

TOWN OF SOUTH WINDSOR

PERSONNEL RULES & REGULATIONS

**Revised
April 2023**

INTRODUCTION

The Town of South Windsor is a local government operating under a Charter and Code of Ordinances in accordance with the Home Rule Act; and its form of government is Council-Manager. The Council, consisting of nine citizens elected at large, is the policy-forming and budgetary authority. The Town Manager is the Chief Executive Officer and thus concerned with administrative as well as personnel functions. Regular employees who average 20 or more hours per week annually are either non-union employees or members of a union whose contracts are negotiated in compliance with collective bargaining and the Municipal Employee Relations Act.

The following are the departments within the Town governmental structure:

Building	Parks and Recreation
Information Technology	Planning
Finance	Police
Fire Marshal	Public Works
Human Resources	Town Clerk
Human Services	Town Manager

The Town Manager, in accordance with the Town Charter (Chapter 4), has supervision and control over all personnel under the classified system. All recruitment, hiring, placement, transfers, layoffs, promotions, terminations, training programs, benefits and work evaluations are coordinated by the Town Manager's Office. Under the Town Manager's direction, the Finance Department administers payroll functions.

The Personnel Rules and Regulations of the Town of South Windsor are established in order to carry out the intent and purpose of Chapter 9 of the South Windsor Charter, to provide for a more efficient and responsive municipal operation and build a framework for proper administration in accordance with accepted standards and principles.

**TOWN OF SOUTH WINDSOR
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MANAGEMENT AND UNIONS

A. MANAGEMENT RIGHTS

Except where such rights, powers, and authority are specifically relinquished, abridged, or limited by the provisions of contract agreements, the Town has and will continue to retain, whether exercised or not, all of the rights, powers, and authority heretofore had by it and, except where such rights, powers and authority are specifically relinquished, abridged, or limited by the provisions of contract agreements, it shall have the sole and unquestioned 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 lay off, terminate, or otherwise relieve employees from duty for lack of work or other reasons at will.
- (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.
- (7) To ensure that incidental duties connected with any departmental operations shall be performed by employees, unless in the judgment of the Town it can be done more economically or expeditiously otherwise.

RECOGNITION OF UNIONS

The Town recognizes the existence and importance of municipal unions presently organized to represent their members in collective bargaining negotiations with the Town.

- Specified members of the Public Works Department are represented by AFSCME Local 1303-028 of Council #4 American Federation of State, County and Municipal Employees AFL-CIO.
- Specified members of the Town's workforce are represented by the South Windsor Town Hall Employees Local 424 – Unit 65 of UPSEU.
- All full time, permanent investigative and uniformed members of the Police Department, up to and including the rank of Lieutenant, are represented by the South Windsor Police Union, Nutmeg Independent Public Safety Employees Union.

- Specified members of UPSEU Local 424 – Unit 104 Public Safety Dispatchers, Community Service Officers, and Support Services Technicians.
- Specified members of AFSCME Local 1303-466 of Council #4 Pollution Control Employees.
- Specified members of South Windsor Non-Supervisor Professional Employee Union – Nutmeg Independent Labor Unions

Recognition of any other bargaining agent, or termination of recognition of these bargaining agents, will be in accordance with the provisions of section 7-460, et. Seq. of the Connecticut General Statutes, as may be amended from time to time. The remainder of the Town's workforce, department heads and employees, unless covered by specific contracts, shall be governed by these rules and regulations as administered by the Town Manager.

SECTION 1 GENERAL

1.010 GENERAL PURPOSE/SCOPE

- (1) This manual is a general informational guide to the Town's current employment policies and shall not be construed as a contract, implied or otherwise. The Town reserves the right to amend, delete, supplement, or rescind any of the provisions of this manual, as the Town deems necessary and appropriate, without advance notice. These policies shall not be construed to create contractual rights or any type of promise or guarantee of specific treatment upon which any employee may rely. The Town also reserves the right to deviate from these policies in its sole discretion, in order to achieve its primary mission of providing orderly and cost efficient services to its citizens.
- (2) These personnel policies shall apply to all regular Town employees in the classified service. They shall not apply to elected or independent contractors. In the event of conflict between any provision of this manual and any provision of a valid and effective collective bargaining contract, the provisions of the labor contract shall govern. In all other cases, these policies shall govern.
- (3) The Town of South Windsor Personnel Rules and Regulations are not intended to cover all topics and circumstances. They are meant to be a general guide.

1.020 DEFINITIONS

- (1) **Town:** Refers to the Town of South Windsor
- (2) **Department Head:** An employee who has responsibility for directing one or more departments.
- (3) **Immediate Family:** An employee's immediate family includes the employee's spouse, child, parent, brother or sister, mother-in-law or father-in-law, son-in-law or daughter-in-law, sister-in-law or brother-in-law, grandparent, grandchild, step-child or any relative who resides in the same household with the employee.
- (4) **Regular Employee:** An employee who has completed the probationary period and who regularly works full time (37.5 - 40 hours a week) on a continuing basis.
- (5) **Regular Part-time Employee:** An employee who has completed the probationary period and is regularly scheduled for less than 37.5 hours a week but 25 hours or more per week on a continuing basis and is eligible for prorated Town benefits and holiday pay.
- (6) **Part-time Employee Working Fewer Than 25 Hours a Week:** An employee is regularly scheduled for less than 25 hours a week and is not eligible for Town benefits or holiday pay.
- (7) **Temporary, Seasonal, or Special Project Employee:** An employee who may work full or part-time for a set period of time. The position usually has a specified end date. The position is not eligible for Town benefits or holiday pay.
- (8) **Classified Service:** The Classified Service is comprised of positions now or hereafter created, except the following: Officers elected by the electorate or appointed to fill vacancies in elective offices; persons appointed by the Governor and General Assembly; persons appointed by the Council; Department Heads appointed by the Manager;

employees of the Board of Education; employees of the Library Board; and persons employed in a professional capacity to conduct a temporary and special inquiry, study or investigation provided such inquiry, study or investigation is for a period not exceeding six months. No person may receive more than one such temporary appointment during any calendar year.

- (9) **Exempt Employee:** Salaried employees who are exempt from overtime pay requirements of state and federal law.
- (10) **Non-Exempt Employee:** Employees who are paid on an hourly basis or are otherwise non-exempt under applicable state and federal law.

1.030 NATURE OF THE EMPLOYMENT RELATIONSHIP

Employment with the Town of South Windsor is voluntary on the part of both parties. Either the employee or the Town may terminate the employment relationship at any time, with or without cause, as either party may deem appropriate.

1.040 EQUAL EMPLOYMENT OPPORTUNITY

- (1) The Town is an equal employment opportunity employer. The Town employs, retains, promotes, terminates and otherwise treats all employees and job applicants on the basis of merit, qualifications, and competence. This policy shall be applied without regard to any individual's race, color, religion, national origin, sex, marital status, pregnancy, age, disability, sexual orientation or other protected class.
- (2) In accordance with the Americans with Disabilities Act, the Town will not discriminate against applicants or employees with a sensory, physical or mental disability, unless the disability cannot be reasonably accommodated and prevents proper performance of essential duties and responsibilities of the job.
- (3) Employees with life threatening illnesses, such as cancer, heart disease, or AIDS/HIV conditions, or communicable diseases such as tuberculosis or influenza, are treated the same as all other employees. They are permitted to continue working so long as they are able to maintain an acceptable level of performance and medical evidence shows they are not a threat to themselves or their co-workers. The Town will work to preserve the safety of all of its employees and reserves the right to reassign employees or take other job actions when a health or safety risk to fellow Town employees or the public exists.

1.050 SEXUAL HARASSMENT AND OTHER UNLAWFUL HARASSMENT

- (1) It is the policy of the Town to provide a work environment, which is free from discrimination and intimidation for its employees. The Town will not tolerate any form of sexual harassment or other unlawful harassment. Prompt disciplinary action will be taken against an employee who commits or participates in any form of sexual harassment or other unlawful harassment.
- (2) Sexual harassment is defined as unwanted, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct which has the effect of creating an offensive, intimidating, degrading or hostile work environment, or adversely interferes or affects an employee's work performance.
- (3) Any employee who believes he or she is being unlawfully harassed by supervisors or co-workers should immediately notify their Department Head, or any supervisor or Department Head to whom the employee feels comfortable bringing the complaint. In the

event that the harassment involves the Department Head, the employee should notify the Town Manager or Director of Human Resources immediately. The Town will not retaliate against an employee who complains of sexual harassment or other unlawful harassment. Refer to **Appendix D** for Sexual Harassment and Other Unlawful Harassment Policy.

1.060 EMPLOYEE PERSONNEL RECORDS

- (1) A personnel file for each employee is kept in the Human Resources Department, and access is limited to the employee's immediate Supervisor, the Department Head, the Human Resources Department, the Town Manager or their designee, and the Town Attorney. An employee's personnel file contains the employee's name; original application; title and/or position held; job description; department to which the employee is assigned; salary; changes in employment status; training received; performance evaluations; personnel actions affecting the employee, including discipline, and other pertinent information.
- (2) An employee has the right to review their file. An appointment should be made through the Human Resources Department. An employee may request removal of what the employee believes to be irrelevant or erroneous information in their personnel file. However, the decision to remove is within the sole discretion of the Town. If the Town denies the employee's request to remove the information, the employee may file a written rebuttal statement to be placed in their file.

1.070 REFERENCES

- (1) The Town does not give references, other than to confirm the dates of employment, position held, and last salary, without the express written consent of the employee.
- (2) All requests for references must be approved by the Town Manager or the Human Resources Department.

SECTION 2 HOURS AND ATTENDANCE

2.110 WORKING HOURS

- (1) Generally, the Town's standard workweek is 8:00 a.m. to 7:00 p.m. on Monday and 8:00 a.m. to 4:30 p.m. Tuesday through Friday. A normal working schedule for regular, full-time employees consists of 37.5 - 40 hours each workweek, and may vary by department or union contract. Different work schedules may be established by the Town to meet job assignments and provide necessary Town services. Each employee's Department Head will advise the employee regarding specific working hours.
- (2) Part-time and temporary employees will work hours as specified by their Department Heads.

2.120 HOURS OF WORK AND OVERTIME

- (1) All Town positions are designated as either "exempt" or "non-exempt".
- (2) For most Town employees, the established work period is 37.5 - 40 hours within a five (5) day workweek.
- (3) Non-exempt employees are entitled to additional compensation, either in payment or compensatory time off, when they work more than the maximum numbers of hours during a work period, in accordance with their union contract.

- (4) All overtime must be authorized in advance by the employee's Department Head and/or direct supervisor as required.
- (5) Overtime pay is calculated at one and one-half times the employee's regular rate of pay for all time worked beyond the established work period.
- (6) When computing overtime, holidays, sick leave, vacation time and other authorized leaves are not counted as hours worked, unless specifically addressed in a union contract.
- (7) Exempt employees do not receive either overtime pay or compensatory time in lieu of overtime pay. All professional, salaried employees are expected to work beyond the normal workday when necessary to satisfactorily complete the obligations of their position. Attendance at pertinent meetings is expected and these employees should make their expertise available to Town Boards and Commissions when requested by the Chairperson and approved by the Town Manager. Generally, such services shall not be eligible for compensatory payment.
- (8) For those non-bargaining unit employees who are required to attend night meetings for the Town of South Windsor, the following guidelines apply:
 - For meetings up to and including 2 hours – the week of the meeting, the employee may come in one-half hour later or leave one-half hour earlier at the end of the workday, on a day mutually agreed upon with the department head/supervisor.
 - For meetings over 2 hours – the week of the meeting, the employee may come in one hour later or leave one hour earlier at the end of the work day, on a day mutually agreed upon with the department head/supervisor.
- (9) Non-Bargaining Unit Employees will receive compensatory time off, for hours worked during a holiday or weekend, which is to be scheduled at a later date not to conflict with time off of other employees or scheduled events. Compensatory time off will calculate hour for hour. A maximum of 40 hours of compensatory time can be banked at any particular time.

Non-Bargaining Unit Employees required to work a storm and/or programming/events that are planned, may adjust their workday accordingly with the approval of their supervisor. If this is not reasonable during a particular event, a different arrangement may possibly be approved by the Town Manager's Office if recommended by the Department Head.

Managers at the Town Garage will get \$250.00 for the week that they are scheduled to be on stand by to be available for the Town's emergencies or unscheduled responses requiring contact at a moments notice. Town Garage Managers will be paid one hour of regular pay for dinner during snowstorms, hurricanes and flooding when meals are not provided by the Town.

2.130 HOURS WORKED FROM HOME

Working from home is accepted but cannot count towards an employee's regular working hours.

2.140 ATTENDANCE

- (1) Punctual and consistent attendance is a condition of employment. Each Department Head is expected to review the attendance records of their employees on a quarterly basis.
- (2) Employees unable to work or unable to report to work on time should notify their supervisor as soon as possible, generally before the workday begins. If an absence continues beyond one day, the employee is responsible for reporting in each day. If the supervisor or Department Head is unavailable, the employee should leave a message, within thirty (30) minutes of the employee's usual starting time, with the Town Manager or their designated representative, stating the reason for being late or not reporting for work.
- (3) Employees are expected to be at work even during inclement weather. The Town Manager or their designee, may allow employees to be late or leave early during severe weather conditions; however, non-attendance will be counted as absence from work and will be charged to accrued vacation time and, when applicable, will count against any calculations used for earned time.
- (4) An absence of an employee from duty, including an absence for a whole or part of a day, that is not authorized by a specific grant of leave of absence under the provisions of these Rules, may be deemed an absence without leave. Any such absence may be without pay and may be subject to disciplinary action. If an employee is absent without leave for three consecutive workdays, it shall be considered that the employee has resigned from Town service and they shall be replaced.

2.150 BREAKS AND MEAL PERIODS

Employees may take one (1) fifteen-minute break for every three and a half hours worked. Employees may not leave Town property during break time. All breaks shall be arranged so that they do not interfere with Town business or service to the public. Breaks and meal periods shall be scheduled by the employee's Department Head. The scheduling of meal periods may vary depending on department workload. Meal periods are unpaid. PLEASE SEE UNION CONTRACTS.

2.160 CALL BACK

All employees are subject to call back in emergencies or as needed by the Town to provide necessary services to the public. A refusal to respond to a callback is grounds for immediate disciplinary action, including possible termination. Non-exempt employees called back to duty will be paid their appropriate rate of pay for hours worked (the overtime rate, if applicable).

2.170 PAYROLL RECORDS

The official payroll records are kept by the Finance Department. Each Department Head shall turn in, on a weekly basis, an approved record for each employee within their department, noting hours worked, including arrival and departure time and lunch hour, leave taken and overtime worked during the previous pay period. Time cards must accurately reflect the employee's time of attendance, i.e. time of arrival, departure, lunch, unpaid breaks etc. Employees who report inaccurate attendance information on their time cards may be subject to disciplinary action.

SECTION 3 RECRUITING AND HIRING

3.210 RECRUITING

- (1) Notice of vacancies and/or new full and part-time union positions shall be posted on bulletin boards within Town facilities. Public announcement of positions available may also be accomplished through newspaper classified advertisements or other media, which shall contain the statement "Equal Opportunity Employer" (EOE).

The announcements 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.

- (2) Recruiting practices are conducted solely on the basis of ability, merit, qualifications and competence, without regard to race, color, religion, national origin, sex, marital status, pregnancy, age, disability, sexual orientation or other protected classes.
- (3) Each applicant shall complete and sign an application form prior to being considered for any position. Resumes may supplement, but not replace, the Town's official application form.
- (4) Any applicant supplying false or misleading information is subject to disqualification from hiring and to immediate termination, if hired.
- (5) 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 in Section 3.220 Hiring.

3.220 HIRING

- (1) 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 Director of Human Resources a written request to fill the position. The position will be posted and/or advertised only after the Director of Human Resources has approved the request.
- (2) Residency Requirement: Where deemed in the best interest of the Town, the appointing authority may require residence in the Town of South Windsor, either at the time of appointment or within a specified time, as a condition of appointment.
- (3) 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. Applicants with poor driving records, as determined by the Town, may be disqualified for employment with the Town in positions requiring driving.
- (4) The Town may administer pre-employment examinations to test the qualifications and ability of applicants, as determined necessary by the Town. The Town may contract with any competent agency or individual to prepare and/or administer examinations.
- (5) After an 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. The offer of

employment may be conditioned upon the results of the examination.

- (6) A candidate may be disqualified from consideration if: (a) the candidate refuses to submit to a medical examination or complete medical history forms; or (b) if the exam reveals use of controlled substances.
- (7) Informing Applicants Not Selected: 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 Town. The applicant may also be informed about the duration of the employment list and, upon his request, may be given his ranking on this list.
- (8) Prior to final selection and notification, the Town Manager must review and approve the recommendations made by the Department Heads.

3.230 TEMPORARY EMPLOYEES

- (1) With approval of the Department Head, temporary employees may be used during emergencies, during peak workload periods or special projects, to temporarily replace regular employees absent due to disability, illness, vacation or other approved leave, or to temporarily fill a vacancy until a regular employee is hired.
- (2) Temporary employees may be hired without competitive recruitment or examination.
- (3) Temporary employees may not work more than 90 hours a month for more than five months in a twelve-month period.
- (4) Temporary employees are eligible for overtime pay as required by law. Temporary employees are not eligible and do not receive retirement, vacation, sick leave, health insurance, holiday or any other benefits during their employment.

3.240 PROBATIONARY PERIOD

- (1) All newly hired regular and regular part-time employees, former employees who have been rehired, or employees promoted to a new classification, enter a probationary period, which is considered an integral part of the selection and evaluation process. During the probationary period, an employee is required to demonstrate suitability for the position through actual work performance.
- (2) The normal probationary period is six (6) months from the employee's date of hire, rehire or promotion; however, longer periods may be established for positions requiring technical, professional, specialized, unusual or unique skills or qualifications. Please check individual union contracts for probationary periods for union employees.
- (3) An employee's probationary period may be extended up to an additional six (6) months when needed to fully and properly evaluate the employee's performance. The probationary period will not be shortened for any reason.
- (4) Probationary new hire employees accrue vacation and sick leave but are not eligible to use accrued vacation time until after their probationary period is completed or in accordance with their union contract, unless approved by their Department Head and the Town Manager.
- (5) During the probationary period, the employee may be terminated at any time, with or without cause, similar to all other at-will employees.

- (6) When a Department Head determines an employee has satisfactorily completed the probationary period, the Department Head shall prepare a written performance evaluation, which will be reviewed by the Town Manager. If the probationary period is satisfactorily completed, a letter of official confirmation as a regular full-time or part-time employee will be sent to the appointee by the Town Manager.

3.250 NEPOTISM AND PERSONAL RELATIONSHIPS

- (1) It is the policy of the Town not to employ persons who are related to members of Boards or Commissions, elected officials, or other Town employees unless through the normal recruitment and/or examination process which identifies the best candidate for the position based upon qualifications, merit, and experience.
- (2) It is important for Department Heads and Supervisors to avoid even the appearance of impropriety. As in all supervisory situations, favoritism, harassment, and any other inappropriate supervisory behavior cannot be tolerated. In the event the Town employs a family member or signification other, neither can directly supervise the other.
- (3) Although this policy does not prevent the development of friendships or romantic relationships between co-workers, it does establish boundaries as to how relationships are conducted during working hours and within the working environment.
 - (a) During working time and in working areas, employees are expected to conduct themselves in an appropriate workplace manner that does not interfere with others or with overall productivity.
 - (b) During nonworking time on Town property, such as lunches, breaks, and before and after work periods, employees should not engage in excessive displays of affection and should observe an appropriate workplace manner to avoid offending other workers or putting others in an uncomfortable position.
 - (c) Any Supervisor or situation of a potential supervisor who enters into a romantic relationship or cohabitates with a subordinate must disclose such relationship to the Director of Human Resources and the Town Manager. The situation will be reviewed on a case by case basis to determine the proper action to take.

3.260 PROMOTIONS AND TRANSFERS

Regular employees are eligible for promotion, transfer or voluntary demotion. To be considered for another position, an employee must have satisfactorily completed the probationary period and possess the qualifications for the vacant position, unless such requirements are waived by the Town Manager in the best interest of the Town.

PROMOTION

The Town Manager shall have the authority to promote individuals within the Town's service. Insofar as practical and when consistent with the best interests of the Town, the Town Manager may declare a vacancy a promotional opportunity and thereby limit applicants to present Town employees. This may be done in instances where well-qualified employees are in service and interested in the position. When the Town Manager determines that an insufficient number of well-qualified employees are available from within the Town's service, they may consider outside applicants along with Town employees. In all cases, the Town may require successful completion of certain job-related courses as a condition to promotion. Additionally, the

promoted employee will be subject to a six-month probationary period.

TRANSFER

The Town Manager shall have the right to transfer employees hired under the same job description from one department to another.

SECTION 4 COMPENSATION

4.310 SALARY CLASSIFICATION AND GRADES

Each job title within the Town is classified into one of the Town's classifications for salary purposes, based on job qualifications, level of responsibility, difficulty, working conditions, skill, hazard, and amount of supervision required for the specific job title. Each classification is assigned a particular salary or salary range. For non-union employees, the salary or salary range is shown on the Job Classification and Compensation Plan for non-bargaining unit members of the Town of South Windsor, which is updated and approved periodically by the Town Council. For bargaining unit employees, salary or salary range is included in bargaining unit contracts.

4.320 RECLASSIFICATION

When the duties of a position have changed significantly so that there are demonstrably different qualifications and abilities required for the job's performance, the Town Manager may transfer the position to a more appropriate grade.

4.330 REQUEST FOR RECLASSIFICATION

Any regular employee who considers their position improperly classified shall first submit their request for reclassification to their Department Head, who shall review the justification of the request. If the Department Head finds that there is merit to the request, an appropriate recommendation shall be made to the Town Manager, who in their sole discretion shall make a final determination regarding the reclassification.

4.340 RECLASSIFICATION OF UNION EMPLOYEES

Upon the reclassification of a position from a lower grade to a higher grade, or from a higher grade to a lower grade, or a redefinition of a position within the same grade, the position shall be filled in accordance with the rules regarding transfers, demotions or promotions as may be appropriate. An employee occupying a position reclassified to a higher grade or lower grade shall continue in the position if the change is in recognition of a gradual change in duties and the employee has displayed satisfactory performance of the changed duties. Also, an employee occupying a position that is redefined within the same grade shall continue in the position if the change is in job title only. The Town Manager may, before recognizing an employee's right to retain a position reclassified to a higher grade, require evidence of the qualifications and fitness of the incumbent, including, but not limited to, hearings, investigations, and/or a noncompetitive examination and a new probationary period.

4.350 EMPLOYEE PAY RATES

- (1) Employees shall be paid within the limits of the salary classification range to which their positions are assigned.
- (2) Generally, new employees will start their employment at the minimum salary rate for their classification. However, a new employee may be employed at a higher rate than the minimum when the employee's experience, training or proven capability warrant, or when

prevailing market conditions require a starting rate greater than the minimum.

(3) **WAGES AND SALARY STRUCTURE – NON-BARGAINING UNIT MEMBERS**

Pay Plans: Levels of pay should be commensurate with the education and experience required for the job, as well as the position's level of responsibility. The Town Manager shall prepare and submit to the Town Council a pay plan for each grade of full-time regular positions in the non-bargaining unit, showing the minimum and maximum rates of pay. In arriving at such salary ranges, consideration shall also be given to prevailing rates of pay for comparable work in other public and private employment, current costs of living, suggestions of department heads, and the Town's financial condition and policies.

The Town Manager shall review the plan periodically and shall recommend necessary revisions to reflect changes in the area of economic conditions and to attract and retain qualified personnel in Town service.

- (4) Pay increases are contingent upon satisfactory performance. If an employee's performance is unsatisfactory, the Town Manager may defer or deny a scheduled pay increase for a stipulated period of time or until the employee's job performance is satisfactory.
- (5) Annual Increases: If any annual increase is to be given, it shall be at the rate and time negotiated between the employee's respective Union and the Town of South Windsor. The appropriate pay plan schedule will be modified to reflect such changes. The salaries of non-union personnel shall be reviewed annually by the Town Manager. Adjustments may be made based upon performance evaluation, the salary paid for a comparable position in area towns, and the relative ranking of the position in comparison with other Town positions. The weighing of these factors shall be determined at the sole discretion of the Town Manager.
- (6) Any regular employee who leaves the Town's service to enter the Armed Forces shall be reinstated in accordance with Section 7-462 of the Conn. General Statutes as amended.
- (7) When a regular employee is promoted, their salary shall be set at a level within the new pay grade such that the employee is not receiving less than that within the former grade.
- (8) When a regular employee is transferred from one position to another within the same pay grade, the employee shall continue to be paid at the same rate. When a regular employee is demoted to a lower grade, the salary may be set at:
 - (a) The rate in the lower grade that provides the smallest decrease in pay, if the action is not for cause; or
 - (b) A rate in the lower grade determined appropriate by the Town Manager that is less than the existing salary if the action is for cause. **PLEASE SEE UNION CONTRACTS**

4.360 PAYDAYS

- (1) Employees are paid on a weekly basis, generally on Fridays. If a regularly scheduled payday falls on a holiday, paychecks will be distributed on the previous Thursday. Should the Town desire, the Town may implement a bi-weekly pay schedule.

