, or non-compensable bodily injury or disease.~~
- ~~Enforced quarantine in accordance with public health regulations.~~
- ~~To meet medical and dental appointments of an emergency nature or for normal medical and dental appointments when an employee or immediate family member has made reasonable efforts to secure appointments outside of normal working hours and has notified their supervisor at least one day in advance of the day on which the absence occurs.~~
- ~~To care for an immediate family member (i.e., spouse, child, or parent) with a serious health condition.~~
- Chronic or obvious patterns of absenteeism or tardiness may result in discipline even if the employee has not yet exhausted available paid time off.

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### WORKERS COMPENSATION

Employees of the Town are covered by worker's compensation insurance and are paid stated amounts due to injuries sustained on the job. At the discretion of the Town Manager, the Town may offer light duty to those on Workers' Compensation. Worker's Compensation leave will run concurrently with FMLA when applicable.

### TEMPORARY MEDICAL RESTRICTED DUTY (LIGHT DUTY)

It shall be the policy of the Town of Granby to provide temporary medical restricted duty assignments, when available, to employees who, because of work related injury, illness, or disability, are temporarily unable to perform their regular assignments but who can perform alternative duty assignments, within or outside their own department. Determination of whether a restricted duty assignment is available shall be in the sole discretion of the Town Manager or their designee.



## THE TOWN OF GRANBY, CONNECTICUT - PERSONNEL RULES



### **PERSONAL LEAVE**

**Full Time e**Employees are granted up to four (4) days leave per fiscal year at the employee's current wage. Such leave shall be taken in increments of no less than one hour and shall be so charged.

For newly hired or newly eligible employees, the following pro-rated personal days are granted:

- Hired/eligible in 1<sup>st</sup> quarter of a fiscal year: receive 4 personal days
- Hired/eligible in 2<sup>nd</sup> quarter of a fiscal year: receive 3 personal days
- Hired/eligible in 3<sup>rd</sup> quarter of a fiscal year: receive 2 personal days
- Hired/eligible in 4<sup>th</sup> quarter of a fiscal year: receive 1 personal days

### **OVERTIME**

In the absence of other applicable laws, all eligible employees shall receive one and one-half times their regular pay for all work over forty hours per week.

#### Compensatory Time for Full-time Employees

Full-time employees who are scheduled to work less than 40 hours per week, may request compensatory time for hours worked over their regularly scheduled hours, up to 40. These hours must be used within 90 days of earning them. Any time remaining after 90 days will be paid out.

Alternate language: Full-time employees who are scheduled to work less than 40 hours per week, may request compensatory time for hours worked over their regularly scheduled hours, up to 40. Compensatory time balances will be reviewed quarterly to ensure time is used prior to the end of the current fiscal year. (is comp time paid out at the rate at which it was earned?)

For employees with compensatory time balances at the end of fiscal year 2025, the following will apply:

Non public safety employees will have until June 30, 2027 to use the compensatory time balance in their bank as of 6/30/25.

Public safety employees will have until June 30, 2028 to use the compensatory time balance in their bank as of 6/30/25.

In both instances above, the compensatory time earned during the fiscal year, should be used in accordance with the policy above.



## THE TOWN OF GRANBY, CONNECTICUT - PERSONNEL RULES



### COMPENSATORY TIME FOR POLICE CHIEF AND POLICE CAPTAIN

The Police Chief and Police Captain are entitled to accrue compensation time for hours worked over the normal 40-hour work week.

If possible, during the fiscal year, accrued compensatory time should be used in a timely manner so as not to have an excessive amount to use prior to the end of the fiscal year. Accrued compensatory time may not be carried over from one fiscal year to the next.

At the end of the fiscal year, any remaining, unused compensatory time banked by the Chief and /or the captain will be forfeited. Looking at the memo from Scott, I don't think they're looking for a change here?

### HOLIDAYS

The following shall be official holidays for a total of thirteen (13) paid holidays per year.

- New Year's Day
- Martin Luther King's Birthday
- President's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day After Thanksgiving Day
- Christmas Day
- Two floating days (assigned by TM or at employee's discretion? Jen – if not assigned by the TM, are the two days pro-rated for new hires?

Holiday pay will be provided at a regular rate of pay when a Town celebrated holiday falls on an assigned workday. Floating holidays will be assigned by the TM at the beginning of the fiscal year. OR Floating holidays are to be used at the employee's discretion to observe holidays that may not be official Town holidays. Part-time employees are only eligible for holidays that fall on a regularly scheduled work day. Part-time employees are not eligible for floating holidays.

### FUNERAL LEAVE



## THE TOWN OF GRANBY, CONNECTICUT - PERSONNEL RULES



Up to three (3) days leave with pay shall be granted to an employee for death in the immediate family of the employee, or the immediate family of the employee's spouse. Immediate family for purposes of this clause is defined as: parents, grandparents, spouse, sibling, child, stepchild, child-in-law, or grandchild, and any other relation who is domiciled in the employee's household. In extraordinary circumstances or those requiring extensive travel, up to two additional days may be granted by the Town Manager upon written request.

### OTHER LEAVE

Employees shall be granted leave with pay for the following reasons and subject to the following restrictions:

- Jury Duty
- Participation in short term military training in the Federal Reserve or National Guard

~~Participation in conferences or official meetings which enhances the employee's value to the Town and approved in advance by the appointing authority— this isn't really "leave", it's continuing education.~~

#### Continuing Education

~~Upon approval from the Town Manager, employees enrolling in college level courses at an accredited college/university shall be reimbursed for the cost of tuition, fees, books and materials. Room and board are not reimbursable expenses. The maximum calendar year benefit is \$4,000 for undergraduate courses and \$5,000 for graduate courses. The course must be work-related or considered an asset to the current or future anticipated job function. Documentation of expenses and passing grade must be submitted within 30 days of course completion to obtain reimbursement. Employees once paid may be subject to reimbursing the Town if employment is terminated within two years following payment by the Town. Requests should be made through Human Resources, who will provide all the necessary forms and facilitate the approval process.~~

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### EDUCATIONAL STIPENDS AND LONGEVITY FOR POLICE CHIEF AND POLICE CAPTAIN

For the Police Chief and Captain hired before 11/1/24, the Finance Department shall cause to be paid as part of the first full July payroll, the corresponding amounts for the following educational attainments from an accredited college or university:

- \$700 for a bachelor's degree or
- \$900 for a master's degree

Further, in July of every year to the Police Captain, the Finance Department shall cause to be paid as part of the first full July payroll, \$800 for longevity provided the Police Captain has 20 or more years of service with the Town.



## THE TOWN OF GRANBY, CONNECTICUT - PERSONNEL RULES



### **EMPLOYEE FITNESS REIMBURSEMENT PROGRAM**

**Effective 7/1/25, the Town will no longer reimburse employees for participation in fitness programs.**

### **FAMILY MEDICAL LEAVE ACT**

The Family and Medical Leave Act (FMLA) entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons in accordance with federal law.

