**USE OF MODEL EMPLOYEE HANDBOOK**

**Important Disclaimer:**

This model Employee Handbook is provided to member towns for use as a guideline and template for the creation or revision of individual town employee handbooks. We have attempted to present a comprehensive list of typical handbook provisions, including those which are legally required to be published. Some provisions are optional but useful for inclusion in an employee handbook. While our suggested provisions incorporate best practices on these topics, it is understood that member towns may have many of their own policies and practices to which their employees are accustomed and which have worked well for years. The axiom for this model Handbook is: that which is not broken need not be fixed, but that which is unlawful must be revised, applies here.

We hope that the model Handbook will assist member towns in a comprehensive review of their own handbooks and personnel policies, but we expect that individual towns will adopt the model provisions where appropriate, revise other provisions to reflect the town’s specific policies and practices, or disregard model provisions if not suited to the town.

Finally, please note that an employee handbook is for non-union employees. Those employees who are represented by a labor union will be governed by the terms of employment described in their collective bargaining agreement. To the extent that a town wishes to make this handbook applicable to unionized employees, then negotiations with the union over the Handbook’s implementation are mandatory.

CITY or TOWN OF [TOWN]

EMPLOYEE HANDBOOK

FOR

NON-UNION EMPLOYEES

# INTRODUCTION

This Employee Handbook is intended as a general guide to the Town [or City if applicable] of [TOWN’s] personnel policies, practices and employee benefits.

**The contents of this Employee Handbook are presented as a guide. Neither the Handbook nor any other personnel policies, practices or benefits are to be understood as a promise or contract between the Town and its employees. However, violations of any of the policies stated herein could lead to discipline, up to and including termination of employment. With respect to insurance and pension matters, the actual terms of the insurance policy, agreement or contract will control.**

Employees represented by a labor union will be governed by the policies set forth in their collective bargaining agreement to the extent that such policies differ from the policies outlined in this Employee Handbook.

The Town reserves its right to modify, change, or cancel all or any part of the Employee Handbook at any time without written or verbal notice as circumstances may require.

You are urged to read this material carefully and at your earliest convenience.

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# EQUAL EMPLOYMENT OPPORTUNITY POLICY

It is the continuing policy of the Town of [TOWN] to ensure equal employment opportunity in all personnel actions. Our policy is stated as follows:

### Recruiting, hiring, training and promoting of all job classifications will be without regard to race, religion, color, national origin, ancestry, gender, gender identity or expression, sexual orientation, marital status, age, veteran status, or physical or mental disability, except in the case of bona fide occupational qualifications.

### Employment decisions will be based solely on the individual’s experience and qualifications as related to the requirements of the position for which the individual is being considered.

### All personnel actions such as compensation, benefits, transfers, terminations and layoffs, return from layoffs, town sponsored training, education, social and recreational programs will be administered without regard to race, religion, color, national origin, ancestry, gender, gender identity or expression, sexual orientation, marital status, age, veteran status, or physical or mental disability unless accommodations cannot be provided under the legal standards presented.

# EMPLOYMENT-AT-WILL

Those employees who (i) do not have an individualized written employment contract, (ii) are not members of a bargaining unit covered by a collective bargaining agreement, or (iii) do not hold an office to which statutory termination provisions are applicable, are employed at the will of the Town. **At-will employees are subject to termination by the Town at any time, for any reason, with or without cause or notice. Nothing in this Handbook or any statement, written or oral, shall limit the Town’s right to terminate employment at will.**  Similarly, employees are free to terminate their employment at any time without cause.

# HOURS OF WORK

The normal payroll week is Sunday through Saturday [or insert Town’s payroll week].

Full-time employees are those who are regularly scheduled for thirty (30) or more hours per week. Part-time employees are those who are regularly scheduled for less than thirty (30) hours per week [or insert Town’s definition of full and part time].

The schedule of working hours for employees is determined by each department head, including work breaks and meal periods. All employees who work at least eight hours per day are entitled to a meal break after four hours of work. Meal periods are unpaid unless specifically authorized as paid time by the supervisor or department head. You may not work through your meal break without supervisor or department head approval as such time may cause overtime or comp time to be incurred. Supervisors or department heads may find it necessary to change work schedules to meet the operational needs of the department.

Employees may be requested, on occasion, to work in excess of their regularly scheduled work hours. Employees are not permitted to work additional or overtime without the prior approval of their supervisor or department head.

# ATTENDANCE AND PUNCTUALITY

Employees who are unable to report to work at their regular starting time are required to contact their supervisor as soon as possible to explain the reason for their absence and when they expect to return at work. An absence that is a no-call and no-show is a serious matter and if not excused by an emergency may be regarded as job abandonment.

The major function of Town employees is to serve the citizens of the Town. Absenteeism and tardiness increase the workload of other employees, and affect the cost and quality of services provided. It is important that all employees are punctual in starting work in order that this service is assured during working hours.

Employees reporting to work after their scheduled starting times will be considered tardy. Employees are expected to work their entire shifts. Tardiness also includes leaving early without permission.

# INTRODUCTORY PERIOD

The first ninety (90) (or insert number) days of employment [or insert Town probation period] for new employees shall be an introductory period to assess whether the job is a proper fit for both the new employee and the Town and during this time leave benefits do not accrue. Upon completion of thirty (30) days of employment [or insert Town eligibility period], employees will be entitled to applicable fringe benefits as described in this Handbook. Employees are not allowed to schedule time off during the introductory period except for emergencies.

The new or transferred/promoted employee’s supervisor will submit a job performance evaluation to the department head or First Selectman [or insert Town executive officer] by the end of the introductory period, including a recommendation as to whether the employee should continue in the position.

At all times, including successful completion of the introductory period, employment with the Town is considered “at will” and the employment relationship may be terminated at any time by either party.

# EMPLOYEE CLASSIFICATIONS

Regular Full-Time Employees. Full-time status is given to non-temporary employees working thirty (30) hours or more per week [or insert Town definition of full-time]. Regular status is used to describe those employees whose jobs are ongoing with the Town. Regular full-time employees are eligible for all Town benefits.

Regular Part-Time Employees. Part-time status is given to non-temporary employees working less than thirty (30) hours per week [or insert Town definition of part-time]. Regular Part-time employees are eligible for certain Town benefits as defined in this Handbook or in their terms of hire.

Temporary Employees. Temporary employees are hired on an interim or temporary basis to supplement the workforce and are given a limited duration of employment or a specific work-ending date. Employment beyond an initially-stated period will not imply a change in employment status.

Seasonal Employees. Seasonal employees are employees who work less than 120 days in a calendar year.