- (2) Employees desiring advanced vacation pay should submit the appropriate form to the Finance Department at least two weeks before the check is needed.

4.370 DEDUCTIONS

Some regular deductions from the employee's earnings are required by law; other deductions are specifically authorized by the employee. The Town will withhold from the employee's paycheck those deductions required by State or Federal law, any voluntary deductions authorized by the employee and applicable union contract.

4.380 TRAVEL AWAY FROM THE TOWN

All travel requiring an overnight stay must be approved in advance by the Town Manager. If private automobiles are used, employees will be reimbursed at rates established and modified from time to time by the standard allowable U.S. Internal Revenue Service (IRS) rate for automobile use.

Refer to **Appendix H** for Travel Policy.

4.385 TRAVEL EXPENSE REIMBURSEMENT

- (1) Town employees will be reimbursed for reasonable and customary expenses actually incurred in connection with the business of the Town, including meals and lodging. Tips, not to exceed 15%, for meals, taxis, or baggage handling are reimbursable.
- (2) Requests for reimbursement, including receipts, shall be submitted on an expense voucher signed by the employee and the Department Head.

4.390 COMPENSATION UPON TERMINATION

When an employee's employment with the Town is terminated, 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 payment of any accrued but unused vacation will be paid to those employees who have passed their probationary period.
- (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.

4.400 NON-BARGAINING EMPLOYEE SAFETY SHOE POLICY

The purpose of this policy is to outline the process that will be followed for the purchase of safety shoes for the Non-Bargaining Unit employees.

Non-Bargaining Unit employees required by the Town of South Windsor to wear safety shoes will be reimbursed the actual cost of the shoes, up to a maximum of \$200 per fiscal year. After the employee purchases the shoes, they must submit an expense voucher to request a reimbursement. A copy of the receipt must be attached to the expense voucher. The budget for the department the employee works in will be charged for the reimbursement.

In addition, in accordance with the Internal Revenue Code, such reimbursements for the purchase of steel toed safety shoes will not be considered taxable income and will be paid

through accounts payable.

This policy is subject to change and will be reviewed and/or modified periodically.

SECTION 5 PERFORMANCE EVALUATIONS AND TRAINING

5.410 PERFORMANCE EVALUATIONS – NON-BARGAINING UNIT MEMBERS

- (1) The Town Manager shall approve formal performance evaluations of Non-Bargaining Unit employees at least annually, prior to the beginning of the Fiscal Year. The employee shall have input in the performance evaluation and will be allowed to submit comments on the evaluation, which shall be made part of the employee's personnel file.
- (2) The Human Resources Department is responsible for developing and maintaining the Town's performance evaluation program.
- (3) Employees are to be evaluated by their Department Head/Supervisor prior to completion of their probationary period and at least once every 12 months thereafter. Department Heads/Supervisors are expected to meet and communicate with their employees regarding the employees' job performance.
- (4) The evaluation is part of an employee's personnel record and may be a factor in determining the employee's conversion to regular status, whether the employee receives a wage increase, or whether the employee is to be promoted, transferred, demoted, laid off, or terminated. **Union Employees – See Union Contract**

5.420 TRAINING POLICY

Generally, at the discretion of the Town, employees are encouraged to attend seminars appropriate to their job function. It is the responsibility of each department to foster and promote programs of training for their employees, which will be paid for by the Town when funding is available. All expenses for training, etc., shall be budgeted items for departments utilizing such programs. Insofar as possible, without disrupting the efficient provision of Town services, accommodations may be made to allow employees to attend educational programs/training sessions during working hours. Each department shall keep a record of employees who have successfully completed training seminars/programs/certifications, as well as provide the Human Resources Department with a copy.

When an employee has an individual concern relative to their professional development, they should make an appointment to discuss the matter with their Supervisor and Department Head.

SECTION 6 BENEFITS

6.510 RETIREMENT BENEFITS

- (1) The Town contributions made on behalf of all eligible employees to the Social Security System match those contributions made by the employee through payroll deductions.
- (2) The Town Council has established, by Ordinance, a pension system that provides a

retirement allowance for the Town's regular full-time employees who meet the eligibility requirement as set forth by the Town Council.

- (3) The age at which an employee will be eligible for full benefits is stated in Union Contracts and the non-bargaining unit job classification. **SEE PENSION PLANS PROVIDED BY TOWN OF SOUTH WINDSOR**
- (4) Employees intending to retire should notify their Department Head, in writing, of their intent to retire at least three months prior to the date of retirement.

6.520 WORKERS' COMPENSATION

- (1) Injury leave, as distinguished from sick leave, shall mean leave given to an employee due to absence from duty caused by an accident or injury that occurred while the employee was engaged in the performance of their duties.
- (2) All employees are covered by Workers' Compensation Insurance. All job-related accidents should be reported immediately to the employee's supervisor. All supervisors must report injuries immediately to the Town's Workers' Compensation Insurance Company.
- (3) Employees of the Town are paid, by the carrier, stated amounts due to injuries sustained on the job in accordance with State Statute. Generally, the Town shall supplement payments due to a regular employee under Workers' Compensation so that the employee will receive full pay during their absence for a period not to exceed three (3) months or in accordance to their union contract. This period of time is extended to a maximum of twelve (12) months for Police Officers.
- (4) All payments for injury leave shall be subject to the same rules and regulations as Workers' Compensation Insurance and shall not be payable if the injury is a result of intoxication, drugs or willful misconduct on the part of the employee.
- (5) A Limited Duty Program has been designed to return the injured employee to the workplace as soon as it is medically reasonable to do so. Refer to **Appendix F** for Limited Duty Program Policy.
- (6) In the event of an injury causing temporary disability and absence of less than four (4) days, the employee shall receive their regular salary for such periods, since payments are not made under Workers' Compensation.

REFER TO THE TOWN'S WORKERS' COMPENSATION EMPLOYEE GUIDE

6.530 INSURANCE BENEFITS

- (1) Regular full-time and regular part-time employees are generally eligible to participate in the Town's insurance plans, and criteria for eligibility will be explained at the time of employment. The Town reserves the right to make changes in the carriers and provisions of these plans.
- (2) Upon mutual agreement between the employee and the Town, and in accordance with the terms and conditions of the insurance policy, the Town will continue health insurance coverage at the employee's expense during an approved unpaid leave of absence. COBRA (Consolidated Omnibus Budget Reconciliation Act) continuation rights may apply in the event coverage is not extended through the Town.

- (3) While an employee is receiving Workers' Compensation benefits, their health coverage will remain in effect in accordance with State Statute 31-284 (b).
- (4) Upon an employee's termination from Town employment, at the employee's option and expense, the employee may elect to continue Town health insurance benefits to the extent provided under COBRA. (Continuation rights are not available if an employee is terminated for "gross misconduct.")
- (5) Retiree's Continued Health Coverage – Retirees are eligible to participate in group health plan for retirees at group rates at the employee's expense.

6.540 UNEMPLOYMENT COMPENSATION

Town employees may qualify for State of Connecticut Unemployment Insurance after termination from Town employment, depending on the reason for termination and if certain qualifications are met. Employees who wish to file for unemployment benefits must contact the State of Connecticut Department of Labor.

SECTION 7 LEAVES OF ABSENCE & TIME OFF

7.610 VACATION

- (1) Each regular full-time and regular part-time employee is entitled to vacation leave. Check individual union contracts for bargaining unit members and the Job Classification and Compensation Plan for non-bargaining unit employees to determine the amount of vacation time received.
- (2) All new employees must satisfactorily complete their probationary period before using their accrued vacation leave. Regular part-time employees will receive vacation on a pro rata basis. Temporary employees are not eligible for any vacation benefits. Employees do not accrue vacation time during a leave without pay.
- (3) Each department is responsible for scheduling its employees' vacations without undue disruption of department operations. Requests for two or more vacation and earned days are to be made at least one week prior to the date(s) requested. Requests for one day of vacation, personal and/or earned time are to be made with at least 24-hours notice, except in the case of an emergency with approval by the employee's Department Head. Generally, the Department Head and their assistant should not be on vacation at the same time.
- (4) The maximum vacation days that may be accrued (referenced in the Non-Bargaining Unit Classification and all Union contracts) must be adhered to. No employee will be allowed to accrue more than the maximum number of vacation days.
- (5) Vacation days may be taken in no less than 1/2-day increments.
- (6) When a part-time employee is hired full-time, the starting date (anniversary date) will be the original date of part-time hire for the calculation of vacation, sick, and personal time as long as the employee is currently employed by the Town on a part-time basis; works an average of twenty-five (25) or more hours per week; and is currently receiving prorated benefits.

- (a) Vacation time for permanent part-time employees, not receiving pro-rated benefits, will be based on the terms of employment, discretion of department head and/or Town Manager, and the needs of the department. Generally, all permanent part-time clerical/office personnel not receiving pro-rated benefits will be allowed to take up to three weeks of unpaid vacation leave per calendar year.
- (7) ***Payment of Salary in Lieu of Vacation*** No additional salary will be paid to a continuing employee in lieu of a vacation, since the purpose of vacation is rest and relaxation.
- (8) ***Advanced Vacation*** No employee may take vacation time beyond the amount earned, except in the most unusual of circumstances. Request for advanced vacation must be submitted by the Department Head to the Town Manager in writing, and no advanced vacation shall be approved without a written agreement signed by the employee stating that they will reimburse the Town if they leave the Town service before earning the vacation time taken.
- (9) ***Holiday Celebrated During Vacation*** Observed holidays established by these Rules or Union Contract shall not be considered in the computation of vacation credit or as part of the vacation time.
- (10) ***Break in Service for More Than One Year*** Vacation time shall be determined by the length of continuous service. For purposes of computing vacation time, employees who leave the Town service for one year or more and are later restored shall be considered as new employees.
- (11) ***Credit of Vacation Time Upon Termination*** Non-Bargaining Unit employees will not be paid any accrued vacation time upon termination unless they have passed their probationary period. All other full-time and part-time regular employees should check their respective Union contracts.

PLEASE SEE UNION CONTRACTS

7.620 SICK LEAVE

General

- (1) Sick leave covers those situations in which an employee is absent from work due to:

- (a) To care for the employee's own health or medical condition;
- (b) To care for the employee's child's or spouse's health or medical condition;
- (c) For any FMLA qualifying condition; or
- (d) Where the employee is a victim of family violence or sexual assault, to receive medical care or counseling services for physical or psychological injury or disability; to obtain services from a victim services organization; to relocate due to such family violence or sexual assault; or to participate in any civil or criminal proceedings related to or resulting from such family violence or sexual assault.

Abuse of Sick Leave Privilege

- (2) 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.

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

Sickness while on Vacation

- (4) If an employee is on vacation and becomes injured or physically incapacitated for three (3) working days or more, they shall be permitted to transfer those vacation days to sick days provided that the employee has accumulated sick leave, a physician's written verification has been submitted, and the Department/Division Head approves.

FMLA

- (5) Eligible employees may take leave under the federal Family and Medical Leave Act (FMLA) as permitted by the statute. FMLA leave is an unpaid leave of absence unless an employee has accrued sick, personal or vacation time. Employees are required to use their available sick, personal and/or vacation time when FMLA leave is taken. Qualifying leaves under the FMLA shall run concurrently with an employee's sick leave.

Disability Due To Pregnancy

- (6) Pursuant to state law, an employee who is pregnant may take an unpaid leave of absence for a reasonable period due to temporary disability associated with pregnancy or childbirth. If the employee is eligible, such leave will also qualify as FMLA leave. Employees may request additional time off beyond the actual period of disability by means of vacation leave, compensatory time, or leave without pay.

Accrual

- (7) **Full-Time Regular Employees.** Full-Time Employees accrue sick leave benefits at the rate of one and a half days for each calendar month of continuous employment. Regular part-time employees, who work 25 or more hours per week, may accrue sick leave benefits on a pro-rata basis according to hours worked.
- (8) **Part-time Service Employees.** Employees who work fewer than 25 hours each week, and who are classified as service workers within the meaning of Connecticut Public Act 11-52, accrue sick leave benefits at the rate of one hour for each 40 hours worked, up to a maximum of 40 hours per calendar year. Part-time service employees may not begin using accrued sick leave until they have worked 680 hours following January 1, 2012. To be eligible to utilize sick leave, a Part-Time Service Employee must have worked an average of 10 hours or more per week in the most recent complete calendar quarter. Part-time service employees may use sick leave in one-hour increments.
- (9) **Temporary Employees** do not earn sick leave benefits.
- (10) Eligible employees accrue and may use sick leave during their probationary periods.
- (11) Employees do not accrue sick leave benefits during any unpaid leave of absence.
- (12) At no time may an employee receive sick time pay for more time than they have available. Employees who use all their accumulated sick leave and require more time off from work due to illness or injury, may with their Department Head and Town Manager's approval, use vacation time, received donated time from other employees, or take leave without pay. Refer to **Appendix M** for Donating Sick Leave Policy.
- (13) In cases of extreme emergencies involving employees with a record of meritorious service,

who through protracted and serious illness have used up all accumulated sick leave beyond the maximum provided for in these regulations, additional paid leave may be granted by the Town Council upon the recommendation of the Town Manager. Refer to **Appendix M** for Donating Sick Leave.

Notification of Illness, Doctor's Note, Medical Examination

- (14) In order to be paid for sick leave, unless otherwise specified by the Department Head, an employee must notify their Department Head as soon as practicable, but not later than one (1) hour of the time the employee is due to report for duty.
- (15) A doctor's certificate or other documentation permitted by law may be required when an employee is absent for a period in excess of three (3) days, or if abuse of sick leave is suspected.
- (16) With regard to an employee's need for a leave of absence, as permitted by law, the Town may request the opinion of a second doctor, which shall be paid by the Town.

7.630 LEAVE WITHOUT PAY

- (1) The Town Manager, or their designee, may grant leaves of absence without pay for absence from work not covered by any other type of leave, or if other leave balances are exhausted. Examples of situations for which leave without pay may be granted include time off from work for personal reasons, such as prolonged illness, parenting, caring for an ill relative, or fulfilling a military obligation in excess of fifteen (15) days per year.
- (2) Only regular full-time and part-time employees who have satisfactorily completed their probationary period are eligible for leave without pay. The following requirements apply:
 - (a) Leave may be granted to an employee for a period of up to ninety (90) days upon the approval of the Town Manager or their designee. Further extensions are at the discretion of the Town Manager or their designee. Application for such leave of absence must be made in writing, stating the reason for the request and the length of time desired. A leave of absence expires automatically at the date of expiration approved for the leave.
 - (b) Accrued compensatory time, if any, and vacation leave must be exhausted prior to taking any leave without pay.
 - (c) An employee's benefits are suspended during the period of unpaid leave until the employee returns to work. Vacation, sick leave and/or any other benefits do not accrue while an employee is on leave without pay.
 - (d) In certain circumstances, self-payment of benefits may apply. See Section 6.530 on Insurance Benefits.
 - (e) An employee who fails to report promptly at the end of the unpaid leave is presumed to have resigned. An employee returning from a temporary disability may, at the Town's option, return to the same position or similar position at a comparable rate of pay.
 - (f) If the leave without pay is due to an illness, the Town may require a doctor's certificate stating that the employee is capable of returning to work and performing the work, duties and responsibilities of the employee's position.

Refer to **Appendix E** for Family & Medical Leave Policy.

7.640 UNAUTHORIZED LEAVES OF ABSENCE

An absence of an employee from duty, including an absence for a whole or part of a day, that is not authorized by a specific grant of leave of absence under the provisions of these Rules, shall be deemed an absence without leave. Any such absence shall be without pay and may be subject to disciplinary action. If an employee is a “no call/no show” for three consecutive days, or the employee’s request for leave was denied but the employee takes the time anyway for three consecutive days, it shall be considered that the employee has resigned from Town service.

7.650 JURY AND WITNESS LEAVE

- (1) An Employee may be granted time off with pay to serve on a jury or as a court witness. This time shall be considered as time worked. Proof of notification of jury service and notice of time served shall be submitted to the Department/Division Head. An Employee is required to report to work if, following dismissal from jury service, one-half or more of a scheduled workday remains. If an employee is summoned during a critical work period, the Town may ask the employee to request a waiver from duty. Leave will be granted as required by applicable law.
- (2) An employee granted such leave shall reimburse the Town for any pay received from the court for serving as a juror or witness.

7.660 ADMINISTRATIVE LEAVE

On a case-by-case basis, the Town may place an employee on administrative leave with or without pay for an indefinite period of time, if determined by the Town Manager to be in the best interests of the Town, and pending an investigation or other administrative proceeding.

7.760 MILITARY LEAVE

Employees who are members of the National Guard or Federal Reserve Military units may request to be absent from their duties, with pay, for a period of up to fifteen (15) days per calendar year when they are performing ordered military training duty and while going to and from that duty. Leave will be granted as required by applicable law. Should an employee receive any payment for attending such training, his/her/their salary shall be reduced by that amount for the duration of the leave. It is the employee’s responsibility to coordinate this salary adjustment with Finance.

Should there be training requirements beyond the 15 paid days per year, employees will be granted the time off as approved unpaid leave. Should the employee elect to utilize accrued time to supplement their unpaid leave, they shall coordinate that with Finance. If applicable and with the permission of their department head, employees may adjust their working schedule to allow for the training to fall on their days off.

Refer to **Appendix GG** for Military Leave Policy.

7.675 COLLEGE GRADUATION LEAVE

Employees are allowed one (1) day off for the college graduation of a son, daughter, husband or wife provided the graduation falls on a day the employee would normally be working or if traveling time requires a day off.

7.680 HOLIDAYS

- (1) The following holidays are recognized by the Town:

<i>New Year's Day</i>	<i>Independence Day</i>
<i>Martin Luther King Day</i>	<i>Labor Day</i>
<i>Lincoln's Birthday</i>	<i>Columbus Day</i>
<i>Washington's Birthday</i>	<i>Veterans' Day</i>
<i>Good Friday</i>	<i>Thanksgiving Day</i>
<i>Memorial Day</i>	<i>Friday after Thanksgiving</i>
<i>Juneteenth</i>	<i>Christmas Day</i>

- (2) Any holiday falling on Saturday will be celebrated on the preceding Friday. Any holiday falling on Sunday will be celebrated on the following Monday.
- (3) Temporary employees will be paid at their regular straight-time rate for hours worked on a holiday.

7.685 FUNERAL LEAVE

- (1) The Town shall grant three (3) consecutive days with full pay for a death in the immediate family. Immediate family is defined on page 4 of this document.
- (2) In the event of the death of a current spouse or child, a total of 10 days of leave shall be granted, with the first five days taken as funeral days, and the remaining five days, only if available, taken as sick days.
- (3) One (1) day leave shall be granted for the death of Aunt, Uncle, First Cousin, Niece or Nephew of the employee, or the employee's spouse, if the funeral falls on a regularly scheduled workday.

7.690 PERSONAL DAYS

The Town shall grant personal days each year to conduct personal business. The number of days granted is outlined in the union contracts and non-bargaining unit classification. Generally, this leave requires 24 hours prior notice. Personal days cannot be carried over. If personal days are granted on a fiscal year, they must be used prior to June 30th. If personal days are granted on a calendar year, they must be used prior to December 31st. If personal days are granted on the employee's anniversary date, they must be used before the employee's next anniversary. Personal days may not be taken in advance (before they are granted). Personal time may be taken in one-quarter of an hour or longer increments. Remaining personal days will not be paid to employees whose employment with the Town has been terminated.

SECTION 8 EMPLOYEE RESPONSIBILITIES & CONDUCT

8.705 GENERAL POLICY

- (1) The safety and welfare of the Town's citizens shall at all times be held as a central mission of government. All Town employees are expected to represent the Town in a professional manner, which is courteous, efficient and helpful. Employees must maintain a clean and neat appearance appropriate to their work assignment, as determined by their position and Department Head.
- (2) Since the proper working relationship between employees and the Town depends on each

employee's on-going job performance, professional conduct and behavior, the Town has established certain minimum standards of personal conduct. Among the Town's expectations are: Basic tact and courtesy towards the public and fellow employees; adherence to Town policies, procedures, safety rules and safe work practices; compliance with directions from supervisors; preservation and protection of the Town's equipment, grounds, facilities and resources; and provision of orderly and cost efficient services to its citizens.

8.710 OUTSIDE EMPLOYMENT & CONFLICTS OF INTEREST

- (1) Employees shall not, directly or indirectly, engage in any outside employment or financial interest, which may conflict, in the Town's opinion, with the best interests of the Town or interfere with the employee's ability to perform the assigned Town job. Examples include, but are not limited to, outside employment which:
 - (a) Prevents the employee from being available for work beyond normal working hours, such as emergencies or peak work periods, when such availability is a regular part of the employee's job.
 - (b) Is conducted during the employee's work hours.
 - (c) Utilizes Town telephones, computers, supplies, or any other resources, facilities or equipment.
 - (d) Is employed with a firm which has contracts with or does business with the Town.
 - (e) May reasonably be perceived by members of the public as a conflict of interest or otherwise discredits public service.
- (2) An employee who chooses to have an additional job, contractual commitment or self-employed business, may do so provided the employee obtains prior approval from the employee's Department Head and the Town Manager.

8.715 POLITICAL ACTIVITIES

- (1) Town employees may participate in political or partisan activities of their choosing provided that Town resources and property are not utilized, and the activity does not adversely affect the responsibilities of the employees in their positions. Employees may not campaign on Town time or in a Town uniform, or while representing the Town in any way. Employees may not allow others to use Town facilities or funds for political activities.
- (2) No Town employee may wear or display any button, badge or sticker relevant to any candidate or ballot issue during working hours. Employees shall not solicit, on Town property or Town time, a contribution for a partisan political cause.
- (3) Except as noted in this policy, Town employees are otherwise free to fully exercise their constitutional First Amendment Rights.

Refer to **Appendix C** for Code of Ethics.

8.720 NO SMOKING POLICY

For health and safety considerations, the Town prohibits smoking by employees in all Town facilities, including Town-owned buildings, vehicles, and offices or other facilities rented or leased by the Town, including individual employee offices.

Refer to **Appendix A** for Smoking Policy.

8.725 USE OF TOWN EQUIPMENT

Town equipment, including vehicles and computers, should be used by employees for Town business only or as contractually agreed upon. An employee's misuse of Town services, telephones, vehicles, equipment or supplies can result in disciplinary action, including termination.

Use of Town phones for local personal phone calls should be kept to a maximum of two or three minutes. The Town discourages its employees from receiving and making phone calls of a personal nature. Such calls should be made during periods of breaks and lunches. Long distance telephone personal use is prohibited.

8.730 BULLETIN BOARDS

Information of special interest to all employees is posted regularly on designated Town bulletin boards. All postings must be approved in advance by the Human Resources Department.

8.735 APPROPRIATE DRESS

Employees are expected to dress appropriately for their work functions. Employees who have regular and direct public contact are expected to dress in a neat, tasteful manner.

Refer to **Appendix X** for Dress Code Policy.

8.740 CONTACT WITH NEWS MEDIA

The Town Manager or designated Department Heads shall be responsible for all official contacts with the news media during working hours, including answering of questions from the media. The Town Manager or Department Head may designate specific employees to give out procedural, factual or historical information on particular subjects.

8.745 SEAT BELT POLICY

Anyone operating or riding in Town licensed vehicles or equipment must wear seat belts at all times.

See full Seat Belt Policy in **Appendix HH**.

8.750 DRIVER'S LICENSE REQUIREMENTS

- (1) As part of the requirement for certain specific Town positions, an employee may be required to hold a valid CT State Driver's license. Certain employees may also be required to hold a valid "Commercial Driver's License" (CDL) with proper endorsements.
- (2) If an employee's license is revoked, suspended or lost, or is in any other way not current, valid and in the employee's possession, the employee shall promptly notify the Department Head and will be immediately suspended from driving duties. The employee may not resume driving until proof of a valid, current license is provided to the Department Head.
- (3) Suspension or loss of license may result in demotion, reassignment or termination of employment.

Refer to **Appendix W** for Procedure for Town Employees Involved in a Traffic Accident with a Town Vehicle.

8.755 SAFETY

- (1) Every employee is responsible for maintaining a safe work environment and following the Town's safety rules. Negligence in adherence to on-the-job safety standards will be considered grounds for discipline and/or termination. Each employee shall promptly report

all unsafe or potentially hazardous conditions to the Department Head. The Town will make every effort to remedy problems as quickly as possible.

- (2) In case of an accident on the job involving personal injury or property damage, regardless of how serious, employees shall immediately notify their Supervisor, Department Head and the Town Manager.

Refer to **Appendix O** for Safety & Health Policy.