To be eligible to take leave under the FMLA, an employee must:

1. Work for a covered employer
2. Work 1,250 hours during the 12 months prior to the start of leave
3. Work at a location where 50 or more employees work at that location or within 75 miles of it and
4. Have worked for the employer for 12 months. The 12 months of employment are not required to be consecutive for the employee to qualify for FMLA. The regulations clarify, however, that employment prior to a continuous break in service of seven years or more need not be counted unless the break in service is (1) due to an employee's fulfillment of military obligations, or (2) governed by a collective bargaining agreement or other written agreement.

Eligible employees are entitled to take up to 12 weeks of unpaid, job-protected leave in a twelve-month period, measured as a rolling 12-month period calculated backward from the first date of authorized FMLA leave. Leave may be taken in consecutive time periods (e.g. for full week(s)) or intermittently (e.g. for portions of a week).

The FMLA entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons, with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.

Eligible employees are entitled to take up to up to 12 workweeks of FMLA leave in a 12-month period for any of the reasons listed below:

- 1. The birth of a child and to bond with the newborn child within one year of birth.**

An employee's entitlement to FMLA for birth and bonding expires 12 months after the date of birth. Both mothers and fathers have the same right to take FMLA leave for the birth of a child. Birth and bonding leave must be taken as a continuous block of leave unless the employer agrees to allow intermittent leave (e.g., allowing a parent to return to work on a part-time schedule for 10 weeks).

- 2. The placement with the employee of a child for adoption or foster care and to bond with the newly placed child within one year of placement.**



## THE TOWN OF GRANBY, CONNECTICUT - PERSONNEL RULES



FMLA leave may be taken before the actual placement or adoption of a child if an absence from work is required for the placement for adoption or foster care to proceed. For example, the employee may be entitled to FMLA leave to attend counseling sessions, appear in court, consult with his or her attorney or the birth parent's representative, submit to a physical examination, or travel to another country to complete an adoption before the actual date of placement. FMLA leave to bond with a child after placement must be taken as a continuous block of leave unless the employer agrees to allow intermittent leave. An employee's entitlement to FMLA leave for the placement of a child for adoption or foster care expires 12 months after the placement.

3. A serious health condition of the employee that makes the employee unable to perform the functions of his or her job. Absences related to a Worker's Compensation injury or illness that qualifies as a serious medical condition as defined by the FMLA will run concurrently.

The FMLA defines a serious health condition as "an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility; or continuing treatment by a health care provider.

An employee is "unable to perform the functions of the position" where the employee's health care provider finds that the employee:

- is unable to work at all, or
- is unable to perform any one of the essential functions of the employee's position.
- An employee who must be absent from work to receive medical treatment for a serious health condition is unable to perform the essential functions of the position during the absence or treatment.

A return-to-work release must be received by the Town prior to an employee's return to work for their own serious medical condition.

4. **To care for the employee's spouse, son, daughter, or parent who has a serious health condition.**

An employee whose spouse, son, daughter, or parent requires care because of the family member's serious health condition may take FMLA leave.

An employee may be needed to provide care to the family member:

- when the family member is unable to care for his or her own medical, safety or other needs because of the serious health condition or needs help in being transported to the doctor; or
- to provide psychological comfort and reassurance to the family member with a serious health condition.



## THE TOWN OF GRANBY, CONNECTICUT - PERSONNEL RULES



**Spouse:** Spouse means husband or wife as defined or recognized in the state where the individual was married and includes individuals in a same-sex marriage or common law marriage. Spouse also includes a husband or wife in a marriage that was validly entered into outside the United States if the marriage could have been entered into in at least one state.

**Parent:** Parent means a biological, adoptive, step or foster father or mother, or any other individual who stood *in loco parentis* to the employee when the employee was a child. The FMLA regulations define *in loco parentis* to include those with day-to-day responsibilities to care for or financially support a child. This term does not include parents "in law".

**Son or Daughter:** Son or daughter means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18, or age 18 or older and "incapable of self-care because of a mental or physical disability" at the time that FMLA leave is to commence.

### **5. Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a military member on covered active duty.**

Qualifying exigencies are situations arising from the upcoming or actual military deployment of an employee's spouse, son, daughter, or parent to a foreign country. Qualifying exigencies for which an employee may take FMLA leave include making alternate childcare arrangements for a child of the military member when the deployment of the military member necessitates a change in the existing childcare arrangement; attending certain military ceremonies and briefings; taking leave to spend time with a military member of Rest and Recuperation leave during a deployment; or making financial or legal arrangements to address a covered military member's absence; or certain activities related to care of the parent of the military member while the military member is on covered active duty. An employee may take qualifying exigency leave for the deployment of a son or daughter of any age.

To care for a covered servicemember with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the service member (military caregiver leave). Eligible family members of both current servicemembers and certain veterans are entitled to military caregiver leave. This type of FMLA leave may last up to 26 workweeks in a single 12-month period.

### **Employer Notice Requirements**

Employers must post a general notice explaining the FMLA's provisions and providing information regarding procedures for filing a claim under the Act in a conspicuous place where it can be seen by employees and applicants. Under the regulations, this posted notice includes additional information regarding the definition of a serious health condition, the new military family leave entitlements, and employer and employee responsibilities. Employers must also include the information in this general notice in any employee handbook or other written policies or manuals describing employee benefits and leave provisions. Additionally, under the regulations, an employer without a handbook or written guidance is required to provide this general notice to new employees upon hiring.



## THE TOWN OF GRANBY, CONNECTICUT - PERSONNEL RULES



Supervisors and Department Heads must notify Human Resources when they learn of a potentially FMLA qualifying event with an employee. They should also report to Human Resources when an employee is out of work for more than three days as this could be an FMLA qualifying event. Qualifying events could be an upcoming surgery, birth or adoption of a child, or significant illness. Human Resources will review the circumstances of the leave and send appropriate paperwork to the employee (see attached sample).

### **Employee Notice Requirements**

When the need for leave is foreseeable based on an expected birth, placement for adoption or foster care, or planned medical treatment, an employee must give at least 30 days' notice. If 30 days' notice is not possible, an employee is required to provide notice "as soon as practicable". Employees must also provide notice as soon as practicable for foreseeable leave due to a qualifying exigency, regardless of how far in advance such leave is. When the need for leave is unforeseeable, employees are required to provide notice as soon as practicable under the facts and circumstances of the case, which the regulations clarify will generally be within the time prescribed by the employer's usual and customary notice requirements applicable to leave.

### **Substitution of Leave**

FMLA is unpaid leave. The Town of Granby requires employees to use all accrued paid time off for qualifying leaves.