On-call Employees. On-call status is given to individuals who have accepted placement on an on-call list and are available to work as a specific need arises. On-call employees are not eligible for employee benefits.

Rehired Employees. Eligibility for employee benefits of rehired employees will be based on their rehire date except when credit is given for years of prior service as dictated by statute or by individual benefit plans.

Non-exempt Employees. Nonexempt employees are subject to the minimum wage and overtime provisions of the Fair Labor Standards Act and the Connecticut wage and hour laws.

Exempt Employees. Exempt employees are exempt from the provisions of the Fair Labor Standards Act and Connecticut wage and hour laws, and are not entitled to overtime pay. Exempt employees may include personnel employed in executive, administrative, professional, and outside sales capacities.

Elected Officials. Elected Officials are elected by the citizens of [TOWN]. Certain elected officials are treated as employees for the purposes of salary and benefits and will be guided by the Town’s policies and/or Charter relating to benefits for Elected Officials or to individual specifications for their positions. Any Town employee who leaves his municipal employment to accept a full-time elective municipal office shall be granted a leave of absence without pay for not more than two consecutive terms of the elective office, or a period of four years, whichever is shorter. Upon reapplication for his/her original position at the expiration of the leave of absence, the employee will be reinstated in the original position, or a similar position with equivalent pay, or a vacancy which the employee is qualified to fill.

# EMPLOYEE TERMINATIONS

Employee terminations may occur for numerous reasons, including the following:

* Employee’s Resignation
* Employee’s Retirement
* Reduction in the Workforce
* Expiration of an Employment Contract
* Employee’s Discharge

Discharge can be for any reason not prohibited by law. In the absence of a specific written agreement, and in conformance with the Town’s employment-at-will policy, employees are free to resign at any time and for any reason and the Town reserves the right to terminate employment at any time and for any reason.

Employees are requested to give written notice of their intent to resign and should be guided by the following criteria:

* Supervisory and managerial employees - four weeks’ notice.
* All other employees - at least two weeks’ notice.

Employees who fail to give the required notice will forfeit payment of their accrued and unused vacation time.

Recommendation by a supervisor for the discharge of an employee must have final approval by the First Selectman [or insert Town executive officer].

The Town, at its discretion, may give a resigning employee up to two weeks’ pay in lieu of notice [or insert Town notice period, if any].

The Human Resources Director [or insert equivalent Town administrative officer] will be responsible for conducting exit interviews of all terminating employees and for securing the return of all Town property such as automobiles, keys, tools, phones, and so forth.

Termination and discharge procedures are only guidelines and do not create a binding agreement between the Town and its employees.

# SALARY ADMINISTRATION

It is the Town’s policy to provide equitable compensation for each employee based on the responsibilities of the individual’s position and performance.

Non-union salaries are established by the Board of Selectmen [or insert Town executive authority] with the approval of the Board of Finance [if applicable] on an annual basis and are based on the education and experience required to perform the duties and the responsibilities of the position and how those responsibilities relate to those responsibilities of other Town positions.

In order to maintain a fair and consistent pay structure, the Town may participate in local salary surveys to compare Town salaries with those of similar positions in other similar municipalities.

It has been the practice of the Town to implement salary increases to non-union employees, based upon job performance, effective July 1 of each year [or insert Town practice, if any]. This practice is only a guideline and does not create a binding commitment. The percentage of salary increases given is determined during the Town’s budget deliberations.

New employees must have six (6) months of service as of July 1 in order to be eligible for a salary increase [or insert Town eligibility period].

# PAYDAY

Employees are paid on the last work day of the following week of each bi-weekly period [or insert Town pay period and payday]. Department heads submit time sheets to the Controller’s Office [or insert appropriate Town office and Town time-keeping process], on the Monday before payday [or insert Town submission date], reporting all hours worked by all department employees except elected officials. Time should also be recorded for all paid time off.

Deductions are made from paychecks, as required by law, for federal and state withholding for taxes and social security and Medicare, as well as any other payroll deductions employees authorize the Town to make or that the Town is legally required to make, such as pension plan contributions [or insert Town pension requirement].

Employees may elect to have their pay automatically deposited into checking or savings accounts by making a request to the Finance Department [or insert appropriate Town office].

Employees who are eligible for vacation may receive an advance on their vacation pay as long as a request for it is submitted to the Finance Department [or insert appropriate Town office] at least one pay period before the beginning of the vacation [or insert Town vacation pay policy], [and as long as the employee signs a wage deduction form permitting the Town to deduct used unaccrued vacation from the employee’s last wages, if the time was not earned as of the termination date.]

# OVERTIME

Non-exempt employees shall be paid at the straight time rate for all hours worked in excess of regularly scheduled hours and up to forty hours in one workweek. In accordance with the Fair Labor Standards Act, all non-exempt employees shall be paid at the rate of time and one-half the straight time rate for all hours worked in excess of forty hours in one work week. All hours worked on a holiday will be paid at the rate of time and one-half [or insert Town holiday pay rate].

Exempt employees do not receive either overtime pay or compensatory time in lieu of overtime pay. Exempt employees are expected to work beyond the normal workday when necessary, including attendance at Town board or commission meetings in the evenings.

All overtime must be requested and approved by department heads [or insert appropriate supervisor] before overtime work will be allowed.

Overtime is computed on the basis of hours actually worked in the payroll week; pay for time not worked, such as vacation or sick leave, will not be counted. Exempt employees are not eligible for overtime pay.

[If comp time is used] Pursuant to Conn. Gen. Stat. Section 7-460c, a municipality may, by contract, agree with employees to provide overtime compensation in the form of compensatory time, in lieu of overtime pay, at a rate not less than one and one-half hours of compensatory time for each hour worked in excess of the maximum workweek of such employees.

# PERSONNEL RECORDS

Employees are responsible for informing the Human Resources Director [or insert equivalent Town administrative officer] of any change in name, address, telephone number, marital status, number of dependents, beneficiary designations for any of the Town’s benefit plans, and person to be notified in case of emergency.

Employees may inspect their own personnel records, and may receive copies of, but not remove, documents in the file. An appointment for inspection of an employee’s own personnel file should be made with the Human Resources Director [or insert equivalent Town administrative officer]. An employee may request removal of what the employee believes to be erroneous information in the personnel file. However, the decision to remove is within the sole discretion of the Town.

Employees will receive annual performance appraisals, which will be placed in the employee’s personnel file. [or insert Town performance review practice, if any]

If an employee disagrees with a personnel record (e.g. performance valuation, discipline record) he/she may submit a rebuttal for inclusion in his/her personnel file.