8.760 SUBSTANCE ABUSE

The Town may discipline or terminate an employee possessing, consuming, controlling, selling or using alcohol, drugs or other controlled substances during work hours. The Town may also discipline or terminate an employee who exhibits an on-going dependence on alcohol, drugs or other controlled substances which, in the Town's opinion, impairs the employee's work performance, poses a threat to the public's confidence, or is a safety risk to the Town or others. The Town is committed to supporting employees who undergo treatment and rehabilitation for alcohol or other chemical dependency.

- (1) Employees who voluntarily report an alcohol, drug or controlled substance dependency problem will not be subject to retaliation or discrimination. Employees who voluntarily seek treatment may use sick leave to attend a bona fide treatment or counseling program. The Town may condition continued employment on the employee's successful completion of treatment or counseling programs and future avoidance of alcohol, drugs or other controlled substances.
- (2) An employee may be required to submit to alcohol, drug or controlled substance testing when there is reasonable suspicion that the employee is impaired due to current intoxication, drug or controlled substance use or in cases where employment has been conditioned upon remaining alcohol, drug or controlled substance-free following treatment. Refusal to submit to testing, when requested, may result in immediate disciplinary action, including termination.
- (3) Employees using any prescription or over-the-counter drugs, which might impair their work performance, should notify their Department Head. At the option of the Department Head, an employee may be reassigned to less hazardous duty or be placed on sick leave if impaired work performance might pose a threat to the public's confidence or to the safety of the employee or others.

8.765 DRUG-FREE WORKPLACE

- (1) The manufacture, distribution, dispensation, possession and/or use of unlawful drugs, marijuana, or alcohol on Town premises or during work hours by Town employees is strictly prohibited.
- (2) Employees must notify the Town within five (5) days of any conviction for a drug violation in the workplace.
- (3) Violation of this policy can result in disciplinary action, including termination. Continued poor performance or failure to successfully complete an assigned rehabilitation program is grounds for termination.
- (4) Employees who are required to maintain a Commercial Driver's License (CDL) are subject to random drug testing as required by the Federal government and Town policy.

- (5) The Drug & Alcohol Testing Policy can be found on the Shared Drive and in the Human Resources Department.
Refer to **Appendix G** for Anti-Drug Policy.

8.770 GRIEVANCE PROCEDURES

The Town recognizes that sometimes situations arise in which an employee feels that they have not been treated fairly or in accordance with Town rules and procedures. For this reason, the Town provides its employees with procedures for resolving complaints.

- (1) A grievance shall be defined as a complaint by an employee that there has been discrimination, unfair treatment or unhealthy working conditions or problems in the interpretation and application of Town personnel regulations.
- (2) Time Limits
 - (a) Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each step shall be considered as a maximum. The time limits specified may, however, be extended by written agreement by both parties.
 - (b) If an employee does not file a grievance in writing within (10) ten working days after they knew, or should have known, of the act or conditions on which the grievance is based, then the grievance shall be considered to have been waived.
 - (c) Failure by the aggrieved employee at any level to appeal a grievance to the next level within the specified time limits shall be deemed to be acceptance of the decision rendered at that level.
 - (d) Failure by the supervisor involved to render his decision within the specified time limits shall be considered as movement of the grievance to the next level.
- (3) Grievances may be processed directly with the party whose action resulted in the grievance, and in such instances, the previous steps of this grievance procedure may be omitted.

Steps

(1) Formal Procedure

The purpose of this procedure shall be to settle employee complaints rapidly, fairly and without reprisal. Union employees should follow the procedure established in their appropriate contract.

- (a) The grievant shall first present their grievance to their immediate supervisor who shall make careful inquiry into the facts and circumstances of grievant's complaint. The supervisor shall attempt to resolve the problem promptly and fairly and shall give their answer in writing to the employee within five (5) working days from the date the grievance is submitted to them.
- (b) A grievant who is dissatisfied with the decision of their supervisor may, within five (5) working days after the receipt of the answer in (a) hereof, submit their grievance in writing to the Department Head. The Department Head shall make a separate investigation and inform the employee in writing of their decision and the reasons therefore within five (5) working days after the receipt of the written grievance from the employee.

- (c) If the grievant is dissatisfied with the Department Head's decision, they may obtain a review by the Town Manager, or the Town Manager's designee, by submitting a request in writing to the Town Manager within (5) five working days for review of the Department Head's decision in (b) hereof. The Town Manager, or their designee, shall conduct an informal hearing within ten (10) days and shall hear the position of the grievant or any other person whom the Town Manager, or their designee, deems necessary to make their decision. The Town Manager or their designee shall, within ten (10) working days after said hearing, inform the grievant of their decision in writing.
 - (d) If the employee is not satisfied with the Town Manager's decision, they may request a hearing before the Personnel Board of Appeals, in a public or closed session, with the privilege of being represented by counsel. Such action shall be in accordance with Section 905 of the Town Charter. The Personnel Board of Appeals, after hearing the complaint and taking such other evidence as it may deem necessary, shall have the authority to affirm, modify or reverse the action taken.
- (2) **Appeals Procedure** No employee within the Town system, unless covered by a specific contract, shall be removed or reduced in rank or grade, or suspended for more than thirty (30) days, unless a statement of the grounds for such action is provided to the employee. The employee shall also be advised of the appropriate grievance procedure including a hearing before the Personnel Board of Appeals. The employee shall notify the Town Manager at least twenty-four (24) hours before said hearing, in writing, whether or not the employee will be present at the hearing; and whether the employee desires the hearing to be a public or closed session. If the employee does not appear at the hearing, the action of the Town Manager shall be final. The Personnel Board of Appeals, after hearing the employee and the Town Manager and taking such other evidence as it may deem necessary, shall have the authority to affirm, modify or reverse the action appealed from. The Board shall have the power to direct appropriate remedial action, and shall do so after taking into consideration just and equitable relief to the employee and the best interest of the Town. Within ten (10) days of a decision by the Board to sustain an appeal, the Town Manager shall take such measures as are necessary to comply with the remedial action directed.
- (3) Certain employees may have more than one source of dispute resolution rights, e.g., a collective bargaining agreement and this complaint process. Employees represented by a bargaining unit should follow grievance procedures outlined in their respective labor contracts, where applicable. In all other cases, the procedures described in this section shall be used. Under no circumstances shall an employee have the right to utilize both this process and any other complaint or appeal procedure that may be available to an employee.

SECTION 9

DISCIPLINE & TERMINATIONS

9.810 DISCIPLINE

- (1) All employees are expected to exercise good judgment, common sense, dedication, and courtesy in the performance of their duties. The primary mission of every employee is to deliver courteous, orderly and efficient services to the citizens of the Town.
- (2) Acts, errors, or omissions which discredit public service or impair the provision of orderly

services to the citizens of the Town may result in discipline, up to and including termination.

- (3) The Town Manager and/or Department Head, as appropriate, have full discretion and authority to impose disciplinary action in accordance with Town policy, based upon the circumstances of the particular case.
- (4) The following are examples of the types of behavior which may result in discipline:
 - (a) Drinking alcohol or the abuse of non-prescription drugs, prescription drugs or other controlled substances on the job, or arriving on the job under the influence of or while in possession of alcohol, drugs, or other controlled substances.
 - (b) Violation of a lawful duty.
 - (c) Insubordination.
 - (d) Absence from work without first notifying and securing permission from the supervisor.
 - (e) Habitual absence or tardiness for any reason.
 - (f) Unsatisfactory job performance, as determined by the Town.
 - (g) Conviction of a felony or a misdemeanor involving moral turpitude.
 - (h) Acceptance of fees, gratuities or other valuable items in the performance of the employee's official duties for the Town.
Refer to **Appendix C** for the Code of Ethics.
 - (i) Inability, refusal or failure to perform the duties of the assigned job.
 - (j) Violation of rules imposed by this manual or any other policy established by Town regulation or administrative order.
 - (k) Falsification of time/attendance records.
- (5) This list is not all-inclusive, but only serves as a general guide. The Town may discipline or terminate employees for other reasons not stated above.
- (6) In the event that discipline is necessary, the following types of disciplinary actions may be used, depending on the particular situation:
 - (a) **Verbal Warning.** A verbal warning is a counseling session between the employee's supervisor and the employee on the subject of the employee's conduct and performance, or their failure to follow a rule, regulation, or administrative instruction. It is intended to increase an employee's efficiency and value to the Town by changing the employee's conduct, performance, habits, or work methods. Following the counseling session, the supervisor shall document the verbal warning with a notation in writing to the employee's personnel file.
 - (b) **Written Warning.** A written warning is a formal, written disciplinary action for

misconduct, inadequate performance, or repeated lesser infractions. Written warnings are placed in the employee's personnel file.

- (c) **Suspension.** A suspension is a temporary, unpaid absence from duty, which may be imposed as a penalty for significant misconduct or repeated lesser infractions. A suspension is a severe disciplinary action which is made part of the employee's permanent record.
- (d) **Demotion.** An employee may be demoted to an existing position when, in the judgment of the Town Manager, the employee's work or misconduct so warrants or:
 - (i) When an employee would otherwise be laid off because the position is being abolished, the position is reclassified to a lower grade, lack of work, lack of funds, or the return to work from authorized leave of another employee to such position in accordance with these rules.
 - (ii) When an employee does not possess the necessary qualifications to render satisfactory service in the position.
 - (iii) When an employee voluntarily requests such demotion.

All demotions must receive the approval of the Town Manager and Department Head. If the employee is demoted against their will, an appeal may be taken under the provisions of the Town Charter or other available remedies.

Suspensions with pay, where the employee is placed on administrative leave, may be utilized by the Town Manager pending the results of an investigation or disciplinary action where the Town Manager determines that factors such as public confidence, the safety of the employee or the efficient functioning of the Town call for such a suspension.

- (e) **Termination**
An employee may be terminated from Town employment for any of the reasons listed below.
 - (i) During or at the end of the employee's probationary period.
 - (ii) As a result of disciplinary action.
 - (iii) Due to loss of skills, certifications or other conditions which would make the employee unfit for service.
 - (iv) When the Town Manager has made a determination that a lack of work or funding exists with respect to the employee's position.
 - (v) Whenever the Town Manager has made a determination to make changes deemed to be in the best interest of the Town.

9.820 DISCIPLINE DISCRETION

Any of the above steps may be omitted depending on the severity of the discipline required.

9.830 PRE-TERMINATION HEARING (Does not apply to probationary employees, temporary employees, or PT employees working less than 25 hours per week)

In the case of termination of an employee, as a disciplinary measure, the Town will conduct a pre-termination hearing. The pre-termination hearing serves as a check against mistaken decisions and to determine whether there is a reasonable presumption that the reasons are valid and support termination.

- (1) In the event an appointing authority desires to terminate an employee, the employee shall be provided with a notice of the recommendation for termination. The notice shall include an explanation of the reasons on which the recommendation is based, and the time and date for a pre-termination hearing. If the employee fails or refuses to appear, the termination may proceed.
- (2) Pre-termination hearings will be presided over by the Town Manager.
- (3) At the hearing, the employee may explain why they should not be terminated. The employee may bring one person to the hearing as an observer or representative. The Town Manager shall determine whom, if anyone, may participate in the hearing, and how the hearing will be conducted.
- (4) Within five (5) working days after the pre-termination hearing, the Town Manager will issue a decision on whether the termination will proceed, or whether lesser disciplinary action will be applied. However, if the Town Manager determines that more information or time is required in order to render a decision, the Town Manager may extend the time period as deemed appropriate.
- (5) The employee shall be notified of the decision in writing and of the appeals procedure under these Personnel Rules and the Town Charter. A copy of said decision shall be placed in the employee's personnel file.

9.840 LAYOFF

- (1) The Town Manager may lay off employees for lack of work, budgetary restrictions or other changes that have taken place.
- (2) Temporary employees or employees within the same classification, who have not completed their probationary period, will be laid off before regular employees are affected.
- (3) In determining who is to be laid off, consideration will be given to individual performance and the qualifications required for remaining jobs. Seniority will be considered when performance and qualifications are equal.
- (4) Up to one year after the date of said layoff, an employee may be eligible for re-employment if a vacancy occurs in a position for which they are qualified.

9.850 RESIGNATION

An employee should provide two (2) weeks notice of resignation. This time limit may be waived by the employee's Department Head or the Town Manager.

9.860 DEATH

Upon the death of an employee, all compensation due shall be paid to the surviving spouse or the estate of the employee.

SECTION 10 MISCELLANEOUS

10.910 REPEALER

All previous Personnel Rules and Regulations are hereby repealed.

10.920 EFFECTIVE DATE

These Personnel Rules and Regulations shall become effective upon being filed in the Town Clerk's Office.

10.930 SAVING CLAUSE

If any article or section of these Personnel Rules and Regulations is declared invalid for any reason, such declarations shall not affect the other articles or portions.

10.940 AMENDMENTS

These Rules and Regulations may be amended any time at the discretion of the Town Manager.

10.950 REITERATION

It is not intended that these Rules and Regulations shall contradict any agreement reached through collective bargaining with municipal unions. In the event that any procedures or policies detailed herein do conflict with union agreements, the union employee shall adhere to the contract specifications.

10.960 QUESTIONS

Any questions relative to these Personnel Rules and Regulations shall be directed to the Human Resources Department.

APPENDIX A

SMOKING POLICY

BACKGROUND AND PURPOSE

The U.S. Surgeon General has named smoking "Public Health Enemy #1" in light of its role as the leading cause of premature death and disability in our country. Research has shown that nonsmokers with chronic heart or lung disease can experience severe distress when exposed to sufficient concentrations of secondhand smoke. Many allergic individuals and even the majority of healthy nonsmokers report discomfort when exposed to secondhand smoke on the job. Furthermore, recent medical studies indicate that long-term exposure to involuntary smoking may increase nonsmokers' risks of developing severe lung disease.

The Town of South Windsor is dedicated to providing a healthy, comfortable and productive work environment for our employees. This goal can be achieved only through ongoing efforts to protect nonsmokers and to help employees adjust to restrictions on smoking.

- Effective September 1, 1991, smoking is prohibited throughout the Town of South Windsor's General buildings except in designated smoking areas identified by "Smoking Permitted" signs.
- Effective January 1, 1992, smoking will be prohibited throughout the Town of South Windsor's General buildings, and only allowed in designated areas outside of the buildings.
- Effective October 1, 2000, smoking is prohibited in all Town owned vehicles.
- Effective March 16, 2016, smoking is prohibited on Town time (only permitted during specified breaks and lunch periods). Employees must properly dispose of all waste products associated with smoking. Smoking includes but is not limited to: Cigarettes, Cigars, Pipes, Smokeless tobacco, snuff, chew, E-cigarettes, and Vapor products which may or may not include nicotine.
- Effective October 1, 2021, in accordance with Public Act No. 21-1, there shall be no smoking of cigarettes, cigars, or vaping within 25 feet of any building.

ENFORCEMENT

The success of this policy will depend on the thoughtfulness, consideration and cooperation of smokers and nonsmokers. All employees share in the responsibility for adhering to and enforcing the policy. Any conflicts should be brought to the attention of the appropriate supervisory personnel or Human Resources, and if necessary, referred to the Town Manager for a final decision. In all cases the right of a nonsmoker to protect their health and comfort will take precedence over an employee's desire to smoke.

Copies of this policy will be distributed to all employees. Signs displaying the following statement will be posted at all building entrances: "Smoking in designated areas only." Designated smoking area is an area, designated by the Town Manager, which is posted "Designated Smoking Area." Ashtrays will be placed in all designated smoking areas and removed from no smoking areas. On January 1, 1992, all signs will be changed at all building entrances to read "No smoking in this building." On October 1, 2000, all Town vehicles will have "No smoking" stickers placed on the dashboard.

ASSISTANCE FOR SMOKERS

Surveys reveal that nine out of ten smokers would like to quit smoking, and nearly 30 percent of them will make a serious attempt this year. Many employees whose smoking is restricted at the

workplace report they are able to quit smoking more easily. For employees who are on the Town's insurance, Anthem offers a free smoking cessation program. Upon successful completion, you can also receive an HSA Reward as it is part of the Health Incentive Program.

Per Council Resolution July 15, 1991

APPENDIX B

AFFIRMATIVE ACTION PLAN

The Town Council and the Town Manager reaffirm the Town's policy of equal employment opportunity based on Personnel Rules revised in 2021 as amended. No person in the classified service of the Town of South Windsor or seeking admission thereto shall be appointed, promoted, removed, or in any way favored or discriminated against because of sex, religion, national origin, race, color, disability or age. Each applicant for Town employment is considered on the basis of their qualifications for the job. All employees are given equal consideration in compensation benefits and promotional opportunities without regard to race, color, religion, sex, age, national origin or disability to the extent required by law. This policy is adopted in order to promote the objectives of the Federal Fair Employment Practices Act and the State of Connecticut's Fair Employment Practices Act to ensure that all employees are accorded equality of opportunity in employment.

In the implementation of this policy, the Town Manager exercises personal leadership in establishing, maintaining and carrying out the Town's affirmative action efforts. For assistance in carrying out these policies, the Town Manager may delegate responsibilities and authority in implementing equal employment responsibilities.

The Town Manager shall develop and recommend updated plans for implementing the Town's equal employment opportunity objectives. Personnel hiring patterns within the Town employee population shall be monitored and the Town's personnel activities shall be appraised to identify any deficiencies existing in equal employment opportunities. With the Manager's approval and within merit system procedures, necessary remedial steps will be taken to deal with program shortcomings.

Positive action and initiative must be taken if employment is to be open to all. Accordingly, target goals will be established (and reviewed from time to time) and good faith effort by all Town Department Heads in helping to achieve such goals will be required. Selection and advancement must be based on merit principles—the ability and potential to do a job. The Town must reach out and draw upon all possible sources so that men and women of all backgrounds are aware of job openings or promotion opportunities with the Town and have an equal opportunity to compete and advance themselves.

APPENDIX C

CODE OF ETHICS

At its Regular Meeting of July 19, 2004, the South Windsor Town Council approved the following Resolution:

WHEREAS, the Town of South Windsor has a policy on Ethics in Government; and the State of Connecticut has established "Freedom of Information Regulations"; and

WHEREAS, the citizens and employees of South Windsor would benefit greatly by informed compliance with all aspects of said policy and/or regulations

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council directs the Town Manager to establish a new procedure whereby all Town employees, at their employment orientation receive, for review, a copy of said Ethics Policy; and acknowledge said review by individually signing a statement of their understanding of same, and intention to comply with all aspects of said policy; and

BE IT FURTHER RESOLVED that the Town Manager is directed to have all Department Heads, Assistant Department Heads, Town Council Members, and Board and Commission Chairpersons and Members attend a **mandatory** meeting every two years for the purpose of conducting a review of the policy on Ethics in Government and the requirements of the State's Freedom of Information Regulations, so as to improve compliance with said regulations; and

BE IT FURTHER RESOLVED that said mandatory meeting shall take place following each November's biennial election of Town officials.

ESTABLISHMENT; PURPOSE

The proper operation of the Town government requires that public officers, officials and employees serve in the public interest; that governmental decisions and policies be made in the proper channels of the governmental structure; that public office not be used for personal gain; and that the public has confidence in the integrity of its government. The purpose of this code is to set forth standards of ethical conduct; to develop and maintain a tradition of responsible and effective public service; and to provide for actions to be taken in the event of violation of this code. In recognition of these goals, there is hereby established for the Town the following Code of Ethics.

DEFINITIONS

As used in this chapter, the following words or phrases, unless a different meaning is required by the context or is specifically prescribed, shall have the meanings indicated:

Agency: All departments, boards, commissions, committees and the Town Council of the Town as more specifically referred to in Chapter 10, Section 1001 of the South Windsor Town Charter.

Official: Any person holding elective or appointive office in the government of the Town, except Justices of the Peace, and shall include the Town Treasurer, the Town Attorney, the Town Clerk, and Members and Alternate Members, if any, of the Town Council, the Board of Education, the Town Planning and Zoning Commission, the Zoning Board of Appeals, the

Board of Library Directors, the Housing Authority, committees appointed to oversee the construction or improvement of Town facilities, or any board, commission, or agency which exercises legislative or judicial functions or financial authority.

Employee: Any person receiving a salary or wage from the Town for services rendered, whether full-time or part-time.

Financial interest: Any interest in the outcome of the exercise of a person's official capacity from which that person expects to or does derive economic gain in excess of the economic gain which is expected to be or is derived by the members of the public generally. Such person shall further be deemed to have a financial interest if any close relative or business associate of such person (as defined in this section) or if any company in which such person holds greater than a 5% interest, is the beneficiary of economic gain in excess of that derived by the public generally as encompassed in the previous sentence.

Close relative or business associate: When a relationship between an individual, in their official capacity, and a particular relative or business associate of that individual is such that it would tend to influence improperly that individual's judgment, in their official capacity, on a particular issue or item, then that individual shall be deemed to have a "close relative or business associate" relationship in that situation.

Conflict of Interest: A conflict of interest shall be deemed to exist when an official or employee of the Town takes or participates in any action in such individual's official capacity which involves either a situation wherein such individual has a financial interest or the situation involves a close relative or business associate, all as defined in this code.

STANDARD OF SERVICE

All officers, officials and employees of the Town shall adhere to the rules and regulations of performance and work established as the standards for their positions by the appropriate authority.

USE OF PUBLIC PROPERTY BY TOWN PERSONNEL RESTRICTED

No official or employee shall use or permit the use of Town funds, services, property, equipment or materials, except as provided by the laws of the State of Connecticut or the duly established and published ordinances, rules or regulations of the Town. No official or employee shall grant any consideration or advantage to any person beyond that which is available to every other person.

CONFLICT OF INTEREST PROHIBITED

No officer, official or employee of the Town shall intentionally or with reckless disregard for the particular situation in question engage in their official Town capacity in any manner which would create or result in a conflict of interest. The existence of a conflict of interest shall be determined on a case-by-case basis. The person or persons making such determination shall be bound to apply the general standards of reasonableness (as such standards are customarily applied by the Courts of the State of Connecticut) to the relevant facts in each particular case as they relate to the criteria set forth in this Code of Ethics hereinafter.

FINANCIAL INTEREST RESTRICTED

No member of the Council or any other officer or employee of the Town shall be financially interested, directly or indirectly, either as principal, surety, officer, partner or otherwise, except as a minority stockholder, or except as a director in a corporation, in any contract with sales to,

purchases from, or compensable services made with or rendered with the Town. The provisions of this section shall not apply to any contract awarded to the lowest responsible bidder after public advertisement.

CONFIDENTIAL INFORMATION

Except as may be required by law, no officer, official or employee of the Town shall disclose any confidential information concerning the property, government business or affairs of the Town, and neither shall they use such confidential information to advance the private financial interest of himself or a close relative or business associate of his, for personal gain, political reasons and/or the economic detriment of the Town.

No official or employee shall disclose or use any confidential information obtained in an official capacity for the purpose of advancing the financial or personal interest of himself or others.

ACCEPTANCE OF GIFTS, GRATUITIES AND FAVORS RESTRICTED

No officer, official or employee shall accept or solicit for personal gain any improper favor, service or thing of value which may tend to influence them improperly in the discharge of their official duties.

APPEARANCE ON BEHALF OF PRIVATE INTERESTS

No officer, official or employee shall render or agree to render for compensation any service to any person or party other than the Town, in connection with any cause, proceeding, application or other matter which is before any Town agency on which they are serving or have served within one year prior to the date of any such appearance. This does not prohibit any Town official or employee from appearing before any board or commission on such person's own behalf or as official spokesman for an organization of which they are a member, provided such appearance does not violate CGS Sections 8-11 and 8-21 or any other provision of this Code. (CGS Sections 8-11 and 8-21 prohibit any Town Planning and Zoning Commission or Zoning Board of Appeals member from appearing before either the Town Planning and Zoning Commission or the Zoning Board of Appeals on their own behalf.)

DISCLOSURE OF INTERESTS REQUIRED

Disclosure of interests shall be as required by Section 1001 of the Charter, the text of which is provided below as a courtesy, but which text is subject to the provisions of the actual Section 1001 of the Charter or any successor thereto as shall be in effect at the time of the determination of a particular issue:

Section 1001 Disclosure of Interest. Any elected or appointed Town officer, board or commission member, or employee who has or may have a significant financial interest, direct or indirect, in any contract, transaction or decision of any agency, agent, officer, board or commission of the Town, shall immediately disclose the nature and extent of that interest in writing to the Town Clerk, who shall record such disclosure upon an official record filed in the office of the Town Clerk. The Town Clerk shall then send a copy of such disclosure to the agency, agent, officer, board or commission of the Town making such contract, transaction or decision.

Any such officer, member of board or commission, or employee shall be disqualified from any discussion, action, or vote on any such matter coming before an agency, agent, officer, board or commission. Such officer, member of board or commission, or employee of the Town shall not in any way condone, promote, encourage, influence or otherwise attempt to affect action or matters which will or may result in a conflict of

interest between their Town duties and responsibilities and their private affairs, or which are incompatible with the proper discharge of their official duties, and to that end, no elected or appointed officer, board or commission member or employee shall grant any special consideration, treatment, or advantage to any person or entity beyond that which is available to every other person or entity.

