Personnel Subcommittee of the Board of Selectmen

Regular Meeting
September 10, 2026 - 9:00 AM
Main Meeting Room, Simsbury Town Hall
933 Hopmeadow Street, Simsbury, Connecticut 06070

AGENDA

Call to Order

1) Approve July 9, 2026 Minutes

2) Executive Session
   a) Pursuant to C.G.S. §1-200(6)(E): For the Purpose of Discussing Collective Bargaining Matters

3) Recommend Amendments to the Town of Simsbury Personnel Rules and Regulations to the Board of Selectmen

4) Vacant Positions Report

Adjourn

Personnel Subcommittee of the Board of Selectmen

Regular Meeting
July 9, 2026 – 9:00 A.M.
Main Meeting Room, Simsbury Town Hall
933 Hopmeadow Street, Simsbury, Connecticut 06070

MINUTES

Members Present: Wendy Mackstutis, First Selectman; Steven Antonio, Deputy First Selectman; Kevin Beal, Selectman

Staff Present: Marc Nelson, Town Manager; Eric Gomes, Human Resources Director; Crystal Lusso, HR Generalist

Call to Order

1) Approve June 11, 2026 Minutes

Ms. Mackstutis called the meeting to order at 9:00 AM. Mr. Antonio moved to adopt the minutes as presented. Mr. Beal seconded the motion. The motion passed unanimously.

2) Interview Applicants for the Economic Development Commission

The Personnel Subcommittee of the Board of Selectmen interviewed the Economic Development Commission applicants.

After discussion, the Personnel Subcommittee made no recommendations for appointment to the Board of Selectmen.

Without objection, Ms. Mackstutis called for a two (2) minute recess at 9:54 AM.

Ms. Mackstutis made a motion to move out of recess at 9:57 am. Mr. Antonio seconded the motion; all were in favor and the motion passed.

3) Vacant Positions Report

Ms. Lusso provided the subcommittee with an overview of the current open positions within the Town. Ms. Mackstutis asked how many Library Pages there are and what the current hiring needs are. Mr. Gomes informed her that there are currently (4) Library pages and that number is dropping to (1). Mr. Antonio questioned if there is a possibility for the responsibilities of the pages to be done by a volunteer. Mr. Antonio also asked if these positions had been posted on Simsbury Public School boards so that high school students can know about them. Ms. Mackstutis also asked if the page position could be posted in the Senior newsletter to attract

applicants from the senior center. Mr. Gomes replied that he would share these ideas with the library director.

4) Review Recommendations from the Personnel Subcommittee for the Business Development Coordinator Job Description and Recommend to the Board of Selectmen

The subcommittee members reviewed the proposed job description. Mr. Antonio mentioned that it would be important for this role to have a Simsbury first approach. Mr. Nelson clarified that the position will be helpful in ensuring that Simsbury receives the benefit of a staff member focused on bringing economic development opportunities specifically to Simsbury. Mr. Antonio commented that the proposed job description felt cohesive with the necessary room to grow.

Mr. Antonio made the motion to move this job description to the full Board of Selectman. Mr. Beal seconded the motion; all were in favor and the motion passed.

5) Discussion of Proposed Amendments to Town of Simsbury Personnel Rules and Regulations

Mr. Nelson asked the subcommittee to review the changes drafted to the Personnel Rules and Regulations. Once reviewed, the handbook can be brought back to Personnel Subcommittee for further discussion. The subcommittee members agreed with this plan.

Adjourn

Mr. Beal made a motion to adjourn at 10:14 am. Mr. Antonio seconded the motion; all were in favor and the motion passed.

TOWN OF SIMSBURY

PERSONNEL RULES
AND
REGULATIONS

Adopted by the Board of Selectmen, February 27, 2023

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Contract Disclaimer & At-Will Statement

Nothing in these Personnel Rules and Regulations is intended to grant permanent employment to anyone , either implicitly or explicitly. Similarly, nothing in these Rules and Regulations is intended to create, an express or implied contract of employment between the Town of Simsbury (hereinafter "Town" or "employer") and any of its present or future employees. Any oral statements or representations that suggest otherwise are unauthorized and may not be relied upon by anyone. Unless a written contract, a collective bargaining agreement, or law provides otherwise, Town employees are employed on an "at-will" basis. This means that employment may be terminated at any time and for any lawful reason. Similarly, employees may leave their employment with the Town at any time and for any reason subject to the requirements for a as provided in these Rules and Regulations.

SECTION 1
GENERAL PROVISIONS

1.0 Authority to Revise

The Town reserves the right to modify, revoke, suspend, terminate or change any of these Rules and Regulations, at any time without notice.

1.1 Authorization for Rules Severability

These rules are provided for by Section 1002 of the Town of Simsbury Charter, as amended from time to time. If any section or portion of these Rules is in conflict with federal or state law or the Town Charter, such finding shall not affect the remainder of these Rules.

1.2 Administration

In accordance with SECTION 502 of the Town Charter, the Town Manager is designated the Personnel Director for the Town with the exception of Board of Education employees. The Town Manager may, delegate duties and responsibilities to a designee carrying out these Rules and Regulations. As such, the Town Manager shall be responsible for the proper administration of these Rules and Regulations.

The Board of Selectmen may from time to time establish, rescind or amend these Personnel Rules and Regulations.

1.3 Employees Subject to Collective Bargaining Agreements

For bargaining unit employees, the terms and conditions of their employment are governed by their respective collective bargaining agreement and these Rules and Regulations to the extent they are consistent with their Collective Bargaining Agreement.

1.4 Conflicts of Interest

The Town of Simsbury seeks to avoid conflicts of interest that create actual or potential job-related concerns. If there is any actual or potential conflict of interest between you and a person or an entity due to your employment with the Town, you must disclose it to your Department Head. If an actual or potential conflict of interest is determined to exist, the Town will take such steps as it deems necessary to reduce or eliminate this conflict.

Employees are obligated to disclose any financial interest, direct or indirect, in any contract, transaction or decision of any officer or agent of the Town or any board or commission to the Board of Selectmen in compliance with Section 1103 of the Charter of the Town of Simsbury and Chapter 13 of the Code of Ordinances, as amended from time to time.

Town Employees may not take any outside job if it competes or interferes in any way with the employee's position with the Town. In addition, employees may not use Town property or work time for any outside employment.

1.5 Political Activity

Employees are free to exercise their rights as citizens, to vote as they wish, and express their political opinions as permitted by state and federal law. However, no employee shall:

a. Engage in political activity while on duty.
b. Be required as a duty of office or condition of employment to contribute funds to or otherwise assist political or partisan purpose.
c. Solicit or act as a custodian of funds for political or partisan purpose during work hours.
d. Coerce or compel contributions of funds or other assistance for political or partisan purposes by any other town employee.
e. Use any funds, supplies, materials or equipment of the Town for political or partisan purposes.
f. Use official authority or influence to affect the results of a nomination or election for office, through public endorsement or otherwise.

SECTION 2
STANDARDS OF CONDUCT

2.1 Equal Employment Opportunity

It is the policy of the Town to provide equal employment opportunities to all applicants and employees regardless of race, color, religion, creed, sex, age, national origin, marital status, handicap, ancestry, sexual orientation, physical disability, mental disability or any other legally protected characteristics except in the case of a bona fide occupational quality or need, and to treat applicants and employees in a non-discriminatory fashion as required by law . This policy applies to all areas of employment, including recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation, and all other conditions and privileges of employment in accordance with applicable federal, state, and local laws.

2.2 Unlawful Harassment Is Prohibited

The Town of Simsbury strives to provide a workplace environment that is safe and free of all forms of unlawful discrimination or harassment.

"**Harassment"** is unwarranted and unwanted verbal or nonverbal conduct that threatens, intimidates, or unduly aggravates or insults another person based upon a legally protected classification, where such conduct has the purpose or effect of creating an offensive, intimidating, degrading or hostile environment, or interferes with or adversely affects a person's work performance.

Harassment does not, however, include the conduct or actions of supervisors intended to provide employee discipline, performance feedback/evaluations, instruction or other supervisory actions intended to promote positive performance and/or discourage negative behavior or performance.

"**Sexual harassment"** is a form of sex discrimination, and includes any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment;

2. Submission to or rejection of such conduct by an individual is used as the basis for an employment decision affecting the person; or

3. Such conduct interferes with a person's work performance or creates an intimidating, hostile or offensive working environment.

Please note, harassment can involve people of the same or the opposite gender.

Examples of Harassment

While it is not possible to list all conduct that may constitute harassment, the following are some examples of conduct which, if unwelcome, may constitute harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

A. Examples of Other Forms of Unlawful Harassment

- Jokes/mocking about ethnicity, religious beliefs or practices, accents, disability, age other legally protected traits;
- Referring to others by a nickname that refers to some protected characteristic of the person;
- Unwanted questions or comments pertaining to any aspect of an employee's person or personal life with regard to some protected characteristic.

B. Examples of Sexual Harassment

- Sexual advances and explicit sexual proposals;
- Demands for sexual favors in exchange for favorable treatment or continued employment;
- Suggestive comments, sexually oriented teasing or practical jokes;
- Obscene body language or gestures;
- Display of printed or visual material that is sexual in nature;
- Sending or viewing jokes, pictures or other information by e-mail or the internet where the information is sexually-explicit, or where it ridicules a person's gender, sexual-orientation, or gender identification/expression;
- Physical contact, such as touching, patting, pinching or brushing against another's body;
- Discussion of or inquires about a person's sexual activities.

Reporting Harassment

A. Victims of Harassment. If an employee is harassed, they should clearly and promptly tell the offender that they want them to stop the behavior. If the employee does not wish to address the offender directly or if they are not successful in ending the harassment, the employee should immediately report the harassment to any one of the following people:

- Employee's Supervisor, Manager, or Department Head; or
- Human Resources Director ~~Coordinator~~; or
- Deputy Town Manager; or
- Town Manager.

If an employee believes they are being harassed by any person identified in the reporting above structure, they should report the alleged behavior to another person in the reporting structure.