# JOB POSTING

After approval by the Town’s First Selectman (or insert executive authority here), job vacancies will be posted on Town bulletin boards for a period of seven (7) days [or insert Town posting policy]. Employees may apply for any posted position for which they are qualified. Applicants shall be selected on the basis of qualifications including, but not limited to, ability, education, training, seniority, experience and general background, in accordance with the equal employment opportunity policy.

[Towns which have adopted a civil service classification system should include a section on civil service rules applicable to classified employees]

# SOLICITATIONS

Employees may not engage in solicitations for any purpose during working time, which includes the working time of both the employee who seeks to solicit and the employee being solicited. Distributions of any type, whether documents or goods, are prohibited in working areas and areas accessible to the public for Town services. Non-employees may not solicit employees or make distributions of any kind on Town premises [or insert Town solicitations policy].

# EMPLOYEE DISCIPLINE

Whenever an employee’s performance, attitude, work habits or personal conduct in the workplace fails to meet the expected level of performance, supervisors shall promptly inform the employee, and specify such lapses and give counsel and assistance. In some instances, the employee’s conduct may justify disciplinary action, up to and including discharge. The purpose of discipline is not to punish the employee, but rather to make the employee aware of the consequences of continued substandard performance, and to serve as an inducement for improvement.

The type of disciplinary action taken will be based on the severity of the situation. In general, disciplinary actions will follow a progressive order of severity, including verbal warning, written warning, suspension without pay, demotion, and discharge. The Town has the right in its discretion to determine the appropriate level of disciplinary action based on the particular circumstances involved. The use of progressive discipline does not change the at-will nature of the employment relationship, which may be terminated at any time by either party.

# SAFETY

The Town will comply with all applicable federal, state, and local safety statutes and regulations and will provide a work environment as free as practicable from safety hazards.

Employees should practice safety awareness by thinking defensively, anticipating risks and reporting unsafe conditions immediately. Employees should know the location, contents and use of emergency aid and fire-fighting equipment, and the location of emergency exits.

[if applicable] The Town has appointed a Safety Committee to oversee the Town’s safety policies and procedures. The Safety Committee’s responsibilities include:

* Developing safety plans or programs as needed;
* Investigating and correcting unsafe working conditions or potential hazards;
* Conducting periodic safety and health inspections of all work areas;
* Organizing safety-training seminars for employees.

Employees are expected to comply with all safety requirements whether established by the Town or by federal, state, or local law. Accidents, and violations of safety rules and regulations, must be reported immediately to a supervisor or responsible Town official. Failure to comply with safety requirements will be grounds for discipline, up to and including termination of employment.

Please see your supervisor for a copy of your department’s safety policies and procedures.

# VACATIONS

Vacation eligibility is based on continuous service with the Town in accordance with the guidelines established below [or insert Town eligibility criterion].

The established vacation year is the fiscal year, July 1 through June 30 each year [or insert Town vacation year].

|  |  |
| --- | --- |
| Length of Service | Vacation Days  ­­­ |
|  |  |
| [insert Town vacation eligibility or accrual schedule] |  |
|  |  |

Regular part-time employees are eligible for vacation as stated in the vacation eligibility schedule except that vacation benefits will be prorated to the number of hours normally worked [or insert Town policy for part-time employee vacation].

Vacation leave shall not be taken until a new employee has completed six months of service with the Town. The amount of vacation will be pro-rated on the basis of the period between the date of hire and the following July 1. Thereafter, vacation eligibility will be calculated on the basis of full fiscal years and in accordance with the vacation eligibility schedule [or insert Town vacation policy for new employees].

Vacations must be taken within the fiscal year, except that employees may carry over no more than X vacation days into the next fiscal year when department schedules and work load so require [or insert Town carry-over policy]. Carry-over vacation time must be approved by department heads and cannot be accumulated.

Payment in lieu of vacation is not allowed except upon termination of employment. Accrued but unused vacation shall be paid in the event of termination, except in the event of discharge for cause or failure to comply with advance notice requirements.

Personal days may not be used to extend vacation. Holidays occurring during a vacation will not be counted as a vacation day.

Vacations must be scheduled in advance and are subject to department approval [or insert Town scheduling policy]. Vacations must be approved by an employee’s supervisor/department head prior to the vacation.

# HOLIDAYS

Employees are entitled to the following holidays with pay:

[insert Town holiday schedule]

Holidays falling on a Sunday are observed on a Monday, and those falling on a Saturday are observed on the preceding Friday.

In order to receive holiday pay, employees must be at work on the workdays immediately before and after the holiday unless their absence is excused due to illness or emergency. If an employee is absent on one or both of these days, the Town may require verification of the reason for the absence before approving holiday pay.

Employees who are on paid or unpaid leave of absence will not be entitled to holiday pay for those holidays which occur during their leave of absence. Whenever a holiday falls within paid vacation time, the holiday will not be charged against earned vacation.

Regular part-time employees will receive holiday pay when the holiday falls on their regularly scheduled work day.

Employees who are required to work on a holiday will receive holiday pay in addition to the employee’s regular pay [or insert Town holiday pay policy].

# PERSONAL LEAVE

Regular full-time employees are eligible for three (3) personal days each fiscal year with approval from the employee’s department head. These days are to allow employees time to conduct personal business that can only be accomplished during regular work hours [or insert Town personnel leave policy].

Regular part-time employees scheduled for five workdays each week are eligible for three (3) personal days per fiscal year prorated to the number of hours normally worked [or insert Town policy for part-time personal days].

# FUNERAL LEAVE

Upon the death of a member of the employee’s family, full-time employees will receive time off with pay in accordance with the following schedule [or insert Town policy for funeral leave]:

* Up to three (3) days in the event of the death of a spouse, child, stepchild, foster child, mother, father, mother-in-law, father-in-law, brother, sister, grandparents, and grandchildren.
* Up to one (1) day in the event of the death of a sister-in-law, or brother-in-law, niece or nephew.

Regular part-time employees will be eligible for paid funeral leave in the event the funeral leave days occur on regularly scheduled work days. Such funeral leave pay shall be based upon the number of hours normally worked.

Additional days of funeral leave may be granted at the discretion of the First Selectman [or insert Town executive officer].

# JURY DUTY LEAVE

While serving on state jury duty, employees will receive pay equal to the difference between the jury duty pay and their regular salary or wages [or insert Town jury duty pay policy; C.G.S. Section 51-247 requires a minimum of five days of regular wages for employees called to jury service].

Employees called to jury duty will furnish the Human Resources Director [or insert equivalent Town administrative officer] with confirmation of actual hours of jury duty worked and the pay received.