Violation of the provisions of this section shall be grounds for the removal of any such officer, member of board or commission, or employee. Any such violation shall render such contract, transaction or decision voidable by the agency, agent, officer, board or commission, or employee making such contract, transaction, or decision.

The Council shall by ordinance establish procedures for disclosure of possible conflicts of interest and determination of facts and record in any situation where there is possible conflict of interest, and such ordinance shall provide for appropriate action.

COMMITTEE ESTABLISHED

The Council shall appoint a committee of the Council to be known as the Ethics Committee which shall consist of three (3) members of the Council, no more than two (2) of whom shall be members of the same political party.

POWERS AND DUTIES OF COMMITTEE

The Ethics Committee established by this chapter shall have the power and duty of enforcing Sections 14-101 through 14-113 of the Code of Ethics and Section 1001 of the Charter. The Commission shall adopt and promulgate reasonable rules and regulations for the administration of this chapter, which shall be available to any elector of the Town upon request to the Commission. The Commission shall render advisory opinions to the Council, to any agency of the Town, to any officers or official and employees pursuant to written request or upon its own initiative. Subject to the requirements of The Freedom of Information Act, the Commission may, in its discretion, make public opinions which it believes will be in the public interest, but no such opinion shall be made public until deletions as may be necessary have been made to prevent disclosure of the identity of the officer, official or employee involved.

When an officer, official or employee has doubt as to the applicability of a provision of this chapter and/or Section 1001 of the Charter to any specific situation, they may apply to the Ethics Committee for an advisory opinion as provided for in the previous paragraph and shall be guided thereby. They shall have an opportunity to present their interpretation of the facts at issue and the applicable provision or provisions of this chapter and/or Section 1001 of the Charter, as requested by them, before such advisory opinion is made.

VIOLATIONS AND PENALTIES

In the event of an alleged violation of Section 1001 of the Charter or an alleged violation of any provision of Chapter 14 of the South Windsor Code of Ordinances by any elected or appointed Town officer or official, any member of any Town board, agency or commission or any employee of the Town, whether full-time, part-time, permanent or temporary, with the exception of persons holding positions in the classified service as defined in the Town Charter; with the exception of members, employees, and appointees of the Board of Education; and with the exception of Department Heads and the Collector of Revenue who, under provisions of the Charter may be appointed and removed by the Manager, full written specifications of the alleged violation shall be sworn to by the person making such charges and duly submitted to the Personnel Appeals Board. Such Board shall determine if there exists a prima facie and bona fide alleged violation.

If such Board adopts a resolution that there exists a prima facie and bona fide alleged violation, then the person so charged shall be served with a written notice from the Council of the intention of the Council to remove such person. Said written notice shall contain a clear statement and specifications of the alleged violation and grounds for such removal and of the time and place, not less than ten days after the service of such notice, at which such person shall be given an opportunity to be heard at a hearing thereon by the Council.

Said service shall be made by a Hartford County Deputy Sheriff or a Town Constable by in-person service or by leaving said notice at the usual place of abode of such person. Said Deputy Sheriff or Constable shall endorse on a copy of such notice the time, place and manner of said service of notice and file said copy with the Council Clerk. Said service of notice may also be made by depositing such notice in the mail, postage prepaid, certified, return-receipt requested, addressee only, to the last known address of such person.

At such hearing, which shall be public, or private at the option of such person, such person may be represented by Counsel, who may cross-examine witnesses, and witnesses whose testimony shall be pertinent to the charge shall be subpoenaed by the Council at the request of the person charged. Testimony shall be under oath; the hearing shall be recorded on tape; and an official transcript shall be made of said hearing by the Council Clerk. From the service of notice until final action by the Council, the person charged shall be ineligible to perform the duties of his office, position or employment but shall continue to receive their salary or wages pending such final action.

Upon completion of the hearing, the Council may, by an affirmative vote of at least eighty percent (80%) of those eligible to vote, but in no event by less than an affirmative vote of five members of the Council, vote to either remove the person charged or censure the person charged. The Council shall only vote to censure such person, in lieu of removal, if the Council also finds, in accordance with this section, the existence of circumstances which mitigate against the removal of the person charged. From a decision of the Council to remove the person charged, an appeal shall lie to the Superior Court of Hartford County, which appeal shall be taken within thirty days of the notification to the person removed of such removal by the Council, which notification shall be in the same manner as that provided for notification of the intention to remove such persons as set forth herein.

If the Council votes not to remove or censure such person, or if the Council does not vote to remove or censure such person within fourteen days of the completion of the hearing, which hearing may be recessed or continued to another date and time no more than seven days from initial hearing, such person shall be reinstated in his original position.

In the event that the employee is uncomfortable, for any reasons, with discussing the matter with the immediate supervisor, the employee should contact another of their supervisors or administrative personnel with whom they are comfortable discussing the matter, including the Town Manager.

This procedure is not the exclusive remedy but inclusive of all other remedies.

APPENDIX D

SEXUAL AND OTHER UNLAWFUL HARASSMENT POLICY

POLICY

Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964, as amended, as well as Connecticut General Statutes, S46a-60(a)(8). Harassment on any basis protected by law, such as race, color, creed, religion, ancestry, national origin, age, gender, marital status, sexual orientation, disability or other characteristics or status protected by state and federal laws is similarly prohibited. It is the Town's Policy to provide a work environment free of sexual and other harassment. To that end harassment of Town employees by management, supervisors, co-workers, or non-employees who are in the workplace is absolutely prohibited. The Town will take all steps necessary to prevent and eliminate sexual harassment.

WHAT IS SEXUAL HARASSMENT?

Sexual harassment is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature where:

- Submission to such conduct is made either explicitly or implicitly a term or condition of any individuals employment; or
- Submission to or rejection of such conduct by any individual is used as the basis for employment decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individuals work performance or creating an intimidating, hostile, or offensive working environment.

TYPES OF SEXUAL HARASSMENT

- Verbal: Includes sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, threats;
- Non-verbal: Includes sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, obscene gestures;
- Physical: Unwanted physical contact, including touching, pinching, brushing the body, coerced sexual intercourse, assault.

DEFINITION OF UNLAWFUL HARASSMENT

Unlawful harassment is conduct which has the purpose or effect of creating an intimidating, hostile, or offensive work environment, has the purpose or effect of substantially and unreasonably interfering with an individual's work performance, or otherwise adversely affects an individual's employment opportunities because of the individuals membership in a protected class.

Unlawful harassment includes, but is not limited to, epithets, slurs, jokes, pranks, innuendo, comments, written or graphic material, stereotyping, or other threatening, hostile or intimidating acts based on race, color, religion, sex, gender, national origin, age, marital status, sexual orientation, disability, or other characteristics or status protected by state and federal laws where submission to such conduct is either expressly or implicitly a term or condition of employment, or submission or rejection to such conduct is used as a basis for decisions

affecting an individual's employment, or has the purpose or effect of creating an intimidating, hostile or offensive work environment because of membership in a protected class. The description of specific conduct is for illustrative purposes only and is not intended as an exhaustive list of behavior which is contrary to this policy.

COMPLAINT PROCEDURE

- (1) Any employee who believes that they have been subjected to or witnessed illegal discrimination, including sexual or other forms of unlawful harassment are requested and encouraged to make a complaint. You, may, but are not required to complain first to the person you feel is harassing you. You may complain directly to your immediate supervisor or Department Head, the Director of Human Resources, or the Town Manager, or any other manager with whom you feel comfortable bringing such a complaint. Similarly, if you observe harassment of another employee, you are requested and encouraged to report this to one of the individuals listed above.
- (2) No reprisal, retaliation or other adverse action will be taken against any employee for making a complaint or report of harassment, or for assisting in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to one of the persons identified above.
- (3) The Town is responsible for investigating the complaint promptly. An appropriate individual will be given responsibility to investigate the complaint.
- (4) All complaints will be investigated promptly and thoroughly and with regard to confidentiality to ensure protection of the complainant and the accused.
- (5) If the investigation confirms that conduct contrary to this policy has occurred, the Town will take immediate appropriate corrective action, including such discipline, up to and including immediate discharge from employment.

RESPONSIBILITY OF DEPARTMENT HEADS/SUPERVISORS

Any Department Head who is made aware of a complaint of possible sexual harassment must immediately report the complaint to the Town Manager. A supervisor who is made aware of a complaint of possible sexual harassment must immediately report the complaint to the Department Head.

CONCLUSION

Sexual Harassment is illegal and is prohibited by state and federal law. Individuals who engage in unlawful harassment may be subject to civil and criminal penalties in addition to any discipline the Town may impose. The Town believes this complaint process is effective and encourages employees to utilize this process. However, those who believe they have been subject to illegal harassment may also file complaints with the Connecticut Commission on Human Rights and Opportunities.

This policy can only be effective if you follow it. Not only is it your responsibility to treat others with respect and courtesy, but you must bring circumstances that may be harassment to the attention of management.

APPENDIX E

FAMILY & MEDICAL LEAVE POLICY

Pursuant to federal law, eligible employees may receive a family and medical leaves of absence. This policy will be interpreted to comply with the law. In addition, state law provides leave for pregnant employees. Accordingly, this policy shall also be interpreted consistently with such requirements. To the extent an employee has a condition qualifying for leave under any statute, the statutory leave shall apply and run. Furthermore, any leave that qualifies under multiple statutes shall run concurrently.

The Leave Policy. Pursuant to the federal Family and Medical Leave Act ("FMLA"), an eligible employee may take up to 12 or 26 weeks of unpaid leave within a calendar year for certain specific reasons.

Eligible Employees. To be eligible for FMLA leave, an employee must have worked for the Town for at least 12 months, and for at least 1,250 hours in the 12 months prior to the requested leave.

Reasons for Leave.

Twelve (12) weeks of Family/Medical Leave may be used for:

- The birth and/or care of a child, or placement of a child in your family by adoption or through foster care;
- Your own serious health condition;
- To care for your spouse, child, or parent due to their serious health condition; or
- Because of a qualifying exigency arising out of the fact that your spouse, child, parent is on active duty or call to active duty status in support of a contingency operation as a member of the National Guard or Reserves.

Twenty-six (26) weeks of leave of Family/Medical Leave may be used for:

- To care for your spouse, child, parent, or next of kin, who is covered service member, and who has a serious injury or illness.

If both spouses are employed by the Town, their combined leave cannot exceed the individual maximum except that, for the illness of the employee or their child, each spouse is entitled to the full leave. Some special rules also apply for a leave for the birth of a child.

Notice of Leave. You should give the Town as much notice of the need for a leave as is practicable. At a minimum, you should give the Town at least thirty (30) days advance notice of the need for the leave. Where the need for leave is not foreseeable, you must notify the Town as soon as possible, certainly within two business days, after learning of your need for leave, except in extraordinary circumstances.

The Town has Request for Family/Medical Leave forms (HR-FMLA-01) available for your use. You must use this form when requesting a leave.

Medical Certification. If you are requesting leave because of your own or a covered relation's serious health condition, the appropriate health care provider must supply medical certification concerning the nature and expected duration of the illness. You may obtain a Certification of Health Care form (HR-FMLA-02) from the Human Resources Department located within the Town Manager's Office.

The medical certification should be provided with your request for a leave, if possible, and no later than 15 days after your request for leave. If you provide at least two weeks notice of medical leave, you should also provide the medical certification before leave begins. If you do not provide the required medical certification in a timely manner, your leave may be delayed until it is provided.

The Town may also require an examination by a second health care provider designated by the Town and paid for by the Town.

If the leave is covered by the FMLA only and the second health care provider's opinion conflicts with the original medical certification, the Town, at its expense, may require a third, mutually agreeable, health care provider to conduct an examination and provide a final and binding opinion. Also, the Town may require subsequent medical re-certification. Failure to provide requested certification within 15 days, if such is practicable, may result in delay of further leave until it is provided. You will receive a copy of the Medical Certification form (HR-FMLA-03) filled in by the Town of South Windsor notifying you of the Town's decision regarding your request for FMLA.

Reporting Any Changes In Leave. You must notify Human Resources or your Department Head of any change in the anticipated period of your leave.

Required Use of Paid Leave During Family/Medical Leave. Family/medical leave is not paid leave unless you have accrued time, or if you are eligible for Workers' Compensation benefits. If you request and are eligible for FMLA or state pregnancy disability leave (excluding an injury covered by Workers' Compensation), any accrued paid time off will be utilized during your leave. Accrued paid time shall be generally utilized in the following order: (1) Sick time; (2) Personal time; and (3) Vacation time. The use of paid time during the period of qualifying family/medical leave time does not extend the length of your leave.

Medical and Other Benefits. During your family/medical leave, the Town will continue to contribute toward the premium for your health benefits, as if you continued to be actively employed. If you receive a paycheck during your leave, the Town will deduct your portion of the health plan premium as a regular payroll deduction. If you will not be receiving a paycheck during your leave, you must pay your portion of the premium. Your health care coverage will cease if your payment is more than 30 days late, or other arrangements are not made. During any unpaid leave an employee will not accrue vacation or sick time.

If an employee works less than thirty (30) calendar days subsequent to returning from unpaid FMLA leave, the employee may be required to reimburse the Town for the cost of health benefit premiums paid by the Town for the time the employee was absent on unpaid FMLA leave.

Intermittent and Reduced Schedule Leave. If medically necessary, leave due to a serious health condition may be taken intermittently (i.e., in separate blocks of time due to a single health condition) or on a reduced leave schedule (reducing the usual number of hours you work

per workweek or workday), if medically necessary. Also, while you are on an intermittent or reduced schedule leave, the Town may temporarily transfer you to an available alternate position that better accommodates your recurring leave with equivalent pay and benefits. Please note, intermittent leave is not available for leave due to the birth or placement of a child.

Returning to Work at the End of Your Leave. At the end of your FMLA leave, you will be returned to work to your former position or one with similar pay and status.

At the End of Your Leave. If your leave is because of your own serious health condition, unless excused by the Town, you must provide medical certification that you are fit to resume work. You may obtain a Return to Work Medical Certification form (HR-FMLA-04) from the Human Resource Department within the Town Manager's Office. An employee who fails to provide the Return to Work Medical Certification Form will not be permitted to resume work until it is provided.

If, at the end of your leave, you do not return to work, for whatever reason, your employment with the Town may be terminated.

No Work While On Leave. The taking of another job while on Family/Medical Leave or any other authorized leave of absence is grounds for immediate termination.

LEAVE DUE TO PREGNANCY RELATED DISABILITY

Pursuant to State law, employees may receive a reasonable leave of absence for disability resulting from any pregnancy.

If a pregnant employee reasonably believes that continued employment in her current position may cause injury to the employee or fetus, and provides written notice to the Town, the Town will make a reasonable effort to transfer the pregnant employee to a suitable temporary position.

SERVICE MEMBER FAMILY AND MEDICAL LEAVE

The federal Family and Medical Leave Act (FMLA) now entitles eligible employees to take leave for a covered family member's service in the Armed Forces ("Service member FMLA").

Employee Entitlement to Service Member FMLA

Leave Entitlement

Service Member FMLA provides eligible employees unpaid leave for any one, or for a combination, of the following reasons:

A "qualifying exigency" arising out of a covered family member's active duty or call to active duty in the Armed Forces in support of a contingency plan; and/or

To care for a covered family member who has incurred an injury or illness in the line of duty while on active duty in the Armed Forces provided that such injury or illness may render the

family member medically unfit to perform duties of the member's office, grade, rank or rating.

Duration of Service Member FMLA

When Leave Is Due To a "Qualifying Exigency": An eligible employee may take up to 12 workweeks of leave during any 12-month period.

When Leave Is To Care for an Injured or Ill Service Member. An eligible employee may take up to 26 workweeks of leave during a single 12-month period to care for the service member. Leave to care for an injured or ill service member, when combined with other FMLA-qualifying leave, may not exceed 26 weeks in a single 12-month period.

Service member FMLA runs concurrent with other leave entitlements provided under Federal, State and Local law.

Military Leave

State and Federal Law provide leave for employees to participate in military service. The Town will comply with its respective obligations. Upon learning of your need for military leave, please contact the Human Resources Department.

If you have any questions regarding the Town's leave policy, please contact the Human Resources Department.

APPENDIX F

LIMITED DUTY PROGRAM

Responsibility. The term “loss exposure”, as applied to the workplace, is defined as the potential for accidents which result in illness or injury. Every employee of the Town of South Windsor has a responsibility to minimize loss exposure as a factor in the workplace by participating in quality improvement programs and by strictly observing safety and standard operating policies and procedures.

Policy. Employees of the Town of South Windsor who are, or could be, on leave of absence from their duties as a result of a work-related illness or injury may be eligible for the Limited Duty Program upon written certification of a medical care provider. The medical care provider must certify that the employee may return to work with restrictions on physical requirements of the job in question, and that those restrictions are not expected to last for more than 30 workdays.

A restriction identifies a physical condition, which prevents an employee from performing the full scope of their job duties as outlined in their job description. There are two types of restrictions: temporary and permanent. Temporary restrictions are defined as those limitations placed on an injured employee by a physician which are of a relatively short duration (i.e., the employee is expected to fully recover and to return to normal working conditions).

Permanent restrictions are defined as those limitations placed on an employee by a physician which are expected to be long term (more than 180 days) or from which recovery is not expected. Those employees who fall into this category are not eligible for participation in the Limited Duty Program. They may elect to seek alternative employment, or file for a “reasonable accommodation” under the Americans with Disabilities Act.

When an employee is approved for participation in the Limited Duty Program, primary consideration will be given to job placement within the employee’s department and normal job duties. A secondary consideration will be alternative placement into another department or another assignment, which is within the same bargaining unit. A critical consideration is to place the injured employee in a position to perform productive work that is both useful to the Town of South Windsor and achievable within the restrictions placed on the employee.

Alternative placement will not be used to avoid the filling of vacancies within the department in question, nor will there be any overtime hours accrued by an employee while participating in the “Limited Duty Program”.

An employee participating in the Limited Duty Program is subject to all rules, regulations, contractual memoranda of understanding, standards, policies and procedures of the Town of South Windsor.

Each situation will stand on its own merits. Form LDP #001 will be completed by a physician, noting an employee’s restrictions, and will be evaluated by the Human Resources Department in order to determine whether or not an employee is able to return to their assigned position. HR will then forward its recommendation with appropriate documentation to the injured employee’s department head for final determination.

If an employee is approved for the Limited Duty Program, they shall be provided tasks which fall within the physical restrictions identified by the treating physician. In no case will an employee authorized to participate in the Limited Duty Program be placed in an area that will pose a health or safety risk to the Town of South Windsor, other staff, or the injured employee. An employee shall not be returned to work to any job that is punitive in nature.

APPENDIX G

ANTI-DRUG POLICY

Section I: Statement of Purpose

Fostering excellence by maintaining a safe and productive working environment for each employee is a vital concern of the Town of South Windsor. To further this goal, the Town of South Windsor maintains a strong commitment to a drug-free work environment and has developed drug and alcohol policies to provide guidance for supervisors and employees in dealing with substance abuse.

The Town of South Windsor will not tolerate drug or alcohol abuse. Employees who use illegal drugs or abuse legal drugs or alcohol, on or off duty, tend to be less productive, less reliable and prone to greater performance and attendance problems resulting in the potential for increased cost, delay and risk, not only to our services, but to our citizens.

In response to these concerns, the Town of South Windsor, Connecticut sets forth the following anti-drug program to detect and deter the use of prohibited drugs by safety sensitive employees.

Promulgation of this program is consistent with Connecticut's drug testing Statutes. The Town of South Windsor is committed to implementing this policy in a fair and equitable manner, which promotes a safe and drug-free workplace, respects the dignity and privacy of the individual and respects the safety of our citizens. The use of illegal drugs and the abuse of legal drugs and alcohol have no place in our work force. The Town of South Windsor is committed to maintaining a safe, healthy and drug-free workplace. In order to accomplish this goal, we need the support of every person in the organization to help combat this national problem which threatens the fabric of our society.

Section II: Policy Statement

In promulgating this program, the Town adopts the following policy statements on drug use in the workplace:

- (1) An employee may not perform a safety sensitive function (driving, repairing, or maintaining a Town-operated bus or minibus) while that employee has a prohibited drug in their system. If an employee performing a safety sensitive function refuses to take a drug test or is tested for drugs and does not pass the drug test, that employee may be relieved of their safety sensitive duties immediately and may not return to such duties until the employee has passed a return to duty drug test.
- (2) The use, sale, possession or distribution of illegal drugs or the abuse of legal drugs while at work, whether on or off Town of South Windsor property, is strictly prohibited.
- (3) Being under the influence of alcohol or drugs while at work is strictly prohibited. All employees must report to work in a physical and mental condition necessary to perform their jobs without impairment.

These policies are adopted in accordance with minimum requirements of drug-use rules of the State of Connecticut, and reflect the Town's commitment to provide a drug-free workplace.

APPENDIX H

EMPLOYEE TRAVEL POLICY

The Town will pay for eligible conference, meeting, and travel expenses, when such expenses are incurred for Town business. Eligible expenses include registration fees, transportation, meals, lodging, and incidentals. Examples of incidentals are taxis, parking fees, tolls, or telephone calls to the office.

Attendance at a conference or meeting that requires overnight accommodations must be approved ***in advance*** by the Department Head, the Director of Finance, and the Town Manager. To obtain approval, the employee must complete a "Conference and Meeting Form" (see Exhibit 1) and attach a copy of the conference announcement or registration form showing the details. If approved, the original "Conference and Meeting Form" will be kept on file in the Finance Department and the employee will be provided with a copy.

All costs associated with attending a conference or meeting are the responsibility of the department the employee works in. By signing the "Conference and Meeting Form", the Department Head acknowledges that the required funds are available within the appropriate budget.

Registration Fees

Registration fees should be prepaid to the organization holding the conference or meeting and should be paid directly by the Town.

Transportation

The Town will pay the cost of round-trip coach fare for air, train, or bus travel and a mid-size rental car at your destination, if one is necessary. The employee is personally responsible for charges associated with upgrading the type of vehicle rented.

The Finance Department can arrange car rental reservations for an employee, who requires a rental car. Please notify the Finance Department immediately after their train, bus, or airline ticket is purchased and provide the arrival/departure dates and times in order to reserve a rental car. Once the reservation is made by the Finance Department, the employee will be provided with the reservation information. The Town's Liability, Automobile, and Property insurance covers employees, who drive rented vehicles while conducting Town business. Therefore, ***employees should not accept and the Town will not pay for any optional insurance coverage offered by the car rental agency.***

In addition to the rental charges, the Town will reimburse a maximum of \$50.00 for gas, which includes returning the rental car with a full tank. The rental agency provides a full tank of gas when the car is picked up and requires the renter to return the car with a full tank of gas. When a car is returned without a full tank of gas, the rental agency will bill the Town for the gas at a much higher price. If this occurs, the employee will be required to reimburse the Town for the gas charges.

Use of a personal vehicle will be reimbursed at the rate allowed by the Internal Revenue Service. If an employee goes to a conference, meeting, or training session directly from home, the employee will be reimbursed for the additional miles driven over their normal daily commute.

Certain positions, as determined by the Town Manager, receive a monthly stipend for the use of their personal vehicles. An employee receiving a monthly stipend does not have to keep track of the number of miles driven for business purposes. However, these payments are taxable

under the Internal Revenue Code and will be reflected on the employee's W-2.

Travel to and from conferences and training sessions that occur outside of working hours shall not be considered paid time, except as required by the FLSA. Notwithstanding, the provisions of The Connecticut Workers' Compensation Act shall apply.

Meals

When attending a conference that requires overnight accommodations, meals are reimbursable at a flat rate of \$50.00 per day, including gratuities and room service. If the registration fee paid by the Town includes breakfast, lunch, and/or dinner, the \$50.00 per day meal allowance will be reduced accordingly. (When the registration fee includes one or more meals, but a dollar amount for the meals is not specified, then the following reduction amounts will apply - \$10.00 for breakfast, \$10.00 for lunch, and \$30.00 for dinner.) The daily reimbursement is restricted to the days the conference is being held plus one travel day before and one travel day after the conference, if needed.

While attending an all-day local (but out of Town) conference or training session, the employee will be reimbursed \$10.00 per day for lunch, if lunch is not included in the registration fee. Although receipts for meals are not required, it is strongly recommended that receipts be kept by the employee. Virtual-Training will be considered training in-Town and will not be eligible for the \$10 per day lunch reimbursement.

Lodging

Reimbursement for lodging will only consist of the nights during the conference or training session plus one additional night for travel, if needed. The employee will be reimbursed the actual rate per night times the appropriate number of nights. The reimbursement rate per night shall not exceed \$250.00, without prior approval from the Town Manager.

For conferences and training sessions held at a location that is within a one-hour drive from the Town of South Windsor, overnight accommodations will generally not be approved. However, the specific circumstances for each request will be reviewed on an individual basis by the Town Manager.

Reimbursement

The employee may request a cash advance for meals only. Since the cash advance will be paid by check, the cash advance request must be given to the Finance Department at least eight days before the funds are needed.