Reports of alleged harassment against the Town Manager should be directed to Human Resources or Deputy Town Manager; Human Resources or Deputy Town Manager will then notify the Personnel Sub-Committee promptly.

B. Employees Who Witness Harassment. Any employee who witnesses harassment or becomes aware that another employee has been subjected to prohibited harassment is urged to immediately report the conduct to one of the individuals listed above.

If the employee has reason to believe that by any person identified in the reporting above structure may be engaging in unlawful harassment, they should report the alleged behavior to another person in the reporting structure.

C. Supervisors and Managers. Any supervisor or manager who receives a complaint about harassment, retaliation or who believes that someone is engaging in conduct that may be prohibited **must immediately report it to the Human Resources Director**

~~**Coordinator**~~**, Town Manager or Deputy Town Manager**. Ignoring such conduct is not acceptable and may subject the supervisor or manager to disciplinary action and legal liability.

Any employee who believes that he or she has been harassed in the workplace in violation of this policy may also file a complaint with the Connecticut Commission on Human Rights and Opportunities, (CHRO) Capitol Region Office, 450 Columbus Boulevard, Hartford, CT 06031. (TELEPHONE NUMBER 860-566-7710; TDD NUMBER 860-566-7710) and/or the Equal Employment Opportunity Commission, (EEOC) Boston Area Office, 15 Sudbury Street, Room 475, Boston, MA 02208 (TELEPHONE NUMBER 617-865-3676; TDD NUMBER 617-565-3196).

State and federal law requires that a formal written complaint be filed with the CHRO or EEOC within 300 days of the date when the alleged harassment occurred. Remedies for sexual harassment include cease and desist orders, back pay, compensatory damages, hiring, promotion or reinstatement.

Report Disrespectful, Inappropriate Conduct

Employees are entitled to be treated in a civil manner and to work in a safe environment. Even though conduct may not constitute unlawful harassment, it may be inappropriate for the workplace and unacceptable. Employees should report such conduct utilizing the reporting procedure outlined above.

No Retaliation

The Town strictly forbids retaliation against employees who report harassment in good faith or who participate in internal or external investigations of harassment. The Town will not engage in any such retaliation nor will it permit employees to do so. The Town will not tolerate retaliatory citizen behavior/actions towards employees whom have reported harassment or participated in a harassment investigation. All employees shall report all instances of retaliation to one of the individuals listed in above.

Investigating Complaints

The Town's policy is to take all complaints and reports of harassment seriously. All complaints and reports will be investigated promptly, impartially and discreetly. Once a complaint is received, an investigation will be undertaken promptly and all necessary steps taken to resolve the problem. Employees have a duty and are obligated to participate in investigations when requested. Where investigation confirms that harassment has occurred, the Town will take corrective action as appropriate. Discipline up to and including discharge from Town service, banning from Town facilities or property, or legal action may be implemented by the Town. In all cases, including those in which a harassment complaint is made against someone who is not a town official or employee, every effort will be made to ensure that the harassment is eliminated.

False Reports

If the Town determines that a false complaint was made under this policy, disciplinary action may be imposed.

2.3 Standards of Conduct

The Town of Simsbury strives to create a work environment that promotes job satisfaction, civility, responsibility, integrity, and value for all employees. As such, everyone shares in the responsibility of improving the quality of the work environment.
While it is impossible to list everything that could be considered misconduct in the workplace, what is outlined here is a list of common-sense infractions that could result in discipline, up to and including immediate termination of employment. This policy is not intended to limit the Town's right to discipline or discharge employees for any reason permitted by law.

Examples of inappropriate conduct include:

- Violation of the policies and procedures set forth in these Rules & Regulations.
- Possessing, using, distributing, selling, or negotiating the sale of illegal drugs or other controlled substances.
- Being under the influence of alcohol or illegal drugs during working hours or on Town property (including in Town vehicles).
- Inaccurate reporting of the hours worked by you or any other employees.
- Intentionally providing inaccurate, incomplete, or misleading information when speaking on behalf of the Town or in the preparation of any employment-related documents including, but not limited to, job applications and personnel files.
- Taking or destroying Town property.
- Possession of potentially hazardous or dangerous property such as firearms, weapons, chemicals, etc. without prior authorization.
- Fighting with, or harassment of any fellow employee, vendor, or member of the public.
- Gossiping, spreading of misinformation, or disclosing sensitive information.
- Disclosure of confidential information.
- Refusal or failure to follow directions or to perform a requested or required job task.
- Refusal or failure to follow safety rules and procedures.
- Excessive tardiness or absences.
- Smoking in non-designated areas.
- Working unauthorized overtime.
- Inappropriate attire.
- Use of obscene or harassing language in the workplace.
- Outside employment that interferes with your ability to perform your job.
- Gambling on Town premises or during work time.
- Lending passcodes, keys, or keycards to Town property to unauthorized persons.
- Sleeping during work hours.
- Illegal activity on social media.
- Inappropriate use of Town time and property/resources.

2.4 Disability, Religious, & Pregnancy-Related Accommodation

The Town of Simsbury is committed to providing equal employment opportunities to qualified individuals with disabilities, and sincerely held religious beliefs, as well as employees who are pregnant. Consistent with this commitment, the Town will provide reasonable accommodation to otherwise qualified individuals where appropriate to enable the individual to perform the essential functions of the job, unless doing so would create an undue hardship on the business.
If an employee requires an accommodation because of a disability or their religious beliefs, or because the employee is pregnant, the employee must notify their Supervisor and provide relevant information such as:

- A description of the proposed accommodation.
- The reason you need an accommodation.
- How the accommodation will help them perform the essential functions of their job.

After receiving the request, the Town will engage in a dialogue with the employee to explore the employee's needs and explore potential reasonable accommodations that could enable the employee to perform their job. Where appropriate, additional information may be needed from the employee's medical provider to assess the request. All medical information received in connection with a request for accommodation will be treated as confidential.

Employees are encouraged to suggest specific reasonable accommodations that they believe would allow them to perform their job. However, the Town is not required to make the specific accommodation requested by an employee and may provide an alternative accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on the Town.

If leave is provided as a reasonable accommodation, such leave may run concurrently with leave under the Family and Medical Leave Act, and/or any other leave where permitted by law.

The Town will not tolerate any retaliation against staff for requesting an accommodation.

2.5 Workplace Threats and Violence Policy

Employees are entitled to work in a safe work environment. The Town of Simsbury prohibits all forms of aggression, including physical and/or verbal threats, bullying, assaults, or other forms of intimidation, by employees, elected officials, volunteers, visitors or anyone else on the Town's premises or at Town functions.

Town premises are a gun-free and weapon-free zone. Except for sworn law enforcement officers, no one is permitted to possess weapons of any sort (e.g. guns, knives (except for small pocket knives), metal knuckles, etc. on Town premises. This policy does not prohibit individuals from carrying legal, non-lethal defense spray, such as pepper spray.

All Town personnel are responsible for notifying a supervisor or the Town Manager's office of any threats that they have witnessed, received, or have been told that another person has witnessed or received. Even without an actual threat, personnel should also report any behavior they have

witnessed which they regard as threatening or violent, when that behavior is job related or might be carried out on a Town site, or is connected to Town employment. Employees are responsible for making this report regardless of the relationship between the individual who initiated the threat or threatening behavior and the person or persons who were threatened or were the focus of the threatening behavior. Any supervisor who becomes aware of threatening behavior must immediately notify the Town Manager. Any employee who reports unlawful workplace threats or violence or cooperates in the investigation of a complaint will be protected from retaliatory action.

Violations of this policy may result in criminal prosecution, being banned from town-property, and/or employee discipline up to and including dismissal.

2.6 Accommodations for Nursing Mothers

The Town of Simsbury will provide nursing mothers reasonable unpaid break time to express milk for their infant child(ren) for up to one year following the child's birth. Employees will be provided with a private room or other location to express milk. The room will be clearly designated and either have a lock or a sign on the door to indicate when the room is in use. Expressed milk can be stored in Town refrigerators, or in a personal cooler. Expressed milk should be sufficiently marked or labeled to avoid confusion for other employees who may share the refrigerator.

The break time must, if possible, run concurrently with any break time already provided. Employees are encouraged to discuss the length and frequency of these breaks with their Supervisor.

SECTION 3
RECORDS AND REPORTS

3.0 Personnel Records

The Town Manager or his/her designee shall be responsible for maintaining employees' Personnel records. Employees may examine their own personnel records in accordance with the procedures established by the Town Manager or designee.

3.1 Personnel Reports

Department heads shall promptly submit data on proposed appointments, status changes, or separations pertaining to the classified service at such time, in such form, and with such supporting information as these Rules prescribe or as the Town Manager deems necessary.

SECTION 4
RECRUITMENT

4.1 Employment Administration

The Town Manager, with the assistance of the Department Heads, is responsible for the administration of all employment policies and procedures including, but not limited to, posting job openings, recruitment, advertising, interviewing (including oral exam panels), testing, screening, reference checking, referring qualified applicants, certifying candidates, orientation and induction, and Affirmative Action.

Nothing in this section shall diminish or alter the responsibility of the Police Commission for personnel matters within the Police Department as set forth in Section 707 of the Charter of the Town of Simsbury.

4.2 Announcements

For classified services, vacancies and promotional opportunities shall be posted on official bulletin boards or the virtual equivalent thereof, and may be posted at other relevant sites as appropriate.

Announcements shall specify the position's title, salary range, essential functions, minimum qualifications of and other information the Town Manager deems pertinent.

4.3 Veteran's Preference

All persons honorably discharged from active armed forces service, who have served in time of a war declared by the United States Congress, who take an examination for a position with the Town service, and who receive a passing grade, shall have five (5) points added to their examination grade if he/she is not eligible for disability compensation or pension from the United States through the Veterans' Administration, and shall have ten (10) points added to their examination grade if he/she is eligible for such disability compensation or pension. Names of veterans shall be placed on the list of eligible in the order of such augmented rating. Credits shall be based upon examinations with a possible rating of one hundred points. Applicable periods of war are determined in accordance with Connecticut General Statutes Sections 7-415 and 27-103.