Employees who are released from jury duty with three or more hours remaining in their regular work day are expected to report for work [or insert Town return to work policy; C.G.S. 51-247a prohibits return to work for jurors who have served eight hours of jury service in one day].

Regular part-time employees will be eligible for paid jury duty leave provided that the jury duty occurs on a regularly scheduled work day. Such jury duty leave will be based upon the number of hours normally worked.

# MILITARY RESERVE LEAVE

Employees who are members of the National Guard or the reserve corps of any branch of the armed forces of the United States and who are required to attend training, meetings or drills during regular working hours will be allowed a leave of absence for such purpose. Employees will receive their regular compensation during such leave not to exceed [insert Town military leave pay policy] in a calendar year.

Employees who are required to participate in military reserve duty will furnish the Human Resources Director [or insert equivalent Town administrative officer] with confirmation of actual hours of military reserve duty worked and the pay received.

Employees who enter, or are called to active duty in, the armed forces of the United States, will receive leave and reinstatement rights as provided by state and federal law.

The Town complies with all aspects of the Uniformed Services Employment and Reemployment Rights Act.

# SICK LEAVE

The Town recognizes that on occasion employees may be physically unable to perform the duties of their positions due to non-job related illness or accident.

Up to [insert Town sick leave allotment and/or sick leave accrual policy] days of absence due to non-job related illness or accident will be paid at regular wages. A physician’s letter confirming legitimate sick leave absence may be required for repetitious absences or absences of more than three (3) consecutive days.

Employees are required to call in to their supervisor and request sick leave prior to the beginning of the scheduled workday.

All sick days must be approved by the employee’s supervisor and so noted on the payroll time sheets. Where the absence qualifies for federal FMLA leave, the Town may designate the absence as FMLA leave running concurrently with sick leave.

Regular part-time employees will be eligible for sick leave prorated to the number of hours or days normally worked.

No more than five days of unused sick leave may be carried over from one year to the next. Unused sick leave will not be paid at termination. [or insert Town policy for banking of sick leave]

[Note that Town employees who are classified as service workers within the meaning of the Connecticut Paid Sick Leave Law have statutory sick leave entitlements, waiting periods, accruals and carry-over rights. However, since the statutory allotment is 40 hours per year, most if not all municipal sick leave policies exceed statutory requirements, so that a single policy can be used for all employees.]

# SHORT TERM DISABILITY

[insert summary of terms of Town group short term disability policy/benefit if applicable]

The short term disability benefits described in the Employee Handbook are a summary of this benefit. Specific details of this benefit and procedures for making a claim may be obtained from the Human Resources Director [or insert equivalent Town administrative officer].

# LONG TERM DISABILITY BENEFIT

[insert summary of terms of Town group long term disability policy/benefit if applicable]

The long term disability benefits described in the Employee Handbook are a summary of this benefit. Specific details of this benefit and the procedure for making claims may be obtained from the Human Resources Director [or insert equivalent Town administrative officer].

# WORK RELATED ABSENCE

Employees who are injured on the job or who develop a work related illness will be provided compensation for lost wages and medical expenses under the Workers’ Compensation Act.

Any injury connected with work (no matter how minor!) must be reported immediately in order to receive first aid treatment and obtain benefits under workers compensation.

If an employee qualifies for workers’ compensation benefits, the Town will pay the difference between the workers’ compensation payment and the employee’s normal weekly salary for up to X weeks [insert Town pay differential policy if applicable]. At the expiration of this period, the Town’s differential payment will cease and the employee, if still disabled, will continue to be eligible for workers’ compensation benefits.

In the event that the workers’ compensation claim is denied and the employee remains disabled from work, the employee’s absence will be treated under the sick leave, short term disability, or long term disability policies, as applicable.

Employees who are totally disabled from work for twelve weeks [or insert Town’s total disability leave period] will be separated from employment. The employee may reapply for employment once he/she is able to perform the essential functions of the job with or without a reasonable accommodation in accordance with relevant state and federal laws.

# REPORTING PROCEDURE - JOB RELATED INJURY

In the event an employee is involved in a job related injury, the following procedure should be followed:

* The injury must be reported to the employee’s supervisor immediately;
* The supervisor must complete and forward the State of Connecticut First Report of Injury Form [http://wcc.state.ct.us/download/acrobat/fri.pdf] to the Human Resources Director [or insert equivalent Town administrative officer] within 24 hours;
* The employee should get immediate medical care from the nearest provider [or insert Town-designated provider, if any] or nearest hospital emergency department;
* Any medical service or prescription bills should be forwarded to the Human Resources Director [or insert equivalent Town administrative officer].

# FAMILY AND MEDICAL LEAVE

The Town of [TOWN] will comply with all requirements of the federal Family and Medical Leave Act of 1993 (FMLA). The provisions of the Act are complex, and this policy is only intended to provide a summary. Any questions about a specific situation should be addressed to the Human Resources Director [or insert equivalent Town administrative officer].

Employees who have worked for the Town for at least twelve (12) months and at least 1,250 hours over the previous twelve (12) months may take up to twelve (12) weeks of unpaid Family and Medical Leave for the following reasons:

##### Birth and/or care of a child of the employee;

##### Placement of a child into the employee’s family by adoption or by a foster care arrangement;

##### Care of the employee’s spouse, child or parent who has a serious health condition;

##### Inability of the employee to perform the functions of the employee’s position due to a serious health condition.

##### Qualifying exigencies arising from a spouse, child or parent of the employee who is on active military duty or is called to active duty in support of a contingency operation.

##### Care for a spouse, son, daughter, parent or next of kin who is a military member and who has a serious health condition.

The relevant twelve-month period is measured from the date that an employee first uses any leave. The entitlement for leave for military care-giving is a maximum of 26 weeks in a single twelve-month period.

Spouses who are both employed by the Town are limited to a combined total of twelve weeks in a twelve-month period when the leave is for birth or adoption or foster care placement of a child, or the serious health condition of a parent. Likewise, spouses are limited to a combined total of 26 weeks for military care-giver leave.

Employees may also request leave in order to serve as an organ donor or bone marrow donor, provided the employee provides sufficient written certification from a physician of the proposed donation and the probable duration of the employee’s recovery.

Employees may [or insert “shall” here if appropriate per Town policy] be required to use their accrued paid leave time available under the Town’s benefit programs (i.e. personal leave and/or vacation time), and available paid sick leave when the leave is taken because of a serious health condition of the employee. Paid leave time will run concurrently with FMLA leave, and will not extend the amount of available leave time.