To receive reimbursement for any costs addressed above, the employee must submit a completed "Expense Voucher" (see Exhibit 2) to the Finance Department. Detailed receipts, to substantiate the expenditures, must be attached to the "Expense Voucher" in order to receive reimbursement for all expenses, except meals. In addition, a copy of the signed "Conference and Meeting Form" is required for reimbursement of airfare, train fare, bus fare, and lodging. Tips and personal phone calls are not eligible for reimbursement.

Any travel expenses, incurred by the Town Manager or Town Attorney, in excess of those outlined above can be brought to the Audit Committee for review and/or approval. The Audit Committee will consider such expenses on a case by case basis to determine if the Town of South Windsor should pay them.

This policy is subject to change and will be reviewed and/or modified periodically.

APPENDIX I

WORKPLACE VIOLENCE POLICY

The Town of South Windsor maintains a zero tolerance policy with respect to violence or the threat of violence in the workplace, by any of its employees, customers, the general public, and/or anyone who conducts business with the Town.

It is the policy of the Town of South Windsor to promote a safe environment for its employees-- free from violence, threats of violence, harassment, intimidation, possession of weapons, and other disruptive behavior in the workplace.

Any employee who becomes aware of another employee or person violating the Town's policy against acts of violence has a duty and an obligation to report such violations by one or more of the following methods:

- (1) Notify your immediate supervisor at once, or
- (2) If unavailable, notify the supervisor located nearest to you and/or the incident, or
- (3) Call 911 if you believe there is an immediate emergency.

"Workplace Violence" includes, but is not limited to, the following:

- **Physical Attacks:** These include physical acts such as shoving, pushing or hitting, or any other aggressive or unsolicited and unwanted contact occurring between two parties.
- **Threats:** These include statements or suggestions of a possible physical attack, which a reasonable person would take seriously. Threats are significant because they may precede actual acts of violence.
- **Harassment:** This often involves verbal abuse and includes unwanted phone calls and/or acts or language by a party designed to damage or harm another. Often this practice is initiated with the purpose of testing a person's "boundaries", but can evolve into more serious abuses. (See Town of South Windsor's Sexual Harassment Policy).
- **Property Crimes:** These include sabotage, theft, and destruction of property.

Each incident of violent behavior, whether committed by another employee or an external individual such as a customer, vendor, or citizen, must be reported. The Department Head, Town Manager, and the Human Resources Department (as appropriate) will assess and investigate the incident and determine the appropriate action to be taken.

Violations of this policy may result in criminal prosecution and/or employee discipline, up to and including dismissal.

The Town of South Windsor subscribes to the concept of a safe work environment and supports the prevention of workplace violence. Prevention efforts include, but are not limited to, informing employees 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 of violence without fear of reprisal.

The Director of Human Resources, or their designee, will orient all new employees to the Town's procedures regarding the reporting of incidents of violence and what to do if the employee is threatened or if an incident of violence actually takes place.

The Town will take steps to monitor whether this policy is being implemented effectively.

APPENDIX J

GENERAL PERSONAL COMPUTER POLICY

Objective

To establish a policy concerning the use and modification of workstations for Town of South Windsor employees. This policy document is an introduction to the issues of legitimate use, information security, hardware and software changes, and privacy that arise in the use of computers, software, and electronic information. These policies strive to balance the individual's ability to benefit fully from these resources and the Town's responsibility to maintain a secure networked environment.

Responsibility

The Information Technology Department (IT) (previously referred to as the Data Processing Department) is responsible for the maintenance and any revisions of this document.

General

The Town of South Windsor owns the computers and all internal computer networks used to operate the business of the Town. The Town of South Windsor also has all rights to the software and information residing on, developed on, or licensed for the Town's computers and networks. The Town of South Windsor is subject to, and will adhere to, all Freedom of Information (FOI) requirements. The IT Department has the responsibility to administer, protect and monitor the use of all computers, software and networks by the following methods:

- Establish and support reasonable standards of security for electronic information that Town employees, contract employees and citizens produce, use, or distribute, and ensure the privacy and accuracy of information that the Town maintains.
- Protect all Town owned computers, networks and information from destruction, tampering and unauthorized inspection and use.
- Ensure that information technology resources are used to support activities connected with the management and operation of the Town's business activities.
- To ensure that the Town's computer systems do not lose important information due to hardware, software or administrative failures or breakdowns.

In order to achieve these objectives, authorized systems or technical personnel may occasionally need to examine the contents of certain files in order to diagnose or solve problems on individual computers. While the IT Department will attempt to minimize any inconvenience to any employees on an as-needed basis, the systems or IT personnel will have access to all Town systems.

Work Station Upgrades

All hardware and software modifications to workstations owned by the Town of South Windsor will be conducted with the knowledge and assistance of the IT Department.

To assure that no conflicts will occur within the individual workstation, other workstations, or the network prior to the workstation modification, all hardware and software will be tested by the IT Department prior to installing on network workstations. Untested workstation modifications can

create conflicts and errors with the Town's business applications negatively impacting the security of the Town and the efficiency of Town employees.

Virus Checking

Virus software is to be installed on all computers owned by the Town of South Windsor. By rebooting the computer, the process of virus checking is initiated. Some systems utilizing Anti-Virus will conduct a partial scan for viruses while the system is on. At the end of each day, employees should exit out of all applications and shut off their system. Not only does this enable the virus-checking process to run, but it also saves energy and minimizes unauthorized access to any employee's system and the network.

When an employee is notified of a virus on their computer, the employee is not to continue using that system. Contact the IT Department staff to remove the virus using the appropriate procedures.

Personal Use of the Town of South Windsor Computing Assets

- There will be no personal use of Town computers by any Town employees.
- Conditions that are not acceptable are as follows:
- Unauthorized copy of Town-owned software onto personally owned computers.
- Use of Town-owned computer hardware and software for employee owned businesses.
- Use of Town-owned computer hardware and software for illegal activities.
- No Computer Games will be loaded on any Town computer.

APPENDIX K

E-MAIL POLICY

The Town of South Windsor's E-mail System (MS Outlook) is designed to facilitate Town business communication among employees and other business associates for messages or memoranda. Since no computer system is completely secure, the E-mail system is not intended to transmit sensitive materials, such as personnel decisions and other similar information which may be more appropriately communicated by written memorandum or personal conversation. Please note, the Town supports only MS Outlook application for internal E-mail.

The E-mail system is Town property and intended for Town business. The system is not to be used for employee personal gain or to support or advocate for non-town related business or purposes. All data and other electronic messages within this system are the property of the Town of South Windsor. E-mail messages may be Town records depending on their content and therefore would need to adhere to State of Connecticut data retention schedules (see most recent retention schedule) and Freedom of Information Act.

In addition, the Town through its managers and supervisors reserves the right to review the contents of employee's E-mail communications when necessary for Town business purposes. Employees may not intentionally intercept, eavesdrop, record, read, alter, or receive E-mail messages, not addressed to them, without proper authorization. Users must comply with all software licenses, copyrights, and all other state and federal laws governing intellectual property. The misuse of E-mail privileges shall be disciplined in accordance with the Town of South Windsor's Personnel Rules and Regulations and/or collective bargaining agreements.

Department Heads are responsible for the implementation and adherence of this policy within their departments. Department Heads or their designees are encouraged to work with the Information Technology Department towards that end. This policy may be changed only upon written approval of the Town Manager.

GENERAL INFORMATION ON E-MAIL PASSWORDS

While users have a confidential password, they should be aware that this does not suggest that the system is for personal confidential communication, nor does it suggest that E-mail is the property right of the employee. The use of the E-mail system is for Town business. Passwords should be periodically changed to ensure security of the E-mail system according to the Town's Password Policy. Users should not share their password with anyone else, should not print or store online or give it to others. Users are responsible for all transactions made using their password.

INTERNET E-MAIL

Internet provides the Town with significant access and dissemination of information to individuals outside of the Town. Like all E-mail messages, internet messages are capable of being forwarded without the express permission of the original author. Therefore, users must use caution in the transmission and dissemination of messages outside of the Town and must comply with all Town, State and Federal laws.

PROHIBITED USES

Solicitation of funds, political messages, harassing messages and other such messages are specifically prohibited. All E-mail messages are subject to the Personnel Rules and all State and Federal rules.

The use of any E-mail systems (Yahoo, Google, AOL, etc.) other than the Town's E-mail System (MS Outlook) to conduct Town business is strictly prohibited.

RETENTION OF E-MAIL

Generally, E-mail messages are temporary communication, which are non-vital and may be discarded routinely. However, depending on the content of the E-mail message, it may be considered a more formal record and should be retained pursuant to State of Connecticut record retention schedules. Examples of messages of this nature are: policy, decision making, connected to specific case files, contract related or otherwise an essential part of a larger record, or other memorandum of significant public business. As such, these E-mail messages are similar to printed communication and should be written with the same care. The Town has established an E-mail archival policy of thirteen months live in Microsoft Outlook. The message will reside in the archive server for an additional twenty-three months totaling 36 months from its original received date.

However, employees should be aware that when they have deleted a message from their mailbox it will not be deleted from the E-mail archiving system. When a message arrives, a copy is sent to the user's inbox while another copy is sent to the E-mail archive server. The two systems will manage the time stamp to ensure that the users can get to see all E-mail received by them for a three year period in the archive server and thirteen months in their E-mail inbox or folders. Staff will receive training on the use of the E-mail archive server.

APPLICABILITY TO EMPLOYEES, PART-TIME EMPLOYEES, CONTRACTORS AND OTHER USERS

This E-mail policy applies to all employees, contractors, part-time employees, elected or appointed officials, volunteers, and other individuals who are provided access to Town of South Windsor E-mail system. Third parties should only be provided access to the Town E-mail system as necessary for their business purposes with the Town and only if they abide by all applicable rules. Contractors and third-party users who are in violation of this policy may be removed from the E-mail system and/or have their contract revoked. In addition, other legal remedies may be pursued.

EMPLOYEE TERMINATION, LEAVE OF ABSENCE, VACATION, AND OTHER

Employees who are terminated, laid off, resigned or have retired have no right to the contents of their E-mail messages and are not allowed access to the E-mail system. Supervisors or management may access an employee's E-mail if employees are on leave of absence, vacation, or are transferred from one department to another department and access is necessary for the Town's business purposes. This access is obtained through a meeting with the Information Technology and Human Resources Department.

PENALTIES

The misuse of E-mail privileges shall be disciplined in accordance with the Personnel Rules and Regulations and/or other applicable rules or laws. Nothing in this policy precludes enforcement of the Connecticut General Statutes relating to computer crimes as defined by Sec. 53a-251.

APPENDIX L
ELECTRONIC MONITORING

PLEASE TAKE NOTICE that employees' activities or communications may be monitored by the use of computer, telephone, wire, radio, camera, or electromagnetic, photo-electronic or photo-optical systems. Monitoring means the collection of information on/in an employer's premises and/or property concerning employee's activities or communications. This includes e-mail, voice mail, backup systems and all other electronic information collection/retention/protection systems.

This electronic monitoring may, in certain circumstances, show that an employee has engaged in conduct that violates the Town's policies, the law or creates a hostile workplace environment. Any information obtained through the use of this electronic monitoring may be used in disciplinary proceedings against any employee.

This notice is provided pursuant to Conn. Gen. Stat. § 31-48d. If you have any questions regarding this notice, please contact the Director of Human Resources.

APPENDIX M
POLICY FOR DONATING SICK LEAVE

Any Town of South Windsor permanent fulltime employee who has accumulated at least fifteen days of sick leave may donate one (1) day of his or her accumulated sick leave to another Town of South Windsor eligible permanent fulltime employee, who through a long-term illness plans to be out of work for a continuous period and anticipates to use up all of his or her accumulated sick time, vacation time, personal days, earned days and compensatory time. The receiving employee must request the donation of sick days by filing an appropriate form with their Department Head. The Department Head shall make recommendation to the Town Manager, who may, in his sole discretion, authorize the donation and transfer of said sick time, on a case-by-case basis, provided the following conditions are met:

- To be eligible, a receiving employee and a donating employee must have worked fulltime for the Town of South Windsor for at least one year.
- The eligible receiving employee and the donating employee do not have a history of sick leave abuse. In addition:
 - The receiving employee shall have a minimum accumulation, of total accrued time, of at least fifteen days prior to the request for “Donation of Sick Time”.
 - The donating employee shall have a minimum sick leave accumulation of fifteen days.
- The illness is not covered by Workers’ Compensation, or Workers’ Compensation benefits have been exhausted.
- No more than one (1) sick day donation shall be permitted between any two employees per long-term illness.
- Sick leave, donated by one employee to another, when used, shall be paid at the hourly rate of the receiving employee.
- Donated sick days will be used in the order that they are received from employees. The first donated sick day will be the first day used, etc. The “Donation of Sick Time” authorization form (located on the Shared Drive or in the Human Resources Office) must be forwarded to Finance Department within two weeks of a request for a donation of sick days for a specific employee by the donating employee.
- Once an employee returns to work, any unused donated sick time by the receiving employee will be returned to the donating employees beginning with the last donated sick day and moving up the list.
- If needed, sixty (60) donated sick days may be used by an employee per long-term illness per fiscal year.
- An acceptable medical certification signed by a licensed physician supporting the continued absence of the receiving employee is on file in the Human Resources Office.

In cases involving employees who through a long-term illness have used up all accumulated sick time, vacation time, personal days, earned days, compensatory time and donated sick time, an extension of sick leave beyond the maximums provided for above may be granted in the sole discretion of the Town Council, on request of the Department Head, written approval of the Town Manager and final authorization by the Town Council. Said extension of sick leave may be granted in advance of being accrued. Any advancement of sick leave time must be paid back upon the employee’s return to fulltime duty.

The returning employee shall not repay any sick leave donated by fellow employees. *Vacation and sick leave will not accrue for the employee during that period of time the employee is receiving/using donated sick leave days. Nor will the use of donated sick leave days count towards earned days for the receiving employee.*

APPENDIX N
EMPLOYEE ID BADGE/KEY FOB POLICY

TOWN HALL

Effective April 22, 2003, all Town Hall employees are required to wear an employee ID badge, with their photo facing forward, and visible to the public during working hours and while at Town Hall before or after regular hours. Employees will be provided with a key fob that will be programmed to provide appropriate accesses.

All Town Hall employees shall be required to swipe their key fobs at the side and lower level doors each time they enter the building, including weekends and holidays. Those two doors will remain locked as they are for Employee Entrance Only. Those employees who require 24-hour access to the building will have their key fob programmed to allow such access. Also, Town Hall employees who have authorized access to the gym will have such access programmed into their key fob.

Lost ID badges and key fobs must be reported by the employee to their supervisor immediately. The supervisor will notify the Facilities Department of such loss as soon as possible so that the key fob may be removed from the access system. The supervisor shall order a replacement badge or key fob through the Facilities Department. While awaiting a replacement, the employee must obtain and use a Generic ID badge (without names) which will be available in the Town Manager's Office. Upon receipt of their individual ID badge, the generic ID badge must be returned by the employee to the Town Manager's Office.

Employees who leave the employ of the Town of South Windsor for any reason shall hand in their ID badge and key fob to their immediate supervisor on or before their last day of work for the Town.

The above policy is part of the process to provide a safe work environment for Town of South Windsor employees. As upgrades are funded and instituted, the above policy will be changed to reflect them.

POLLUTION CONTROL

Effective May 19, 2003, all Pollution Control employees are required to carry an employee ID badge, with their photo during working hours. Due to the nature of the work of Pollution Control employees, the ID badge should be kept in the employees' pocket, but readily available. Employees will be provided with a key fob that will be programmed to provide appropriate accesses.

Pollution Control employees who are authorized access to the gym will have such access programmed into their key fob.

Lost ID badges and key fobs must be reported by the employee to their supervisor immediately. The supervisor will notify the Facilities Department of such loss as soon as possible so that the key fob may be removed from the access system. The supervisor shall order a replacement badge through the Facilities Department.

Employees who leave the employ of the Town of South Windsor for any reason shall hand in their ID badge and key fob to their immediate supervisor on or before their last day of work for the Town.

The above policy is part of the process to provide a safe work environment for Town of South Windsor employees. As upgrades are funded and instituted, the above policy will be changed to reflect them.

TOWN GARAGE

Effective May 19, 2003, all Town Garage employees are required to carry an employee ID badge, with their photo during working hours. Due to the nature of the work of Town Garage employees, the ID badge should be kept in the employees' pocket, but readily available. Employees will be provided with a key fob that will be programmed to provide appropriate accesses.

Town Garage employees who are authorized access to the gym will have such access programmed into their key fob.

Lost ID badges and key fobs must be reported by the employee to their supervisor immediately. The supervisor will notify the Facilities Department of such loss as soon as possible so that the key fob may be removed from the access system. The supervisor shall order a replacement badge through the Facilities Department.

Employees who leave the employ of the Town of South Windsor for any reason shall hand in their ID badge and key fob to their immediate supervisor on or before their last day of work for the Town.

The above policy is part of the process to provide a safe work environment for Town of South Windsor employees. As upgrades are funded and instituted, the above policy will be changed to reflect them.

HUMAN SERVICES DEPARTMENT & PARKS & RECREATION DEPARTMENT

All Town Hall, Community Center, and Recreation employees are required to wear an employee ID badge, with their photo facing forward, and visible to the public during working hours and while at work before or after regular hours. Employees will be provided with a key fob that will be programmed to provide appropriate accesses.

Employees who are authorized access to the gym will have such access programmed into their key fob.

Human Services and Parks & Recreation Employees: Lost ID badges and key fobs must be reported by the employee to their supervisor immediately. The supervisor will notify the Facilities Department of such loss as soon as possible so that the key fob may be removed from the access system. The supervisor shall order a replacement badge through the Facilities Department.

Employees who leave the employ of the Town of South Windsor for any reason shall hand in their ID badge and key fob to their immediate supervisor on or before their last day of work for the Town.

The above policy is part of the process to provide a safe work environment for Town of South Windsor employees. As upgrades are funded and instituted, the above policy will be changed to reflect them.

APPENDIX O
SAFETY & HEALTH POLICY STATEMENT

It is the policy of the Town of South Windsor that every employee is entitled to work under the safest possible conditions, in the many occupations we represent. To this end, every reasonable effort will be made to provide and maintain a safe and healthy workplace, safe equipment, and proper materials and to establish and insist upon safe methods and practices at all times.

Accidents which injure people, damage machinery or equipment, and destroy materials or property cause needless suffering, inconvenience and expense.

Our safety rules and regulations have been developed for your protection. These rules and regulations are to be considered directive in nature and are applicable to all employees.

It is a basic responsibility of everyone to make safety realization part of their daily concern. Employees are obligated to observe the rules of conduct and safety and to properly use the safety equipment provided.

People are our most important asset – their safety is our greatest responsibility. I expect your full cooperation in making this policy effective.

APPENDIX P

INTERNET USE POLICY

This policy establishes appropriate use of Town Internet access for Town of South Windsor employees.

POLICY GUIDELINES

Town of South Windsor employees have the ability to access the Internet from Town-owned computers. This access is intended for business-related purposes (such as communicating with customers, suppliers, and colleagues to research relevant topics and to obtain useful Town business information). Additionally, an employee's use of the Internet should not cause incremental expense to the Town, nor should Town time be wasted. All existing laws and Town policies apply to employee conduct when accessing the Internet on Town-owned computers, including those that deal with intellectual property protection, privacy, misuse of Town resources, sexual harassment, data security, and confidentiality.

DETAILED INTERNET POLICY PROVISIONS

Town Internet access is provided to employees for the purposes of study, research, service and other activities and can be used only in the conduct of official business or in support of the Town's mission. Each Town employee using the Town's Internet access shall identify themselves honestly, accurately, and completely when corresponding or participating in online activities. Town Internet facilities and computing resources must not be used to knowingly violate the laws and regulations of the United States or any other nation, or the laws and regulations of any State, Town, Province, or local jurisdiction in any material way.

Offensive content may not be accessed, displayed, archived, stored, distributed, edited, or recorded using Town network, printing, or computing resources. Offensive content includes, but is not limited to, pornography, sexual comments or images, profanity, racial slurs, gender-specific comments, or any content that can reasonably offend someone on the basis of sex, race, color, religion, national origin, age, sexual orientation, gender identity, mental or physical disability, veteran status or any protected status of an individual or that individual's relatives or associates. Any content that may be interpreted as libelous, defamatory or slanderous is prohibited. Town Internet access shall not be used to conduct personal business, play computer games, personal shopping, gamble, run a business, conduct political campaigns, for personal gain, and send mass mailings or to take part in any prohibited or illegal activity.

No employee may use Town Internet access to post a message to an Internet message board, chat room, "weblog," "listserv," or other Internet communication facility, except in the conduct of official business or support of the Town's mission. The message must clearly identify the author as a Town employee, by name, with the employee's official return Town e-mail address or other contact information.

Nothing in this policy shall be construed as requiring the Town to provide any technical resources or assistance in support of any Internet use which is not directly related to the conduct of official Town business. No employee may use Town facilities knowingly to download or distribute pirated software, music, video or data. Any software or files downloaded via the Internet may be used only in ways that are consistent with their licenses or copyrights.

No employee may use Town facilities to monitor use of Town computing or network resources by any other individual, or perform any probing, scanning, "sniffing," or vulnerability testing,

except as otherwise provided by Town policies or law. No employee may use the Town's Internet facilities to deliberately propagate any virus, worm, Trojan horse, trap-door, or back-door program code or knowingly disable or overload any computer system, network, or to circumvent any system intended to protect the privacy or security of another user.

No employee may install, remove, or otherwise modify any hardware or software for the purpose of bypassing, avoiding, or defeating any filtering, monitoring, or other security measures the Town may have in place, except as otherwise provided by Town policies.

ENFORCEMENT

Employees have no right of ownership or expectation of personal privacy as to their Town Internet usage. It is possible to monitor Internet usage, and the Town reserves the right to inspect any and all network traffic and files stored on Town resources. The Town reserves the right, without notice, to limit or restrict any employee's Internet usage. Infractions of these policies constitute misuse of Town assets and therefore are considered violations of the Town of South Windsor's *Code of Ethics* and may result in disciplinary actions sanctioned under relevant provisions of the Town's *Personnel Rules and Regulations*.

SUMMARY

The Town of South Windsor provides employees access to the vast information resources of the Internet with the intention of increasing productivity. While Internet access has the potential to help you do your job faster or smarter, there is justifiable concern that it can also be misused. Such misuse can waste time and potentially violate laws, ordinances, or other Town policies. This Internet usage policy is designed to help you understand the expectations for the use of these resources.

APPENDIX Q

CELL PHONES IN TOWN VEHICLES POLICY

Pursuant to State Statute it is an infraction for any vehicle operator to engage in the operation of a motor vehicle while using a hand-held mobile/cell phone to engage in a call or the use of any other mobile electronic device while such vehicle is in motion.

Any Town employee operating a Town vehicle shall not use a hand-held mobile/cell phone while the Town vehicle is in motion, unless employee is using a hands-free headset.

While operating a Town of South Windsor vehicle, driving while texting is strictly prohibited.

There is a separate policy in place for members of the South Windsor Police Department.

Please note that this is a policy change as of 10/21/08.

APPENDIX R

PERSONAL CELLULAR PHONE USAGE POLICY

The use of personal cellular phones, including text messaging, shall be kept to a minimum during working hours as they create distractions in the workplace, disrupt productivity, may present potential security and safety hazards and may cause privacy concerns for employees.

Personal cellular phone usage shall only be permitted in order to contact an employee's school age children or other similar reasons, e.g. calling spouse because you are going to be late. Contact use is to be kept to a minimum. All other personal cellular phone usage shall be permitted only during scheduled work breaks and emergency situations including a bona fide family emergency. An emergency is defined as an urgent need for medical and/or other assistance to act in response to a situation that requires immediate attention.

In addition, personal cellular phones should only be used in areas where they do not interfere with the work of other employees and when used, must be done so in accordance with applicable Federal, State and local laws.

Personal cell phone user abuse is subject to disciplinary action as defined in both the Town's Personnel Rules and Regulations and/or the applicable Union Contract.

APPENDIX S

VACATION POLICY FOR PERMANENT PART-TIME EMPLOYEES NOT RECEIVING PRO-RATED BENEFITS

Vacation time for permanent part-time employees not receiving pro-rated benefits will be based on the following:

Terms of employment

Discretion of Department Head and/or Town Manager

Needs of the department

Generally, all permanent part-time clerical/office personnel not receiving pro-rated benefits will be allowed to take up to three weeks of unpaid vacation leave per calendar year.

APPENDIX T

TECHNOLOGY USAGE POLICY

Introduction

In order to maximize the benefits of the Information Technology investments across the Town of South Windsor, the Information Technology Department has created this Technology Usage Policy as a way to address and communicate existing and new policies. Goals of this policy are:

- Support South Windsor's overall Mission, Vision and Goals of Information Technology.
- Protect confidential, proprietary information of the Town from theft or unauthorized disclosure to third parties;
- Be cost-effective and prevent waste of information technology (IT) resources;
- Reduce, and if possible, eliminate, potential legal liability to employees and third parties

This policy requires that all new and existing employees sign a written statement that they have read this policy and understand these guidelines.