4.4 Hiring/Promotion Selection Processes and Employment Lists

The Town Manager and/or his/her designee shall determine the qualifications and application requirements for all town positions. The Town Manager and/or his/her designee shall also determine the process that will be used to select candidates for initial hire and/or promotion. If a panel is used to evaluate candidates, the Town Manager and/or his/her designee shall determine who shall serve on the panel.

Where applicants participate in an examination or other graded/ranked evaluation, each applicant, shall be given notice of the final grade and/or ranking on the employment list, or failure to attain

a place on the list. While exceptions may be made under appropriate circumstances, corrections of test results or ratings will generally not invalidate certifications or appointments already made.

The Town Manager shall establish and maintain such lists for the various classes of positions in the competitive service as deemed necessary or desirable to meet the needs of the service. The names of eligible candidates shall be placed on promotional lists and eligible lists in the order of their grades.

Employment lists shall generally be maintained for 18 months for Police positions and for 12 months for other Town positions.

4.5 Employment of Relatives and Friends

The Town may choose not to employ friends or relatives in circumstances where an actual or potential conflict may arise that could compromise supervision, safety, confidentiality, security, and morale. It is your obligation to inform the Town of any such potential conflict so the Town can determine how best to respond to the particular situation.

SECTION 5
APPOINTMENTS

5.0 Appointments to the Classified Service

A. Appointments to fill vacancies within the classified service are made in accordance with the Town Charter.

B. New positions within the classified service shall be established in accordance with the Town Charter

5.1 Medical Examination Post-Offer, Pre-Employment Examinations

A. A medical examination, including a drug test, showing ability to perform the essential functions of the position may be required as a condition of employment.

B. A background check that may include motor vehicle record, credit status, criminal and financial histories, as well as verification of education and employment history and professional license is required in all cases as a condition of employment.

5.2 Introductory Period

For securing the most effective adjustment of a new employee to his/her position and for determining that an employee's work meets required standards, all appointments are for a introductory period, normally not to exceed one year. The department head may extend the introductory period with the approval of the Town Manager.

A. Evaluation of Performance

During the introductory period, the Town Manager or his/her designee shall evaluate the job performance of the employee and, where appropriate, complete a written evaluation. The extent and type of the evaluation shall be determined by the Town Manager.

B. Dismissal

During the introductory period, the Town Manager may terminate an employee. Such termination shall be based on the Town Manager's assessment of the needs of the Town and the employee's job performance

5.3 Notification of Regular Appointment

Upon the successful completion of the introductory period, the Town Manager or his or her designee shall notify the employee in writing of regular appointment.

5.4 Emergency Appointments

For the purposes of this section, the term "Emergency" is defined as meaning an instance in which public business would be stopped or causes a serious loss or inconvenience to be brought upon the public if not addressed.

In an emergency, the Town Manager may authorize the appointment of any qualified person to a vacant position when the Town Manager believes the appointment is necessary to prevent stoppage of public business or loss or serious inconvenience to the public. Such appointment is valid for the duration of the emergency without regard to the rules affecting appointments.

SECTION 6
CLASSIFICATION

6.0 Classification Plan

The Town Manager is responsible for the preparation of a classification plan which shall become effective upon approval by resolution of the Board of Selectmen. The classification plan is a statement of the essential functions of each position in the classified service, of the minimum qualifications for appointment, and of the pay ranges for such positions. All positions in the classified services are grouped into pay grades. Written job descriptions shall be prepared for each position.

6.1 Position Classification

The classification plan as submitted by the Town Manager and approved by the Board of Selectmen reflects the Town's assessment of the essential functions of each position and the skills and experience necessary to perform the essential functions.

6.2 Reclassification

When the Town Manager determines that the duties of a position have changed materially so as to necessitate its reclassification, that position may be allocated to a more appropriate pay grade, whether newly created or currently existing, in the manner set forth above.

6.3 Classified Positions

All positions are classified regular full-time, regular part-time, part-time/seasonal and temporary, and are defined as follows:

(a) Regular Full-Time

A regular full-time employee is one employed for a minimum of 35/40 hours per week on a yearly basis and is entitled to all the employee benefits offered by the Town.

(b) Regular Part-Time

A regular part-time employee is one employed for a fixed number of hours, but less than 30/40 hours per week, on a yearly basis. Such employee may be paid on an hourly or pro-rated salaried basis, and may be eligible for some employee benefits offered by the Town

(c) Part-Time/Seasonal

A part-time/seasonal employee is one employed in a position as needed. (Hours could vary from week to week or month to month). A seasonal employee is one employed for a period of not more than 120 calendar days in any calendar year in a position as needed.

(d) Temporary

A temporary employee is one employed in a position established for a specific period of time or for the duration of a specific project or group of assignments.

SECTION 7
COMPENSATION

7.0 Pay Plan

Each fiscal year, the Town Manager shall prepare and submit to the Board of Selectmen a pay plan for each grade in the classified service, showing the minimum and maximum rates of pay. In setting salary ranges, consideration may be given to the Town's financial conditions and policies, prevailing rates of pay for comparable work in the general labor market area, conditions of work, and suggestions of department heads.

7.1. Starting Salary Rates - Regular Full-Time Employees

A. Placement on Salary/Wage Schedule

The starting rate of pay offered for recruitment purposes is normally the minimum rate of the pay ranges. The Town Manager may approve initial compensation at a rate within approved pay range for the grade when the Town Manager determines that such action is appropriate.

B. Starting Rate on Return from Military Service

Any regular employee who takes leave to serve in the Armed Forces shall be reinstated in accordance with law.

7.2 Salary Rates - For Other Than Full-Time Employees

A. Regular Part-Time Employees

Such employees are paid on an hourly basis pursuant to the appropriate wage schedule.

B. Wage Schedule for Part-Time, Seasonal and Temporary Employees

Employees who work less than one-half the normal work week, or less than ten months per year, are paid the legally required state minimum wage rate. However, exceptions to this wage schedule may be based on the needs of the Town and made for employees with special skills, experience, or as the labor market requires, at the discretion of the Town Manager.

Specific wage schedules for part time, seasonal and temporary employees may be maintained and reviewed annually by Department Heads and recommended to the Town Manager.

C. Non-Exempt Employees ~~and Compensatory Time~~

All non-exempt employees are paid on an hourly basis for the number of hours actually worked during the pay period, and are paid one and one-half times their regular rate of pay for any hours worked in excess of forty hours in a single work week. ~~At the Town's discretion overtime may be paid in the form of compensatory time.~~

D. Exempt Employees

Exempt employees are paid an annual salary divided by the number of pay periods per year. Exempt employees are not paid overtime, but may have their salaries adjusted by the Town Manager if they assume additional responsibilities or may be paid a bonus if they perform duties significantly in excess of their normal duties.

7.3 Pay Adjustments

Rates of Pay shall be raised or lowered appropriately to reflect promotions or demotions respectively. A transfer to a position of the same pay range, however, will not result in a pay adjustment. The Town Manager may also adjust an employee's pay rate when the employee takes on additional responsibilities or where the employee performs work significantly in excess of the employees normal work hours.

7.4 Deductions

The Town is required by law to make certain deductions from an employees' wages each pay period. These include income and unemployment taxes, Federal Insurance Contributions Act (FICA) contributions (Social Security and Medicare), and other deductions required under law or by court order for wage garnishments. The amount of an employee's tax deductions will depend their earnings and the number of exemptions you list on your federal Form W-4 and applicable state withholding form. Employees may also authorize voluntary deductions from their paycheck, including contributions for insurance premiums, retirement plans, spending accounts, or other services. Deductions will be reflected in an employee's wage statement.

If an employee has any questions about their pay, they should speak with Human Resources.

7.5 Credit Union

Town may have a relationship with a credit union that employees may choose to join.

7.6 Direct Deposit

Employees' wages shall be paid by direct deposit into an account with an eligible full-service bank selected by the employee.

SECTION 8
HOURS AND CONDITIONS OF EMPLOYMENT

8.0 Attendance Policy

Employees are expected to be on the job, ready to work, when scheduled. Failing to report to work as scheduled may lead to disciplinary action, up to and including termination of employment.

All requests for time off must be approved in advance.

If an employee is going to arrive late or are not able to report to work, they must call their supervisor as soon as they know of the delay/absence, but no less than 1 hour before the start of their work-day. Calling out by passing a message through another employee is not acceptable.

8.1 Recording Time

The Town is required by law to keep accurate records of hours worked by employees. To ensure that the Town has complete and accurate time records and that employees are paid for all hours worked, employees who are required to record all working time shall use the Town's recording system.

Non-exempt employees must accurately record on a daily basis the time they begin and end their work, as well as the beginning and ending time for each meal period. The beginning and ending time of any partial day worked or a departure from work early for personal reasons should be recorded on the time record. The employee also shall enter all overtime hours worked.
All departments maintain attendance records for employees during each respective pay period and furnish reports of such attendance annually to the Town Manager.
Excessive or habitual lateness, absenteeism, or falsification of time records are considered serious infractions and will lead to discipline, up to and including dismissal.

Breaks for represented employees are set forth in the respective collective bargaining agreements. Time records for all employees shall indicate sick, personal, vacation or other paid leave time utilized.

Exempt employees may be asked to complete time sheets indicating the time the employee begins work and the time the employee discontinues work at the end of the day.
Notify the Department Head of any unrecorded or incorrectly recorded work hours or any missed meal or break periods.

Falsifying time entries is strictly prohibited. Falsifying time entries includes working "off the clock." If you falsify your own time records, or the time records of co-workers, or if you work off the clock, you will be subject to discipline up to and including termination. Immediately report to the Town Manager or Human Resources any employee, supervisor, or manager who falsifies your time entries or encourages or requires you to falsify your time entries or work off the clock.

8.2 Meal and Rest Periods

The Town strives to provide a safe and healthy work environment. Check with your Supervisor regarding procedures and schedules for meal breaks. Employees who work 7.5 hours or more in a shift, receive at least a 30-minute meal break. This break must be taken all at once. This meal break should be taken after the first 2 hours and before last 2 hours of your shift. Employees must clock out for meal breaks. All employees, regardless of whether or not they are entitled to a

meal break, may take one 5-minute personal break per shift. You are not required to clock out for this break.

