Highlights of changes to Personnel Rules effective 7/1/2025

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