Information Technology Services Vision Statement

Provide value-added technical services and solutions to the Town of South Windsor that enhance or enable better service to our citizens.

Mission

The Town makes strategic use of information technology, to provide the most value to:

- Enable the employees to best serve their customers
- Deliver information and services to citizens at work, at home and in the community
- Increase the productivity of our services
- Increase citizen access to information

Goals

- Ensure the availability and security of our network
- Enable ease of obtaining and sharing of data
- Achieve IT Standardization
- Better enable disaster recovery of critical systems
- Offer flexibility in the workplace according to Town Policy

Guiding Principles

- IT will provide quality customer service and solutions
- IT will support employee well-being according to Town Policy
- IT will demonstrate professionalism and be customer focused – to our citizens, town employees, and business partners
- IT will maximize our information technology investment by leveraging our solutions and services to the fullest extent possible across the Town
- IT will promote and implement standard technology and solutions, where feasible, throughout all Town offices to support common business processes
- IT will use commercially available software packages wherever possible
- IT will dynamically re-engineer our business processes around the functionality of available application packages
- IT will follow industry best practices to ensure the security, usability and dependability of Town systems and its interests.

Standards

IT has the responsibility for support and problem resolution for the Town's PC's. To effectively and efficiently carry out that role, IT must be able to rely on standard hardware and software configurations on the desktop. Users must request hardware and software through Information Technology.

Hardware Standards & Purchasing

The current standard hardware for use at the Town is available from the Information Technology department and varies based on Town Contracting Agreements and Policies. Department Heads who have a need to deviate from the standards must request an exception. The IT Director will review the request and either approve request as is, or suggest alternate solution to ensure support can be provided. All purchases must be approved by the Director of Information Technology before the Purchase Order will be forwarded to the Town Manager for final approval.

Software Standards & Purchasing

Information Technology department must first acquire and test programs and executables before employees save them to their desktop computer. Software may only be used in compliance with the terms of the applicable license agreements. All purchases must be approved by the Director of Information Technology before the Purchase Order will be forwarded to the Town Manager for final approval.

Unauthorized Software

Use of unauthorized software can degrade the Town's network and Internet service, create security risks, licensing issues (piracy) and personal computer problems, divert focus from town-related issues, reduce employee productivity and increase costs. It is the responsibility of all Users in all departments to comply with maintaining the Town standard by not downloading or installing unauthorized software onto any Town owned PC or laptop. Any software which needs to be downloaded and installed is to be done by IT. Unauthorized software is any software that is not approved for use by IT to conduct the business of the Town of South Windsor. Information Technology department will 1) immediately remove the unauthorized software in use when encountered and 2) on a routine basis, check and remove unauthorized software, unless the software has a legitimate business purpose for the user. IT will work with user departments to ensure any questionable software usage is addressed before removal.

Users

Users of the system are defined as town employees (including but not limited to full-time, part-time, temporary, seasonal or volunteer) that have a business purpose to access the computer network or data stored therein. ALL USERS MUST HAVE A UNIQUE ID ASSIGNED by the Information Technology department. All department heads must request new user logins by submitting "NEW HIRE CHECKLIST" (found on the S: drive) at least two days in advance of their start date.

Network Resource Usage – Internet, Email & Data

Access to and use of the network, Internet and/or e-mail systems is provided to employees of South Windsor for the purpose of advancing the goals of the Town. This access imposes certain responsibilities and obligations on Town employees, (full-time, part-time and temporary employees), and officials, as well as any companies or individuals (third parties) contracted to do work for the Town, or use Town IT resources, (hereinafter termed "Users") and is subject to Town government policies and local, state and federal laws. Please review the separate Email, internet and password policy. All data, e-mails, e-mail attachments, documents and other

electronic information within the network/e-mail system are the property of the Town of South Windsor. THERE SHOULD BE NO EXPECTATION OF PRIVACY OR CONFIDENTIALITY IN NETWORK USE, INTERNET ACCESS AND E-MAIL USE ON THE TOWN'S SYSTEMS. The Town, acting through its managers and supervisors, has the capability and the right to view data and e-mail at any time when deemed necessary for Town business purposes. This policy does not supersede any State or Federal laws regarding confidentiality and appropriate use.

The primary purpose for using the Town's network, Internet and e-mail connection is in advancing the business of the Town. This includes, but is not limited to:

- Communication with, and providing service to, clients and citizens of the Town of South Windsor.
- Conducting the business of your department or unit
- Communicating with other employees for work-related purposes.
- Gathering information relevant to your duties or to expand your expertise.

Acceptable use is always lawful, ethical, reflects honesty, and shows restraint in the consumption of shared resources. Users shall refrain from monopolizing systems, overloading networks with excessive data or wasting computer time, connect time, disk space, printer paper, manuals or other resources. Users may be subject to limitations on their use of the networks, or other action, as determined by the appropriate supervising authority. Users are also expected to cooperate with any investigation regarding the use of your computer or your activities associated with Information Technology resources. Content of all communications should be accurate. Users should use the same care in drafting e-mail and other electronic documents as they would for any other written communication. Anything created on the computer may, and likely will, be reviewed by others. As with internal e-mail messages, Internet e-mail can be changed by outside parties and forwarded to others without the employee's knowledge or permission. Users must use caution in using Internet e-mail and must comply with all State and Federal laws. Users should abstain from using Town e-mail IDs in public forums / chat rooms, etc., as it can result in the increase of spam. User data and documents are a Town asset and should be treated as such. For this reason, Users who have access to a shared network drive should store all data files on the shared drive as these files are backed up daily. Recovery of data stored on desktops is the User's responsibility. Storage only on a PC hard drive is a risk in that if the hard drive fails, the data may not be recovered.

Inappropriate Use

The use of public resources for personal gain and/or private use, such as but not limited to the items listed below, by any User is absolutely prohibited and punishable by applicable Town disciplinary procedures, which may include termination and/or criminal prosecution depending upon the nature and severity of the transgression. The term public resource as used in this policy includes not only the unauthorized use of equipment, hardware, software, services (internet, air cards, email, etc.) or tangible articles, but also the employee time expended in the engagement of the unauthorized use while on Town time.

Examples of unauthorized use of software include streaming music, weather bug or related real-time tickers, stock tickers, news reels, etc., to the desktop, movie downloads, games, screensavers used from the Internet, unauthorized messaging software such as AOL, YAHOO, Windows Messenger; and "chat" software.

Employees may not:

- (1) Use IT resources for personal gain, or to support or advocate for non-Town related business or political purposes.
- (2) Create, distribute, upload any disruptive, abusive, harassing, threatening, or offensive messages, pornography including offensive comments or graphics about sex, race, gender, color, disabilities, age, sexual orientation, religious beliefs and practice, political beliefs, or national origin.
- (3) Use IT resources for, but not limited to, illegal or unlawful purposes or to support or assist such purposes.
- (4) Attempt to circumvent or subvert system or network security measures, provide internal network access to any non-Users or use your account to gain unauthorized access to external networks and systems.
- (5) Mount an attack on the security of any system (i.e. attempting to hack or introduce viruses into a system).
- (6) Use the network to disrupt network Users, services or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising, propagation of computer "worms" and viruses, and sustained high volume network traffic that substantially hinders others in their use of the network.
- (7) Intercept network traffic for any purpose unless engaged in authorized network administrative duties.
- (8) Install or use encryption software on any Town of South Windsor computers without first obtaining written permission from your Department Head and the Director of Information Technology. Users may not use encryption keys or encryption passwords that are unknown to their Department Head or IT.
- (9) Engage in online fundraising (unless approved by Town Manager; e.g., United Way).
- (10) Mass-mailing Town-wide messages without Department Head, Director of IT or Town Manager approval.
- (11) Send Town-wide mailings about viruses, or other warnings about outside computer attacks (these are almost always a hoax, and should be turned over to IT for disposition).
- (12) Initiate or forward chain letters (jokes) by email.
- (13) Spoof (disguise) your identity or send anonymous e-mails or send e-mail under another employee's name without permission.
- (14) Download any non-standard or non-business related files or software, including "freeware" and/or "shareware" programs unless previously approved.
- (15) Load personal Internet Service Provider accounts (i.e. AOL, CompuServe, etc.) on town owned equipment.

- (16) Unless expressly authorized, sending, transmitting, or otherwise disseminating proprietary data, trade secrets, or other confidential information of the Town is strictly prohibited. Unauthorized disseminating of this information may result in substantial civil liability as well as severe criminal penalties under the Economic Espionage Act of 1996.
- (17) Make or use illegal copies of copyrighted software or other mediums, store such copies on Town systems, or transmit them over the Town network.

It is the responsibility of the supervisor, Town Manager and/or Department Head to be aware of how the Town's computer systems are being utilized by their employees and ensure that employees are periodically informed and aware of the IT policies at a minimum on an annual basis.

Network Monitoring

All computer applications, programs, data and work-related information created or stored by Town employees on Town information systems and resources are the property of the Town of South Windsor. Town employees shall have no expectation of privacy in anything they store, send or receive on the Town's computer systems. The Town may monitor messages or data without prior notice. The Town of South Windsor is not obligated to monitor e-mail messages. The Town reserves the right to access and monitor e-mail use and any other computer related transmissions, as well as stored information, created or received by Town Users with Town Information Technology systems and resources under the following circumstances:

- (1) Performance monitoring or problem solving purposes
- (2) Necessary in the course of an investigation for possible violation of Town policies
- (3) There is reasonable suspicion that a User has committed, or is committing a crime against the Town or for which the Town could be liable.
- (4) Random or automated monitoring to ensure that content is in compliance with the Town's established policies.
- (5) Request for monitoring is made by appropriate authority
- (6) Required to do so by law

The reservation of this right is to ensure that public resources are not being wasted and to ensure the Town's information systems are operating as efficiently as possible in order to protect the public's interests. This includes blocking access to certain Web sites for which access is deemed to be in conflict with Town policy.

E-Mail Records Retention

E-mails and attached documents are the property of the Town, and the citizens of South Windsor, and are subject to Town records management policy. Please review the separate email use and password policy to understand how they pertain to retention. Generally speaking, e-mail messages represent temporary communications that are non-vital and may be discarded routinely. As a result, the e-mail system should not be used to transmit sensitive materials (for example, personnel matters) that may more appropriately be communicated by written memoranda or personal conversation. However, depending on the content of the e-mail message, it may be considered a more formal record and need to be retained pursuant to a

department's record retention schedule. Users are cautioned that deleting an e-mail message from a User's own mailbox does not mean all copies of the message are also deleted. The message may still reside in the recipient's mailbox, may have been saved in some other folder, or forwarded to other recipients. Also, any message sent the day before may be saved in the nightly system backup and retained for a period of time. The Town has not yet established a policy regarding email retention. Currently all email are saved on the server until deleted from the mailbox by the users and purged by the system. Managers and Supervisors may, with Department Head approval, access, as necessary, an employee's e-mail if employees are on leave of absence, extended leave, or are transferred from one department to another by requesting access through the Human Resources Department and the Director of IT.

Security

The Town of South Windsor has a comprehensive computing environment that encompasses a broad array of networking, server and desktop computing platforms as well as the complementary systems software. Users should never consider electronic communications to be either private or secure. E-mail and data could potentially be stored indefinitely on any number of computers, in addition to that of the recipient. Copies of e-mail messages or altered messages may be forwarded to others either electronically or on paper. In addition, e-mail sent to nonexistent or incorrect user names may be delivered to persons that the sender never intended. Each user is responsible for ensuring that their use of outside computers and networks, such as the Internet, does not compromise the security of the Town of South Windsor's computer network. This duty includes taking reasonable precautions to prevent others from accessing the Town's network without authorization and to prevent introduction and spread of viruses.

Network / Internet Security

Standards and requirements exist to ensure security and availability of the data and systems. The Town's network connects to the Internet through a firewall. The Town follows a three-tiered structure for web-enabled systems that are accessible from the Internet. These systems will host their web pages on a web server while the application and databases will reside on different server(s). This configuration promotes maintainability and is desired on all new systems being evaluated for the Town. This also allows the web server to be placed in a safe zone, (referred to as the "DMZ" – Demilitarized zone) with the application and database servers on the internal network for enhanced security. Under no condition is access allowed directly from the Internet to the internal network. A server in the DMZ may establish a point-to-point connection to an Application on the internal network if required to perform an approved function. Any DMZ server required to communicate with a database server in the internal network should do so through a proxy configured for a non standard port. These ports are well documented (www.iana.org) and are subject to extensive hacking. Under no circumstances will a server on the DMZ have the ability to initiate a conversation with a workstation on the internal network. Also, DMZ servers are not allowed to connect out to the Internet via HTTP protocol. In addition, all web servers should have their systems configured to disable all nonessential functionalities (SMTP, SNMP, FTP). FTP or any other access is provided only if required for an approved function and does not compromise the security of the Town of South Windsor's Computing Environment. If a user or system need to establish a connection to the internet for application or system maintenance via tools such as PC Anywhere, LogMeln, etc prior approval needs to be obtained through IT.

Security Patches

The Town has a process to update all servers with the latest security patches to enhance security. The application vendors should adhere to the industry practice of compliance to the

latest version of system software levels to ensure maximum security to information and services provided by the Town.

Network Devices

Prior approval from IT must be obtained before any of the following activities are attempted. These are not allowed by default:

- Connecting any networking devices to the Town network.
- Usage of modems on individual servers / desktops /workstations for remote access purposes.
- Allowing non-town agencies or entities to access the Town network without prior IT approval.

The following activities should only be carried out by IT or its authorized designees:

- Connecting networking devices to the Town network.
- Interconnecting external networks by routers.

To maintain the security of the Town network, all the Virtual Private Network (VPN) Users should ensure that:

- Their PCs have the most current virus protection installed
- Operating system has all the recommended patches installed
- Browsers have all the recommended patches installed.

Anti-Virus Protection

The Town network is protected from viruses with the help of firewalls, e-mail scanning software and desktop scanning software; however Users will still be vulnerable to viruses if the following guidelines are not followed. In some cases, simply reading an e-mail can spread a virus to a User's computer, and from there to many other internal and external Town recipients. The Town has taken prudent measures to scan incoming e-mail and attempt to intercept viruses. However, no safeguard is foolproof, and viruses can find their way into Town Users' computers from a variety of other ways (e.g., flash drives from other computers, internet file transfer, etc.). Each User is responsible for taking reasonable precautions to avoid introducing viruses into the Town network.

- Always run the Town standard, supported anti-virus software that the Town provides.
- NEVER open any files or macros attached to an e-mail from an unknown, suspicious or untrustworthy source. Delete these attachments immediately, then "double delete" them by emptying your Trash.
- Delete and never forward spam, chain, and other junk e-mail.
- Never download files from unknown or suspicious sources.
- Avoid direct disk sharing with read/write access unless there is absolutely a business requirement to do so.
- Always scan flash drives from an external or unknown source for viruses before using it.

Viruses and Laptops

Viruses can gain back door entry via laptops/mobile devices that are normally outside the network and which may get infected. To eliminate such risks, the following guidelines should be used

- (1) Always make sure that you have current antivirus protection on the laptops. Town provided laptops should have McAfee antivirus software on them. If it is not present, please contact the IT Help Desk.

- (2) If connected on the town network, the antivirus signature for this software is updated daily. All other town laptop Users should ensure that they periodically securely connect the laptops to the town's network for a sustained period of time to get the signature updates. If it is not possible, please contact the IT Help Desk for a change in the laptop settings.
- (3) Scan your hard disk periodically for any virus. Once a week is an ideal frequency as this would help the ongoing detection of any virus, or new virus, on your machine.
- (4) Keep your Windows software "patched." Information will be provided by the Help Desk to help Users do this. Note that un-patched Windows software is vulnerable to virus attacks.

It is desired that non-Town laptops not be connected to the Town network. If it is totally unavoidable then you should contact IT for assistance to:

- (1) Ensure that the laptop has antivirus software loaded on it.
- (2) Ensure the Signature file for the antivirus software is current.
- (3) Ensure the laptop is scanned for viruses just before it is connected on the Town's network.

Following these steps while using your laptop will help ensure the safety and security of the Town's data and network.

E-mail Scanning

In order to provide further protection for all our Town Users, IT has implemented additional measures for electronic scanning of incoming e-mail. All e-mail attachments coming to the Town will be electronically scanned for key words that are either sexually explicit, have drug culture references or contain known phrases indicative of spam, hoaxes or viruses. Also, the "Subject" line in e-mail will be scanned for the same kinds of key words. Any e-mail with words or phrases matching the key word list will be saved in a quarantine file. If you receive a message that an e-mail or attachment has been rejected, you will have four weeks to contact IT and ask to see the rejected e-mail, in case the scanning process rejected something important to you. Otherwise, the rejected e-mail will be disposed of automatically after four weeks. It's important to note that email scanning is an electronic comparison to a table of inappropriate words and phrases. This electronic scan will reduce offensive material and make it much more difficult for purveyors of junk e-mail or viruses to interfere with normal operations.

IDs & Passwords

Passwords are an important aspect of computer security. They are the front line of protection for User accounts. A poorly chosen password may result in the compromise of South Windsor's entire enterprise network. Please refer to the Town's Password Policy as part of our Personnel Rules & Regulations for the details. The scope of this policy includes all personnel, including third parties, who have or are responsible for an account (or any form of access that supports or requires a password) on any system that resides at any Town facility, has access to the Town network, or stores any non-public information. Users are responsible for safeguarding their passwords for access to the computer system. Users are responsibility for all transactions made using their passwords. No User may access the computer system using another User's password or account or portray oneself as another User. Although Users have confidential passwords, this should not be construed to mean that the application data is the property right

of the User or that network, internet nor that e-mail access is for personal confidential communications or that the password is to protect the employee's privacy.

Third-Party Access

The Town of South Windsor is developing a Third-Party Access policy which establishes the rules and responsibilities for Town employees who are responsible for the contracting and/or supervising of the third party and their access to South Windsor information systems and the data center. A third-party is any individual from an outside source (contracted or otherwise) who requires access to our information systems for the purpose of performing work. A third party could consist of, but is not limited to: software vendors, contractors, consultants, business partners, and security companies. The policy addresses access to the data center and to our information systems. Contractors or other third parties who violate this policy may have their contract revoked. Other legal remedies, including criminal prosecution, may also be pursued if warranted.

Computer Desktop Security

Please follow the guidelines below to avoid security breaches:

- Desks and furniture should be positioned so that sensitive material is not visible from either the windows or the hallway.
- Close applications and turn off your monitor when you leave your desk.
- Do not leave portable media such as CDs or floppy disks in drives.
- Turn off your computer when you leave for extended periods.
- Never write your passwords on a sticky note nor try to hide them anywhere in your office.
- Where appropriate:
 - Use a screen filter to minimize the viewing angle on a computer monitor.
 - Lock your office door when you're gone for extended periods.
 - Clear cache files on computer and memory on devices like printers regularly.

USB Portable Memory or Storage Device

The use of USB portable devices (small, keychain-sized storage devices capable of holding data) may be useful and practical under certain circumstances, but the unchecked usage of them could pose a data security breach, therefore use of them at the Town is highly discouraged and should be registered with IT. Most memory devices of this type are activated simply by plugging them into a USB port, which almost every computer has. From a hardware standpoint, there is nothing to stop unwanted eyes from viewing information on a found or stolen device. Usage of these devices may also cause Users to not utilize the device's native security or backup features (if the device has any, which most don't). Other drawbacks and negative aspects of portable memory devices such as USB flash drives include, but are not limited to, the following areas of concern: Theft Sensitive or confidential Town information could be loaded onto the device via a USB port, leaving no record or trace behind. Memory devices are small and prone to physical loss, resulting in lost productivity, sensitive Town data, and so on. Lost, destroyed, or stolen data must be retrieved by IT from tape backups. Other overhead includes reduced employee productivity from missing data. A breach in data confidentiality can create severe legal, financial, and HR implications for the Town. While a less likely scenario, an intruder could load a virus or Trojan horse into your network via an open, unattended terminal. Network unauthorized downloading and uploading of information to and from memory devices could degrade network performance, stability, and reliability.

Computer Data Backup

The following backup policy is administered for all servers in the Town's data center in Town Hall and the Disaster Recovery site located at the Police Department.

Full Backup: Every Friday each server is fully backed up. This includes the system files, application files and data files. In case Friday is a holiday, the preceding working day will be treated as Friday for backup purposes.

Differential Backup: Every other workday other than Friday, the differential backup is taken for system, application and data files. Same set of tapes may be used for a complete week depending on the data that gets backed up during the week.

Monthly Backup: Backup of the last Friday of each month is treated as a Monthly backup.

Retention Policy: Differential and Weekly Full Backups are retained for 4-week duration. The tapes are overwritten after 4 full weeks. The monthly backup is retained for 12 months (14 in case of special cases) before the tapes are reused.

Offsite Storage: The IT department swaps monthly backup tapes with the BOE so that a copy of our tapes will not be lost should something occur with the town hall building. The PD tapes are secured in a fire proof safe and should survive an incident in that building.

Employee Access Removal

Computer System Security: When an employee is no longer employed by the Town, the Department Head or authorized designee must fill out an "IT Security Request Form", located on the Town shared ("s") drive. The "IT Security Request Form" should reflect all systems for which a terminated employee had access. Please note if e-mail or file data is to be transferred to the Department Head's account or other location. Otherwise, any and all data (Home Directory) associated with the account will be deleted. Former employees have no right to the contents of their e-mail messages or data stored in Town systems, and should not be allowed access to the internal system.

Severe Weather and Protection of Computer Equipment

Upon the issuance of a severe weather "warning status" the following steps are to be taken by each User to help protect both computer hardware and software.

- All computer equipment should be powered off. This applies to personal computers; workstations, printers and any associated peripheral devices (i.e., tape backup units, modems, scanners, etc.). After powering down the equipment, disconnect the power cables from the receptacles to protect equipment from potential surges from lightning.

Policy Infraction

Town employees who violate this policy may have their access removed and may be subject to disciplinary action up to and including termination. In addition, contractors or other third parties who violate this policy may have their contract revoked. Other legal remedies, including criminal prosecution, may also be pursued if warranted.

It is the policy of the Town of South Windsor to handle infractions as follows:

- (1) The violation must be reported to the User's supervisor or manager.
- (2) The User's manager will follow procedures consistent with the guidelines and policies of "Town of South Windsor Personnel Policies and Procedures."

Sanctions for inappropriate use of Town network resources or failure to comply with this policy may include, but are not limited to, one or more of the following:

- (1) Temporary or permanent revocation of access to some or all computing and networking resources and facilities;
- (2) Disciplinary action according to applicable Town of South Windsor policies;
- (3) Legal action according to applicable laws and contractual agreements.

The rules and guidelines require strict adherence. Failure to conform and comply with these rules and guidelines will subject individuals to appropriate disciplinary action commensurate with the severity of the infraction and may result in disciplinary actions up to and including termination as well as criminal prosecution.

Computer Support / Technology Requests

Help Desk

Information Technology offers support for existing Town computer systems by calling a local number during business hours, 7:00am - 5:00pm, Monday through Friday. For those departments that require 24/7 support, (Police and Public Works), cell phone numbers are available. You may also enter any non-urgent requests via email at help@tosw-it.on.spiceworks.com. IT recommends not calling or emailing specific staff (technical resources) as those resources may be unavailable. This being said we do not discourage calling. Using the Help Desk email for support ensures a quicker response by the appropriate resource, documentation for tracking of problems and data to pinpoint where resources might be concentrated in order to resolve ongoing problems.

Computer Training

All requests for training should be emailed to help@tosw-it.on.spiceworks.com and IT will do their best to accommodate your needs.

APPENDIX U

POLICY FOR PURCHASING BUSINESS CARDS

The purpose of this policy is to outline the process Town employees are to use when purchasing business cards.

Employee business cards should be purchased from DeRosa Printing, 485 East Middle Turnpike, Manchester, CT 06040. The phone # is 860-646-1698 and the fax # is 860-646-8676.

DeRosa Printing has the Town's standard format which all Town employees are asked to use. All departments are to use the format specific for their building/department (Templates are located on the Shared Drive).

If you need to purchase business cards, please obtain an approved purchase order and then, place your order with DeRosa Printing. Currently, the cost is \$75.00 for 500 cards.

APPENDIX V
FIXED ASSET DISPOSAL POLICY

The purpose of this policy is to establish an overall standard for disposing of the Town's fixed assets.

Fixed Assets are defined as:

- (1) Land, land improvements, buildings, building improvements, construction in progress, machinery and equipment, vehicles, infrastructure, easements (if paid for by the Town), and works of art.
- (2) Infrastructure assets are long-lived capital assets; examples include roads, bridges, tunnels, drainage systems, water systems, and dams. Infrastructure assets are normally preserved for a time period greater than most capital assets, and are usually stationary in nature.