Only one employee may take a break at a time. All employees must check with their Supervisor prior to taking their break.

8.3 Pay Period

The Town pays employees on a weekly basis. Pay days are currently every Friday. If a pay day falls on a holiday employees may be paid the day before.

8.4 Overtime

Overtime must be approved in advance by your Supervisor.

A. Hourly and Non-Exempt Employees

Hourly and Non-Exempt employees are compensated at overtime rates in accordance with applicable state and federal wage and hour laws. Represented employees should refer to their collective bargaining agreement for specific information regarding overtime pay or compensation. Unaffiliated hourly employees are eligible for overtime pay if they work more than 40 hours in a work week.
Unless otherwise required or exempted by law, overtime pay of one and one-half times your regular rate of pay is paid for any hours worked in excess of 40 hours in a workweek. Holidays, vacation days, and sick leave days do not count as time worked for computing overtime.

B. Exempt Employees

It is expected that exempt employees shall ~~normally work a minimum of forty (40) hours per week~~ work, at a minimum, the same hours as their affiliated counterparts and are required to work as many hours as necessary to satisfactorily perform their job duties without regard to hours per day, week or month. Since attendance at meetings of Town agencies shall be considered part of the duties of the position and not eligible for compensation, it is expected that such employees will schedule their own work in such manner as to effectively and efficiently complete assignments in a timely manner.

~~C. Compensatory Time~~

~~Compensatory time may be given to hourly and non-exempt employees in lieu of overtime pay with the prior written approval of the Town Manager or his/her designee. All requests for compensatory time in lieu of overtime pay must be made in writing by the employee requesting such time to the Town Manager. Employees meeting these requirements will be provided with one and one-half hours of compensatory time for every one hour worked in excess of forty hours in a single work week.~~

~~Exempt employees are required to work as many hours as necessary to satisfactorily perform their job duties and therefore are generally not entitled to compensatory time. However, in extraordinary situations exempt employees may be granted compensatory time in the sole discretion of the Town Manager.~~

8.5 Outside Employment

Full-time employees are not allowed to be employed by any entity that may pose a conflict with their employment with the Town unless written approval is received from the Town Manager. The Town Manager shall determine whether the proposed outside employment will interfere with the employee's duties to the Town, and whether to grant or deny approval. Any employee who receives approval must not allow their job performance to their town position to decrease. Once granted, approval may be revoked at any time by the Town Manager.

8.6 Town Supplies and Equipment

Town employees will not use Town supplies or equipment except for authorized Town purposes. No Town supplies or equipment may be removed from Town property without authorization.

8.7 Computer Security and Copying of Software

Software programs purchased and provided by the Town are to be used only for creating, researching, and processing materials for the Town's use. By using Town hardware, software, and networking systems you assume personal responsibility for their use and agree to comply with this policy and other applicable Town's policies, as well as city, state, and federal laws and regulations.

All software acquired for or on behalf of the Town, or developed by staff or contract personnel on behalf of the Town, is and will be deemed Town property. It is the policy of the Town to respect all computer software rights and to adhere to the terms of all software licenses to which the Town is a party.

Employees may not illegally duplicate any licensed software or related documentation. Unauthorized duplication of software may subject the employee and/or the Town to both civil and criminal penalties under the United States Copyright Act.

Employees may not duplicate, copy, or give software to any outsiders including clients, contractors, customers, and others. Employees may use software on local area networks or on multiple machines only in accordance with applicable license agreements entered into by the Town.

Town computers and electronic equipment are only to be used for conducting Town business, and are not to be used for personal use. Personal use includes, but is not limited to, checking or posting to Facebook (or other social media platforms), checking or sending emails, online searches, and personal internet transactions.

8.8 Driver's License/Driving Record/Insurance

All employees who are required to operate a motor vehicle as part of their employment duties must maintain (1) a valid driver's license, (2) acceptable driving record, and (3) appropriate insurance coverage as required by law. The Town may run a motor vehicle department check to determine your driving record. It is the employee's responsibility to provide a copy of their current driver's license and insurance coverage if requested. **Any changes in the employee's driving record, including, but not limited to, driving infractions or changes to their insurance status, must be reported to the Town promptly.**

If an employee uses a motor vehicle in the course and scope of employment, they may not operate such vehicle while:

1. Under the influence of drugs, alcohol, or any other substance that might impair their judgment or ability to drive; or

2. Texting, emailing, or otherwise illegally using a cell phone.

Employees are personally responsible for any traffic/driving citations or tickets they receive for their driving. They are also personally responsible for any damage caused to their car.

8.9 Use of Town Vehicles

See Town's Vehicle Policy.

8.10 GPS Monitoring of Employer Vehicles

The Town may use GPS technology to monitor the whereabouts of our vehicles at all times.

Questions concerning vehicle monitoring should be directed to the Department Head. Questions concerning the proper use of any vehicles should be directed to your Supervisor.

Any employee who abuses the privilege of driving Town's vehicles will be subject to corrective action, up to and including termination of employment. If necessary, the Town will also advise law enforcement officials of any illegal conduct.

8.11 Off-Duty Use of Employer Property or Premises

You may not use the Town's property for personal use during working time. You are responsible for returning Town property in good condition and repairing or replacing any property damaged as the result of personal use or as the result of negligence. This includes use of copy machines, computers, electronic equipment, Town products, or office supplies for personal use without prior authorization.

Hourly employees may not access Town facilities or Town Property when the facility/property is

closed to the public and the employee is not scheduled to work. Salaried employees may be allowed access to town-facilities to work when the building is closed to the public.

8.12 Personal Appearance

Your personal appearance reflects on the reputation, integrity, and public image of the Town. All Employees are required to report to work neatly groomed and dressed, and are expected to maintain personal hygiene habits that are generally accepted in the community, including clean clothing, good grooming and personal hygiene, and appropriate attire for the workplace and the work being performed. This may include wearing uniforms or protective safety clothing and equipment, depending upon the job. Jeans, dress pants, chinos, or other appropriate work pants may be acceptable so long as they are clean and have no holes, rips, or tears. Shorts or athletic/leisure attire are not acceptable. Casual sandals and flip-flops are not permitted. What is and is not deemed acceptable attire is at the sole discretion of the Town.

Fragrant products, including but not limited to perfumes, colognes, and scented body lotions or hair products, should be used in moderation out of concern for others with sensitivities or allergies.

The Town, in accordance with applicable law, will reasonably accommodate staff with disabilities or religious beliefs that make it difficult for them to comply fully with the personal appearance policy unless doing so would impose an undue hardship on the Town. Contact your Supervisor to request a reasonable accommodation. Failure to comply with the personal appearance standards may result in being sent home, off the clock, to groom or change clothes.

8.13 Personal Cell Phone/Mobile Device Use

While employees may bring personal cell phones and other mobile devices (i.e. smart phones, PDAs, tablets, laptops) into the workplace, they may not allow the use of such devices to interfere with their job duties or impact workplace safety and health.

Use of personal cell phones and mobile devices at work cannot be used if distracting, disruptive or causing a loss of productivity.

You are expected to comply with Town policies regarding the protection of confidential and proprietary information when using personal devices.

You may connect your personal device to the Town guest WiFi network. Use of the Town network should be limited to nonworking time. The Town reserves the right to restrict access to its network as it sees fit. Access to the Town's network by non-employees is strictly prohibited.

Nothing in this policy is intended to prevent employees from engaging in legally protected concerted activity.

8.14 Personal Data Changes

Employees are expected to provide the Town with their current contact information, including current mailing address and telephone number, as well as any changes to your marital or tax withholding status. Failure to do so may result in loss of benefits or delayed receipt of W-2 and other mailings. To make changes to this information, contact your Supervisor/Administrator.

8.15 Security

All employees are responsible for helping to make the work environment a secure work environment. Upon leaving work, lock all offices, desks, lockers, and doors protecting valuable or sensitive material in your work area and report any lost or stolen keys, passes, or similar devices to your Supervisor immediately. Refrain from discussing specifics regarding Town security systems, alarms, passwords, building code, etc. with those outside of the Town or with staff who have not explicitly been cleared for such information.

Immediately advise your Supervisor of any known or potential security risks and/or suspicious conduct.

8.16 Social Media Policy

The Town recognizes that the Internet provides unique opportunities to participate in interactive discussions and share information using a wide variety of social media. However, use of social media also presents certain risks and carries with it certain responsibilities. To minimize risks to the Town, employees are expected to follow our guidelines for appropriate use of social media.

This policy applies to all employees who work for the Town.
For purposes of this policy, ***social media*** includes all means of communicating or posting information or content of any sort on the Internet, including to an employee's or someone else's web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board or a chat room, whether associated or affiliated with the Town or not, as well as any other form of electronic communication.

Town principles, guidelines, and policies apply to online activities just as they apply to other areas of work. Ultimately, employees are solely responsible for what they communicate in social media, and may be personally responsible for any litigation that arises from their comments. Postings that include unlawful discriminatory remarks, harassment, and threats of violence or other unlawful conduct will not be tolerated and may subject an employee to disciplinary action up to and including termination.

Be Respectful
The Town cannot mandate respectful and courteous activity by employees on social media during non-working time. If you decide to use social media, please avoid posting statements, photographs, video, or audio that reasonably could be viewed as unlawful, slanderous, threatening, or that might constitute unlawful harassment. Examples of such conduct might include defamatory or slanderous posts meant to harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, age, national origin, religion, veteran status, or any other status or class protected by law or Town policy.

Maintain Accuracy and Confidentiality
When posting information:

- Maintain the confidentiality of trade secrets, intellectual property, and confidential commercially sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, trademarks, etc.) related to the Town.

- Do not create a link from your personal blog, website, or other social networking site to a Town website that identifies you as speaking on behalf of the Town.

- Never represent yourself as a spokesperson for the Town. If the Town is a subject of the content you are creating, do not represent yourself as speaking on behalf of the Town. Make it clear in your social media activity that you are speaking on your own behalf.