During FMLA leaves the Town will continue to pay its portion of employees’ health and dental insurance premiums. Employees will be required to pay their portion of insurance premiums as they would while actively employed. Employees are required to pay their pension plan contributions.

Any FMLA leave request which is based on a family member’s or employee’s own serious health condition must be supported by medical certification from a physician. For leave to be taken on an intermittent or reduced-schedule basis, the employee must provide information which establishes the medical necessity for such leave, and an estimate of the dates, duration and frequency of absence for such leave.

When the necessity of FMLA leave is foreseeable, employees are requested to provide the Town at least thirty (30) days’ notice of intention to take leave. For unforeseeable situations, employees must give as much notice as is reasonably possible. Employees undergoing planned medical treatment are required to make a reasonable effort to schedule the treatment in order to minimize disruptions to Town operations.

An employee returning from FMLA leave should contact the Human Resources Director [or equivalent Town administrative employee] at least two weeks prior to the date of return. An employee who has taken leave because of the employee’s own serious health condition must provide a fitness-for-duty certification from the attending health care provider. Employees who return to work from FMLA leave of absence no later than the business day following the expiration of the twelve (12) weeks are entitled to their job or an equivalent position, including equivalent benefits and pay.

Employees may obtain a request form and further information regarding Family and Medical Leave from the Human Resources Director [or insert equivalent Town administrative officer].

# MATERNITY LEAVE

Maternity Leave is administered under the Town’s Family and Medical Leave policy.

Employees who are not eligible for family and medical leave will be granted a reasonable leave of absence for disability resulting from pregnancy, and will be reinstated to their original job or to an equivalent position with equivalent pay, benefits and service credits.

Employees requesting maternity leave must provide a statement from a physician to the Town stating the date on which the birth of the baby is anticipated and the date on which the employee will no longer be physically able to perform the duties of her position.

[insert Town sick pay and disability benefits if applicable]

The Town will make reasonable efforts to transfer a pregnant employee to any suitable temporary position which may be available in any case in which an employee gives written notice of her pregnancy and either the Town or the employee reasonably believe that continued employment in the employee’s current position may cause injury to the employee or the fetus. Issues concerning such a transfer may be appealed to the Connecticut Commission on Human Rights and Opportunities.

An employee on Maternity Leave is required to provide to the Town a written certification from her physician of her physical capability to return to her normal duties and the approved date of her return.

# LEAVE OF ABSENCE WITHOUT PAY

The Town recognizes that circumstances may develop which require an employee to take an unpaid leave of absence. A request for unpaid leave of absence of up to thirty (30) calendar days [or insert Town personal leave policy, if any] must be made in writing to the First Selectman [or insert Town executive officer] and must be approved by the department head. Such request or any renewal of such a request may be granted or denied at the sole discretion of the Town.

Accrued compensatory time and vacation leave must be exhausted prior to taking any leave without pay. Vacation, sick leave and any other benefits based on accrual do not accrue while an employee is on leave without pay. During an unpaid leave of absence, all employee benefits will be continued, with the employee continuing to pay the employee’s share of any insurance premiums or other benefit costs. [alternative: An employee’s benefits are suspended during the period of unpaid leave, other than where employee payment of benefits may apply.]

# LIFE AND ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE

[insert summary of terms of Town group life insurance or other policies if applicable]

The life and accidental death and dismemberment benefits described in the Employee Handbook are a summary of this benefit. Specific details of this benefit and the procedure for making claims may be obtained from the Human Resources Director [or insert equivalent Town administrative officer].

# HEALTH INSURANCE

The Town provides group medical and dental insurance to its employees who work thirty (30) or more hours per week.

Specific details on the insurance policies and premiums and the procedure for making claims may be obtained from the Human Resources Director [or insert equivalent Town administrative officer].

# COBRA (Continuation of Health Insurance Benefits)

The Town of [TOWN] will comply with all requirements of the Consolidated Omnibus Budget Reconciliation Act (COBRA).

This Act provides continuation of health and/or dental insurance coverage for employees and dependents in certain situations where medical and dental coverage would otherwise terminate. The employees or dependents must pay the full required premiums if they elect continuation of coverage.

Continuation coverage goes into effect for employees, surviving spouses, and/or dependents for 18 months if coverage is lost due to:

* Employee’s termination (except for gross misconduct);
* Employee layoff;
* Reduction in employee’s hours.

Continuation coverage is provided for 36 months for:

* Surviving spouses and dependents of deceased employees;
* Legally separated and divorced spouses and dependent children of currently covered employees;
* Children whose dependent coverage ceases under the plan;
* Spouses and dependents of employees who are eligible for Medicare but who, themselves, are not eligible for Medicare.

The Human Resources Director [or insert equivalent Town administrative officer] will notify an employee of the right to choose continuation coverage if employment is terminated or a reduction in work hours results in the loss of eligibility for health and dental insurance benefits. The employee will have sixty (60) days from the date of notice of the loss of coverage to inform the Town that the employee or family member wishes continuation coverage. The employee or family member has the responsibility to inform the Human Resources Director [or insert equivalent Town administrative officer] of a divorce, legal separation, or a child losing dependent status.

# TUITION ASSISTANCE [Optional]

The Town may provide a maximum of $\_\_\_\_\_\_\_\_\_ [insert Town tuition assistance policy if applicable] per fiscal year to full-time employees for reimbursement for the expense of tuition and required textbooks incurred by employees enrolled in job-related educational courses.

Tuition assistance is subject to the following limitations [or insert Town conditions]:

* Courses must be sponsored by an accredited educational institution;
* Courses must be completed with a passing grade before tuition assistance is paid;
* Employees must obtain advance supervisory approval before enrolling in the course. Certification by the employee’s supervisor that the course is job-related is required;
* Supervisory approval and certification of the course as job-related must be forwarded to the Human Resources Director [or insert equivalent Town administrative officer] and, upon receipt, the Human Resources Director will send to the supervisor notification that the employee’s enrollment in the course is approved;
* Upon completion of the course, employees must forward a transcript of grades and invoices for the cost of tuition and textbooks to the Human Resources Officer;
* Employees must remain employed with the Town for one (1) year after completing the course or the tuition paid by the Town must be repaid by the employee.

# PENSION PLAN

The Town provides a pension/retirement plan to certain employees.

Specific details of this benefit may be obtained from the Human Resources Director [or insert equivalent Town administrative officer].

# SPECIAL STORM AND EMERGENCY PROCEDURES

In the event of a significant storm or other hazardous condition, the Town may decide to open late, close early or not open for the entire day. The Town will attempt to inform you by telephone, text, e-mail or posting on the Town website, and employees are advised to monitor X [insert Town notification process].