### **Responsibility Summary**

**Employee:** The employee must inform their supervisor and/or Human Resources for an upcoming qualifying FMLA leave. Required paperwork should be completed and returned to Human Resources within 15 days of receipt.

**Supervisor:** Notify the Human Resources office of any employee injury or illness that exceeds three working days. The Supervisor should also notify Human Resources of any scheduled qualifying leaves. If an employee is out on FMLA leave, the Supervisor should keep track of the days and record appropriately on the timecard.

**Human Resources:** Manage paperwork including notices of eligibility, request forms, and certifications of health care providers. Work with the employee and the supervisor to determine return to work or intermittent work schedules. Ensure that contractual requirements are applied appropriately.

### **TRAINING AND DEVELOPMENT EXPENSES**

**(Refer to the Request for Conference Attendance and Expense Report Policy)**

The Town Manager may authorize leave with or without pay and the reimbursement of expenses incurred by employees in furtherance of his or her education or professional development. The Town may reimburse the employee 100% of all direct expenses, including travel incurred in acquiring any Town-initiated training. Town-initiated training shall include that required by the Town or State or suggested by the Town. The Town Manager may grant leave



## THE TOWN OF GRANBY, CONNECTICUT - PERSONNEL RULES



with or without pay for and approve the reimbursement of costs incurred by an employee attending a professional meeting, conference, or convention.

### **SEPARATIONS**

Types of separations:

1. **Employee-Initiated:** An employee voluntarily resigns. Employees are required provide a written two (2) weeks' notice (14 days, not including notice date) of resignation to their immediate supervisor. Any applicable vacation and/or sick time payouts will be forfeited if a minimum of two weeks' notice is not given. Sick and vacation time may not be used in lieu of notice.
2. **Town-Initiated:** The Town may initiate the termination of an employee's Town service as designated below:
  - a. **Layoff:** The Town may layoff an employee due to lack of work, lack of funds, departmental or divisional reorganizations, elimination of a Town position, or employee reclassifications. Before resorting to layoffs, the Town Manager and employee will consider alternatives to layoff such as transfer, demotion, shortened workweeks, pay cuts and raise freezes.  
  
When layoff of a Town employee is necessary, the department or division head shall recommend to the Town Manager which employee or employees are to be laid off, taking into consideration the employees' qualifications, length of service and performance.
  - b. **End of Assignment:** Where the Town has employed an employee on a temporary basis or for a specified term, the Town may terminate such employee's Town service upon the completion of the project or assignment for which the employee was employed or upon conclusion of the employee's specified term of employment.
  - c. **Dismissal:** The Town may dismiss an employee for disciplinary reasons.
3. **Death:** An employee's separation from Town service shall be effective as of the date of death of the employee.
4. **Retirement:** An employee may voluntarily retire upon qualifying for retirement in accordance with the Town's definition of retirement.

### **COMPENSATION UPON TERMINATION**

When an employee resigns with the minimum required two weeks' notice, the employee will receive the following compensation: (1) Regular wages which have not already been paid for all hours worked up to the time of termination; (2) Any overtime or holiday pay due; (3) A lump sum of any applicable sick and vacation time due as described in this policy; (4) A lump sum payment of any other compensation due in accordance with bargaining unit contracts or with the Job Classification and Compensation Plan for non-bargaining unit employees.

### **Exit Interview**



## THE TOWN OF GRANBY, CONNECTICUT - PERSONNEL RULES



All voluntarily separating employees will have an exit interview with the Town Manager or their designee. The employee shall contact the Town Manager's Office as soon as notice is given to schedule an exit interview. The interview will be on the employee's last day of work or another day, as mutually agreed on. An exit interview checklist will be completed, signed by the employee and placed in their personnel file.

### **Return of Town Property**

The separating employee must return all Town property at the time of separation, including uniforms, cell phones, key and key fobs, computers, vehicles, and identification cards. Failure to return any item may result in deductions from the employee's final paycheck.

Health insurance terminates the last day of the final month of employment. Information for Consolidated Omnibus Budget Reconciliation (COBRA) continued health coverage will be provided, per Federal and State guidelines.

### **Rehire**

Former employees who left the Town in good standing and were classified as eligible for rehire may be considered for reemployment. An application must be submitted to the Human Resource department, and the applicant must meet all minimum qualifications and requirements of the position, including any qualifying exam, when required.

Supervisors must obtain approval from the Town Manager or designee prior to rehiring a former employee. Rehired employees begin benefits just as any other new employee. Previous tenure will not be considered in calculating longevity, leave accruals or any other benefits.

A former employee who was involuntarily terminated or who resigned in lieu of termination will be ineligible for rehire.



## THE TOWN OF GRANBY, CONNECTICUT - PERSONNEL RULES



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### CODE OF ETHICS/ETHICS POLICY

#### Declaration of Policy

The trust of the public is essential for local government to function effectively. Public policy developed by government officials and employees affects every citizen of the Town, and it must be based on honest and fair deliberations and decisions. For local government to maintain the public trust and confidence, it must require that public officials and employees be free from private and conflicting interests in the performance of their public responsibilities.

A comprehensive code of ethics is necessary to ensure that public office not be pursued or used for the purpose of personal gain, and that public officials and employees have clear guidelines for ethical standards of conduct in the best interests of the Town. Public office and employment are an honored privilege and the sole loyalty of public officials and employees in the performance of their public duties should be to the people of Granby.

By enacting this code, the Town of Granby seeks to avoid any loss of trust and maintain and increase the confidence of our citizens in the integrity and fairness of government. The purpose of these ethical standards is to guide Town officials, elected and appointed, and Town employees by establishing standards of conduct for persons in the decision-making process. These standards are intended to strengthen the tradition of good government in the town.

The overall goal of this Code of Ethics is to create an understanding among all individuals involved with or on behalf of town government that all decisions, actions and activities should be transparent. Therefore, all Town officials, elected and appointed, and Town employees shall disclose, at the time a given subject is to be considered, any relationship or interest that could potentially result in a conflict of interest.

#### Applicability

The provisions of this Article shall apply to all officials, officers, and employees of the Town, whether subject to the personnel policy or otherwise.

#### Definitions

As used in this policy, the following words or phrases shall have the meanings ascribed to them in this section:

*Confidential information* is any information concerning the property, business or affairs of the Town that is not a matter of public record or public knowledge.



## THE TOWN OF GRANBY, CONNECTICUT - PERSONNEL RULES



*Employee* is any person receiving a salary, wages or compensation from the town government for services rendered.

*Official* is any person holding an elected or appointed town office including member and alternate members of town agencies, boards and commissions, committees and subcommittees.

*Person* is an individual, sole proprietorship, trust, corporation, union, association, firm, partnership, committee, club or other organization or other group of persons.