- Respect copyright, trademark, third-party rights, and similar laws and use such protected information in compliance with applicable legal standards.

Using Social Media at Work
Do not use social media while on your work time, unless it is work related as authorized by your manager or consistent with policies that cover equipment owned by the Town.

Media Contacts
If you are not authorized to speak on behalf of the Town, do not speak to the media on behalf of the Town. Direct all media inquiries for official Town responses to the Town Manager.

Retaliation Prohibited
Retaliation or any other negative action is prohibited against anyone who, based on a reasonable belief, reports a possible deviation from this policy or cooperates in an investigation. Those who retaliate against others for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Nothing in this policy is designed to interfere with, restrain, or prevent employees from communications regarding wages, hours, or other terms and conditions of employment, or to restrain employees in exercising any other right protected by law. All employees have the right to engage in or refrain from such activities.

8.17 Telephone Use

Town phones are principally for work-related communications. Unless there is an emergency, telephone calls are to be limited to business purposes. Limit personal use of Town telephones to brief communications during rest periods where possible. Casual conversation with friends and relatives during working hours is not permitted. Telephone use is subject to the Voicemail/Email/Internet Usage Policy.

8.18 Voicemail, Email & Internet Policy

The Town's computer and telephone system, as well as all data transmitted or received through those systems, is the exclusive property of the Town. You should not have any expectation of privacy in any communication over this system. If you are permitted to have access to the system, you will be given a voicemail, email, and/or Internet address and/or access code and will have use of the system consistent with this policy.

The Town reserves the right to monitor, intercept, and/or review all data transmitted, received, or downloaded over the system. Any individual who is given access to the system is hereby given notice that the Town will exercise this right periodically, without prior notice and without the prior consent.

The interests of the Town in monitoring and intercepting data include, but are not limited to: protection of Town trade secrets, proprietary, and similar confidential commercially-sensitive information (i.e., financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, trademarks, etc.); managing the use of the computer system; and/or assisting staff in the management of electronic data during periods of absence.

You should not interpret the use of password protection as creating a right or expectation of privacy. To protect everyone involved, no one can have a right or expectation of privacy regarding the receipt, transmission, or storage of data on the Town voicemail/email/Internet system.
Any staff who violates this policy will be subject to corrective action, up to and including termination of employment. If necessary, the Town will also advise law enforcement officials of any illegal conduct.

8.19 Electronic Monitoring

~~Pursuant to the requirements of Connecticut Public Act 98-142, **An Act Requiring Notice to Employees of Electronic Monitoring by Employers**, employees should recognize that their work activities and communications may be subject to electronic monitoring.~~

~~"Electronic monitoring" is defined by the Act as "the collection of information on an employer's premises concerning employees' activities or communications by any means other than direct observation, including the use of a computer, telephone, wire, radio, camera, electromagnetic, photo-electronic or photo-optical systems, but not including the collection of information for security purposes in common areas of the employer's premises which are held out for use by the public, or which is prohibited under state or federal law."~~

~~Employees may be subject to electronic monitoring or recording (including sound, voice or video devices) while in Town facilities and other locations where the Town business is conducted, except that employees will not be subject to any such monitoring or recording in areas designed for the health or personal comfort of the employees, such as rest rooms, locker rooms or lounges.~~

~~**Employees should understand that their activities involving Town computer equipment and computer and/or electronic documents, data and communications, including e-mail and internet usage, are subject to being monitored, recorded and reviewed. Employees should be aware that the fact that a document, data or communication has been "deleted" by the employee does not mean that the item cannot be monitored or retrieved and reviewed.**~~

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"**Electronic Monitoring**" is defined by the Act as "the collection of information on an employer's premises concerning employees' activities or communications by any means other than direct observation, including the use of a computer, telephone, wire, radio, camera, electromagnetic, photo-electronic or photo-optical systems, but not including the collection of information for security purposes in common areas of the employer's premises which are held out for use by the public, or which is prohibited under state or federal law."

Employees may be subject to electronic monitoring or recording (including sound, voice or video devices) at Town Hall/Police Station, Public Works Campus, Water Pollution Control Facility, Simsbury Farms Recreational Complex (including pools, ice rink, and Golf Club House), Eno Memorial Hall, Transfer Station, Simsbury Public Library, Simsbury's public schools, and Simsbury Meadows, including the parking lots and exterior premises of each property. However, employees will <u>not</u> be subject to any such monitoring or recording in areas designed for the health or personal comfort of the employees, such as rest rooms, locker rooms or lounges.

Employees should understand that their activities involving Town computer equipment and computer and/or electronic documents, data and communications, including e-mail and internet usage, are subject to being monitored, recorded and reviewed. Employees should be aware that the fact that a document, data or communication has been "deleted" by the employee does not mean that the item cannot be monitored or retrieved and reviewed.

8.20 Workplace Privacy and Right to Inspect

Town property, including but not limited to lockers, phones, computers, tablets, desks, work place areas, vehicles, or machinery, remains under the control of the Town and is subject to inspection at any time, without notice to any staff, and without their presence.

You should have no expectation of privacy in any of these areas. The Town assumes no responsibility for the loss of, or damage to, your property maintained on Town premises including that kept in lockers and desks.

8.21 Access to Personnel and Medical Records Files

The Town maintains separate medical records files and personnel files for all staff. Files containing medical records are stored separate and apart from any business-related records in a safe, locked, inaccessible location. The medical file is the repository for sensitive and confidential information related to an individual's health, health benefits, health-related leave and/or accommodations, and benefits selections and coverage. Medical records are kept confidential in compliance with applicable laws and access is on a "need-to-know" basis only.

Supervisors and others in management may have access to your personnel file for possible employment-related decisions. If you wish to review or receive a copy of your personnel or medical records file, you must give the Town reasonable notice. Inspection must occur in the presence of a Town representative.

All requests by an outside party for information contained in your personnel file will be directed to the Town Manager's office, who is solely authorized to give out such information.

8.22 Nonsmoking Policy

The Town is concerned about the effect that smoking and secondhand smoke inhalation can have on its staff and members of the public. Smoking (including vaping) anywhere inside the building or Town vehicles is prohibited and is only permitted in designated outside areas during authorized breaks.

8.23 Drug and Alcohol Policy

See Town's Drug and Alcohol-Free Workplace Policy.

The Town considers drug and alcohol abuse a serious matter that will not be tolerated. The Town prohibits employees from using, selling, possessing an open container of, or being under the influence of illegal drugs, alcohol, or a controlled substance or prescription drug not medically authorized while at their job, on Town property, or while on work time.

Therefore, it is Town policy that:

1. Employees may not report to work under the influence of alcohol, illegal drugs, or any controlled substance or prescription drug not medically authorized.

2. Employees may not possess an open container of or use alcohol, illegal drugs, or any controlled substance or prescription drug not medically authorized while on Town property or on Town business.

Employees must also use caution when taking prescribed or over-the-counter medication, that can affect their ability to perform their job safely, or the use of prescribed or over-the-counter medication in a manner violating the recommended dosage or instructions from the doctor. Employees must have a valid prescription for any prescription medication used while working for the Town. Inform their Supervisor prior to working under the influence of a prescribed or over-the-counter medication that may affect your ability to perform your job safely. The Town

may, if required and permitted by applicable law, consider the medical use of marijuana as a prescribed medication under this policy. If the Town determines that the prescribed or over-the-counter medication does not pose a safety risk, employees will be allowed to work. Failure to comply with these guidelines concerning prescription or over-the-counter medication may result in disciplinary action, up to and including termination of employment.

A violation of this policy will result in disciplinary action, up to and including termination of employment.

8.24 Business Closure and Emergencies

The Town recognizes that inclement weather and other emergencies may affect employees' ability to get to work.
When the Town has a delayed opening, early closure, or total facility closure due to inclement weather, the Town shall inform employees of such through various electronic means of communication, such as: (1) Facebook; (2) Twitter; (3) the Town website; (4) the Town's email subscription service; ~~and~~ (5) WFSB and NBC 30, and (6) phone, text, and/or email from supervisor or department head. Additionally, when a delay or closure occurs on short notice, ~~the Town may utilize the Everbridge system to~~ the town will notify staff members through their supervisors by phone, text, and/or email.

Notified of Closure Prior to Reporting to Work
If you are nonexempt and are notified of a closure prior to reporting to work, you will not be paid during the closure, unless otherwise required by law. If you are an exempt employee, you will be paid your normal salary for the week and are expected to work remotely if possible.

Extending Leave
When the Town's closure ends, you are expected to report to work. Contact your Manager/Supervisor if you cannot return to work at the end of the closure.

If You Cannot Get to Work
Unique circumstances may affect your ability to come to work even when the Town is able to remain open. The Town recognizes that in a severe national or regional disaster, all methods of communication may be unavailable; however, you should continue to try and contact your Supervisor, by any method possible.

Once the inclement weather has passed or the emergency has ended, employees are expected to make all reasonable efforts to safely arrive at work at the designated time to work as scheduled. Leave yourself extra time and plan ahead.
Time missed under circumstances where the Town remains open and you are unable to report to work is to be used as paid time off or is unpaid.

8.25 General Safety Policy

It is the responsibility of all staff to maintain a healthy and safe work environment. Report any safety hazards and occupational illnesses or injuries to your Supervisor as soon as reasonably. Failure to follow the Town health and safety rules may result in disciplinary action, up to and including termination of employment.

SECTION 9
EMPLOYEE BENEFITS

9.00 Eligibility

Eligibility for employee benefits shall be governed by the respective plan documents.

9.1 Vacations

A. Vacation Schedule for Full-Time Employees

Vacation earned in one fiscal year shall be used by the end of the next fiscal year. Employees shall earn paid vacation time for each completed month of service based upon the following schedule:

Total Service	**Vacation Allowance**
Hire Date	3 Weeks
5 Years	4 Weeks
15 Years	5 Weeks

For unaffiliated employees, "service" time includes time accumulated in the same or similar positions with other employers, when previous experience is a prerequisite for employment. The amount of such additional "service" time shall be subject to approval by the Town Manager.