Employees will be paid for a full day under the following circumstances [or insert Town pay policy, if applicable]:

* Employee did not report for work and the Town offices did not open;
* Employee reported for work late and the Town offices opened late;
* Employee reported for work at the regular scheduled time and the Town decided to close its offices early.

# CREDIT UNION

[insert summary of terms of credit union access if applicable]

# EMPLOYEE ASSISTANCE PROGRAM

Unexpected problems or issues during employment may negatively impact your job performance. These problems may be related to alcohol or drug abuse, emotional difficulties, marital or family difficulties, or financial concerns. Sometimes these problems are of such a serious nature that they require outside professional help. The Town strongly supports the Employee Assistance Program to help employees deal with such issues.

[insert Town EAP policy and contact information if applicable]

# TOWN EXPENSE REIMBURSEMENT

Employees who incur an authorized and documented expense while conducting Town of [TOWN] business will be reimbursed for the expense.

Employees are responsible for payment of expenses when they are incurred and should claim reimbursement from the Town by submitting a report to the Human Resources Director [or insert equivalent Town administrative officer] of the expenses incurred with the following information [or insert Town expense reimbursement policy, if applicable]:

* Item, amount and date of the expense;
* Name and location where the expense was incurred;
* Documentation of the expense, preferably a charge card receipt;
* Authorization from a supervisor designating approval of the expense.

Reimbursement claims must be submitted within 30 days after the expense is incurred.

The Town’s mileage allowance will be determined by IRS guidelines.

# VEHICLES AND OPERATING EQUIPMENT

All vehicles, and operating equipment, whether police, highway, or other vehicles or equipment in use, are the property of the Town of [TOWN]. They are to be operated safely, with proper standard operating procedures and care in use, and in full compliance with motor vehicle and safety laws. Any employee who operates licensed vehicles on roadways must be a listed driver on the Town’s auto insurance policy. Any mishandling of equipment observed must be reported to the First Selectman [or insert Town executive officer].

It is a violation of state law for any vehicle operator to engage in the operation of a motor vehicle while using a hand-held mobile/cell phone unless through “hands-free” operation or any other mobile electronic device while a vehicle is in motion. Employees operating a Town vehicle may not use text or view the hand-held mobile/cell phone while the vehicle is in motion.

Texting while driving a Town vehicle is strictly prohibited.

# NON SMOKING

The Town of [TOWN] is dedicated to providing a healthy environment for all staff, town residents and visitors. In order to eliminate the documented health hazards of secondhand smoke and to maintain good air quality in all working environments, smoking is strictly prohibited in all areas of all buildings and grounds owned and managed by the Town of [TOWN]. Smoking includes cigarettes, cigars, pipes, smokeless tobacco, snuff, chew, e-cigarettes, and vapor products. This prohibition includes all work areas or visitor areas, vehicles, corridors, stairwells, restrooms, meeting rooms, and closed offices. If you smoke off site, please ensure that you dispose of your butts and debris in an appropriate receptacle.

Smoking is prohibited in all Town vehicles [or insert Town vehicle smoking policy]

All employees share the responsibility for adhering to this policy and cooperating in its enforcement. Any concerns should be brought to the attention of the employee’s supervisor, the Human Resources Director or First Selectman [or insert Town executive or administrative officer].

# DRESS CODE

Employees should dress in an appropriate, professional and reasonable manner, wearing uniforms where appropriate for their position and work area. Where uniforms are not required, employees must dress appropriately and professionally given their job responsibilities.

Employees may be required to wear uniforms and safety equipment as designated by their supervisor. Employees who must be sent home to change from inappropriate attire will not be paid for time lost.

[or insert Town dress code]

# NEPOTISM POLICY

The Town may employ two or more persons who are related. However, immediate relatives will not be employed, promoted or transferred to any position, whether regular or seasonal, where one relative would have the authority to supervise, appoint, remove, discipline, audit or evaluate the performance, of the other. The Town will avoid other circumstances that would place relatives in a situation of actual or reasonably foreseeable favoritism, appearance of favoritism, or conflict of interest.

Immediate relatives include spouse, domestic partner or co-habitant; children; parents, grandparents and grandchildren; siblings; all including step and in-law relationships; and any other permanent member of an employee’s household.

# CONFIDENTIALITY

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

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

# CONFLICTS OF INTEREST

Employment with the Town of [Town] imposes a special obligation to conduct all business and personal affairs with the highest standards of integrity. Any concern as to whether a particular action poses an actual or apparent conflict of interest should be discussed with the employee’s supervisor or an appropriate Town official.

An employee shall be considered to have a conflict of interest if [refer to or insert Town ethics or conduct statement]:

* The employee has existing or potential financial or other interests which impair or might reasonably appear to impair an independent, unbiased judgment in the discharge of his or her responsibilities to the Town of [TOWN]; or
* The employee is aware that a member of his/her family (spouse, parent, sibling, children, or other relative living in the same residence), or organization in which the employee (or member of his/her family) is an officer, director, employee, member, partner, trustee, or controlling stockholder, has such existing potential financial or other interests.
* The employee is unable to act impartially or without bias in carrying out his/her duties.

Employees shall neither solicit nor accept gratuities, favors, or anything of monetary value from residents or from contractors or potential contractors.

An employee must disclose any possible conflicts of interest so that the Town may assess and prevent potential conflicts of interest from arising. It is not possible to specify every action that might create a conflict of interest. Employees who have any question concerning an action or proposed course of conduct should seek guidance from the department head or Human Resources Director [or insert equivalent Town administrative officer].

An employee may serve on any governmental body of the Town except a government body which has responsibility for supervision of the employee, or if prohibited by law. However, no employee may serve on the board of finance, or on a zoning, planning, inland wetlands and watercourses, or other land use authority [or insert permitted or prohibited offices as established by Town charter or ordinance].

A violation of this policy or the Town’s Ethics Policy is grounds for discipline up to and including termination of employment.

# INTERNET AND COMPUTER USE

Employees and contractors given access to the Town of [TOWN] internet and intranet are required to agree and to adhere to Town policies on internet use and privacy.

Purpose

The purpose of this policy is to establish rules for employee use of Information Technology (IT) resources in the Town of [TOWN]. IT resources include electronic mail (e-mail), intranet, internet and other technology resources, such as the Town’s local area network, computer hardware and software. This policy applies to all Town IT resources regardless of location (i.e. office, home, field locations, etc.).

Background

The Town of [TOWN] enables its employees to have access to Town IT resources to support open communications and exchange of information with the public and among Town employees, and to provide the opportunity for collaborative government-related work. Use of these technology resources is intended for official purposes only.