### **Conflict of Interest**

No employee or official shall participate in the hearing or decision of the board or commission of which they are a member upon any matter in which they have an interest. Interest means direct or indirect pecuniary or material benefit to public officials, officers, and employees as a result of a contract or transaction which is or may be the subject of an official act or action by or with the Town except of such contracts or transactions which by their terms and by the substance of their provisions confer the opportunity and right to realize similar benefits to all other persons and/or property similarly situated. Any official or employee who has, or thinks they have a real, pecuniary or personal beneficial interest in any matter coming before any board, commission or agency of the Town should disclose to such body that they have interests and/or relationships which could be perceived as a conflict of interest. If a conflict does exist, they should recuse themselves. For the purposes of this Code, a public official, officer, or employee shall be deemed to have an interest in the affairs of:

- a) any person related by blood or marriage; a divorce or separation between spouses shall not be deemed to terminate any such relationship;
- b) any person or business entity with whom a contractual relationship exists with the public official, officer, or employee;
- c) any business entity in which the public official, officer, or employee is an officer, director, or member having a financial interest in, or employed by;
- d) any business entity in which the stock of, or legal or beneficial ownerships of, in excess of five percent (5%) of the total stock or total legal and beneficial ownerships, is controlled or owned directly or indirectly by the public official, officer, or employee.

### **Ethical Standards of Conduct**

Public officials, officers and employees shall be held to the following ethical standards in the performance of their duties:



## THE TOWN OF GRANBY, CONNECTICUT - PERSONNEL RULES



1. They shall not grant or accept any special consideration, treatment, favor or advantage beyond that which is generally available to all residents and/or taxpayers of the Town.
2. They shall not promise an appointment or the use of influence to obtain an appointment to any municipal position as a reward for any political activity.
3. They shall not act or vote in any official capacity upon a promise of any future reward.
4. They shall not disclose confidential information concerning the property, government or affairs of the Town except upon proper legal authorization or as required under the State's Freedom of Information laws.
5. They shall not use information acquired in the course of their employment, and not generally available to the public, to advance their financial or other private interests, including the interests of friends or relations.
6. They shall not use or allow the use of Town-owned vehicles, Town funds, services, equipment, materials or property for personal convenience or profit, except when such services are available to the public generally or are provided in conformance with established municipal policies for the use of such officials, officers, or employees.
7. No official or employee shall grant or accept any special consideration, treatment or advantage to or from any other person beyond that which is available to every other person.
8. They shall not represent, work for, or solicit business, directly or indirectly for private concerns during times when they are being paid to perform their public responsibilities. Nor shall they solicit business, directly or indirectly, from another official or employee over whom they have any direct or indirect control or influence with respect to tenure, compensation or duties.
9. They shall not discriminate or retaliate against any public official, officer, or employee for the filing of a complaint alleging a violation of the Code of Ethics. They shall not engage in the sale of goods or services to any Town agency, board or commission. The Board of Selectmen may waive this provision for specific goods or service contracts found to be in the best interests of the Town. This provision shall not affect existing contracts at the time of adoption.
10. They shall not attempt to influence for a purpose contrary to the provisions of this Article, any other Town official or State official in the conduct of the other official's duties. This provision shall not be construed to prohibit statements made at public meetings or hearings, positions taken during collective bargaining sessions, or public statements otherwise covered by freedom of speech guarantees.

### **Disclosure of Conflict**

1. When an official, officer or employee has any interest as provided in this Article, which is or reasonably may be incompatible with or in conflict with any of his or her official duties



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or acts, he or she shall disclose such conflict as soon as it is known or discovered, whether publicly or to his or her superior, and shall refrain from participation in any discussion thereof, and he or she shall disqualify himself/herself and not participate in the decision or act affected thereby.

2. An official, officer, or employee shall not consider any ex parte or private communications from any person, which he or she knows is or reasonably may be intended to influence unlawfully the decision on the merits of any matter where a determination is required by law to be made on the record after opportunity for hearing to interested parties. Any such ex parte or private communication received and considered shall be made a public record by the recipient or reported to his or her superior. If orally made, the substance of the conversation shall be written down. A communication to the Town Clerk, the clerk of any Town agency or department concerning the status or procedures of a pending matter shall not be considered an ex parte or private communication. This subsection shall not apply to legal advice rendered by the Town Attorney and shall not apply to technical advice or explanation rendered by or at the request of appropriate Town officials.

### **Incompatible Dealing**

No employee or official shall engage in or participate in any business or transaction, including outside employment with a private business, or have any interest, direct or indirect, which is incompatible with the proper discharge of their official responsibilities, or which would tend to impair their judgment or action in the performance of their official responsibilities.

### **Competitive Bidding**

This code shall apply to contractors, subcontractors and consultants as follows:

1. Persons governed by this code, or business with which they are associated, or member of their immediate family, shall not enter into a contract with the Town unless it is awarded through a process of public notice and competitive bidding.
2. The code shall be incorporated by reference into all RFP's and into all contracts entered into by the Town with a consultant or contractor and the code will also apply to all persons doing business with the Town.
3. Contractors, subcontractors and consultants shall be responsible for disclosing all interests and relationships that could be perceived as a possible conflict of interest.



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### Gifts

No official, officer or employee of the Town or their immediate family shall solicit or accept directly or indirectly from any person, firm or corporation any gift having a value greater than \$50, in any one year, whether in the form of service, loan, goods, promise or any other form, if such person, firm or corporation presently has a contract or purchase order with the Town, or a pending application before the Town, and such official, officer or employee has a decision-making role with respect to such contract, purchase order or application. If an official, officer or employee has received money or anything of value greater than \$50 within a year prior to such contract, purchase order or application, said official, officer or employee shall disqualify themselves from any decision-making role affecting such contract, purchase order or application.

"Gift" shall not include a political contribution otherwise reported as required by law; services provided without compensation by persons volunteering their time; a commercially reasonable loan made on terms not more favorable than loans made in the ordinary course of business; a gift received from an individual's spouse or the parent, brother or sister of such spouse or such individual, or the child or spouse of such child; or food or beverage or both, per year, the cost of which is less than fifty dollars per person.

No employee or official shall accept a fee or honorarium for an article, appearance, speech or for participation at any event in their official capacity.

### Representation of Private Interests

No official, officer or employee shall appear on behalf of another person's interests before any board, commission or agency of the Town, nor shall they represent another person's interests in any action against the Town in any litigation when such appearance or representation would be in conflict with or would impair their independence of judgment and action in the performance of their duties as such officer or employee. This section shall not be construed to prevent members of boards and commissions appointed by the Board of Selectmen or any close business or professional associate of such member, from participating in matters with the Town where such participation has no relationship to the board or commission to which the member was appointed. Nor shall this Section prevent any such person from appearing before any Town agency on behalf of his or her constituents in the course of his or her duties as a representative of the electorate or in the performance of his or her civic obligations wherever no retainer, compensation or gift has been accepted in connection with such representation.