B. Vacation Schedule for Regular Part-Time Employees

SERVICE as of July 1st	**VACATION ENTITLEMENT BASED ON AVERAGE NUMBER OF HOURS WORKED IN A 52 WEEK PERIOD**
Less than 6 full years	.83 days per month
6 full years and less than 15 full years	1.25 days per month
15+ full years	1.66 days per month

Vacation for eligible part-time employees shall be prorated based upon the number of hours worked weekly compared to the regular work week. Eligible part-time employees shall receive vacation pay based upon one fifth (1/5) of their straight time weekly pay. For example, an employee regularly scheduled to work seventeen and one-half (17½) hours per week, earns .83 of a 3½ hour day or 2.9 hours of vacation time a month.

C. Carry Over of Vacation

Eligible employees may accumulate from year to year a maximum of ten (10) earned vacation days in addition to his/her annual earned vacation leave as defined in the tables in Section 1. Any employee with a balance of vacation leave in excess of the maximum accrual amount on November 1st of each year shall forfeit said excess accrual amount. Employees seeking to make a vacation carryover request must do so in writing, have the request signed by their department head, and then forward the request to the Town Manager's Office no later than October 15th for review and consideration. Vacation carryovers will only be granted for extenuating circumstances that prevented an employee from being able to use their leave during the past year.

Should an employee leave service for any reason, including but not limited to retirement or resignation, they will not be paid out for any balance of vacation leave in excess of their maximum accrual amount on November 1st of each year and will forfeit said excess accrual amount. Any approved excess carry forward amounts should be used no later than January 31st of the following year (3 months) or they will be forfeited.

D. Vacation Pay at Termination

For regular full-time employees, pay for accrued vacation time is provided upon separation if the employee leaves in good standing and provides the required notice. An employee is paid for vacation time earned the previous fiscal year and not used in the present fiscal year. Accrued vacation time shall consist of no more than the total of: (a) vacation entitlement for the current fiscal year less the amount of that entitlement actually taken as vacation; (b) vacation time earned the previous year and not yet taken, plus; (c) any carry-over vacation granted under Section 9.10 (C) and not yet taken.

Except for extenuating circumstances, Department Heads/Division Heads shall provide at least 4 weeks' notice of a resignation; Supervisors shall provide at least 3 weeks' notice of a resignation; and all other employees shall provide at least 2 weeks' notice of a resignation.

E. Payment of Salary in Lieu of Vacation

Active employees may not trade in vacation day(s) for compensation.

F. Break in Service

Vacation time is determined by the length of continuous service. For purposes of computing vacation time, employees who leave the Town service for one (1) year or more, other than layoff, and are later restored are considered as new employees.

G. Advanced Vacation

No employee may take vacation time beyond the amount earned except in the most unusual of circumstances. Requests for advanced vacation must be submitted by the department head to the Town Manager, in writing, subject to approval by the Town Manager. In the case of the Town Manager, approval must be granted by the Board of Selectmen.

H. Advanced Vacation Pay

In order for employees to receive vacation pay in advance, the Personnel Action Form reporting vacations to be taken must be received in the Finance Department at least one week before the day of last payroll distribution before the start of vacation to allow for the drawing of the check.

I. Holiday Celebrated During Vacation

Observed holidays established by these Rules are not considered in the computation of vacation credit as a part of the vacation time.

J. Sickness While on Vacation

An employee who becomes ill while on vacation may not charge such illness to sick leave, unless a medical certificate confirms said illness, and the request is approved by the Town Manager. In the case of the Town Manager, approval must be granted by the Board of Selectmen.

9.2 Sick Leave

When it is necessary for an employee to take sick leave due to non-occupational illness or disability, the salary of the full-time employee may be continued for a period not to exceed six (6) months upon the approval of the Town Manager and based on the needs of the Town as determined in the sole discretion of the Town Manager. Among the factors he or she may choose to consider are the nature of the disability or illness, the service record of the employee, and the recommendation of an attending physician and/or a Town chosen physician.

A paid sick leave up to one month's pay may be granted to employees in their introductory period.

A. Notification of Illness

In order to be paid for sick leave, an employee must notify his/her department head as soon as possible, but not less than within one (1) hour of the time the employee is due to report for duty, unless otherwise specified by the department head.

B. Use of Sick Leave

Sick leave is a benefit to be used only in the following cases:

1. Personal sickness or physical incapacity for which compensation is not payable by any employer under the terms of the Workers' Compensation Act of the State of Connecticut.

2. Enforced quarantine of the employee in accordance with community health regulations.

3. The Town Manager or his/her designee may grant up to ~~five(5)~~ ten (10) paid sick leave days to any employee who takes leave to address the illness or physical incapacity of a "family member" as defined in the Family Medical Leave Policy, Section 9.30 of these Personnel Rules and Regulations.

C. Abuse of Sick Leave

Abuse of sick leave shall result in discipline up to and including dismissal.

D. Medical Reporting Requirements

An employee must submit a doctor's certificate in excess of ~~three (3)~~ five (5) consecutive sick days or where the Town suspects abuse of sick leave. For absences of more than five (5) consecutive sick days, an employee must submit a doctor's certificate which includes anticipated length of employee's absence, date employee can safely return to work, and any physical limitations imposed by the illness.

E. Medical Appointments

In order to minimize disruption in the workplace, employees are asked to make medical appointments at the beginning or end of the day if possible.

9.3 Family and Medical Leave

Eligible Employees & Reasons for Leave

Employees who have worked for the Town for at least 12 months and who have worked at least 1250 hours in the 12-month period preceding the leave are eligible to take up to 12 weeks of unpaid leave in any 12-month period for the following reasons:

1. Birth, adoption or foster placement of a child;

2. To care for a child or parent who has a serious health condition;

3. Serious health condition of the employee that makes the employee unable to perform the functions of his or her position.

4. To care for a covered service member with a serious injury or illness, when the employee is the spouse, child, parent, or next of kin of the service member.

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

Leave for the birth, adoption or fostering of a child must be used within 12 months following the birth or placement and must be taken concurrently, that is, not intermittently or on a reduced leave schedule, unless the Town agrees to such in writing.

Spouses employed by the Town may be limited to a total of 12 work weeks of leave in any 12-month period if the leave is taken for the birth, foster care placement or adoption of a child or for the serious health condition of a parent. The 12-week limit for both spouses does not apply in the case of leave for other reasons. In those cases, each employee is entitled to 12 weeks of leave.

Please note, 26 weeks of unpaid leave is available to care for a covered service member with a serious health condition. Eligible spouses who work for the same employer are also limited to a combined total of 26 workweeks of leave in a single 12-month period to care for a covered service member with a serious injury or illness (commonly referred to as "military caregiver leave") if each spouse is a parent, spouse, child, or next of kin of the service member.

If it appears that the employee qualifies for family or medical leave, the Town may unilateral designated the leave as such.

Rolling 12-Month Period

The Town utilizes a rolling 12-month period for calculating leave.

Types of Leave and Conditions

Continuous Leave may be taken for any of the reasons permitted by the FMLA, and excuses employee from work for a continuous period of time.

Intermittent leave means leave taken in separate periods of time rather than for one continuous period of time. Examples of intermittent leave include: leave taken one day per week over a period of a few months; or leave taken on an occasional/as-needed basis for medical appointments.

Reduced schedule leave is leave that reduces the employee's usual number of work hours per day for some period of time. For example, an employee may request half-time work for a number of weeks so the employee can assist in the care of a seriously ill parent.

If intermittent or reduced schedule leave is medically required, the Town may, in its sole discretion, temporarily transfer the employee to another job with equivalent pay and benefits that better accommodates the type of leave requested.

Use of Accrued Paid Leave

An eligible employee shall utilize all applicable accrued paid leave for any part of a family or medical leave. Accrued paid personal leave, ~~compensatory leave~~, and vacation leave will be substituted for any unpaid portions of family or medical leave taken for any reason. However, where the leave is for the employee's own serious health condition, accrued paid sick leave shall be substituted first for unpaid portions of family or medical leave prior to the substitution of paid accrued personal, ~~compensatory~~, and vacation leave. The amount of unpaid family or medical leave entitlement is reduced by the amount of paid leave that is substituted; in other words, paid and unpaid FMLA leave run concurrently.

Any hours of leave taken intermittently are deducted on an hour-by-hour basis from the aggregate 12-week entitlement.

Notice

Where leave is foreseeable, the employee must provide 30 days' notice of his or her intent to take leave. Where this is not possible, the employee must provide as much notice as practicable.
If the leave is taken for foreseeable medical treatment, the employee must make a reasonable effort to schedule the treatment so as not to disrupt the operations of the Town.

Certification

The request of an employee for the family or medical leave must be supported by a certification issued by a health care provider that states: (1) the date on which the serious health condition commenced, (2) the probable duration of the condition, (3) the appropriate medical facts regarding the condition, and (4) whether the employee's serious health condition makes the employee unable to perform his/her functions.

For a leave to care for a family member, the employer may require certification as to (1) the need of the employee to care for the family member and (2) an estimate of the amount of time needed. For intermittent leave, Town may require certification as to (1) the dates of expected leave and (2) anticipated duration. Such certification must be provided with 15 calendar days, where practicable.

The Town may require, at its own expense, that the employee obtain a second opinion by a health care provider designated or approved by the Town concerning any information in the

original certification. If the second medical opinion differs from the initial opinion, a third medical opinion, at the Town's expense and direction, may be required. This third medical opinion is final and binding on the Town and the employee. The Town may also require employees to periodically report during their leave on their medical status and intention to return to work.

Health Insurance

During any period that an eligible employee takes such leave, the Town will maintain coverage under any group health plan for the duration of the leave at the level and under the conditions coverage would have been provided if the employee had continued in active employment.

The employee will be expected to reimburse the Town for any premiums that the Town paid for maintaining coverage under the group health plan during any period of family and medical leave if the employee fails to return from the leave after it has expired, except if the employee fails to return because of a serious health condition or circumstances beyond the employee's control.