Policy

[or insert Town IT and e-mail policy]

Employees are provided with access to IT resources for Town business purposes only.

All internet/intranet data that is composed, transmitted, or received via the IT resources of the Town is considered part of the official records system and as such, is subject to disclosure and confidentiality/privacy as provided in the relevant provisions of federal and state law. As a public record, authorized officials of the Town of [TOWN] retain the right to inspect, copy, or retrieve any data on the Town’s IT system without prior approval of the employee.

Procedures

Use of the Town’s IT systems and resources are subject to federal and state laws and regulations, including but not limited to the Freedom of Information Act.

*Prohibited Uses* include, but are not limited to, the following:

##### Personal use of Town technology resources, including e-mail, internet, intranet, and other technology resources.

##### Promoting or conducting political activities.

##### Violating copyrights or software licensing agreements.

##### Engaging in unauthorized transactions that may incur a cost to the Town.

##### Disseminating, intentionally accessing, or storing offensive or disparaging information, including hate literature, pornographic or sexually explicit images, discriminatory/racist literature or material promoting or defaming a religious perspective.

##### Distributing e-mail to multi-users outside the employee’s department without the specific approval of the department head.

##### Sending, or contriving to send, or re-transmitting anonymous messages.

##### Revealing or publicizing proprietary or confidential information.

##### Making or posting improper remarks, proposals, or sending or posting messages that defame or slander other individuals.

##### Overriding or avoiding security and integrity procedures and devices.

##### Subscribing to mail lists or list servers that are not related to official Town business.

##### Loading any software onto a Town desktop or laptop computer system from any source without prior approval from both department head and the Town official authorized to oversee IT resources. This prohibition includes, but is not limited to, screen savers, and image, video, or audio clips not intended for business purposes. It is also against policy to alter settings in a computer control panel, system registry, or any other areas dealing with advanced setting which may alter the computer’s performance.

##### Attaching or installing any piece of hardware to a Town desktop computer system without prior approval from both the department head and the Town official authorized to oversee IT resources. This prohibition includes, but is not limited to, external modems, zip drives, and non-standard audio or video devices.

##### Removing any piece of Town hardware or software or any other IT resource-related equipment from its intended location without prior approval of both the department head and the Town official authorized to oversee IT resources. This prohibition includes, but is not limited to, desktop computers, printers, scanners, terminals and all software packages.

##### Participating in unauthorized chat rooms or playing computer games.

##### Transmitting or re-transmitting chain letters.

##### Conducting or participating in fund drives or charitable events.

##### Subscribing to push technology services that are not related to official Town business. This refers to subscription-type services that send information to personal computers automatically and routinely as a result of prior registration by the user.

##### Establishing personal web sites or bulletin board systems not authorized by the Town.

##### Using Town logos to misrepresent personal materials as coming under official Town auspices.

##### Misrepresenting, either implicitly or explicitly, personal views or comments in electronic forums or e-mail as Town policy or position.

##### Attempting to tamper with or inappropriately access (“break into”) the computer system of another organization or person.

##### The Town reserves the right to amend or clarify this listing or add additional prohibitions at any time.

Privacy

E-mail messages sent or received by Town employees from Town IT resources may be read by other individuals for a variety of valid reasons. E-mail is not the private property of the sender or recipient even though passwords or encryption codes are used for security reasons. Authorized personnel may monitor usage at any time.

Any use of Town IT resources other than for Town business is prohibited. Confidentiality of any message must not be assumed. If, in violation of this policy, Town employees use the e-mail system to transmit personal messages, such messages may be accessed, reviewed, copied, deleted, or disclosed by authorized Town personnel.

E-mail messages generated and received by the Town are Town property and may be retrieved from storage even though they have been deleted by the sender and receiver. E-mail messages that are sent to or received from the Town of [TOWN] but are stored on computer equipment that is not owned by the Town are subject to retrieval and production via legal process.

In particular instances, for technical, administrative, or legal reasons, Town personnel may be authorized to access information, files, materials and messages that reside in hardware or software used by employees. Reasons for review and inspection include, but are not limited to, system hardware or software problems, general system failure, regular system maintenance, a lawsuit threatened or asserted against the Town, suspicion of a violation of Town policies, suspicion of inappropriate use of the e-mail system, receipt of public records request, and/or a need to carry out tasks or to provide services when the responsible employee is otherwise unavailable.

Monitoring, Compliance and Disciplinary Action

The Town will routinely monitor the use of its IT resources. Individuals who abuse these resources, knowingly interfere with the operation of the IT systems, or otherwise fail to comply with the provisions of this policy, are subject to disciplinary action and possible loss or suspension of associated IT privileges. Employees should not have any expectation of privacy regarding any items stored or transmitted via the Town’s IT resources.

# SOCIAL MEDIA

“Social media” includes all means of communicating or posting information on the internet, whether web logs or blogs, personal websites, social networking or affinity web sites, web bulletin boards or chat rooms (whether or not affiliated or associated with the Town), as well as any other form of electronic communication.

Before creating online content, employees should consider their responsibilities to the Town of [TOWN] and its residents. Confidentiality of confidential and proprietary information, including protected health information, must be maintained. Employees must express only their own opinions, make clear that their views do not represent the views of the Town, and never represent themselves as a spokesperson for the Town.

Employees may not use social media while on working time or while using Town equipment. Town e-mail addresses may not be used for social networks, blogs or other online tools for personal use.

Employees should not undertake to speak with news media on the Town’s behalf without specific authorization from the First Selectman [or insert Town executive officer].

# WORKPLACE VIOLENCE

The Town of [TOWN] takes a strong position against any acts or threats of physical violence, including intimidation, harassment, and/or coercion, that involve or affect the Town or occur on Town property or in the conduct of Town business on or off Town property. This applies to all persons involved in the Town of [TOWN] operations, including, but not limited to, personnel, contract workers, temporary employees and anyone else on Town property or conducting Town business off site. Violations will lead to disciplinary and/or legal action as appropriate.

Direct or indirect threats of violence, incidents of actual violence, and suspicious individuals or activities should be reported as soon as possible to a supervisor, the Human Resources Director or First Selectman [or insert appropriate Town officials]. Employees should not place themselves in peril, nor should they attempt to intercede in a situation which would put them at risk.

# OUTSIDE EMPLOYMENT

Employees may hold outside jobs which do not interfere with the employee’s obligations to the Town of [TOWN] or performance standards expected by the Town. However, employees must disclose to their supervisor and Human Resources Director [or insert equivalent Town administrative officer] all outside jobs that they hold. Employees will not hold themselves out or otherwise create the impression that they are representing the Town in any such endeavor.