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### **Representation of Self**

Any public official or employee may appear before any board or commission of the Town of Granby on their behalf, or be a party in any action, proceeding, or litigation brought by or against a public official or employee to which the Town of Granby is a party.

### **Limitations on Political Activity**

Employees of the Town may not:

1. Use their official authority or influence for the purpose of interfering with or affecting the result of a municipal election in Granby; or
2. Actively participate in soliciting funds for a partisan candidate or a political party from any person or firm, in a Granby municipal election.

### **Prohibition of Employment**

For a period of one year after leaving Town office or employment the following officers, officials or employees shall be prohibited from practicing before the following boards, agencies and commissions for profit, provided that nothing herein shall prohibit such individuals from seeking licenses, permits and other Town benefits on their own behalf as private citizens:

1. The Town Attorney and any assistants shall not practice before the Zoning Board of Appeals, the Planning and Zoning Commission, the Inland Wetlands & Watercourses Commission, and the Board of Assessment Appeals.
2. The Director of Development, the Town Planner, the Building Inspector, and the Town Engineer shall not practice before the Zoning Board of Appeals, the Inland Wetlands & Watercourses Commission, and the Planning and Zoning Commission.
3. No member of the Planning and Zoning Commission, the Zoning Board of Appeals, the Inland Wetlands & Watercourses Commission, the Board of Assessment Appeals, shall practice before the commission, board or agency on which they served.
4. No former public official or employee who participated substantially in the negotiation of the award of a municipal contract obliging the Town to pay an amount of \$100,000 or more, or who supervised the negotiation or award of such contract shall accept employment with a party to the contract for a period of one year after the contract is signed. For the purposes of this section, "substantially" shall mean drafting of the contract documents, negotiating the terms of the contract, and either approving the award of the contract or recommending the approval of the contract to the board(s) or commission(s) including the Board of Selectmen.



## THE TOWN OF GRANBY, CONNECTICUT - PERSONNEL RULES



5. If any member of the Board of Selectmen is an attorney, they shall be subject to the same prohibitions applicable to the Town Attorney above.

### Financial Disclosures

The Town Manager, each position listed below, and all attorneys representing the Town, shall annually make a financial disclosure on forms prepared by the Town. Such forms shall, at a minimum, require the same information as required on the annual disclosure forms of the State Ethics Commission. The disclosure forms shall be filed with the Town Clerk and be available for public inspection, except the confidential addendums. The confidential portions of the forms, however, shall be filed with the Town Clerk in sealed envelopes and made available to civil or criminal authorities upon proper subpoena.

Positions required to submit an annual financial disclosure:

- Administrative Projects Management Office
- Capital Projects Management Office
- Chief of Police
- Director of Community Development
- Director of Finance
- Director of Human Services and Parks & Recreation
- Director of Library Services
- Director of Public Works
- Human Resources Director
- Town Clerk

### Fraud Hotline

The Town of Granby is committed to maintaining high integrity. If you are aware of any incidents, issues or concerns regarding the organization, please consider reporting them through the Fraud Hotline. Anonymous and confidential reports can be submitted online by visiting <https://www.granby-ct.gov/510/Report-Potential-Fraud> or by calling 1-855-FRAUDHL.

Examples of issues and concerns that should be reported:

- Embezzlement, misappropriation, theft or misuse of Town assets or intellectual property
- Misconduct, violation of ethics, the law, Town policy or substance abuse
- Conflicts of interest, bribery, kickbacks, corruption and self-dealing
- Accounting errors, omissions, misrepresentations or internal control problems
- Unfair labor practices, discrimination, harassment, retaliation or workplace violence



## THE TOWN OF GRANBY, CONNECTICUT - PERSONNEL RULES



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- Financial statement fraud or falsification of contracts, reports or documents
  - Identity theft, security of personal information, privacy concerns or HIPAA compliance.



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### SUBSTANCE ABUSE POLICY

The Town of Granby prohibits the use, sale, dispensing, or possession of illegal drugs and narcotics and alcoholic beverages on its premises and by its employees acting within the scope of their employment. This prohibition also covers all legal or prescription drugs, which may impair an employee's ability to perform their job.

Possession, sale, or use of illegal substance may result in disciplinary action, up to and including termination.



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### WHISTLE BLOWER POLICY

Employees of the Town of Granby are hereby advised of their rights in accordance with Chapter CGS Chapter § 4-61dd. Whistleblowing.

The Town of Granby as employer shall not take retaliatory action against an employee because the employee does any of the following:

1. Discloses or threatens to disclose an activity, policy or practice which the employee reasonably believes is a violation of the law, or which the employee believes poses a risk to public health, safety or the environment.
2. Provides information or testifies before a public body conducting an investigation into any violation of the law or risk to public health, safety or environment.
3. Objects to or refuses to participate in activity which the employee reasonably believes is a violation of a law or which the employee reasonably believes poses a risk to public health, safety or the environment.

The employee must, by written notice, bring the activity, policy or practice in question to the attention of the persons designated by the Town to receive such notice unless (A) the employee is reasonably certain that the activity, policy, or practice is known to one or more supervisors and the situation is emergency in nature, or (B) the employee fears physical harm as a result. Employees aggrieved by a violation of this law may contact the Town Manager's Office.



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### SOCIAL MEDIA AND INFORMATION TECHNOLOGY USE POLICY

#### **Purpose**

The Town of Granby social media Policy establishes guidelines for the creation and use by the Town, of the Town's social media sites for work-related purposes as a means of conveying Town information to its citizens.

#### **General Policy**

- The establishment and use by any Town department or employee of Town social media sites are subject to approval by the Town Manager. Town Social Media sites shall be administered and monitored by individual site administrators approved by the Town Manager.
- Town social media sites should make clear that they are maintained by the Town and that they follow the Town's social media Policy.
- Wherever possible, Town social media sites should link back to the official Town website or department web pages for forms, documents, online services, and other information necessary to conduct business with the Town.
- The Town Manager will occasionally monitor Content on the Town Social Media sites to ensure adherence to the Town's social media Policy and the interests and goals of the Town.
- The Town reserves the right to restrict or remove any content that is deemed in violation of this social media Policy or any applicable laws, rules, regulations or policies. Any Content removed based on this social media Policy should be retained by the site administrator who removed it for a reasonable period of time, as well as information about the time, date, and identity of the poster, when available.
- This social media Policy must be displayed to users or made available by hyperlink at [www.granby-ct.gov](http://www.granby-ct.gov)
- The Town's website at [www.granby-ct.gov](http://www.granby-ct.gov) will remain the Town's primary and predominant Internet presence.
- All Town social media sites shall adhere to applicable federal, state, and local laws, rules, regulations and policies.
- Town Social Media sites are subject to Connecticut public records and retention laws, rules, regulations and policies. Any content maintained in a social media format that is related to Town business, including a list of subscribers, posted communication, and communication submitted for posting, may be a public record subject to public disclosure. The site administrator will maintain records in accordance with Connecticut public records and records retention laws, rules, regulations and policies.
- Comments or other content on topics or issues not related to Town business or within the jurisdictional purview of the Town may be removed.
- Site administrators representing the Town via Town social media sites shall always



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conduct themselves as representatives of the Town in accordance with all Town rules, regulations and policies.