Continuation of Benefits

Health benefits and long term disability insurance will be continued for the duration of any employee's leave under the same circumstances as if the employee were not on leave. Basic and additional life insurance will be continued during family medical leave, subject to receipt of employee contributions for additional life insurance. Pension will be continued for vesting purposes only; periods of unpaid leave will not be included for purposes of determining the amount of retirement income.

Collection of Employee Contributions for Benefits

Employee contributions for medical insurance, and life insurance will be due on the first day of each month during which an employee is absent on family medical leave, unless the employee is absent for a partial month, in which case contributions are payable unless payroll deductions are made.

Return to Work

An employee returning to work following such leave is entitled to return to the position he or she held prior to the leave or to an equivalent position with equivalent benefits.

However, reinstatement may be denied for key salaried employees who are among the highest paid 10% of the workforce and whose leave of absence would cause substantial and grievous economic injury to the Town. In such cases, the Town must notify the employee of its intent to deny reinstatement as soon as practicable after receipt of a request for leave (or the commencement of leave, if earlier).

Accrual of Benefits

Employees do not accrue seniority or other benefits during the period of unpaid leave unless such accrual is offered to the employees on other temporary leave of absence.
Questions regarding family or medical leave may be directed to the Town Manager's Office

9.4 Other Leaves of Absence

A. Occupational Injury Leave

1. Injury Leave, as distinguished from sick leave, means paid leave given to an employee because of the absence from duty caused by an accident or injury that occurred while the employee was engaged in the performance of his/her duties for the Town.

2. The Town may supplement, for a period not to exceed 6 months, the payments made under Workers' Compensation insurance so that the employee will receive his/her normal weekly pay for the period of time he/she is on injury leave. The employee must sign an agreement to reimburse the Town the amount of his/her Workers' Compensation pay if he/she wishes to be paid by the Town prior to his/her submission of the Workers' Compensation pay voucher.

B. Jury Duty

The Town will pay full-time employees regular straight time wages that the employee would have otherwise received for a standard workday for the first five (5) days of an employee's jury duty; after that, the Town will then pay the difference between jury duty pay received from the court and the regular straight time wages the employee would have otherwise received for a standard workday or week. Compensation shall be payable only if the employee gives the Town notice from the court indicating that they served either a half or full day and the appropriate compensation.

Employees who are excused from jury duty, prior to completing a full day, are expected to return to work. Depending on the circumstances, 2nd and 3rd shift employees may or may not be required to work while on jury duty.

Time spent on Jury duty is considered as time worked in the computation of overtime.

C. Leave of Absence

The Town Manager**,** upon recommendation of the department head, may grant leaves of absence when necessary, with or without pay, up to a maximum of two (2) months. The Board of Selectmen may grant leaves of absence for periods longer than two months. Employees on an approved leave of absence will be responsible for the payment of any applicable health insurance premium cost sharing.

D. Bereavement Pay

Up to five (5) paid days off will be provided for death of the employee's spouse; up to three (3) paid days off will be provided for death in the employee's immediate family (parent, parent-in-

law, child, sibling, grandparent or grandchild); and one (1) paid day off shall be provided for the death of the employee's niece, nephew, aunt or uncle. Nothing contained herein shall prohibit the Town Manager from granting additional unpaid bereavement leave at his/ her discretion.

E. Military Leave

The Town Manager may grant Military Leave upon request for active duty in the National Guard or Armed Forces in accordance with Section 7-461 of the General Statutes of the State of Connecticut and applicable federal law.

An employee called to Reserve Duty may request, in writing, advanced payment of his/her salary provided the employee will be required to reimburse the Town any amount earned or paid to the employee for Reserve Duty, up to but not exceeding the amount of advanced pay.
Unpaid military leave of absence will be granted to members of the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) and state law. Employees must submit documentation of the need for leave to Human Resources. When returning from military leave of absence, an employee will be reinstated to their previous position or a similar position as required by law. Employees must notify Human Resources of your intent to return to employment as required by law. For more information regarding status, compensation, benefits, and reinstatement upon return from military leave, contact Human Resources.

F. Voting Leave

If your work schedule prevents you from voting on Election Day, the Town will allow you a reasonable time off to vote. The time when you can go to vote will be at the discretion of your Supervisor, consistent with applicable legal requirements.

G. Paid Parental Leave

Parental leave shall be provided in accordance with state and federal law. In addition, full time employees with at least one year of service are eligible for up to six (6) weeks (available in hours) of Paid Parental Leave (PPL) per event. PPL is available to new parents who need time to bond with a new child entering their life either by birth, adoption, or foster care placement. This leave must be taken within the first year of the child's birth, adoption, or foster care placement.

During the PPL period, the employee shall be paid 100% of their base wages for the first two (2) weeks, and 50% of base wages for the remaining four (4) weeks. Employees shall be eligible to use any accrued leave in order to receive compensation up to 100% of base pay during the weeks reimbursed at 50%. The PPL benefit will run concurrently with any unpaid job-protective leave as required by Family and Medical Leave Act ("FMLA").

A childbearing employee on parental leave beyond the six (6) weeks of PPL may be eligible to use paid sick leave when medically necessary and as certified by a healthcare provider. An employee who exhausts all their accrued paid leave will be placed on a leave of absence without pay for the balance of the leave period.

9.5 Holidays

A. Paid Holidays - ~~The following holidays are granted with pay:~~ Unaffiliated members shall observe the same holidays as the affiliated bargaining members. Observed holidays are granted with pay.

~~1. New Year's Day~~
~~2. Martin Luther King, Jr. Day~~
~~3. President's Day~~
~~4. Good Friday~~
~~5. Memorial Day~~
~~6. Independence Day~~
~~7. Labor Day~~
~~8. Veteran's Day~~
~~9. Thanksgiving Day~~
~~10. Friday following Thanksgiving Day~~
~~11. Christmas Eve Day~~
~~12. Christmas Day~~

One additional holiday will be observed each year. The date of these floating holidays shall be determined by the submission of requested dates by the employee and approval by the Town Manager based on the needs of the Town.

When a holiday falls on a Saturday, the preceding Friday shall be the day off, and when a holiday falls on a Sunday, the following Monday shall be the day off. Exceptions to this section are at the discretion of the Town Manager.

B. Attendance on Days Prior To and Immediately After a Holiday

Employees are not paid for holidays unless they work the last scheduled day prior to the holiday and the first scheduled day after the holiday unless such employees are on vacation, or on leave authorized by the Town Manager or department head.

C. Holiday Pay for Regular Part-Time Employees

Regular part-time employees receive holiday pay based upon one-fifth of their average week's pay for each holiday.

9.6 Personal Days

Subject to the approval of the Town Manager, employees shall be entitled to ~~three (3)~~ paid personal time ~~days annually~~ which may be used for personal business that cannot be scheduled during non-work hours. An employee who works a 35 hour week shall be entitled to 21 hours of personal time, an employee who works a 40 hour week shall be entitled to 24 hours of personal time. Personal ~~days~~ time may not be carried over from year to year.

9.7 Tuition Reimbursement Education Incentive

The following are conditions to reimburse employees for tuition, books, administrative fees, or other related charges:

A. Request in writing to the department head stating the name of the course and cost.

B. Prior approval by the department head and Town Manager.

C. Must be a full time employee not on a probationary status

D. No more than two (2) courses will be reimbursed per year.

E. Course must be work-related.

F. Course must be successfully completed with a passing grade of "~~C~~ B" or higher for reimbursement.

G. The maximum reimbursement shall be the undergraduate or graduate rate charged by the University of Connecticut.

9.8 Individualized Professional Development Plans

In conjunction with the annual Performance Review process, each employee will be encouraged to develop an Individualized Professional Development Plan. Pay increases associated with merit may be based on this annual review process.

9.9 Insurance Benefits

The Town offers various benefits to eligible employees, which may may include health insurance, Vision, Flexible Spending Accounts, life insurance, and long-term disability insurance to full-time non-bargaining employees. Regular part-time employees may join the group insurance plans, except long-term disability, as provided in Section 9.74.

Insurance coverage shall be paid for on a basis as adopted by the Board of Selectmen from time to time.

9.10 Life Insurance

Life Insurance, in an amount equal to two times the employee's annual salary, shall be provided to full-time non-bargaining employees.

9.11 Long-Term Disability

Long Term Disability coverage is provided to employees in accordance with the Plan. Employees may request a summary plan description through the Town Manager's Office.

9.12 Regular Part-Time Employees

Regular part-time employees may be eligible to join the certain group insurance plans, A portion of the premiums for employee coverage may be paid by the Town for eligible employees. Premiums for dependents of the employees are not paid for by the Town. Dependents may be included in health insurance coverage with the employee paying all of the dependent's premium. The Board of Selectmen may change the Town's contribution share from time to time. Ongoing participation is contingent on continuing to meet the Plan's eligibility requirement and making premium contributions on a timely basis.

9.13 Continuation of Insurance

During an employee's absence under the Town's disability plan or Workers' Compensation, the Town shall continue to pay its portion of the cost of the employee's health insurance benefits. It is the employee's responsibility to continue payment for any contributory portion of benefits.

9.14 Deferred Compensation

Employees are eligible to participate in the Deferred Compensation Plan in accordance with applicable Federal and State laws and the terms of the Plan.

SECTION 10
PERSONNEL STATUS CHANGES

10.0 Transfer

Transfer of an employee from one position to another without change in rate of pay may be affected when:

A. Further training and development of an employee in another position is beneficial to the future staffing potential of the Town; or

B. The employee meets the qualification requirements.

10.1 Promotion

Insofar as practicable and consistent with the best interest of the Town, vacancies in the classified service may be filled by promotion from within the classified service. All Town employees are eligible and encouraged to apply for all vacancies in the Town Classified Service. Successful completion of certain job-related courses may be required as a condition to promotion.

10.2 Demotion

An employee may be demoted to a position of lower pay range for which he/she is qualified for reasons, including but not limited, to the following:

(1) He or she would otherwise be laid off because his/her position is being abolished;
(2) His or her position is reclassified to a lower grade;
(3) Lack of work;
(4) Lack of funds; or
(5) Another employee has returned to such position from an authorized leave.