To initiate the disposal of a fixed asset, the Department Head must complete a Fixed Asset Disposal Form (see attached).

The Methods of Fixed Asset Disposal are as follows:

- (1) **Trade-in:** An asset may be considered for trade-in at the time of acquisition of a new asset. The amount received for the traded-in asset will be used to reduce the purchase price of the new item. The Town Manager or their designee must authorize all trade-in transactions.
- (2) **Surplus Sale – Vehicles & Equipment:** Once an item has been deemed surplus equipment by the Department Head, the Town Manager or their designee will authorize the sale of the item by soliciting competitive bids or approving an auction. The proceeds from either sales method will be recorded as revenue in the appropriate fund. Please note that the employees at the Town Garage generally conduct an auction every couple of years.
- (3) **Surplus Sale – Real Property and Buildings:** Once the land or building has been deemed surplus by the Town Manager, the Town Council must authorize the sale of the item by Council Resolution and possible Town Referendum.
- (4) **Discard of Items Deemed Scrap:** Once an item is deemed to no longer be in use and have no remaining value by the Department Head, the Town Manager or their designee will authorize its disposal. Any item which has been designated as scrap may not be given away to anyone, without the Town Manager's or their designee's approval. The disposal of all computers and electronic equipment deemed as scrap must be recycled in an environmentally appropriate manner.

APPENDIX W

PROCEDURE FOR TOWN EMPLOYEES INVOLVED IN A TRAFFIC ACCIDENT WITH A TOWN VEHICLE

- (1) Stay at the scene of the accident and call the Police Department and your supervisor.
- (2) If any serious or life-threatening injuries – call 911.
- (3) After providing report to police officer, please follow the process outlined in the “Workers’ Compensation Employee Guide” for any employee injuries (copy available in Human Resources Department).
- (4) If injuries involve persons other than Town employees, a report must be filed with the Finance Department.
- (5) In the event of a motor vehicle accident, no matter how mild; it shall be immediately reported to your supervisor, who then should report it to Fleet Department. Under no circumstance shall the vehicle involved be moved until this action is taken (unless it is unsafe to leave the vehicle in its location). Depending upon the severity of the incident the Fleet Department may have to come inspect the vehicle prior to releasing it to travel on the road.
- (6) All Department Heads/supervisors should keep the Town Manager informed regarding any vehicle/employee accidents.

APPENDIX X

DRESS CODE POLICY

As an employee's appearance can impact the public's perception of you and the Town, this policy has been developed to promote the image of the Town by outlining acceptable "business attire" and "business casual". The goal is to be sure that we maintain a positive appearance and not offend customers or colleagues.

This policy establishes "business casual" attire as the foundation of the Town's professional dress policy. On normal business days, employees are allowed to wear "business casual" attire. As required by specific positions, or scheduled meetings, employees will dress more formally wearing "business attire" clothing.

Employees, regardless of the requirement for uniforms, business casual, or business attire, must always present a clean, professional appearance. Everyone is expected to be well-groomed and wear clean clothing.

Unusual circumstances, such as weather conditions, special work assignments, medical reasons, worksite conditions and/or non-normal working hours and situations, may be sufficient reasons to grant exceptions to the dress guidelines.

Please see guidelines on next page.

EXAMPLES OF APPROPRIATE DRESS GUIDELINES

(NON-UNIFORMED DEPARTMENTS)

WHAT

Business Casual

Business casual provides employees with an opportunity to dress more informally while maintaining a professional appearance.

Business Attire

Business attire is the traditional, professional business look.

WHEN

Business casual is appropriate on normal business days when employee's duties don't involve the necessity to dress more formally.

As needed to present a professional appearance for meetings or special events at which you are representing the Town.

APPROPRIATE EXAMPLES

Business Casual

- Clean, Polished Pants—no rips, tears, or holes
- Polished, Practical Footwear
- Sweaters/Cardigans
- Golf Shirts, Polo Shirts, Town Logo Shirts
- Sports Shirts with Collars (short or long sleeve)
- Skirts
- Dresses

Business Attire

- Traditional 2-piece suit with shirt and tie
- Slacks and sports coat, dress shirt with collar & tie
- Dress shoes
- Dresses
- Dress pants
- Blouse/shells
- Skirts
- Blazers/dress shirt
- Dressy sweaters (women)

ALWAYS INAPPROPRIATE EXAMPLES

- Provocative or revealing attire
- Clothing or accessories with slogans or large emblems
- Clothing with inappropriate advertising (e.g., cigarettes, beer or anything which portrays a negative image)
- Sweat shirts and/or pants
- ***Blue Jeans**
- Shorts
- Short skirts (more than 4" above the knee)
- 'Beach' style sandals (i.e. casual flip-flops)
- Dresses with low backs or more than 4" above the knee
- Overalls
- Halter tops
- Undergarments should not be visible

****Appropriate on Fridays.***

APPENDIX Y

VIRTUAL PRIVATE NETWORK (VPN) POLICY

Purpose

These policies and procedures apply to the use of the Town of South Windsor's Virtual Private Network (VPN) service, which is one mechanism the Town provides for authorized users to access Town computing and network resources from remote locations. These policies and procedures apply to all Town employees and their contractors. All other policies covering the use of Town computing services by authorized users are still in effect when resources are accessed from remote locations, as are all regulations which protect the confidentiality and integrity of information entrusted to the Town's stewardship.

Benefits

A VPN allows encrypted access to your Town network resources, such as your Town email and real-time editing of your network documents. This access is available from anywhere, with any computer that has internet access, without having to use FTP.

Definitions

- Virtual Private Network (VPN) – is one or more encrypted connections over a shared public network, typically over the Internet, which simulates the behavior of direct, local connections.
- Point-to-Point Protocol (PPP) – is a communication protocol that enables a user to utilize a dial-up connection (commonly a modem using standard phone lines) to connect to the Internet.
- Digital Subscriber Line (DSL) – is a method for home users and small businesses to have high-speed access to the Internet over standard telephone lines. Because of the technology used, a DSL customer must be within a certain distance from the phone company's CO (Central Office) for DSL to be available.
- Cable (also referred to as cable modem) – is a type of Internet connection provided by the local cable company, used to transfer data at high speeds over the cable television network.

Account Administration

VPN accounts are manually created for staff by the Information Technology (IT) staff. All VPN users will be authenticated to the VPN server using a login name and password provided by IT. When a staff member is no longer employed, the VPN account is terminated at the same time as the LAN account.

Client Connection Setup

The Town Information Technology Department will provide limited VPN HelpDesk support for the following platforms:

- Windows XP (Professional)

Onsite HelpDesk support is available during normal business hours. Installation on other platforms should only be attempted by IT staff. Improper setup can result in the complete loss of all network connectivity. Setting up a VPN connection requires changes to the network settings of the computer you are using. Therefore, it is required that the VPN connection only be set up on a Town provided computer, not on computers belonging to staff or institutions. Exceptions may be requested by contacting the Director of Information Technology.

Client Restrictions

Anti-virus software must be installed on each computer from which the VPN server is accessed. The anti-virus software must be updated regularly with new anti-virus definitions. Also, all users are required to keep their computer updated with the latest operating system and software patches available from their respective vendors. Microsoft Windows-based PC's should have the automatic updater configured. For information and instructions on automatic updates, contact the IT department. The Town of South Windsor reserves the right to audit all VPN client systems, and all communication between VPN client systems and the Town network, for compliance with all applicable Information Technology Services security requirements.

Other Considerations

While a computer is connected to the VPN server, it is logically connected to both the internal Town network and the Internet. For security reasons, each VPN user should disconnect from the VPN server when access to the Town network is no longer required. VPN users should be aware that if their VPN connection remains open, their Internet connection is routed and logged through the VPN server and the Town network. This will result in a slower Internet connection for the VPN user, as well as affecting Town network performance for network users.

By using VPN technology with personal equipment, users must understand that their machines are a de facto extension of the Town of South Windsor's network, and as such are subject to the same rules and regulations that apply to Town-owned equipment, i.e., their machines must be configured to comply with the Town of South Windsor Town Security Policy and can be randomly searched by IT staff or automated software.

Non-Town Users

Third-party individuals (those other than Town staff), or vendors wishing to gain access permissions for the VPN should contact the Town's Information Technology department by email at helpdesk@southwindsor.org

Enforcement

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

APPENDIX Z

EDUCATIONAL REIMBURSEMENT POLICY

The Town of South Windsor (the "Town") has established this Educational Assistance Policy for the exclusive benefit of its eligible employees. The purpose of the policy is to reimburse such employees for a portion of the cost of attending educational courses related to an employee's success in the performance of their duties with the Town. It is intended that the policy meet the requirements for qualifications under Sec. 127 of the Internal Revenue Code of 1986, ("Code") as amended, and that benefits paid to employees under the policy be excludable from gross income to the maximum extent allowed under Code Sec. 127.

Eligibility:

Town employees are eligible if the following requirements are met:

- (1) They are permanent full-time Non-Bargaining Unit Members; Public Safety Dispatchers, Community Service Officers, & Support Services Technicians Union Members; Police Union Members; Pollution Union Members; or Municipal Employees Union Members; and
- (2) Non-Bargaining Unit Members have completed their initial employment probation period; and
- (3) Contingent upon budgetary allocations.

Educational Policy Requirements:

The following requirements apply:

- (1) Participating employees are limited to a maximum of 2 courses or 6 credits per semester or school period. One of these criteria may be exceeded, but not both simultaneously.
- (2) Courses of degree programs must be related to the participating employee's responsibilities with the Town. The Policy Administrator must decide whether an education course meets this requirement prior to an employee's enrollment (a "prior approved course"). In case it is determined that an educational course does not meet this requirement, the dispute shall be decided pursuant to the Administration section hereof.
- (3) Only courses offered by an accredited school towards a recognized degree program or a definite plan of study will be considered reimbursable under this policy. However, a course meets the requirements if the Town specifically requires the employee to enroll in the course.

Reimbursement of Educational Assistance

Upon completion of a prior approved course, eligible employees shall submit to the Town a copy of the tuition statement and receipts for other items of Qualified Educational Assistance, as defined in the following section, and a copy of the grade report. No reimbursement will be made without verified tuition and grade reports. The maximum allowable reimbursement to any participating employee is \$2000.00 per fiscal year unless union contract specifies otherwise. If an employee resigns, is discharged, or is laid off from employment with the Town prior to completion of the coursework, the application for educational reimbursement will be voided.

Reimbursement for undergraduate or graduate courses shall be made according to the following schedule:

Non-Bargaining Unit Members – must be approved, in advance, by the Department Head and the Town Manager. An amount not to exceed 60% of approved course work and book costs associated with the same shall be reimbursed to the employee following the proof of payment and successful completion of said course. A passing grade of “C” (undergraduate); or “B” (graduate) will be considered as successful completion of the course.

Local 1480 (Police Union) – must be approved, in advance, by the Department Head and the Town Manager, and a grade of “C” or better must be maintained in an approved course of study or training.

Local 1303-466 (Pollution Control Employees) – must be approved, in advance, by the Department Head and the Town Manager. Program of study and cost estimate will be submitted in writing to the Department Head. The Town will pay up front for the first test of each classification. Reasonable efforts will be made for the training or education to occur during working hours.

UPSEU Local 424 – Unit 104 & Unit 65 - A passing grade of “C” (or in the case of a Pass/Fail class, a passing grade) must be maintained.

Qualified Educational Assistance

The following items related to an approved course of education are reimbursable by the Town under this policy as Qualified Educational Assistance: tuition, fees, books, supplies and equipment. However, tools or supplies (other than textbooks) that an employee may retain after the course has ended are not reimbursable under this policy. Also, meals, lodging and transportation are not considered Qualified Educational Assistance.

Policy Year:

The Educational Reimbursement Policy year shall mean the 12 month period that ends on June 30 of each year.

Policy Administrator:

The Policy Administrator shall be the Town Manager or such officer or employee designated by the Town Manager.

Administration:

The policy shall be administered by the Administrator who is authorized and empowered to issue uniform rules and adopt forms to be used in carrying out the purpose of the policy. If questions arise concerning the administration of this policy, the Town Manager shall make the final determination.

Service Obligation:

Employees receiving educational assistance shall agree to remain in the employment of the Town for a period of one (1) year following the last completed course. If an employee should voluntarily leave the service of the Town, they shall reimburse the Town for any educational assistance received during the preceding year.

Discontinuation of Policy:

The Town intends to continue the policy as a permanent plan. However, this policy is subject to change and will be reviewed and/or modified periodically. In addition, this policy may be

terminated at any time. Any employee enrolled in an approved course at the time of discontinuation shall be reimbursed in accordance with the terms of this policy.

APPENDIX AA

PURCHASING POLICY

The purpose of this policy is to outline the process that will be followed for the purchase of goods and services for the Town of South Windsor.

The Town Manager, or other Purchasing Agent(s) designated by the Town Manager, shall have the authority to contract for purchases of supplies, materials, equipment, and services that are required by all departments, offices, boards, committees, commissions, and agencies of the Town, except the Board of Education.

Requirements for quoting and bidding shall be as follows:

- **Purchase of Professional Services**

Generally, Requests for Proposal (RFP) will be solicited for the purchase of professional services with an estimated cost of \$5,000 or more.

It is recommended that the purchase of professional services with an estimated cost between \$2,000 and \$4,999 be based on a minimum of three (3) written quotations.

- **Purchase of Goods**

Competitive bids shall be solicited in connection with a purchase for goods involving the expenditure of \$5,000 or more, unless the purchase is made through state contract. Any purchase made through state contract will not require competitive bids or quotes.

For purchases involving an estimated expenditure of \$5,000 or more, the Town shall invite sealed bids by advertising in at least one publication of a daily newspaper having a circulation in the Town. The Town shall award the contract to the lowest responsible bidder who complies with all specifications and other stipulated bidding conditions, or may reject all bids.

The Town may, if it believes the lowest responsible bid is not in its best interest, reject such bid. Orders and contracts applicable to school construction projects shall conform to the laws and regulations of the State of Connecticut Department of Education. Records of all bids, bid documents and contracts shall be maintained in accordance with State statutes and regulations for local governments.

No transaction that is essentially a unit shall be divided for the purpose of evading this section.

Any purchase of goods involving an estimated expenditure of \$2,000 to 4,999 may be based on three (3) verbal/written quotations.

Generally, no purchases shall be made without approval from the Town Manager or designated Purchasing Agent. Approval will usually be in the form of a signed contract or purchase order.

Expense vouchers can be used in place of a purchase order in the following situations:

- Mileage reimbursements
- Petty Cash reimbursements (please refer to Petty Cash Policy and Procedures)
- Employee reimbursements for travel expenses (please refer to Travel Policy)

- Payments due in accordance with a signed contract
- Items approved by Council Resolution
- Advanced payments (i.e. conference registrations, annual membership, when a check will be sent with an order form, etc.)

The Town has established credit accounts with many local vendors. The following vendors have agreed to bill the Town for purchases made by its employees:

<u>Company Name</u>	<u>Purchasing Instructions</u>
Dunkin Donuts – Sullivan Avenue	Employees must provide their name, department, and a purchase order number when ordering. The Manager's name is Lynette. Please give 2 – 3 days advanced notice for large orders. Orders can be placed by phone (644-7989) or fax (647-2955). The store's hours are 5:00 AM to 10:00 PM. The Town will receive a discount on large orders when orders are placed in advance. Vendor # 4179
Geisslers	The Town has established separate account numbers for each building. Employees must know the account # and have a valid PO in order to make a purchase. Employees can get the items they need, go directly to the register, and give the account number to the cashier. Receipts must be sent to the Finance Dept. with the purchase order # noted at the top. Vendor # 1173
Home Depot	If an employee would like to be added to the Home Depot Account as a purchaser, send an email request to Finance. Upon approval, employee will be added to the account and receive a card in their name. Give PO# to the cashier and make sure tax is not charged on the purchase. Receipts must be sent to the Finance Dept. with the purchase order # noted at the top. Vendor # 2236
Lowes	Lowes maintains an approved purchaser list. A Department Head should contact the Finance Dept. to add an employee to the list. Authorized employees must checkout at the Contractor Desk and ensure tax has not been charged on the purchase. Employees should tell the sales associate they are from the Town of South Windsor and must give their name and a purchase order number. Receipts must be sent to the Finance Dept. with the purchase order # noted at the top of the receipt. Vendor # 4776
Petersen's Hardware	The Town has established separate account numbers for each department. Employees must know the account # and have a valid PO in order to make a purchase. Employees can get the items they need, go directly to the register, and give the account number/department name to the cashier. Receipts must be sent to the Finance Dept. with the purchase order # noted at the top. Vendor # 726
Staples	Employees must sign out the charge card and tax exempt card in the Finance Dept. Employees must show both cards to the cashier at the time of checkout. Receipts must be sent to the Finance Dept. with the purchase order # noted at the top of the receipt. Vendor # 3381
Town VISA	Employees that require a credit card to make their purchases on-line or over the phone must have an approved purchase order for Cardmember Services. Please contact Vanessa Perry and provide the website/phone number; description, quantity, and cost of items; and purchase order number. Receipts must be sent to the Finance Dept. with the purchase order # noted at the top. Vendor # 4858
Wal-Mart	Employees must sign out the charge card in the Finance Dept. and must visit the service desk on their way into the store to obtain a temporary tax exempt card. Employees must show the charge card and temporary tax exempt card to the

	cashier at the time of checkout. Receipts must be sent to the Finance Dept. with the purchase order # noted at the top. Vendor # 3063
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Any card that is signed out should be returned as soon as possible. A copy of all receipts must be sent to the Finance Department with the purchase order number referenced at the top.

This policy is subject to change and will be reviewed and/or modified periodically.

APPENDIX BB
PETTY CASH POLICY

The Town will pay for miscellaneous eligible expenses incurred by various departments through the specific department's Petty Cash fund. Eligible miscellaneous expenses include, but are not limited to, miscellaneous supplies, refreshments for meetings and postage.

Items that should not be paid through Petty Cash are as follows:

- (1) Expenses in excess of \$50.00, except in emergency situations which would require the Finance Department's advanced approval.
- (2) Travel (including mileage and parking fees)
- (3) Meals and conference expenses.
- (4) Office Furniture and Equipment, including calculators, chairs, printers, etc.

An Expense Voucher, along with the appropriate back-up, must be submitted to receive reimbursement for those items paid through petty cash.

To Increase a Department's Petty Cash Fund:

A request is made in writing to the Director of Finance stating the reasons for the increase in petty cash. The Director of Finance reviews the request with the Town Manager. If approved, the Town Manager submits a memorandum to the Finance Department authorizing the petty cash increase. The Finance Department then issues a check to the department for the amount of the petty cash increase.

APPENDIX CC
GROUP BENEFIT MEETING POLICY

With the approval of the Town Manager's Office, the following group benefit providers may schedule yearly presentations in order to educate and/or update employees concerning their services. Generally, such presentations shall be scheduled in order to provide the least impact on the workday. The group benefit providers may also schedule individual appointments with Town employees during working hours. Generally, individual appointments shall not last longer than twenty (20) minutes.

- MissionSquare Retirement
- MassMutual
- Employee Assistance Program (Behavioral Health Consultants and Deer Oaks)
- Anthem Blue Cross/Blue Shield
- CIRMA
- AFLAC
- UNUM

The above list may be subject to change as deemed necessary by the Town Manager.

Any follow-up meetings with a specific vendor must be scheduled during the employee's time off.

APPENDIX DD

POLICY ON THE PROHIBITION ON THE ACCEPTANCE OF GIFTS, GRATUITIES, FAVORS, AND THE LIKE

No Town of South Windsor officer, official or employee shall accept or solicit for personal gain any improper favor, service or thing of value which may tend to influence them improperly in the discharge of their official duties. No cash gifts may be accepted by Town of South Windsor employees under any circumstances.

APPENDIX EE
**PERSONAL PROTECTION
EQUIPMENT POLICY**

INTRODUCTION:

To comply with OSHA 1910.132, Personal Protective Equipment, the Town of South Windsor has developed the following policy.

Individual employees are responsible for wearing personal protective clothing, including protective footwear, to adequately meet the established safety requirements for the type of work and conditions to which they are assigned.

The municipality may occasionally require, for certain operations or conditions, special protective clothing or devices to be furnished by the Town for use by the employees. Upon approval of this recommendation by the municipality, it shall be the duty of the Division Head to requisition, through administrative channels, sufficient supplies for the needs of the section. The control over the issuance, maintenance and replacement shall also be the responsibility of the Division Head and/or the Division Head's designee.

When such protective clothing or safety devices are so furnished to the employee, the employee is required to wear or use said protection when performing the prescribed operation.

It is important that all Personal Protective Equipment be kept clean and properly maintained. Cleaning is particularly important for eye and face protection where dirty or fogged lenses could impair vision.

For the purposes of compliance with 1910.132(a) and (b), Personal Protective Equipment should be inspected, cleaned and maintained at regular intervals so that the Personal Protective equipment provides the requisite protection. It is also important that contaminated Personal Protective Equipment be disposed of in a manner that protects employees from exposure to hazards.

Specific policies may be developed to cover tasks requiring special procedures. When these tasks are to be undertaken, these policies will be followed. Currently, there are policies for the use of respirators, confined space entry, and jobsite traffic control.

Throughout this document examples of tasks are mentioned where Personal Protective Equipment is needed. They are for illustration only and are not all-inclusive. Personal Protective Equipment will be worn whenever the situation warrants or when employees are instructed by a supervisor.

SAFETY VESTS

To be worn by all employees under the following conditions:

- A. Any employee or supervisor working on a median, on the pavement or on the roadside immediately adjacent to the shoulder or out of vehicle on a work site or directing or working around vehicular traffic – i.e., leaf collection, patching, catch basin cleaning, sewer line maintenance, etc. This list is not meant to be all-inclusive; they are examples only.

- B. Any situation which would warrant high visibility of an employee (i.e., site inspections and construction sites).

I. PROTECTIVE HEADWEAR

Each affected employee shall wear protective helmets when working in areas where there is a potential for injury to the head from falling objects. Hard hats must meet A.N.S.I. Standards in Z89.1 – 1986. The following are examples of conditions and/or operations where protective headwear may be required:

- A. Flag-persons (orange baseball caps may be used instead of hard hats)
- B. Any employee working in conjunction with a payloador, backhoe and/or bucket truck.
- C. Any employee working in a situation where the possibility exists that the employee may be struck in the head or may strike their head, (i.e., tree cutting and pruning, stormwater sewer structures, pits, manholes, trenching, pipe galleys, installation of street signs, building inspections, etc.) including road work or stepping out of vehicle at any work site.
- D. Any employee near exposed electrical conductors which could contact the head shall wear helmets designed to reduce electrical shock hazard.
- E. Employees operating wood chipper, catch basin cleaners, and sewer cleaning equipment shall wear the hard hat.

II. EYE PROTECTION

Each affected employee shall use appropriate eye or face protection when exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or potentially injurious light radiation.

Each affected employee shall use eye protection that provides side protection when there is a hazard from flying objects. An employee who wears prescription lenses while engaged in operations that involve eye hazards shall wear eye protection that incorporates the prescription lenses without disturbing the proper position of the prescription lenses or protective lenses.

Safety glasses must meet A.N.S.I. Standard Z87.1-1989. The following are examples of conditions and/or operations where protection may be required:

- A. Excessive Dust
- B. Sweeping
- C. Screening Plants
- D. Dry Cement
- E. Splashing of Wet Concrete
- F. Grinding, Scraping, Reaming
- G. Chipping Paint or Rust
- H. Drilling any Type of Metal, Stone, Wood, Concrete
- I. Operation of Power Saws, i.e. concrete saw, cut-off saw, etc.
- J. Wire Brushing
- K. Sledging Stone, Concrete, Metal
- L. Handpicking Frozen Ground or Pavement
- M. Compressed Air Tools – Any Type

- N. Drills; Pavement Breakers
- O. Sand Blasting
- P. Spray Painting
- Q. Chemical Spray Operations
- R. Driving Metal Posts
- S. Handling or Loading Rusty Metal or Posts
- T. Brush Cutting or Handling
- U. Brush Chipping
- V. Burning Torch – Filtered Lenses
- W. Handling of Chemicals
- X. Handling of Batteries
- Y. Any Operation in which Manufacturers Recommend the Use of Eye Protection
- Z. Splashing Blood or Body Fluids
- AA. Switch Gear Operations/Electrical Work
- BB. Trim Mowing
- CC. Laboratory Work with Chemicals, i.e. acids

Employees exposed to excessive glare shall use equipment with filter lenses that have a shade number appropriate for the work being performed for protection from injurious light radiation:

- A. Welders
- B. Painters

III. FACE SHIELDS

Face shields should be used during the following operations and only over primary eye protection:

- A. Tar Kettle Operations
- B. Brush Chipper Operations
- C. When Handling Chemicals, including Liquid Calcium Tank Filling
- D. When Exposed to Splashing Blood or Body Fluids

IV. RESPIRATORS

For employees performing a variety of operations, use of proper respirators is important. See separate Respiratory Policy.