- This social media Policy may be updated from time to time and amended at the discretion of the Town Manager.

### **Content Policy**

Content perceived as containing any of the following, but not limited to, inappropriate forms of content shall not be permitted on Town Social Media sites and is subject to removal and/or restriction by the Town Manager, site administrators, or their designees:

- Content not related to the original topic or to the business of the Town, including random or unintelligible comments; Profane, obscene, violent or pornographic content and/or language.
- Content that promotes, fosters, or perpetuates discrimination based on race, color, national origin, sex, gender, physical and mental disability, sexual orientation, religion, age, family status, military status, or any other protected class
- Defamatory or personal attacks.
- Threats to any person or organization.
- Content in support of, or opposition to, any political campaigns or ballot measures.
- Solicitation or commerce, including but not limited to the advertising of any business or product for sale.
- Conduct in violation of any federal, state, or local law, rule or regulation.
- Encouragement of illegal activity.
- Information that may tend to compromise safety or security of the public or public systems.
- Content that violates a legal ownership interest, such as, but not limited to a copyright, of any party; or
- Any other content deemed inappropriate by the Town.
- Content posted by a member of the public on any Town social media site shall be the opinion of the commentator or poster only, and publication of Content does not imply endorsement of, or agreement by, the Town, nor does such Content necessarily reflect the opinions or policies of the Town.
- The Town reserves the right to deny access to Town social media sites to any person who violates the Town's social media Policy, at any time and without prior notice.
- Site administrators shall monitor Town Social Media sites for Content requesting responses from the Town. Site administrators may direct such requests to the appropriate Town department or office for response.
- Site administrators shall monitor content posted on Town social media sites for content in violation of this social media Policy.
- When a Town employee responds to a comment, in their capacity as a town employee, the employee should do so in the name of the department, and the employee shall not



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share personal information about himself or herself, or other Town employees except as required for Town business.

- Content posted to any Town social media site must comply with that site's terms and conditions, and the Town reserves the right to report any violation of those terms to the site administrator so the site administrator may take appropriate and reasonable responsive action.
- Violators of the policy may be subject to disciplinary action.

### TOWN OF GRANBY INFORMATION TECHNOLOGY

The Town of Granby provides users (this includes employees, elected officials, appointees, volunteers who serve on agencies, boards, and commissions either full or part time, vendors, contractors, etc.) with access to various hardware, software and other resources in order to expand access to information available through the Town's data, databases, and other information networks. This policy provides users with guidelines regarding the use of the Town's information technology resources, including email, the Internet and voicemail.

This policy establishes acceptable use of the computer, electronic equipment (including, but not limited to, laptops, tablets, cell phones, fax machines, printers, copiers) and telecommunication technology systems and services of the Town of Granby by each Town officer, employee, contractor, consultant or any other person or entity authorized by the Town to use these systems and services.

The Town has the right to monitor, intercept, restrict, filter, and evaluate all usage of the Town's technology systems as permitted by law. The Town's Monitoring Policy/Surveillance Notice will be in accordance with all applicable federal and state laws, including the Public Act 98-142 (codified at Conn. Gen. Stat. Sec. 31-48d). No user has any right or expectation of privacy in anything that is created, sent, received or stored by computer (including email), fax, cell phone (including text messages) or voicemail.

#### Code of Acceptable Use

Each user must comply with the guidelines set out in this policy. Users conducting business through email, the Internet or voicemail are representing the Town of Granby. Therefore, all actions and communications should be conducted in a manner that is consistent with the behavior expected of employees of the Town of Granby.

Users may not violate the privacy of others and must be sensitive to the fact that Internet news groups, chat rooms, certain email messages, Web sites and various other communications on the Internet are accessible to the public.

The following activities are prohibited uses of the Town's email, Internet and voice mail systems:



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- Disclosing or transmitting Town proprietary information, such as security specifics, software products or other public information via the Internet except when approved by authorized management
- Knowingly disabling or overloading any computer system or the network, or circumventing any system intended to protect the privacy or security of another user
- Deliberately propagating a virus or destructive program. Prohibited disruptions include but are not limited to propagation of computer worms, viruses or other debilitating programs, and using the Town network to make unauthorized entry to any other machine accessible via the network or Internet
- Intentionally accessing, retrieving, storing, downloading or sending, for personal use, any sexually explicit, obscene or pornographic materials
- Operating or assisting a business for personal gain
- Communicating harassing statements or images of any kind, including disparagement of others based on race, gender, national origin, sexual orientation, age, disability, mental status, skin color, religious or political beliefs
- Distributing or printing copyrighted materials, including articles and software, in violation of copyright laws
- Soliciting, in any form, including soliciting money for religious, not-for-profit or political causes or campaigns or promoting any political candidate or cause. Limited exceptions may be made upon written pre-approval from the Town Manager.
- Sending statements or images that would constitute intimidation, harassment, threats, slander defamation, obscene or suggestive messages or offensive graphical images and commercial activities
- Participating in Chat Rooms or List Serves for personal use
- Sending electronic chain letters

It is important to remember that any employee engaging in unauthorized use of the Town's email, Internet or voicemail systems, or the unauthorized tampering with or destruction of email messages kept as public records according to the Department's or State of Connecticut Librarian Retention Policy shall be in violation of this policy. The employee shall be subject to appropriate disciplinary action, up to and including termination of employment.

### Security

The Town has installed components in this system to address the issue of security. Employees may only access the internet and other external systems through the approved Information Technology Department connection.

Employees should not share with others their individual passwords or voicemail access codes. The only exception is that each user must provide the Town's Information Technology



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Department with their current passwords, to allow access to the system (if required). The Town's Information Technology Department will exercise all appropriate steps to protect confidentiality. All users must abide by the procedures and standards within the Town's Password Protection Policy.

### General Computer Use

Workstations have been set up in a uniform manner. Changes may not be made to the internal configuration of the employee's personal computer. However, users may appropriately customize their desktops to facilitate their work assignments.

Users may not install software in their individual computers or the network without first receiving express written authorization to do so from the Information Technology Department. Any software that is not properly licensed or is unauthorized may be deleted or removed without notice.

The Town of Granby provides all approved software for systems. Contact the Information Technology department to request specific software.

### Last Log In Notice

Users should log out of their PC when they leave their desks and at the end of the workday. (Press the Flag key while also pressing the letter "L"). The Information Technology Department has provided layers of security to make it difficult for unauthorized users to gain access to the systems. Nevertheless, it may still be possible that someone can attempt to access the Town network using a user's account. Please make it a point to observe your last log in time in the dialog box that you use to sign in. The idea is that if you see a successful, or unsuccessful login for a time when you weren't using the system, you will know that someone was trying to use your account. Please let the Information Technology Department know if this happens.