If the Town determines that an employee’s outside work interferes with performance or the ability to meet the requirements of the Town position as they may be modified from time to time, the employee may be asked to terminate the outside employment in order to remain a Town employee.

Outside employment that constitutes a conflict of interest is prohibited. In order to determine the possibility of conflict of interest or other detrimental effect, employees are required to disclose any such outside employment to their department heads.

# ALCOHOL AND DRUG ABUSE POLICY

[Either use below or insert Town policy statement]

In compliance with the Drug-Free Workplace Act, the Town of [TOWN] has implemented the following Alcohol and Drug Abuse Policy:

It is the policy of the Town to maintain a work environment that is free from the effects of drug and alcohol abuse and the unlawful possession of controlled substances at the workplace or during work time.

The Town’s criteria for the implementation of this policy will be as follows:

##### Employees are prohibited from use, dispensing, distribution, possession or manufacture of illegal drugs or alcohol while working on Town premises or while conducting Town business at any time.

##### Employees must, as a condition of employment, abide by the terms of this policy and will be subject to disciplinary action, up to and including termination, for violation of this policy. Violations include, but are not limited to, possessing illegal or non-prescribed drugs and narcotics or alcoholic beverages at work; or dispensing, distributing, or illegally manufacturing or selling them on Town premises and work sites.

##### Employees must report any arrest or conviction under a criminal drug statute for violation occurring on or off Town premises while conducting Town business. The employee is required to report this arrest or conviction to the employee’s supervisor within five (5) days after the event.

The Town will determine whether to take appropriate disciplinary action against such employee, and/or require the employee to participate satisfactorily in an approved drug abuse rehabilitation program.

##### The Town will determine whether an employee’s conduct or behavior presents reasonable suspicion of the employee being under the influence of drugs or alcohol and whether the employee should be examined by a physician and/or tested for drugs and alcohol. Employees believed to be under the influence of drugs or alcohol will be removed from duty.

##### Any employee who discovers controlled drugs or alcohol on Town premises shall notify appropriate Town officials such as the Chief of Police.

##### Employees must report their use of over-the-counter or prescribed medications to their supervisors if the use might impair their ability to perform their job safely and effectively. A determination will then be made as to whether the employee may be allowed to continue work.

# SEXUAL AND OTHER HARASSMENT POLICY

[or insert Town policy statement]

It is the policy of the Town of [TOWN] to provide a productive work environment free of harassment on the basis of sex, race, color, religion, gender identity or expression, national origin, mental or physical disability, marital status, sexual orientation, age or veteran status. In accordance with this policy, any form of harassment is forbidden, whether by supervisory or non-supervisory personnel, by individuals under contract, elected and appointed officials, or members of the Town boards or commissions.

Definition of Sexual Harassment

Sexual Harassment is defined as any unwelcome sexual advances or requests for sexual favors or any other conduct of sexual nature when:

* submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment; or
* submission to or rejection of conduct by an individual is used as the basis for employment decisions affecting such individual; or
* such conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.
* Harassment may be Verbal: Includes requests for sexual favors, sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions.
* Harassment may be Non-verbal: Includes the display or circulation of sexually suggestive objects or pictures or pictures degrading to gender, graphic commentaries, suggestive or insulting sounds, leering, whistling, obscene gestures.
* Harassment may be Physical: Unwanted physical contact, including touching, pinching, brushing the body, coerced sexual activity, and assault.

This anti-harassment policy applies to all Town officials and employees, including, but not limited to, full and part-time employees, elected officials, appointed and elected members of Towns boards and commissions, substitute and temporary employees, and employees working under contract for the Town.

# HARASSMENT COMPLAINT PROCEDURE

Any individual who believes he or she has been subjected to harassment of any type should immediately report the occurrence to his/her Supervisor, Human Resources Director or First Selectman [or insert appropriate Town officials]. (In the event the harassment complaint is against the First Selectman, the complaint should be reported to another member of the Board of Selectmen). Reported allegations of harassment, discrimination or retaliation shall be investigated promptly. To the extent possible, the Town will honor an employee’s request for confidentiality, consistent with adequate investigation and appropriate corrective action.

The investigation may include interviews with the parties involved, witnesses, or others with relevant knowledge. The investigator will, as soon as possible, begin the investigation of the harassment complaint, including the following steps:

* If the investigator has reason to believe the complaint may be justified, the investigator will meet with the person against whom the complaint was filed as well as any witnesses to the incident or incidents;
* The investigator will complete a written report which will include a determination as to whether or not harassment has occurred.

After reviewing the harassment complaint and investigative report, the First Selectman [or insert Town executive officer] shall take all appropriate corrective or disciplinary action or, when necessary, recommend that such disciplinary action be taken by the Town official or body charged with the authority to discipline the individual.

Retaliation against any employee who has made a harassment complaint or against any witnesses or other persons connected with the investigation of the complaint is prohibited.

Any person faced with the accusation of harassment is entitled to due process. False and malicious complaints of harassment, discrimination or retaliation may be the subject of appropriate disciplinary action.

# ACKNOWLEDGEMENT OF RECEIPT OF THE TOWN OF [TOWN] EMPLOYEE HANDBOOK AND NOTICE OF DISCLAIMER

I acknowledge having received a copy of the Town of [TOWN] Employee Handbook. I understand my responsibility to read the Handbook and familiarize myself with its contents.

I understand that this Employee Handbook contains guidelines only. The Town shall have the maximum discretion permitted by law to interpret, administer, change, modify or delete the rules, policies and benefits contained in the Handbook at any time. No statement or representation by a supervisor or other department head, whether oral or written, can supplement or modify this Handbook. Changes can be made only by written notice issued by the First Selectman [or insert Town executive official]. I also understand that any failure or delay by the Town to enforce any work policy or rule will not constitute a waiver of the Town’s right to do so in the future. To the extent that any of the policies in this Handbook are different from previous policies, those previous policies are null and void and superseded by the policies contained herein.

I understand that neither this Handbook nor any other communication by a representative of the Town administration, whether oral or written, is intended to, in any way, create a contract of employment. Since employment with the Town is voluntarily entered into, and on an at-will basis, I am free to resign at any time. Similarly, the Town may terminate my employment at any time with or without notice. Any contract of employment must be in writing and signed by the First Selectman [or insert Town executive official].Please sign and date below to verify that you have received the Town’s Employee Handbook and accept your obligation to read and understand it.

Signature Date

Name (Please Print)

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