NOTE: Employees using any type of respirator must be enrolled in the respiratory testing program.

V. APRONS/PANTS/CHAPS

Use appropriate type for work performed. The following are examples of conditions and/or operations where aprons should be worn:

- A. Welders (leather apron or other approved apparel)
- B. Battery Handlers (impregnated canvas)
- C. Burning Torch Operators
- D. Chemical Handlers
- E. Chainsaw Pants during Tree Cutting Operations
- F. Pavement Cutting Saw (hand held)
- G. Laboratory Testing

VI. SAFETY HARNESS/BELTS

The following employees should wear safety harnesses/belts:

- A. Tree Climbers
- B. Bridge Workers, where appropriate
- C. Bucket Truck Workers
- D. Tank Climbers
- E. Employees Working in Confined Spaces (Refer to Confined Space Policy)

VII. LIFE JACKETS

The following employees should wear life jackets:

- A. Employees working on structures over water without safety rail or who are not tethered and/or secured according to OSHA standards
- B. Employees working from boats or rafts

VIII. HAND PROTECTION

Supervisors shall select and require employees to use appropriate hand protection when employees' hands are exposed to hazards such as those from skin absorption of harmful substances; severe cuts or lacerations; severe abrasions; punctures; chemical burns; thermal burns and harmful temperature extremes.

Following is a list of gloves that employees should wear while performing specific operations.

<u>Type of Glove</u>	<u>Operation</u>
A. Asbestos or Chrome Leather	- Welders
B. Leather Palm	- Employees handling wire rope or cable - Employees handling material, equipment or any other objects that are likely to cause hand injuries
C. Canvas Impregnated Gauntlet-Type	- Fence Crews - Employees handling caustics or acids - Tar Kettle Operators
D. Leather Gauntlet-Type	- Tree Climbers - Tractor Operators - Winch Operators (Employees handling cable)
E. Rubber	- Chemists and Chemical handlers - Employees handling cement mixtures
F. Disposable Vinyl Gloves	- For maintenance evictions, janitors and any employee subject to exposure to body fluids
G. Latex	- Employees at risk to exposure of blood and body fluids

- H. Voltage-Rated Rubber Gloves - Electricians
- I. As instructed by Material Safety Data Sheets
- J. Special Duty Gloves - For vibration damping or cut prevention

X. HEARING PROTECTION (See separate policy for testing procedures.)

The purpose of wearing hearing protection is to protect employees against hearing loss resulting from work-related noise. Protection against hearing loss is monitored through the Town's Hearing Conservation Program. The following are examples of jobs requiring hearing protection.

- A. Chainsaw and chipper operators and employees working around them
- B. Compressor and jackhammer operators and employees working around them
- C. Any other employee working in conditions where noise level is above that allowed by prescribed standards as determined by the Health Department. (eg > 85 dba). This may include leaf vacuums, catch basin cleaning equipment, concrete saws, etc.
- D. Any operation in which manufacturers recommend the use of hearing protection.

XI. PROTECTIVE FOOTWEAR

Each affected employee shall wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole and when such employee's feet are exposed to electrical hazards.

The wearing of steel-toe footwear shall be required of all employees under the following conditions:

- A. All Field Maintenance Personnel including Building Maintenance.
- B. All Field Construction Personnel
- C. All Field Surveying Personnel
- D. All Inspection Personnel
- E. All Mechanics
- F. All Laboratory Personnel Engaged in Field Testing
- G. All Water and Waste Water Treatment Plant operating and maintenance personnel
- H. All personnel in the above-listed divisions who make frequent Field Visits or Inspections.
- I. Temporary and seasonal employees may be exempted from this section after review of working conditions.

Any employee working on skating pond maintenance should wear ice crampons to prevent injury from falls.

Protective footwear must meet the standards established by A.N.S.I. (American National Standards Institute) in A.N.S.I. Specification Z-41-1991. Protective footwear meeting the required standards will carry identification such as the examples below (enclosed in a border) on the inside quarter, shank of the outsole, shank of the sole, or tongue of the shoes:

<u>LABEL COMBINATIONS</u>	<u>LINE</u>	<u>LABEL</u>
Female shoe	1	ANSI Z41 PT 91
- with impact and compression protection	2	FI/75 C/50
Male shoe	1	ANSI Z41 PT 91
- with impact and compression protection	2	MI/75 C/50
- with metatarsal and electrical hazard protection	3	Mt/75 EH
- with puncture resistance	4	PR
Female shoe	1	ANSI Z41 PT 91
- with impact and compression protection	2	FI/50 C/50
- with conductive protection and puncture resistance	3	Cd 2 PR
Male shoe	1	ANSI Z41 PT 91
- with impact and compression protection	2	MI/30 C/50
- with puncture resistance	3	PR

Shoes which do not carry this identification are not acceptable as protective footwear. The combination of protective factors should match the specific job needs. In general, impact and compression protection plus puncture resistance are needed (I/50 C/50, PR).

Employees engaged in electrical work shall wear appropriate protective footwear as stated in OSHA specifications covering electrical work.

New employees or present employees reassigned to areas requiring protective footwear (safety shoes) must have and wear such protective footwear immediately upon the start of the assignment or reassignment.

It is the responsibility of individual employees to purchase their own protective footwear which complies with A.N.S.I. standards discussed above. Funds are currently provided to employees by contract for this purchase.

NOTE: OSHA 29 CFR 1910.32 (b) states that when employees provide their own equipment, the employee is responsible for assuring its adequacy including proper maintenance and sanitation of such equipment.

XII. PAYLOADER/TRACKLOADER BUCKETS – RUNNING BOARDS

No employee shall ride in, or work out of, a payloader/backhoe bucket or trackloader at any time.

No employee shall ride on the running board or access steps of any vehicle.

XIII. FORKLIFTS

Employees may work from a forklift only if said forklift is equipped with an OSHA-approved personnel platform and the employee is secured according to OSHA guidelines.

XIV. ADMINISTRATION

- A. Key items of safety equipment will be inventoried by the following schedule:
 - 1. Individual employee issue equipment such as hard hats, safety goggles, safety vests, back-belts, rain gear, and gloves will be inventoried annually. Replacement will be on an as needed basis for items in poor condition. Lost items of rain gear and gloves will be at the employee's expense or according to union contract provisions in effect at time.
 - 2. Items used for specific tasks such as chain saw pants, chaps, chain gloves, anti-vibration gloves, face shields shall be inspected as necessary. This would be on a per use basis unless the frequency of use increases to a point where the condition is expected to deteriorate rapidly. Then a set period of elapsed time will be established.
- B. Maintenance:
 - 1. All safety equipment, whether stored by the employee or the employer shall be kept clean and serviceable.
 - 2. Employees shall be given time to clean and inspect their equipment as necessary.
- C. Unannounced Spot Checks:
 - 1. Unannounced spot checks shall occur on job sites to see that PPE is available on site and that the employees are using the items necessary for their protection while engaged in their duties. Randomly one jobsite per month.
 - 2. A checklist shall be developed incorporating the type of protective gear needed most commonly on job sites. The checklist shall include places to note whether items are required, in use or not, violation and comments. The checklist will be filled out for each employee on the job. The checklists will be filed in such a way as to provide a means for safety officials to review and evaluate the compliance and effectiveness of the town's Personal Protection Equipment Policy.
- D. It shall be the immediate supervisor's responsibility to address violations of this policy as they are observed.
- E. It shall be the responsibility of division heads to set schedules and dates of inventories and spot inspections.
- F. Disciplinary action may be taken for violation of this policy and will be implemented as warranted by the appropriate supervisor or department head.

GENERAL COMMENTS

Torn, ragged or oil-soaked clothing shall not be worn.

Employees working outside shall wear the Town-provided clothing at all times. Shorts shall not be worn:

- A. Weedwacking
- B. Crack Filling with Hot Tar
- C. Handling Chemicals. (Long-sleeved shirts should also be worn under these conditions per MSDS requirement.)

Shirts may not be removed except by permission of the supervisor. In extremely cold weather, employees shall provide their own gloves and hats with ear protection.

It is recommended that employees working on, or near, moving machinery or live electrical parts shall not wear neckties, necklaces, finger rings, key chains, identification tags,

earrings, watches or watches with chains.

When vehicles without cab shields are being loaded from overhead, employees must leave vehicle.

Individual Town employees shall not be transported in the back of any open vehicle (i.e. pickup truck).

- * Excerpts taken from OSHA Standards for Construction Industry, 29 CFR, Part 1926 and the Connecticut State Department of Transportation guidelines.

Nothing contained within this policy obligates the Town to provide additional clothing or uniforms other than what has already been agreed upon.

APPENDIX FF

PASSWORD POLICY

Passwords are an important aspect of computer security. They are the front line of protection for user accounts. A poorly chosen password may result in the compromise of the Town of South Windsor's entire Town network. This could expose our financial, public safety and department data repositories to mischief, theft and/or destruction. As such, all Town of South Windsor employees (including contractors and vendors with access to Town of South Windsor systems) are responsible for taking the appropriate steps, as outlined below, to select and secure their passwords.

POLICY PURPOSE

The purpose of this policy is to establish a standard for creation of strong passwords, the protection of those passwords, and the frequency of change.

POLICY SCOPE

The scope of this policy includes all personnel who have or are responsible for an account (or any form of access that supports or requires a password) on any system that resides at any Town of South Windsor facility, has access to the Town of South Windsor network, or stores any non-public Town of South Windsor information.

POLICY GUIDELINES

- All system-level passwords (e.g., root, enable, 2003 admin, application administration accounts, etc.) must meet **strong password scheme** and be stored in a fireproof safe.
- All user-level passwords (e.g., e-mail, Web, desktop computer, etc.) must be changed every four months and meet the **strong password scheme**.
- User accounts that have system-level privileges granted through group memberships or programs must have a unique password from all other accounts held by the user.
- Passwords must not be inserted into e-mail messages or other forms of electronic communication.

PASSWORD CONSTRUCTION GUIDANCE

Poor, weak passwords have the following characteristics:

- The password contains less than eight characters
- The password is a word found in a dictionary (English or foreign)
- The password is a common usage word, such as:
 - Names of family, pets, friends, etc.
 - Computer terms and names, commands, sites, companies, hardware, software
 - The words "Town of South Windsor" or any derivation
 - Birthdays and other personal information such as addresses and phone numbers
 - Word or number patterns like "aaabbb", "qwerty", "zyxwvuts", "123321"

Strong passwords have the following characteristics:

- Contain both upper and lower case characters (e.g., a-z, A-Z)
- Have numbers and punctuation characters as well as letters like: 0-9, =\` }[]:~";'<>?,./)
- Are at least eight alphanumeric characters long
- Are not words in any language, slang, dialect, or jargon
- Are not based on personal information, or names of family member.

- Passwords should never be written down or stored online. Try to create passwords that can be easily remembered. One way to do this is create a password based on a song title, affirmation, or other phrase. For example, the phrase might be: "This May Be One Way To Remember" and the password could be: "TmB1w2R!" or "Tmb1W>r" or some other variation.
- Note: Please do not use either of these examples as your passwords.

PASSWORD PROTECTION STANDARDS

Do not use the same password for Town of South Windsor accounts as for other Non-Town of South Windsor access (e.g., personal ISP account (COX), option trading, benefits, etc.). When possible, don't use the same password for various Town of South Windsor access needs. For example, select one password for the network systems and a separate password for organization application systems. Also, select a separate password to be used for specialized applications such as GasBoy account and a GIS. Do not share Town of South Windsor passwords with anyone, including administrative assistants, supervisors or secretaries. All passwords are to be treated as sensitive, confidential Town of South Windsor information.

Here is a list of "don'ts":

- Don't reveal a password to **ANYONE** via any means.
- Don't reveal a password in an e-mail message.
- Don't reveal a password to IT staff.
- Don't talk about a password in front of others.
- Don't hint at the format of a password.
- Don't reveal a password on questionnaires or security forms.
- Don't share a password with family members.
- Don't reveal a password to coworkers while on vacation.
- If someone demands a password, refer them to this document or have them call someone in the IT Dept. or Human Resources Dept.
- Do not write passwords down and store them anywhere in your office. Do not store passwords in a file on ANY computer system (including Palm Pilots or similar devices) without encryption.

Important:

- If an account or password is suspected to have been compromised, report the incident immediately to the IT Dept. or Human Resources Dept. and change all your passwords.
- IT Department or department delegates may perform password auditing on a periodic or random basis. If a weak password is discovered during one of these audits, the user will be requested to change it.

APPLICATION DEVELOPMENT STANDARDS

Application developers must ensure that their programs contain the following security precautions.

Applications should:

- Support authentication of individual users, not groups.
- Not store/transmit passwords in clear text or in any easily reversible form.
- Provide for some sort of role management, so that one user can take over the functions of another without having to know the other's password.
- Support TACACS+, RADIUS, and/or X.509 with LDAP security retrieval, wherever possible.

- Or other requirements deemed necessary for security reasons.

USE OF PASSWORDS FOR REMOTE ACCESS USERS

Access to the Town of South Windsor networks via remote access is controlled through our current technology such as Citrix or VPN. Your network login and password can be enabled to gain access which is another reason for secure passwords.

The misuse of the Password Policy shall be disciplined in accordance with the Personnel Rules and Regulations and/or other applicable rules or laws. Nothing in this policy precludes enforcement of the Connecticut General Statutes relating to computer crimes as defined by Sec. 53A-251.

APPENDIX GG

MILITARY LEAVE POLICY

A person who has an intent or obligation to serve in the uniformed services cannot be discriminated against or punished by an employer for seeking to serve in or serving in the uniformed services. These individuals are protected under the Uniformed Services Employment and Reemployment Rights Act of 1994 ("USERRA"). When a former employee returns from duty, he or she has a specified time period to reapply for his or her old job, and must in almost all cases be rehired. The pension rights of the rehired employee for the period of service are also prescribed, and the individual is protected for a period after rehire against termination without cause.

WHO IS COVERED BY USERRA RIGHTS?

It covers all forms of active duty, plus inactive training duty and National Guard training duty.

ARE ANY EMPLOYERS EXEMPT FROM HAVING TO PROVIDE THESE RIGHTS?

No. State and local governments also have to comply.

WHAT NOTICE MUST THE EMPLOYEE GIVE?

The employee must give the employer advance notice that he or she will be serving in the uniformed services. This is a prerequisite to employment rights, but it can be verbal as well as in writing, there is no prescribed period for how far in advance it must be given, it may be given by an officer in the uniformed services, and it can be excused if the giving of notice is impossible or unreasonable.

DOES THE EMPLOYER HAVE TO LET THE PERSON SERVE?

Yes. The law prohibits the employer from denying the employee of initial employment, reemployment, retention in employment, promotion, or any benefit of employment. In addition to USERRA, many state laws also prohibit discrimination of this sort.

HOW IS AN EMPLOYEE'S PAY HANDLED FOR TRAINING REQUIREMENTS?

Employees who are members of the National Guard or Federal Reserve Military units may request to be absent from their duties, with pay, for a period of up to fifteen (15) days per calendar year when they are performing ordered military training duty and while going to and from that duty. Leave will be granted as required by applicable law. Should an employee receive any payment for attending such training, their salary shall be reduced by that amount for the duration of the leave. It is the employee's responsibility to coordinate this salary adjustment with Finance.

Should there be training requirements beyond the 15 paid days per year, employees will be granted the time off as approved unpaid leave. Should the employee elect to utilize accrued time to supplement their unpaid leave, they shall coordinate that with Finance. If applicable and with the permission of their department head, employees may adjust their working schedule to allow for the training to fall on their days off.

WHAT HAPPENS TO THE PERSON'S BENEFITS WHEN THEY GO OUT ON SERVICE?

Health Benefits

The uniformed service member is permitted to elect COBRA-like coverage for themselves and their dependents, for a period ending on the earlier of (1) 24 months, or (2) the day after the employee fails to return to employment within the term allowed by USERRA (which depends upon the length of uniformed service - see below). The service member pays 102%. There is also a special rule if duty is for less than 31 days. In that event, the employer cannot charge any more than the share charged to similarly situated employees for the month.

Pension Plans

An individual entering uniformed service simply becomes an inactive participant in these plans, but if the individual is reemployed, additional pension obligations will arise at that time. It is also important to update any beneficiary designations.

Other Benefits

The employer is not required to continue coverage under these plans, and normally will cease participation unless they are on partial pay while on military leave.

WHEN MUST A RETURNING SERVICE MEMBER COME BACK TO WORK?

Generally, service must not have exceeded five years. Reemployment must also be applied for within the following time period after the end of the service:

- for service less than 31 days, the next day, plus at least 8 hours since return to his or her residence;
- for service from 31 days to 180 days, within 14 days; and
- for service of more than 180 days, within 90 days.

A longer period, but not more than 2 years, can apply if the person becomes ill or is injured while in service and needs a period to recover.

A DD-214 is usually the form used to provide documentation of the period of service.

WHAT JOB IS THE RETURNING SERVICE MEMBER ENTITLED TO?

That depends upon the length of the person's service. If the service was for less than 91 days, the person is entitled to (A) a position in which the person would have been employed had the person's employment not been interrupted by service, the duties of which the employee is qualified for, or (B) in the position the person was employed in on the date of the commencement of service, if the person is not qualified to perform the duties referred to in (A) after reasonable efforts by the employer to make the person qualified.

If the person's service was more than 90 days, the person is entitled to (A) a position in which the person would have been employed had the person's employment not been interrupted by service *or a position of like seniority, status and pay*, the duties of which the employee is qualified for, or (B) in the position the person was employed in on the date of the commencement of service *or a position of like seniority, status and pay*, if the person is not qualified to perform the duties referred to in (A) after reasonable efforts by the employer to make the person qualified.

If the person is not qualified for such a job due to a disability incurred in or aggravated during service, then the person is generally entitled to another position which is equivalent in seniority, status and pay or the nearest approximation to such a position.

WHAT EMPLOYEE BENEFITS IS THE RETURNING SERVICE MEMBER ENTITLED TO?

Health Benefits

The returning service member is entitled to reinstated health coverage with no waiting periods (with certain exceptions for certain service-related injuries).

Pension Benefits

Service. If the employee returns to employment, the period of military service counts for all purposes under the plans: vesting, participation and benefit accrual. A returning employee is treated as not having had a break in service; therefore, there is no waiting period to begin participating again.

Make-up Contributions. If employee elective contributions were required or permitted under a plan, the returning employee has a period of three times the period of service to make up missed employee contributions, not to exceed five years. The returning employee is also entitled to a make-up of employer contribution allocations under a defined contribution plan for the period while on service; the employer also has a period of three times the period of service to make up missed employer contributions, not to exceed five years. If employer contributions were contingent on the employee making elective contributions (for example, a match in a 401(k) plan) and the employee makes up the missed contributions, the employer must make up its contributions over the same period. The returning employee is not entitled to missed allocations of forfeitures or earnings on the made-up contributions

Compensation for purpose of defined benefit plan formulas. In the case of defined benefit plans, for the period of service, the rehired employee is deemed to have had compensation at the rate they would have received but for the period of service, or if that rate is not reasonably certain, on the basis of the employee's average rate of compensation during the 12 month period immediately preceding such period (or, if shorter, the period of employment immediately preceding such period).

Plan Loans. A plan may, but is not required to, suspend the obligation to repay participant loans while the employee is in military service. Presumably, in that case, loan repayments must resume upon rehire in the same manner as required under the terms of the original loan, and the loan must be repaid in full (including the interest that accrued during the period of military service) by the end of the period equal to the original term of the plan plus the period of military service.

Pension Plans Covered. These rules apply to all employee pension benefit plans, a term which is not defined; it is not limited to qualified plans or plans subject to ERISA.

Vacation

An employer may not force employees to draw down vacation during military service, and any unused vacation must be restored upon rehire.

Other Benefits

A returning employee is entitled to all benefits they would have had if they had never left. As a result, life insurance, disability coverage and cafeteria plan eligibility must all be reinstated.

ARE THERE ANY SITUATIONS WHERE THE SERVICE MEMBER IS NOT ENTITLED TO BE REEMPLOYED?

- The employer's circumstances have so changed as to make such reemployment impossible or unreasonable.
- In the case of a person who has a disability incurred in or exacerbated by military service, such reemployment would impose an undue hardship on the employer.

Note to employers: the employer has the burden of proving any of these exceptions, and they are likely to be construed by courts narrowly in favor of the returning service member.

- The employment from which the person leaves to serve in the armed forces is for a brief nonrecurrent period and there is no reasonable expectation that such employment will continue indefinitely or for a significant period.

Note to employers: this exception should also be narrowly applied, and the burden of proof is on the employer. For example, an employee who leaves during an initial probationary employment period is still entitled to reemployment rights if most employees normally complete the probationary period.

CAN A RETURNING SERVICE MEMBER BE FIRED AFTER BEING REHIRED?

- 1 year of protection if the period of service was 181 days or more;
- 180 days of protection if the period of service was for 31 to 180 days; but
- no protection if the period of service was 30 or fewer days.

CAN A SERVICE MEMBER LOSE REEMPLOYMENT RIGHTS FOR A BAD DISCHARGE?

A person is not eligible for the reemployment and other rights under USERRA if they receives other than an honorable discharge.

SOME ADDITIONAL PRACTICAL CONSIDERATIONS FOR EMPLOYEES

Employees should remember to update their wills and have beneficiary designations, but it may also be in their interest to have a powers of attorney.

APPENDIX HH
SEAT BELT POLICY

What's the Right Way to Wear My Seat Belt? The shoulder belt away from your neck (but not off your shoulder) and across your chest (between your breasts), making sure to remove any slack from your seat belt with the lap belt secured below your belly so that it fits snugly across your hips and pelvic bone.

Twisted Seat Belts



Badly Positioned Seat Belts



Incorrectly Fitted Seat Belts



Correctly Fitted Seat Belts



APPENDIX II

MULTI-FACTOR AUTHENTICATION (MFA) POLICY

OVERVIEW

There are many ways an individual could gain unauthorized access to the town network and information systems. The Information Technology Department has enacted a common method of protection against unauthorized access by using Okta a multi-factor authentication (MFA) software. MFA is a security process whereby users must provide at least two different authentication factors to verify their identities and access their accounts. This process ensures better protection of both a user's personal information, credentials, and other assets, while also improving the security around the resources the user can access.

PURPOSE

The purpose of this policy is to provide guidelines for MFA connections to the Town of South Windsor's network and information systems on and off campus. These standards are designed to minimize the potential security exposure to the Town of South Windsor from damages which may result from unauthorized use of town resources. MFA adds a layer of security which helps deter the use of compromised credentials.

SCOPE

The policy applies to all employees of the Town of South Windsor's, including part-time staff, vendors, and volunteers that access the Town's network or technology resources. This policy applies to any system accessing Town data where MFA can be utilized.

DEFINITIONS

Multi-factor authentication: Using two or more factors to validate the identity of a user.

Factor (of authentication): There are five are types of factors used in combination together resulting in multi-factor authentication. They are:

- (a) Something the user knows (username and password)
- (b) Something the user has (an item the user physically carries with them)
- (c) Something the user is (biometrics: fingerprints, face scan, etc.)
- (d) Somewhere the user is (geo location, on premises)
- (e) Something the user does (keystroke patterns)

POLICY

- A. All individuals are required to engage in one additional step beyond the normal login process to access Town computer / network resources. Individuals are required to register a second approved town or personal device.
- B. MFA is required on all existing and new accounts created.
- C. MFA is required for all externally-exposed enterprise or third-party applications, where supported. Enforcing MFA through a directory service or SSO provider is a satisfactory implementation of this safeguard.
- D. MFA is required for remote network access.
- E. MFA is required for all administrative access accounts, where supported, on all enterprise assets, whether managed on-site or through a third-party provider.
- F. Responsibilities
 - 1. It is the user's responsibility to promptly report compromised credentials to the Information Technology Department.
 - 2. It is the user's responsibility to ensure that whatever MFA device that is being utilized while at work is brought to work each day. It is recommended that such device be left in a secure location in the user's work area.

3. It is the user's responsibility to promptly report a lost or stolen MFA device to the Information Technology Department.

G. Exemptions

There may be situations in which an employee has a legitimate need to utilize Town technology resources outside the scope of this policy. The Town Manager may approve, in advance, exception requests based on balancing the benefit versus the risk to the Town.

Enforcement

- A. This policy regulates the use of all MFA access to the Town of South Windsor's network.
- B. Services will be disabled immediately if any suspicious activity is observed. Service will remain disabled until the issue has been identified and resolved.
- C. Failure to have your MFA access while at work will result in: The need to be sent home using Personal Time to retrieve such device for the First Offense. Should there be a Second Offense within a 6-month period, the employee will be sent home using Personal Time to retrieve such device and will be disciplined for failure to use personal time correctly.
- D. Any Town of South Windsor employee found to have intentionally violated this policy will be subject to loss of privileges and potential discipline.
- E. By choosing to use the Town of South Windsor's systems, the user agrees to all terms and conditions listed above.

Policy Version

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