### Data Storage and Cloud Technologies

All Town data (files, records, documents, etc.) is to be stored on the Town's internal network or authorized and approved Cloud storage areas. Storing on the local drive (user desktop) is discouraged. Files or documents placed on the users' desktop or stored on the local drive are not backed up by the Information Technology Department and are at risk of being lost. If you have lost a file and need something restored, contact the Information Technology Department via phone or help desk ticket. The Information Technology Department can assist users with storing files securely and password protecting files, if desired.

The Town prohibits users from downloading and installing cloud applications or third-party apps without the explicit consent from the Information Technology Department. The use of file storage and/or file sharing applications such as Office 365, One Drive, Google Drive, Google Docs, OneDrive, and Dropbox must be approved by the Information Technology Department to



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ensure appropriate data privacy protocols and security measures are taken, and FOI and data retention protocols are met.

### Electronic Mail (Email)

#### A. General Guidelines

1. Incidental personal communications via email are permitted. However, it is expected that each employee will ensure that the volume and frequency of their personal communications do not interfere with their work assignments or the operation of the Town's email services.
2. Users shall not use their Granby email account to subscribe to non-work-related mailing lists, non-work-related online retail sites, non-work related-newsletters, etc. Employees should be aware that when sending messages from their desktop, every message is identified with their name and identifies them as an employee of the Town of Granby.
3. Email messages are not considered confidential. All email messages that are sent or received in the conduct of public business are considered a public record and are subject to disclosure under the Freedom of Information Act.
4. Because of their public nature, all email messages and attached documents sent to or received by an employee are considered property of the Town. The Town reserves the right to access and to monitor all messages sent and received over email systems without notice. Email should be treated as any other shared filing system.
5. No email message, written document or other communication originating from or addressed to any employee or officer of the Town may be disclosed, disseminated, or distributed to any person or persons without the express written authorization of the Town Manager.
6. Incorrectly addressed email shall be sent back to the original sender with a message that the message had been incorrectly addressed. If the incorrectly addressed email is confidential, it shall not be forwarded or returned by email, but the recipient shall otherwise notify their department head of its receipt. The original of any misdirected email shall be deleted.
7. The email system is not intended to transmit confidential or sensitive materials, which are more appropriately communicated in written form or by personal conversation. No confidential messages or sensitive information (i.e. health information, personally identifiable information, passwords, payment information) should be sent by email. The Information Technology Department can assist users with sending encrypted, secure emails and attachments.
8. Users should not forward messages to other parties unless the content of the message warrants it (e.g. it would be more appropriate for another department to respond to the message, or another department needs to be made aware of an issue).



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### B. Standard Operating Procedures for Email

To ensure the reliability and integrity of our email communication system, the following guidelines and procedures should be utilized:

1. Regularly attend to your incoming mail. Check your mail daily.
2. On a regular basis, clean up the in and out boxes. Users who are uncertain whether a specific email message must be retained should contact their department head regarding the department's retention requirements based on the content and nature of the email. Users should be aware, however, that when they have deleted a message from their mailbox, it may not have been deleted from the email system's back-up function.
3. When out of the office for an extended period (over 1 business day), a standard out-of-the office email message should be configured. The Information Technology Department can assist users in setting this up.
4. Broadcast email messages must be pre-approved by a Department Head for mass distribution.
5. Use the same rules of etiquette as you would in sending a letter or memo to someone. If unsolicited mail with attachments from an unknown sender is received via the Internet, proceed carefully as viruses are easily transmitted this way. Call the Town's Information Technology Department if you have any questions and do not open the attachment. Notify the Information Technology Department if you are receiving junk, suspicious, or inappropriate mail.

### C. Retention Guidelines

Retention requirements are determined by the State of Connecticut for email and Town documents.

Contact your Department Head for the retention requirements for your unique Department. It is the responsibility of each Town Department Head to determine their department's appropriate retention requirements.

### Internet

#### A. General Guidelines

Limited incidental personal use of the Internet is permitted within reason. Any such personal use must be occasional, during breaks or non-work time, shall not interfere with the employee's performance, or job duties, or Town operations, or consume significant technology/system resources.

1. Access to and use of the Internet is restricted to business use of the Town, by authorized users except as otherwise permitted herein. A user's Internet activities may be logged by a surveillance system and reviewed by authorized Town personnel. Users who use the Internet for indecent, vulgar, harassing, fraudulent, intimidating or other



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unlawful purposes, or who visit web sites that contain such material, are subject to discipline, up to and including termination and for non-employee users, revocation of their access and/or use of the systems.

2. Each user of a Town-provided Internet account is responsible and accountable at all times for the proper use of that account. All Internet users are expected to know the tools, rules and etiquette of the Internet and to adhere to these guidelines accordingly. Users should be aware that both the technology infrastructure and their own computer track and record sites visited on the Internet and that this record is subject to review at any time.

### B. Standard Operating Procedures for Internet Use

Internet access can escalate the threat of computer viruses to the integrity of the Town of Granby's internal networks. The ultimate responsibility to prevent computer viruses rests with the end user.

To ensure the reliability and integrity of our Computer/Communications Systems, the following guidelines and procedures should be utilized. (Some departments may have a different procedure that has been approved by the department head.)

1. If a virus is detected and reported, immediately contact the Information Technology Department.
2. Uploading of files to the Internet is only permitted with authorization of the Department Head or Town Management. The request to upload information must contain a description of the data as well as the reasons it is being uploaded.

## Voicemail

### A. General Guidelines

1. Personal communications via voicemail are permitted. However, it is expected that each employee will ensure that the volume and frequency of their personal communications do not interfere with their work assignments. As in the case of email, voicemail should not be considered confidential and may be monitored.
2. Voicemail can be considered a type of electronic mail communication, in that the message is recorded in an audible rather than a visible format.
3. Voicemail is transitory in nature and may generally be deleted at will. There are times, however, where voicemail or answering machine messages may require a longer retention period. This would be in the case where the message may be potentially used as evidence in a trial. Voicemail may also be subject to the discovery process in litigation. Incorrectly addressed voicemail shall be sent back to the original sender with a message that the message has been incorrectly addressed. If the incorrectly addressed voicemail is confidential, it shall not be forwarded or returned by voicemail, but the recipient shall otherwise notify their department head of its receipt. The original of any misdirected voicemail shall be deleted.
4. The voicemail system is not intended to transmit confidential or sensitive materials, which



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are more appropriately communicated in written form or by personal conversation. No confidential messages should be sent by voicemail.

5. Users should not forward messages to other parties unless the content of the call warrants it (e.g. it would be more appropriate for another department to respond to the message, or another department needs to be aware of an issue).