10.3 Separation

Separations from the classified service shall occur upon : resignation, layoff, disability, retirement, dismissal, and death.

10.4 Resignation

Except for extenuating circumstances, Department Heads/Division Heads shall provide at least 3 weeks' notice of a resignation; and all other employees shall provide at least 2 weeks' notice of a resignation. This required notice shall be considered a "working" notice period and employees will not be allowed paid time off during this period unless required by law. The Town Manager may permit a shorter period of notice because of extenuating circumstances.

If, after requesting and being granted vacation leave, a floating holiday, compensatory time, and/or earned days, an employee gives the notice described above and seeks to utilize any of the various types of leave specified above during the "working" notice period, the Town will have the right to reconsider the granting of the leave request, including the withdrawal of a previously approved leave.

10.5 Exit Interviews

Employees who are leaving the organization in good-standing must be invited to provide feedback on their employment experience through an exit interview with the Town Manager, department head, or Human Resources Department ~~Coordinator~~.

10.6 Layoff

When a position must be discontinued or abolished for reasons including, but not limited to, a change in job requirements, reorganization, lack of work, or lack of funds, the department head shall submit a report to the Town Manager together with a recommendation as to the employee to be laid off.

1. Order of Lay-off

The order of layoff shall be based on the Town's needs as determined by the Town Manager. Factors may include, but not be limited to, the employee's relative suitability, competence and performance for the jobs that remain and length of continuous service with the Town except that no regular full-time or regular part-time employee shall be separated while there is a temporary or employee in their introductory period performing duties for which the regular employee is qualified, provided the employee makes application for the position.

2. Notice of Lay-off

Employees subject to lay-off are notified in writing not less than two (2) calendar weeks prior to the effective date, absent emergency or other extenuating circumstances.

3. Re-employment List

If the employee is certified as having given satisfactory service, the name of the employee laid off is placed on a re-employment list for a period of one year. Time spent on the re-employment list does not constitute a break in continuous service, if the employee is rehired.

10.7 Disability

An employee may be separated when he or she cannot successfully perform the essential functions with or without reasonable accommodation due to disability .

10.8 Retirement

A regular full-time employee who has at least five (5) years of consecutive service may exercise the option of leaving Town service through retirement. Except for exigent circumstances, Employees shall provide the Town with at least 12 weeks of notice of their retirement so that the required documents may be processed.

10.9 Dismissal

At any time during or after the introductory period, a department head, with the approval of the Town Manager, may dismiss an employee whose performance does not meet the required standards or for disciplinary reasons.

10.10 Death

Separation is effective as of the date of death. All compensation due is paid to the estate of the employee, except for such sums as by law must be paid to the surviving spouse.

SECTION 11
DISCIPLINARY ACTIONS

11.0 Disciplinary Action

Disciplinary action will be determined by the circumstances. The four-step process set forth below may be utilized where appropriate, but the Town Manager need not follow this process and may skip or modify one or more of the steps depending on the circumstances. The four possible steps of discipline are as follows:

Oral Reprimand

The supervisor gives the employee a verbal warning for poor job performance or a violation of rules. The supervisor shall identify the specific problems and areas that need to be changed, and shall inform the employee of further disciplinary action in the case of continued poor performance or violation. Oral reprimands are documented by the supervisor and placed in the employee's personnel file with a copy to the employee.

Formal Reprimand

The supervisor gives the employee a formal reprimand in writing and places it in the individual's personnel file. The written reprimand shall include the date and description of the incident, reference to the personnel policy that is violated, and statement of further disciplinary action should the situation not improve, and is to be signed by the employee, with a copy given to the employee.

Suspension

The supervisor may remove the employee from his/her job and suspend him/her with or without pay with the signed approval of the department head and Town Manager for a period not to exceed thirty (30) days. A written memorandum shall outline the circumstances leading to the suspension and sets goals for improvement. It is reviewed with and signed by the employee and permanently placed in the employee's personnel file.

Dismissal or Demotion

If previous discipline has not resulted in the required improvement, or when the misconduct is serious enough to warrant this action, the employee may be dismissed or demoted by the Town Manager. The basis for dismissal or demotion is summarized in a letter of dismissal or demotion to the employee.

Prior to suspension or dismissal, a hearing shall be held before the Town Manager.

APPENDIX

A: Acknowledgement of Receipt and Review

B Disclosure of Outside Employment Form

C Conflict of Interest Acknowledgement Form

Acknowledgment of Receipt and Review

By signing below, I acknowledge that I have received a copy of Simsbury's Personnel Rules and Regulations and that I have read them, understand them, and agree to comply with them. I understand that the Town has the discretion permitted by law to interpret, administer, change, modify, or delete the rules, regulations, procedures, and benefits contained in the Rules and Regulations at any time with or without notice. No statement or representation by a supervisor, manager, or any other employee, whether oral or written, can supplement or modify the Rules and Regulations. I also understand that any delay or failure by the Town to enforce any rule, regulation, or procedure does not constitute a waiver on behalf of the Town or effect the right of the Town to enforce such rule, regulation, or procedure in the future.

I understand that neither these Rules and Regulations nor any other communication by a management representative or other, whether oral or written, is intended in any way to create a contract of employment. I further understand that, unless I have a written employment agreement or collective bargaining agreement signed by an authorized Town representative, I am employed "at-will".

If I am covered by a written employment agreement (signed by an authorized Town representative) or a collective-bargaining agreement that conflicts with the terms of this Handbook, I understand that the terms of the employment agreement or collective-bargaining agreement will control.

Nothing in these Rules and Regulations is intended to preclude or dissuade employees from engaging in legally protected activities.

These Rules and Regulations supersedes any previous ones.

If I have any questions about the content or interpretation of these Rules and Regulations, I will contact the Town Manager's Office.

_____ _____

Signature Date: _____

Print Name

DISCLOSURE OF OUTSIDE EMPLOYMENT FORM

REPORT OF OUTSIDE EMPLOYMENT

Per Section 5.3/8.3 Town Personnel Rules and Regulations

DATE: _____

NAME: _____

DEPARTMENT: _____

Please complete the appropriate section below:

I do not have employment outside of my position with the Town of Simsbury.

_____

(Signature)

I presently have additional employment outside of my position with the Town of Simsbury.

_____

(Signature)

NATURE OF OUTSIDE EMPLOYMENT

Employer: _____

Address: _____

Phone Number: _____

Comments: _____

CONFLICT OF INTEREST ACKNOWLEDGEMENT FORM

CODE OF THE TOWN OF SIMSBURY, CONNECTICUT
PART I ADMINISTRATIVE LEGISLATION / Chapter 13, ETHICS, CODE OF /
Acknowledgment Form and Charter Section 1103

Thank you for your service to the Town of Simsbury. The purpose of this acknowledgement form is to confirm your understanding of the Simsbury Code of Ethics and your obligations to disclose and disqualify yourself from any conflict of interest that should arise. It also provides you the opportunity to identify possible future conflicts before they arise.

The Simsbury Charter Section 1103 and Section 13-12 of the Code of Ethics require the disclosure of any "financial interest, direct or indirect, in any contract, transaction or decision of any officer or agent of the Town or of any board or commission."

Please list in the box labeled Areas of Exception any relationships you have, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest between the Town of Simsbury and your personal or professional interests, financial or otherwise. Reportable disclosures may include any entity or organization for which you or a family member are an employee, consultant, officer, director, or owner if that business conducts any business with or represents the interests of others before the Town of Simsbury or any of its Boards or Commissions.

If you have any questions on how to complete this form, please contact your supervisor or the Chair of the Board or Commission on which you serve.

Please Note: Disclosure of a possible Area of Exception on this form does NOT relieve you from reporting the disclosure again when it arises and disqualifying yourself from the conflict of interest situation in accordance with either section of the Charter and/or Code.

I have read Section 1003 of the Charter of the Town of Simsbury, the Code of Ethics Ordinance, and the Guidelines issued thereunder. I understand my responsibilities as a member of _____, an employee of the Town or a consultant retained by _____, and I am incompliance with the Charter and the Code of Ethics. I have indicated in the space below any areas of conflict should they arise in matters before our board, commission, agency or department, and I agree to report any future conflicts under the provisions of Section 1003 of the Charter.

Areas of Exception

CONFLICTS OF INTEREST SECTION 1003

CONFLICTS OF INTEREST. It is hereby declared to be the policy of the Town that any elected or appointed officer, any member of any board or commission or any employee of the Town who has a financial interest, direct or indirect, in any contract, transaction or decision of any officer or agent of the Town or any board or commission, shall disclose that interest to the Board of Selectmen, which shall record such disclosure upon the official record of its meetings. Such disclosure of a financial interest, direct or indirect, in any contract, transaction or decision of any officer or agent of the Town or of any board or commission shall disqualify such elected or appointed official or such member of a board of commission or such Town employee from participation in the awarding, assignment or discussion of said contract, transaction or decision. Violation by any such official, board or commission member or employee of the provisions of this section shall be grounds for his/her removal.

_____

Signature

_____ Date:_____

Name (Please Print)

Code of Ethic Acknowledgement Form 2019

WSACTIVELLP:13486428.1

Open Positions	Department	Date Opened	Status
Dispatcher	Police	12/5/2025	Position Filled
Director of Information Technology	IT	12/16/2025	Position Filled
Animal Control Officer	Police	12/19/2025	Position Filled
WPC Plant Operator	WPC	2/26/2026	Position Filled
Maintainer II	DPW	3/2/2026	Position Filled
Building Custodian II (PT)	PW - Buildings and Grounds	4/9/2026	Candidate Selected
Sr. Information Technology Analyst	IT	4/28/2026	Position Filled
Property Appraiser	Assessor's Office - Finance	6/24/2026	Candidate Selected
Information Technology Support Specialist	IT	6/24/2026	Position Filled
Library Page	Library - Children's Room	7/2/2026	Position Filled
PT Library Services Assistant	Library - Children's Room	7/7/2026	Candidates Selected
Library Page - Adult Services	Library - Adult Services	7/31/2026	Reviewing Applications
Police Officer	Police	Continuous	Receiving Applications

Vacancies (3)
Police Officer (3)