### B. Standard Operating Procedures for Voicemail

1. Check your messages on a regular basis.
2. Include on your voicemail message a way for the person calling you to speak with someone directly.
3. Update your voicemail message when you will be away from the office or unavailable for an extended period. The Information Technology Department can assist users in setting this up.
4. Update your voicemail message when you return.
5. Delete messages on a frequent basis unless otherwise indicated. This will avoid the problem of "Mailbox full" for incoming callers.
6. Answer your phone if you are in the office. Voicemail should not be used as a way to avoid taking phone calls.

### Enforcement

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Non-employee users who violate this policy may have their right to access or use of the Town's technology systems revoked.

### Document Distribution & History

This document is the property of the Town of Granby and is distributed to all users with network access privileges for reference. Questions regarding this Acceptable Use document can be directed to the Granby Information Technology Department at (860)-844-5250.



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### EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Town of Granby provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws. The Town of Granby complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

The Town of Granby expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, national origin, age, genetic information, disability or veteran status. Improper interference with the ability of the Town's employees to perform their expected job duties is absolutely not tolerated.



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### **AMERICANS WITH DISABILITIES ACT (ADA) AND THE ADA AMENDMENTS ACT (ADAAA)**

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act, known as the ADAAA, are federal laws that prohibit employers with 15 or more employees from discriminating against applicants and individuals with disabilities and that when needed provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of the Town to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is our policy not to discriminate against qualified individuals with disabilities regarding application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

The Town will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to the Town.



## THE TOWN OF GRANBY, CONNECTICUT - PERSONNEL RULES



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### ZERO TOLERANCE POLICY ON WORKPLACE VIOLENCE

#### **PURPOSE**

It is the intent of the Town of Granby to maintain a zero-tolerance policy toward workplace violence, or the threat of violence, by any of its employees, customers, the public, and/or anyone who conducts business within the Town.

#### **PROHIBITED CONDUCT**

The Town of Granby does not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities.

This list of behaviors, while not inclusive, provides examples of conduct that is prohibited.

- Causing physical injury to another person.
- Making threatening remarks.
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress.
- Intentionally damaging Town of Granby property or the property of another employee.
- Possession of a weapon while on Town property or while on Town business (except for sworn police personnel).
- Committing acts motivated by or related to harassment or domestic violence.

#### **DEFINITIONS**

**Zero Tolerance:** Any alleged violation should be reported as outlined and will be investigated and appropriate action will be taken as expeditiously as possible.

**Physical/Verbal Attacks:** This includes such acts as shoving, pushing, or hitting, or any other aggressive or unsolicited and unwanted contact occurring between two parties. Physical attacks often involve breaking criminal laws.

**Threats:** A threat involves the statements or suggestions of a possible physical attack and must be taken seriously. Example: "If you make that decision, I will have to hurt you." Threats are significant because they may precede actual acts of violence.

**Harassment:** Involves unwarranted verbal or physical conduct which threatens, intimidates, pesters, annoys, or insults another person, where such conduct has the purpose of creating an offensive, intimidating, degrading, or hostile environment, or interferes with a person's work performance.



## THE TOWN OF GRANBY, CONNECTICUT - PERSONNEL RULES



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### REPORTING VIOLATIONS

Any employee who becomes aware of another employee or person violating the Town of Granby's Workplace Violence Policy has a duty and an obligation to properly report such violations by one or more of the following methods:

Call 911 if you believe there is an IMMEDIATE EMERGENCY.

During an emergency involving violence, the first action is to call 911 and report as many details as possible so appropriate emergency response units can be dispatched.

Notify your immediate supervisor at once; OR,

Contact the Town Manager or their designated staff person.

Reports can be made anonymously, and all reported incidents will be investigated. All parties involved in a situation will be counseled and the results of the investigation will be discussed with them.

### PREVENTION

In support of this policy all employees will be made aware of the dangers of violence or threat of violence in the workplace and will be notified of the intent of the Town of Granby to maintain a zero tolerance for workplace violence. Prevention efforts will include notifying every employee of this policy, instructing employees regarding the dangers of workplace violence, communicating the sanctions imposed for violating this policy, and providing a reporting system within which to report incidents without fear of reprisal.

### SANCTIONS

Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action, up to and including termination. Non-employees engaged in violent acts on Town of Granby property will be reported to the proper authorities and fully prosecuted.



## THE TOWN OF GRANBY, CONNECTICUT - PERSONNEL RULES



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### SEXUAL HARASSMENT PREVENTION POLICY

#### **PURPOSE**

The Town of Granby has a long-standing policy prohibiting discrimination against any employee on the basis of sex. Such discrimination includes all forms of sexual harassment. The Town of Granby will not tolerate sexual harassment of any of its employees. Employees who are found to have violated this Sexual Harassment Prevention Policy are subject to disciplinary action, up to and including termination.

#### **PROHIBITED CONDUCT**

- Physical or verbal assaults or other physical or verbal conduct of a sexual nature, including unwanted touching.
- Unwanted sexual advances, propositions or other sexual comments.
- Sexual displays or publications anywhere within the work environment.
- Taking retaliatory action against an employee for discussing or making a sexual harassment complaint.

#### **DEFINITION**

Sexual Harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal and physical contact of a sexual nature when:

- Submission to the conduct is made either an explicit or implicit condition of employment.
- Submission to or rejection of the conduct is used as a basis for an employment decision (i.e. hiring, promotions,) affecting the harassed employee; or
- The harassment substantially interferes with an employee's work performance or creates a hostile, intimidating or offensive work environment.

#### **REPORTING VIOLATIONS**

Any employee who feels that they have been sexually harassed is to report such incident(s) to his or her supervisor, department head, or the Town Manager without fear of reprisal. Any employee who becomes aware of another employee or person violating the Town of Granby's Sexual Harassment policy has a duty and an obligation to properly report such violations. Any supervisor or department head that receives such a report from either the alleged victim, or another employee or person is required to immediately inform the Town Manager or their designated staff person. To the extent possible any such reports received by management will be maintained in confidence. All complaints of alleged sexual harassment will be promptly and thoroughly investigated and resolved.

#### **PREVENTION**

~~All employees will receive a copy of the sexual harassment prevention policy. A signed receipt will be requested from all employees. Unless we're giving them a policy separately from this electronic version, the Personnel Rules Acknowledge form covers their signed receipt for all the~~



## THE TOWN OF GRANBY, CONNECTICUT - PERSONNEL RULES



policies. Prevention efforts will include training all employees on sexual harassment prevention; instructing employees in the proper complaint procedures and investigative steps; and informing all employees of the potential consequences of non-compliance with the Town of Granby's sexual harassment prevention policy. All new hires will be required to complete the CHRO online sexual harassment training within six (6) months of hire date.